



Cabinet Member for Policing and Equalities

Time and Date

3.00 pm on Thursday, 25th October, 2018

Place

Committee Room 3 - Council House

Public Business

1. **Apologies**
2. **Declarations of Interest**
3. **Minutes** (Pages 5 - 8)
 - (a) To agree the minutes of the additional Cabinet Member (Policing and Equalities) meeting held on 8th October, 2018.
 - (b) Matters arising
4. **Petition - Tarmac area of grass adjacent to Sledmere Close, Coventry** (Pages 9 - 22)

Report of the Deputy Chief Executive (Place)
5. **Petition - Refurbishment of the Tick Tock Play Area, Stoke Green.** (Pages 23 - 62)

Report of the Deputy Chief Executive (Place)
6. **Petition - Radford Common Park Play Area** (Pages 63 - 72)

Report of the Deputy Chief Executive (Place)
7. **Petition - Response regarding concerns over environmental issues anti-social and criminal behaviour in the vicinity of alleyway in between Freeman Street and Red House Park** (Pages 73 - 78)

Report of the Deputy Chief Executive (Place)
8. **Report Back on Petition - Response regarding concerns over anti-social behaviour in the vicinity of Priors Harnall and Cawthorne Close** (Pages 79 - 86)

Report of the Deputy Chief Executive (Place)

9. **Gambling Act 2005- Revised Statement of Gambling Policy** (Pages 87 - 126)

Report if the Deputy Chief Executive (Place)

10. **Updated Procedural Guidance: RIPA Covert Surveillance & Covert Human Intelligence Sources (RIPA Procedural Guidance)** (Pages 127 - 152)

Report of the Deputy Chief Executive (Place)

11. **Equalities Objectives Performance Report 2017/2018** (Pages 153 - 172)

Report of the Deputy Chief Executive (Place)

12. **Authority for Attendance at Conference** (Pages 173 - 176)

To consider the attendance of Councillor Kamran Caan (Cabinet Member for Public Health and Sport), Councillor Rois Ali (Deputy Cabinet Member for Public Health and Sport), Councillor John Blundell (the Lord Mayor), David Nuttall and David Moorcroft at the European City of Sport Awarding Ceremony and Network Event to be held in Brussels on 3rd-5th December, 2018.

13. **Any Other Business**

To consider any other items of business which the Cabinet Member decides to take as a matter of urgency because of the special circumstances involved.

Private Business

Nil

Martin Yardley, Executive Director, Place, Council House Coventry

Wednesday, 17 October 2018

Note: The person to contact about the agenda and documents for this meeting is Michelle Rose Tel: 024 7683 3111; michelle.rose@coventry.gov.uk

Membership: Councillors P Akhtar (Deputy Cabinet Member), A Andrews (Shadow Cabinet Member) and AS Khan (Cabinet Member)

Please note: a hearing loop is available in the committee rooms
If you require a British Sign Language interpreter for this meeting
OR if you would like this information in another format or language please contact us.

Michelle Rose

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Coventry City Council
Minutes of the Meeting of Cabinet Member for Policing and Equalities
held at 3.30 pm on Monday, 8 October 2018

Present:

Members: Councillor A S Khan (Cabinet Member for Policing and Equalities)

Employees (by Directorate):

Place: S Bennett, J Newman

Apology: Councillor P Akhtar (Deputy Cabinet Member for Policing and Equalities)

Public Business

13. Declarations of Interest

There were no disclosable pecuniary interests.

14. Minutes

The Minutes of the meetings held on 26 July and 13 August, 2018 were agreed and signed as a true record.

Further to Minute 6/18 relating to "Report of the Cabinet Member for Policing and Equalities – Disability Equality Advisory Panel (DEAP)", the Cabinet Member for Policing and Equalities noted that following consultation with himself and Councillor Thomas, Chair of the DEAP Advisory Panel, the title of the Advisory Panel had been changed to Disability Equality Action Partnership - Advisory Panel.

15. Exclusion of Press and Public

RESOLVED that approval be given to exclude the press and public under Section 100(A) 4 of the Local Government Act 1972 for the consideration of the private matter referred to in Minute 19 below relating to "The Coventry Award of Merit" on the grounds that that item involves the likely disclosure of exempt information, as defined in Paragraph 1 of Schedule 12 A of that Act as it contains information relating to individuals.

(NOTE: The Cabinet Member for Policing and Equalities noted that the Recommendations in relation to this report would be considered in public at the Council Meeting on 16 October, 2018)

16. Monitoring Officer Protocol

The Cabinet Member for Policing and Equalities considered a report of the Director of Finance and Corporate Services which indicated that, at its meeting on 26 July, 2018, the Ethics Committee approved a draft Monitoring Officer's

Protocol, a copy of which was appended to the report. The Members of the Constitutional Advisory Panel had also been consulted on the contents of the Protocol.

The decision to draft a Monitoring Officer Protocol had arisen from the Ethics Committee's consideration of public interest reports issued in connection with two other Councils. The report indicated that a Monitoring Officer Protocol is beneficial as it sets out for both members and officers the roles and responsibilities of the Monitoring Officer, what resources should be available to the Monitoring Officer and how they will discharge those duties. It also sets out what is expected of Members and other officers in terms of keeping the Monitoring Officer informed to ensure the effective and efficient discharge of their roles and responsibilities. Such Protocols are considered to be good practice.

The draft Protocol had been drafted both to reflect current practices within the Council and best practice in other local authorities and sets out the statutory responsibilities of the Monitoring Officer and how those will be discharged. It is partly a statement of current practice and convention. In some respects, however, it seeks to promote greater clarity and certainty. In particular, it makes it clear that the Monitoring Officer can only fulfil their statutory functions with the assistance and co-operation of Members and Officers.

The Protocol outlines working arrangements including:-

- Access to resources
- Access to information
- The relationship between the Monitoring Officer, other statutory officers, leading members and external bodies
- Standards matters
- The Constitution

The monitoring and review of the Protocol is the responsibility of the Monitoring Officer.

RESOLVED that the Cabinet Member for Policing and Equalities recommends that the City Council approves the draft Monitoring Officer Protocol as attached to the report submitted and agrees to its inclusion in the Constitution.

17. **The Coventry Award of Merit**

The Cabinet Member for Policing and Equalities considered a public and private report of the Deputy Chief Executive (Place) which indicated that the Coventry Award of Merit was established by the City Council in the 1960s as a means of acknowledging and honouring personal behaviour reflecting the highest ideals of citizenship or outstanding performance in any field of human endeavour which enhances the good name of Coventry and affords inspiration to its citizens. The grant of the Award of Merit is made by full Council on the recommendation of Cabinet Member for Policing and Equalities, who is advised by an Advisory Panel established for the purpose. Nominations can be received from any organisation or individual and any person, company or organisation are eligible for consideration for the Award of Merit who has:-

- Rendered outstanding service to the City of Coventry in service to the local community.
- By outstanding personal effort in the field of sport, industry, government or the arts, brought particular renown to the City of Coventry.
- 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.
- By personal example of courage or devotion to duty and service to others, demonstrated the highest ideals of citizenship.

The Award has previously taken the form of a citation under the common seal together with a presentation of a gold medallion pendant from a ribbon in the City's colours. The motif on the medallion is the phoenix, symbolising the resurgence of Coventry from the flames of the Blitz.

A number of nominations have been received by the City Council for the Coventry Award of Merit from a variety of sources. The nominations were considered by the all-party Advisory Panel at its meeting on 25 September, 2018, the membership of which includes the Honorary Recorder and the Lord Mayor.

The corresponding private report detailed the advice of the Advisory Panel in relation to the proposed recipients of the Award. The Advisory Panel had also recommended that, where the Cabinet Member was minded to accept its advice that he would have to consult the proposed recipients prior to presenting proposals for approval to Council on 16 October, 2018 and therefore pending such consultation the nominations should remain confidential.

RESOLVED that, having considered the advice from the Coventry Award of Merit Advisory Panel and having consulted with the proposed recipients, the Cabinet Member for Policing and Equalities recommends that the City Council grants the Coventry Award of Merit to:-

- (1) Jane Frankish, Headteacher, Broad Heath Community Primary School**
- (2) Kerry Blakeman, former Chief Inspector of Police**
- (3) Roger Medwell DL, former Chairman and CEO of NP Aerospace, former Chair and current Vice Chair of Coventry Godiva Harriers and Chair of Culture Coventry**
- (4) Councillor George Duggins, Leader, Coventry City Council**

18. Any Other Business of Urgent Public Business

There were no other items of urgent private business.

19. The Coventry Award of Merit

Further to Minute 17 above, the Cabinet Member for Policing and Equalities noted a report of the Deputy Chief Executive (Place) regarding the above.

20. **Any Other Items of Urgent Public Business**

There were no other items of urgent private business

(Meeting closed at 3.45 pm)

25th October 2018

Name of Cabinet Member:

Cabinet Member for Policing and Equalities Councillor A S Khan

Director Approving Submission of the report:

Deputy Chief Executive (Place)

Ward(s) affected:

Longford

Title: Petition – Tarmac area of grass adjacent to Sledmere Close, Coventry.

Is this a key decision? : No

Executive Summary:

This report responds to a petition containing 14 signatures which was submitted to Coventry City Council. The petition is supported by Councillor Harvard a Longford ward Councillor and requests that the Council tarmac a strip of land adjacent to Sledmere Close which forms part of Longford Park.

The petition reads:

“We, the following residents of Sledmere Close, Coventry hereby present the following petition to have the grass verge opposite our houses laid to tarmac. It is currently a major health and safety concern and also a complete eyesore as the grass is constantly churned up by the traffic that drives upon it”

This petition relates to a strip of land which is set to grass which forms part of Longford Park and runs adjacent to Sledmere Close. The strip of grass in question lies between a post and rail fence within Longford Park and the Sledmere Close road and is approximately 3m wide.

Sledmere Close itself is a relatively narrow road, 4m Wide, and vehicles are unable to pass without encroaching on the grassed strip of park land. This causes considerable damage to the grass sward which becomes muddy, unsightly and difficult to maintain.

The grassed strip of land does not form part of the adopted highway but falls within the management remit of the Councils Greenspace Service. The cost to remove the grass strip in order to widen the road would cost in the region of £20,000-£40,000 and beyond their existing resources.

Recommendations:

The Cabinet Member for Policing and Equalities is recommended to:

1. Consider the content of the petition and note the concerns of the petitioners'
2. Note that the land in questions forms part of Longford Park and falls within the management remit of the Councils Greenspace Service and does not form part of the adopted highway.
3. Note that the cost of laying the land to tarmac is estimated at in the region of £20,000-£40,000 and beyond the Councils Greenspace Service budget.
4. Note that although the Councils Highways Service would consider adopting the land as highway land they also do not have the resources to set the land out as tarmac.

List of Appendices included:

Appendix 1 – Plans and Street view images of Sledmere Close

Other useful background papers:

None

Has it been or will it be considered by Scrutiny?

No

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

No

Will this report go to Council?

No

Report title: **Petition** - Tarmac area of grass adjacent to Sledmere Close, Coventry.

1. Context (or background)

- 1.1 Longford Park is one of the Cities premier parks and holds the prestigious Green Flag status which is a nationally recognised benchmark for quality. Sledmere Close runs along the northern boundary of the park.
- 1.2 A low post and rail fence was erected many years ago within the park approximately 3 metres from the edge of the Sledmere Close road leaving a strip of grassed land which has the appearance of a verge but forms part of the park. The Councils Streetpride Service maintains the park which encompasses the grassed strip adjacent to Sledmere Close on behalf of the Greenspace Service. Maintenance includes grass cutting, litter collection and turf reinstatement when resources allow.
- 1.3 Sledmere Close is a relatively narrow road at 4m wide, and drivers find it difficult to manoeuvre their vehicles past parked vehicles or oncoming traffic without encroaching on the grassed surface. In addition large vehicles which need to access the road such a refuse vehicles, cleansing vehicles and delivery vehicles etc. inevitably drive over the grass in order to service the road or reach properties within it.
- 1.4 As a result of the continual encroachment onto the grassed strip the surface has become uneven and unsightly and this has been a subject of complaint by residents of Sledmere Close for a number of years.
- 1.5 The strip of grass does not form part of the adopted highway. The only realistic solution would be removing the grass strip and widening the road, however the cost to do so could run between £20,000-40,000, money that the Greenspace Service does not have. The Council's Highway Service would consider adopting the grassed strip of land as part of the highway however they do not have the budgetary resources which would enable them to undertake the construction works. There are four lighting columns and a telegraph pole on the grass strip which makes the proposal to widen the road more difficult therein more costly than usual. There would also be a loss of 400sqm of Parkland to consider, the strip of grass is currently part of Longford Park, which is a Green Flag Park.
- 1.6 It should also be noted that the Councils adopted Verge Policy states that on roads of this type, until prioritised for works, there is the presumption that verge parking will be tolerated unless there are safety concerns and that repairs will be carried out to grass areas in accordance with normal procedures. Priority is given to main roads in and out of the city followed by important secondary routes

2. Options considered and recommended proposal

- 2.1 The option to transfer the land to the Councils Highway Service and adopt the land as public highway has been considered however this has been rejected as the service does not have the budgetary resources to enable a tarmacked road to be constructed
- 2.2 The option to continue to retain and maintain the strip of land as public open space and as part of Longford Park and which can be sustained from within existing budgetary resources is recommended.

3. Results of consultation undertaken

No consultation has taken place on this issue

4. Timetable for implementing this decision

4.1 To be agreed subject to approval of a recommendation within this report

5. Comments from the Director of Finance and Customer Services

5.1 Financial implications

If a decision is taken to carry out works to the pavement a cost of approx. £20k - £40k will be incurred by the Council.

5.2 Legal implications

This is not adopted highway land and therefore enforcement action under the Highways Act 1980 is not possible. Other legal action may be possible under the law of trespass or the Anti-social Behaviour, Crime and Policing Act 2014 but the identification of offenders would be problematic and the courts would need to be satisfied that it was appropriate to grant a remedy to the Council in circumstances where vehicles cannot manoeuvre along the road without using the grassed area in question.

6. Other implications

None

6.1 How will this contribute to achievement of the Council's Plan?

Parks and green spaces are highly valued by the citizens of Coventry and contribute greatly to improving the quality of life to those that live and work in the City, helps address health inequalities and provides valuable wildlife habitats.

6.2 How is risk being managed?

Risk will be managed through the existing Place directorate risk profile.

6.3 What is the impact on the organisation?

Continued maintenance of the site will be delivered using existing resources.

6.4 Equalities / EIA Implications for (or impact on) the environment

No equality impact assessments have been undertaken.

6.5 Implications for (or impact on) the environment

No direct impact

6.6 Implications for partner organisations?

None

Report author(s):

Name and job title: Graham Hood, Head of Streetpride and Greenspace

Directorate: Place

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Enquiries should be directed to the above person.

Contributor/approver name	Title	Directorate or organisation	Date doc sent out	Date response received or approved
Contributors:				
Maggie Morgan	Accountant (Business Partner) Place Directorate (Finance)	Resources	18-07-18	31/07/18
Gill Carter	Team Leader, (Regulatory) , Legal Services	Resources	18-07-18	27-07-18
Michelle Rose	Governance Services co-ordinator	Place	15-08-18	14/9/18
Colin Knight	Director of Highways	Place	18-07-18	27-07-18
Names of approvers for submission: (officers and Members)				
Andrew Walster	Director (Streetscene and Regulatory Services)	Place	14-08-18	14-08-18
Councillor A S Khan	Cabinet Member for (Policy and Equalities)	-	27/09/18	27/09/18

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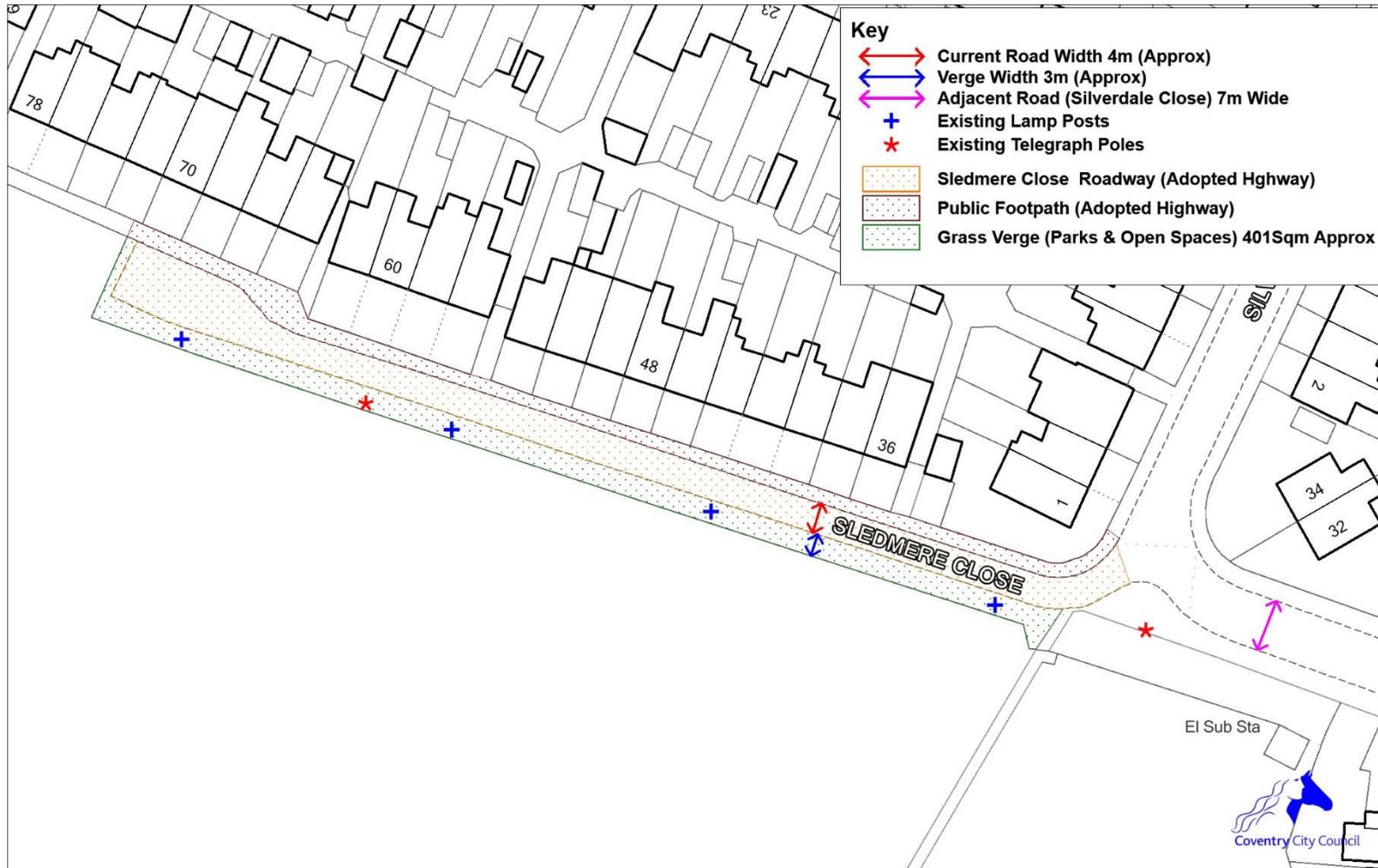
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Appendix 1 - Sledmere Close Site Plans



Sledmere Close Petition 2017 Aerial Image

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Sledmere Close Plan

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Entrance to Sledmere Close – 2012 Street view image. Entrance to close very narrow



Sledmere Close General Street view images 2012 – Road width 4m Verge width 3m. 4 lamp posts & 1 telegraph pole on grass verge







Road adjacent to Sledmere Close 7m Wide



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25th October 2018

Name of Cabinet Member:

Cabinet Member for Policing and Equalities Councillor A S Khan

Director Approving Submission of the report:

Deputy Chief Executive (Place)

Ward(s) affected:

Lower Stoke

Title: Petition – Refurbishment of the Tick Tock Play Area, Stoke Green.

Is this a key decision? : No

Executive Summary:

This report responds to a petition containing 22 signatures which was submitted to Coventry City Council. The petition is supported by Councillor McNicholas a Lower Stoke ward Councillor requests that the Council refurbish the Tick Tock children's play area located within Stoke Green Park.

The petition reads:

"We the undersigned call on the City Council to refurbish the play facilities that are much used by residents who live adjacent to the Tic Toc play area Stoke Green, Stoke Park and gentleman's Green".

This play site includes a number of items of play equipment designed to cater for the younger age group. There are also a number of infrastructural elements associated with the play area including fencing, tarmac paths and safer surfacing. The park is under the control of the Councils Greenspace Service within the Place Directorate

Play facilities in the City are inspected on a weekly basis and repairs/replacements are undertaken as and when necessary to maintain the equipment in a safe and usable condition. Details of the inspections are recorded on the PSS live system. Currently there are no Findings [identified issues] regarding the current equipment above "Low Risk" for the site.

Recommendations:

The Cabinet Member for Policing and Equalities is recommended to:

1. Note that inspections of the play area have identified that the equipment is still within its practicable life.

2. Note that the Tick Tock play facility falls outside the catchment area of the nearest equipped local play facility
3. Agree that the Tick Tock play area be retained and that items of the existing play equipment be replaced as and when it reaches the end of their practicable life and be funded through a combination of external funding and existing budget provision.

List of Appendices included:

Appendix 1: General location plan and aerial photo.

Appendix 2: Original play area design plan and post installation report.

Appendix 3: Photographs of all current assets [items of equipment, street furniture and fencing].

Other useful background papers:

None

Has it been or will it be considered by Scrutiny?

No

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

No

Will this report go to Council?

No

Report title: **Petition – Refurbishment of the Tick Tock Play Area, Stoke Green**

1. Context (or background)

- 1.1 The Tick Tock Play Area is located within Stoke Green [Principal Open Space] in the South of the City just off the Binley Road. The play facility contains a number of items of equipment designed to be appropriate for the younger age group aged 4 to 7 years. Infrastructural elements associated with the play site include metal fencing and seating, waste bins, tarmac and paved footpaths and safer surfacing. Items of existing equipment are shown in appendix 3.
- 1.2 Stoke Green is under the control of the Councils Greenspace Service within the Place Directorate. Play facilities in the City are inspected on a weekly basis and repairs/replacements are undertaken as and when necessary to maintain the equipment and associated infrastructural features in a safe and usable condition.
- 1.3 The site of the current play area is the segregated area where the former concrete paddling pool and Joseph Levi clock were situated. The latter had been removed and was the inspiration for the naming of the play area. The clock was subsequently refurbished and re-sited onto the Adopted Highway adjacent. When the paddling pool was infilled and returned to grass the area became of interest to the Gosford Residents Association as a potential site for a Bandstand or Play Area.
- 1.4 In 2012 the Gosford Residents Association (GRA) submitted a successful application to the Jubilee People's Millions Big Lottery and were awarded £56,000.00 to construct a play area. The original idea to provide timber equipment on site was not supported by Parks Service and the plans were revised to incorporate more durable metal equipment. The Greenspace Service also stated that their preference was for Dura Sports' Impact Play

Grass safety surfacing as this was proven to be long lasting and durable, however the group confirmed that they had decided to use “Matta” grass reinforcing rubber matting as it was cheaper and they could provide an additional item of equipment if that was used.

Nine items of equipment were included within the original scheme as detailed below and in Appendix 2:

- Junior Swing – double with cradle seats [with Matta surfacing]
- Glow worm see-saw [with Matta surfacing] – Now removed and replaced with a play train
- Junior Multi-Unit [with Matta surfacing]
- Slide – high pedestal [with Matta surfacing]
- Rotator [with Matta surfacing]
- Cockerel springer/bouncer [with Matta surfacing]
- Sputnik round-a-bout [with Matta surfacing] – Now Removed awaiting replacement with a spinning dish
- Multi-play Unit – Tropica Trinidad [with Matta surfacing]
- Swing – basket seat [with Matta surfacing]

As part of the funding agreement the City Council had to agree to inspect and maintain the play area for a minimum of 5 years following opening, which was agreed. New seats, waste bins and a new notice board were provided by Parks Service, along with an illustrated name sign. The play area opened in 2012 and was independently inspected [post installation inspection] by The Play Inspection Company included in Appendix 2.

Shortly after the play area opened the GRA confirmed that they wanted to provide an additional item of equipment, the large Multi-play Tube slide, however they did not have enough funds. Parks Service provided funds of around £17k towards its provision and installation including Dura Sports’ Impact Play Grass safety surfacing. Parks Service also funded the refurbishment of the paved crescent within the play area at a cost of around £13k including improvements to a macadam footpath.

Since the play area opened two of the original items have had to be removed due to on-going maintenance issues and vandalism. The items were the “Rotor play round-a-bout” and the “Glow worm see-saw”. The latter was removed and replaced by a Play Train which was purchased by the GRA. The Greenspace Service funded its installation and provision of the Impact Play Grass safety surfacing at a cost of around £3k. The “Rotor play round-a-bout” is currently awaiting replacement. Streetpride have confirmed that this will be replaced with a Sutcliffe Leisure “Spinning Disc”. It is anticipated that this will be installed in approximately 10 weeks. The Greenspace Service Service also provided an additional double swing [with flat seats] in 2013 at a cost with barriers of £5.5k

The large multi-play unit suffered from arson several years ago and all the damaged items were replaced at that time. Some sections of the unit are still awaiting a fresh coat of paint, although this has not been identified as a priority.

The GRA recently contacted the Councils Parks Service regarding the deteriorating condition of the “Matta” grass reinforcing rubber matting. The Parks Service facilitated a meeting with Dura Sport who provided the group a quote of £15.5k to remove the rubber matting and replace with their Impact Play Grass safety surfacing. The group later confirmed that they did not have enough funds and enquired as to whether Parks Service would contribute towards it. It was agreed that the cost would be split 50:50. This work is currently being programmed.

When external or internal inspections are undertaken, consideration is also given to the serviceable life expectancy of the facility, usually on an item by item basis as not all equipment needs to be replaced at the same time. In these cases, recommendations are made as to what items should be considered for replacement or improvement and the works are then included in the play area maintenance programme. Currently there are no items of equipment on site identified as beyond practicable use.

2. Options considered and recommended proposal

- 2.1 During 2015/16 the Parks Service operational budget was reduced by £1m from 2016. As part of its financial strategy the service now reviews the replacement of play equipment as and when its practicable life ends. This review will be on an item by item and site by site basis and will take into consideration cost, remaining equipment and location to other play areas.
- 2.2 The option to remove and not replace items of equipment deemed to have reached the end of its practicable life has been considered however this would result in the gradual further and overall reduction in the play value and benefit of the facility over time and lead to its eventual removal.
- 2.3 A full refurbishment of this play area would cost approximately £110k to complete. Parks Service does not have the existing resources to undertake this proposal, however they do not consider this would be necessary anyway as all the equipment is within six years old.
- 2.4 The nearest other play facility is located at Gosford Green and the Tick Tock play facility falls outside its catchment area. The eventual removal of this play facility will leave the local community without any play provision within a reasonable distance. It is therefore recommended that the Councils Park Service retain the facility and it continues to explore and exploit all funding opportunity both external and internal to replace items which reach the end of their practicable life with dynamic and high play value items of equipment and when possible install additional items to provide an exciting and stimulating play environment.
- 2.5 The ability of the service to implement this recommendation will be subject to available resources and its ability to secure external funding.

3. Results of consultation undertaken

No consultation has taken place on this issue

4. Timetable for implementing this decision

- 4.1 To be agreed subject to approval of a recommendation within this report

5. Comments from the Director of Finance and Customer Services

- 5.1 Financial implications

There are no financial implications arising from the recommendations at the present time.

The service reviews the replacement of play equipment as and when its practicable life ends. This review will be on an item by item and site by site basis and will take into consideration cost, remaining equipment and location to other play areas.

As and when the replacement of items of play equipment becomes necessary, this will be managed through a combination of external funding (for example section 106 funds) and the existing budget provision.

5.2 Legal implications

The responsibility for managing and maintaining the children’s play area in this park falls to the Council which has a duty of care towards employees, contractors and the public who use the play facilities. Play provision is governed by the Health and Safety at Work Act 1974 and the Occupiers Liability Acts of 1957 and 1984. The Council has a legal responsibility to ensure the children’s play area is in as safe a condition as reasonably practicable. The Management of Health and Safety at Work Regulations 1999 require providers to carry out risk assessments. Play provision also has to meet the requirements of the Equality Act 2010.

6. Other implications

None

6.1 How will this contribute to achievement of the Council's Plan?

N/A

6.2 How is risk being managed?

The continued programme of play area and equipment safety inspections will ensure that facilities are maintained in a safe and usable condition.

6.3 What is the impact on the organisation?

It is the Council’s responsibility to ensure facilities are maintained in a safe condition

6.4 Equalities / EIA Implications for (or impact on) the environment

The Service will continue to provide a level of provision which will ensure that all children within the City have access to park play facilities.

6.5 Implications for (or impact on) the environment

Continued provision of safe, attractive and stimulating play environments.

6.6 Implications for partner organisations?

None

Report author(s):

Name and job title: Graham Hood, Head of Streetpride and Greenspace

Directorate: Place

Tel and email contact: 0247683 2194 graham.hood@coventry.gov.uk

Enquiries should be directed to the above person.

Contributor/approver name	Title	Directorate or	Date doc sent out	Date response received or
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		organisation		approved
Contributors:				
Lee Castledine	Accountant (Business Partner)	Resources	20 th Sept 18	21 st Sept 18
Gill Carter	Solicitor Team Leader (Regulatory)	Resources	20 th Sept 18	23 rd Sept 18
Rose Michelle	Governance Services co-ordinator	Place	20 th Sept 18	27 th Sept 18
Names of approvers for submission: (officers and Members)				
Andrew Walster	Assistant Director (Streetscene and Regulatory Services)	Place	25 th Sept 18	12 th Oct 18
Councillor A S Khan	Cabinet Member for (Policy and Equalities)		27 th Sept 18	27 th Sept 18

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Appendix 1: General location plan and aerial photo.

Appendix 2: Original play area design plan and post installation report.

Appendix 3: Photographs of all current assets [items of equipment, street furniture and fencing].

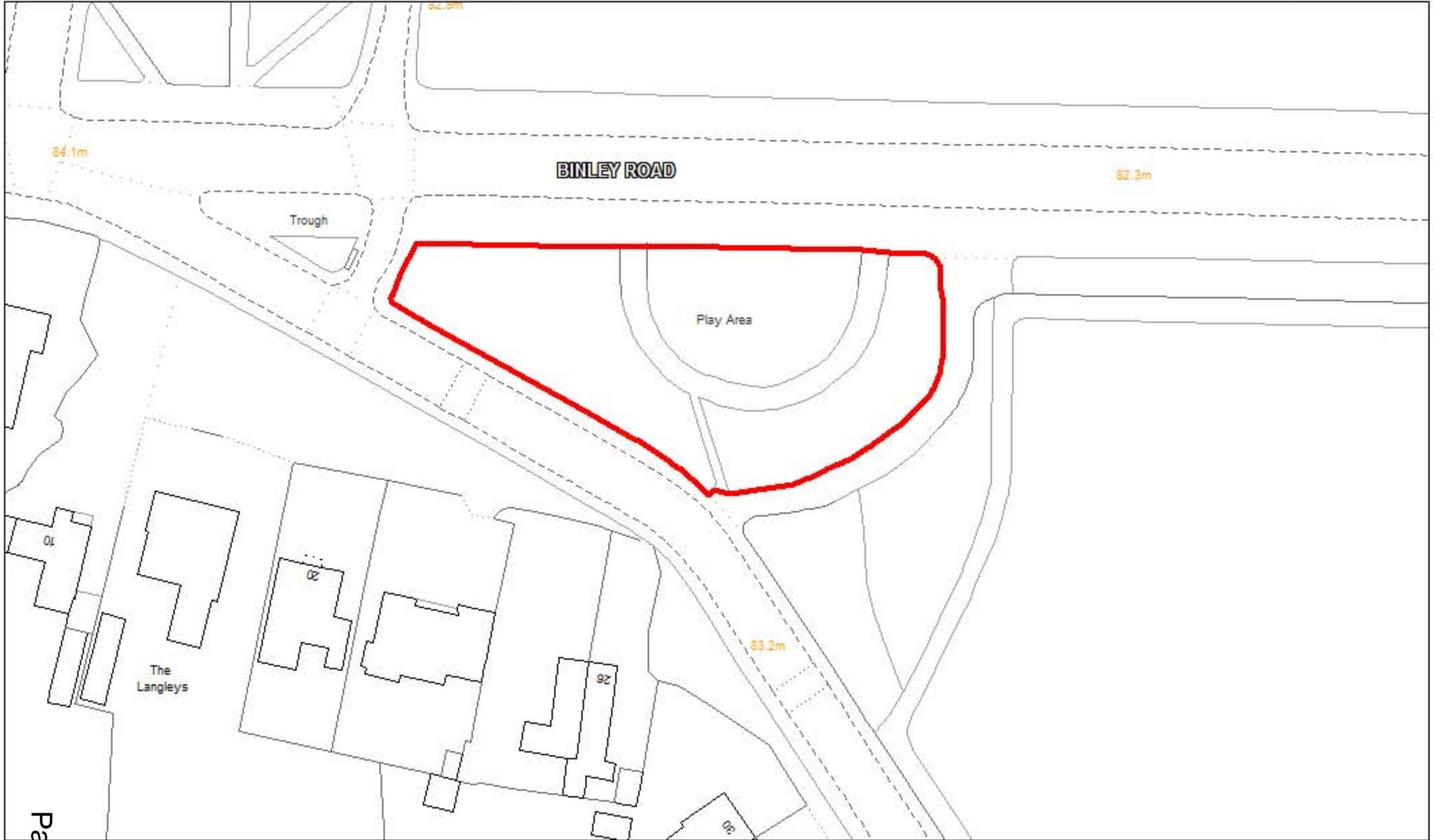


Drawing Title:
STOKE GREEN
TICK TOCK PLAY AREA


Scale:- N/A

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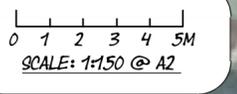
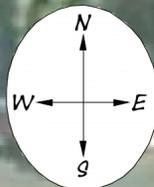
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Drawing Title: STOKE GREEN TICK TOCK PLAY AREA	 Scale:- N/A
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BINLEY ROAD

TREE PRESERVATION
ORDER (HIGHWAY TREES)
NO ENGINEERING WORKS
PERMITTED WITHIN 12M
OF GARDEN WALL

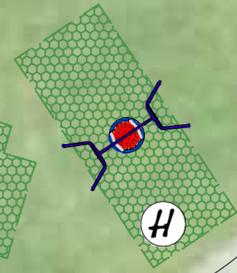
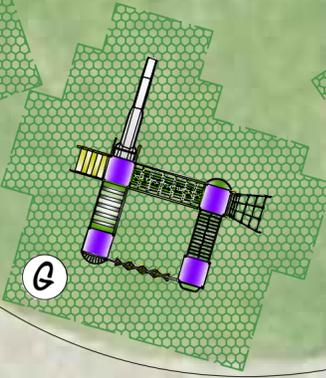
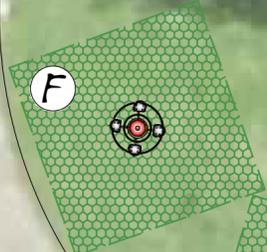
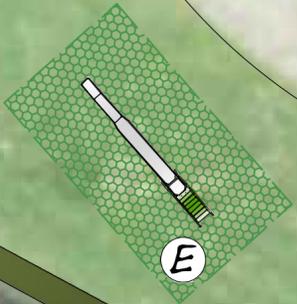
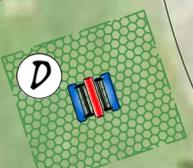
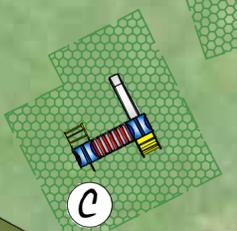
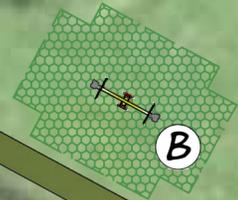
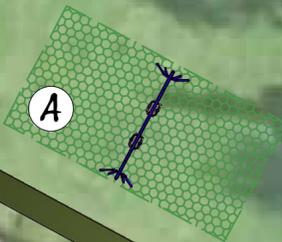
HORSE CHESTNUT
ROOT PROTECTION AREA
RADUIS = 11.4M

OAK TREE
ROOT PROTECTION AREA
RADUIS = 9.12M

EXISTING HEDGES

EXISTING LOW WALL

EXISTING
CLOCK TOWER
BASE TO
REMAIN



KEY:

- A. 1.8M HIGH DOUBLE ARCH SWING WITH X2 CRADLE SEATS
- B. GLOW-WORM SEE-SAW
- C. NURSERY RHYME 'LITTLE MISS MUFFET' MULTI-PLAY SYSTEM
- D. COCKEREL ROCK'N'ROLL SPRING BOUNCE-ABOUT
- E. HIGH PEDESTAL SLIDE
- F. SPUTNIK ROUNDABOUT
- G. TROPICA TRINIDAD MULTI-PLAY SYSTEM
- H. BOBBIN SWING WITH BASKET SEAT
- I. X2 KEYSTONE PICNIC TABLES INSTALLED ONTO PREPARED BASE WHERE OLD CLOCK TOWER HAS BEEN REMOVED



AREA FOR TEMPORARY
STORAGE CONTAINER
DURING INSTALLATION
OF PLAY AREA

REMOVABLE BOLLARDS
TO TRACK FOR
INSTALLATION ACCESS

STOKE GREEN PARK PLAY AREA GOSFORD PARK RESIDENTS ASSOCIATION

3/6787 ISSUE 3 - DATE: 08/11/2011 - DRAWN BY: TRACIE R - NOTE: THIS IS AN ARTIST'S ILLUSTRATION ONLY

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Post Installation Report

Coventry City Council

@

Tick Tock Play Area



the safest hands around playgrounds



The Play Inspection Company Ltd, Rivers Lea House, 14 Ringwood Road, Longham, Ferndown, Dorset. BH22 9AN
t: 01202 590675 f: 0870 428 3942 e: info@playinspections.co.uk w: www.playinspections.co.uk

Risk Assessment Matrix

Probability>>	5	Very High	VL	L	M	H	VH
	4	High	VL	L	M	H	H
	3	Moderate	VL	L	L	M	M
	2	Low	VL	L	L	L	M
	1	Very Low	VL	VL	VL	VL	VL
		Very Low	Low	Moderate	High	Very High	
		1	2	3	4	5	

Severity>>

Probability Score	Probability of Occurrence
1 – Very Low	No significant probability; lightning Strike
2 – Low	Minimal probability of occurrence. Requires significant factor or combination of factors to take place. Significant increase in intensity of use.
3 – Moderate	Moderate probability. An added factor is needed to cause an accident. Designed use is unlikely to be problematic, additional factor is required. Covers or guards loose, removed or vandalised. Absent guard rail or barrier at high levels
4 – High	High probability. Accident is probable without any added factor. Glass contaminant in loose fill surface. Exposed sharp edges on equipment.
5 – Very High	Very High probability. If the situation is not addressed an accident is almost certain. Severely worn chains/shackles. Severely damaged surfacing within impact area

Severity Score	Severity of injury
1 – Very Low	No injury likely e.g. damaged or soiled clothing, minor bruising
2 – Low	Minor injury – Laceration or bruising requiring first aid only
3 – Moderate	Injury requiring medical intervention e.g. laceration requiring stitches, sprain, fracture of small bones of hand or foot.
4 – High	Serious injury including hospitalisation for observation e.g. concussion, fracture of long bones of leg/arm, back/neck injuries, fractured skull.
5 – Very High	Severe injury involving the potential for permanent disability e.g. amputation, loss of sight, spinal injury, fatality.

NB: When we inspect we only see a snapshot of the current condition of the equipment. It is the operator's responsibility to ensure that there is a continuing level of maintenance to keep the equipment in good working order and the site fit for use.

The Play Inspection Company Ltd, Rivers Lea House, 14 Ringwood Road, Longham, Ferndown, Dorset. BH22 9AN

t: 01202 590675

f: 0870 428 3942

e: info@playinspections.co.uk

w: www.playinspections.co.uk

Site Information

Inspection Ref: 48123

Site Ref: 12401

Customer Order No: None

Inspected: 09 February 2012 at 14:20 Inspector: Jon Dalton RPII Annual Inspector

Risk Assessment: **8 - Low Risk**



The site is located in an area of public open space and is overlooked by a number of properties in the local community.

Generally accessible – an area, accessible to most but not all people even when help is at hand.

Inspected Items

 2 - Very Low Risk	
Item: Manufacturer: Surface Type: Equipment Compliance: Surface Area Compliance:	Ancillary Items - Sign Please Select N/A N/A
	
Finding 1	
Suitable information signage including emergency contact details provided	

 3 - Very Low Risk	
Item: Manufacturer: Surface Type: Equipment Compliance: Surface Area Compliance:	Ancillary Items - Bench - Steel Please Select N/A N/A
	
Finding 1	
This item is satisfactory - no work required	

i 4 - Very Low Risk

Item:	Ancillary Items - Picnic Table - Steel
Manufacturer:	
Surface Type:	Please Select
Equipment Compliance:	N/A
Surface Area Compliance:	N/A



Finding 1

This item is satisfactory - no work required

i 4 - Very Low Risk

Item:	Ancillary Items - Bin - Ground Based
Manufacturer:	
Surface Type:	Please Select
Equipment Compliance:	N/A
Surface Area Compliance:	N/A



Finding 1

The item is loose in the ground - Reinstall item to secure.

4 - Very Low Risk	
<p>Item: Swings - Basket Swing Manufacturer: Wicksteed Surface Type: Grass Matrix Tiles Equipment Compliance: Yes Surface Area Compliance: Yes</p>	
Finding 1	
This item is satisfactory - no work required	

8 - Low Risk					
<p>Item: Agility - Multi Play with Slide Manufacturer: Wicksteed Surface Type: Grass Matrix Tiles Equipment Compliance: No Surface Area Compliance: Yes</p>					
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="background-color: #D9EAD3; padding: 5px;">Finding 1</td> </tr> <tr> <td style="padding: 5px;">The item fails to meet the requirements for head and neck entrapment in between the net and handrail on the bridge BS EN 1176 Part 1 - Remove entrapments</td> </tr> </table>	Finding 1	The item fails to meet the requirements for head and neck entrapment in between the net and handrail on the bridge BS EN 1176 Part 1 - Remove entrapments	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="background-color: #D9EAD3; padding: 5px;">Finding 2</td> </tr> <tr> <td style="padding: 5px;">A number of fixings have worked loose on the Net - Secure all loose fixings</td> </tr> </table>	Finding 2	A number of fixings have worked loose on the Net - Secure all loose fixings
Finding 1					
The item fails to meet the requirements for head and neck entrapment in between the net and handrail on the bridge BS EN 1176 Part 1 - Remove entrapments					
Finding 2					
A number of fixings have worked loose on the Net - Secure all loose fixings					
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="background-color: #D9EAD3; padding: 5px;">Finding 3</td> </tr> <tr> <td style="padding: 5px;">There is a missing insert resulting in a finger entrapment - Provide missing insert</td> </tr> </table>	Finding 3	There is a missing insert resulting in a finger entrapment - Provide missing insert			
Finding 3					
There is a missing insert resulting in a finger entrapment - Provide missing insert					



4 - Very Low Risk

Item: Rotor Play - Roundabout
Manufacturer: Wicksteed
Surface Type: Grass Matrix Tiles
Equipment Compliance: Yes
Surface Area Compliance: Yes



Finding 1

This item is satisfactory - no work required



5 - Very Low Risk

Item: Other - Free Standing Slide
Manufacturer: Wicksteed
Surface Type: Grass Matrix Tiles
Equipment Compliance: No
Surface Area Compliance: Yes



Finding 1

The slide has been installed slightly off centre on the fixing plate leaving a toggle entrapment - Remove toggle entrapment

i 6 - Low Risk

Item: Rotor Play - Zig Zag Twister
Manufacturer: Wicksteed
Surface Type: Grass Matrix Tiles
Equipment Compliance: Yes
Surface Area Compliance: Yes

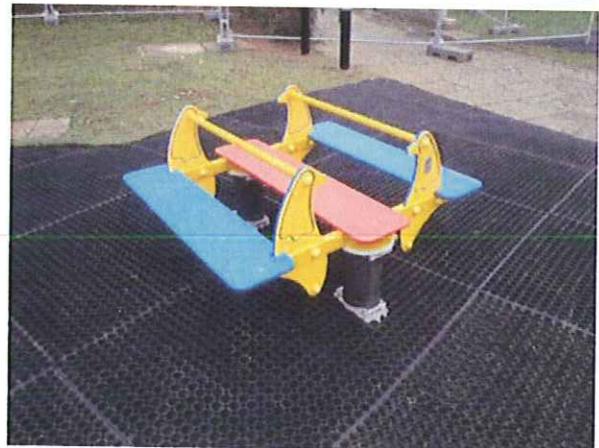


Finding 1

The fixing is loose on the underside creating movement on the pole - Secure all loose fixings

i 4 - Very Low Risk

Item: Rocker - See Saw
Manufacturer: Wicksteed
Surface Type: Grass Matrix Tiles
Equipment Compliance: Yes
Surface Area Compliance: Yes



Finding 1

This item is satisfactory - no work required

i 3 - Very Low Risk	
<p>Item: Agility - Toddler Multi-play with slide</p> <p>Manufacturer: Wicksteed</p> <p>Surface Type: Grass Matrix Tiles</p> <p>Equipment Compliance: Yes</p> <p>Surface Area Compliance: Yes</p>	
Finding 1	
This item is satisfactory - no work required	

i 5 - Very Low Risk	
<p>Item: Rocker - Glow Worm See-Saw</p> <p>Manufacturer: Wicksteed</p> <p>Surface Type: Grass Matrix Tiles</p> <p>Equipment Compliance: No</p> <p>Surface Area Compliance: Yes</p>	
Finding 1	
There is a finger entrapment between the seat and the frame; this is a low risk failure and no remedial action is recommended - Monitor Use	

3 - Very Low Risk	
Item:	Swings - 1 Bay 2 Seat (cradle)
Manufacturer:	Wicksteed
Surface Type:	Grass Matrix Tiles
Equipment Compliance:	Yes
Surface Area Compliance:	Yes
	
Finding 1	
This item is satisfactory - no work required	

6 - Low Risk	
Item:	Ancillary Items - Site General
Manufacturer:	
Surface Type:	Please Select
Equipment Compliance:	N/A
Surface Area Compliance:	N/A
	
Finding 1 The grass edges are raised around the site creating trip points - Reinstate surrounding surface levels to remove the trip points	Finding 2 The grass mats are not tucked in at the edges in some places due to the ground being too hard to work with - Complete the installation to remove hazard
Finding 3 The grass mat path leading the the area requires tucking in at the edges and the trip points removing - Complete the installation to remove hazard	

Findings Information

 4 - Very Low Risk			
Item:	Ancillary Items - Bin - Ground Based	Risk Level:	4 - Very Low Risk
Manufacturer:		Surface:	Please Select
			
Finding:	The item is loose in the ground		Action: Reinstall item to secure.

 4 - Very Low Risk			
Item:	Agility - Multi Play with Slide	Risk Level:	4 - Very Low Risk
Manufacturer:	Wicksteed	Surface:	Grass Matrix Tiles
			
Finding:	A number of fixings have worked loose on the Net		Action: Secure all loose fixings

i 5 - Very Low Risk

Item: Agility - Multi Play with Slide
Manufacturer: Wicksteed

Risk Level: 5 - Very Low Risk
Surface: Grass Matrix Tiles



Finding: The item fails to meet the requirements for head and neck entrapment in between the net and handrail on the bridge BS EN 1176 Part 1

Action: Remove entrapments

i 8 - Low Risk

Item: Agility - Multi Play with Slide
Manufacturer: Wicksteed

Risk Level: 8 - Low Risk
Surface: Grass Matrix Tiles



Finding: There is a missing insert resulting in a finger entrapment

Action: Provide missing insert

i 5 - Very Low Risk

Item:	Other - Free Standing Slide	Risk Level:	5 - Very Low Risk
Manufacturer:	Wicksteed	Surface:	Grass Matrix Tiles




Finding: The slide has been installed slightly off centre on the fixing plate leaving a toggle entrapment

Action: Remove toggle entrapment

i 6 - Low Risk

Item:	Rotor Play - Zig Zag Twister	Risk Level:	6 - Low Risk
Manufacturer:	Wicksteed	Surface:	Grass Matrix Tiles




Finding: The fixing is loose on the underside creating movement on the pole

Action: Secure all loose fixings

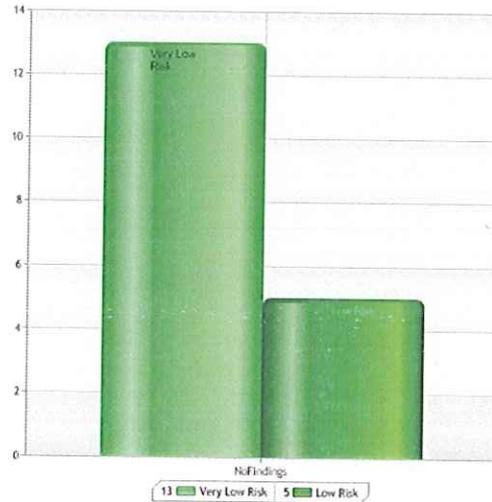
 5 - Very Low Risk			
Item:	Rocker - Glow Worm See-Saw	Risk Level:	5 - Very Low Risk
Manufacturer:	Wicksteed	Surface:	Grass Matrix Tiles
			
Finding:	There is a finger entrapment between the seat and the frame; this is a low risk failure and no remedial action is recommended		Action: Monitor Use

 6 - Low Risk			
Item:	Ancillary Items - Site General	Risk Level:	6 - Low Risk
Manufacturer:		Surface:	Please Select
			
Finding:	The grass edges are raised around the site creating trip points		Action: Reinstate surrounding surface levels to remove the trip points

 6 - Low Risk			
Item:	Ancillary Items - Site General	Risk Level:	6 - Low Risk
Manufacturer:		Surface:	Please Select
			
Finding:	The grass mats are not tucked in at the edges in some places due to the ground being too hard to work with		Action: Complete the installation to remove hazard

 6 - Low Risk			
Item:	Ancillary Items - Site General	Risk Level:	6 - Low Risk
Manufacturer:		Surface:	Please Select
			
Finding:	The grass mat path leading the the area requires tucking in at the edges and the trip points removing		Action: Complete the installation to remove hazard

Summary Information



	N/A	Very Low	Low	Moderate	High	Very High	Total
Ancillary Items-Sign	0	1	0	0	0	0	1
Ancillary Items-Bench - Steel	0	1	0	0	0	0	1
Ancillary Items-Picnic Table - Steel	0	1	0	0	0	0	1
Ancillary Items-Bin - Ground Based	0	1	0	0	0	0	1
Swings-Basket Swing	0	1	0	0	0	0	1
Swings-Basket Swing	0	0	0	0	0	0	0
Agility-Multi Play with Slide	0	2	1	0	0	0	3
Rotor Play-Roundabout	0	1	0	0	0	0	1
Other-Free Standing Slide	0	1	0	0	0	0	1
Rotor Play-Zig Zag Twister	0	0	1	0	0	0	1
Rocker-See Saw	0	1	0	0	0	0	1
Agility-Toddler Multi-play with slide	0	1	0	0	0	0	1
Rocker-Glow Worm See-Saw	0	1	0	0	0	0	1
Swings-1 Bay 2 Seat (cradle)	0	1	0	0	0	0	1
Ancillary Items-Site General	0	0	3	0	0	0	3
	0	13	5	0	0	0	18



Swing – Double [cradle seats]



Steam Train



Junior Multi-Unit [Little Miss Muffet]



Slide – High Pedestal



Rotator



Cockeral Springer/ bouncer [Rock 'N' Roll bouncer]



Multi-play Unit [Tropica Trinidad]



Swing [Basket Seat]



Multi-play Tube Slide



Swing – Double [flat seats]



Seat



Picnic Table



Waste bin [dual]



Notice board



WELCOME TO
DR DAVE'S TICK-TOCK PLAY AREA...
...TIME TO PLAY

Children under 8
should be supervised
at all times



Hickory Dickory Dock
The mouse ran up the
left clock
The clock struck one
The mouse ran down
Hickory Dickory Dock

We hope you have a
very enjoyable visit
Please help others
enjoy their visit



If you notice any problems or
faults with the equipment or if
you wish to comment on any
aspect of the play area or park
as a whole, please call
Coventry Direct on 0500 83 4333

IN AN EMERGENCY DIAL 999
The emergency services will require the address which is:
Stoke Green, Binley Road, Coventry, CV3 1AA
The nearest Hospital Casualty Department is:
University Hospital, Clifford Bridge Road,
Coventry CV2 7DX

Coventry City Council

Sign



Entrance 1 [Binley Rd]



Entrance 2 [Binley Rd]



Entrance 3 [Stoke Green]



25th Oct 2018

Name of Cabinet Member:

Cabinet Member for Policing and Equalities Councillor A S Khan

Director Approving Submission of the report:

Deputy Chief Executive (Place)

Ward(s) affected:

Radford

Title: Petition – Radford Common Park Play Area

Is this a key decision? : No

Executive Summary:

This report responds to a petition containing xx signatures which was submitted to Coventry City Council and requests that the Council update the children's play area located within Radford Common.

The petition reads:

“The children's park on Radford common is in need of an update, there are no swings or slides for the age group 5 through to teens. Compared to other parks around Coventry it is a total shambles. There are plenty of children in that age group who live in and around the Radford common area. I find I have to take my granddaughter who is age 7 further afield for her to get any enjoyment out of a park. Luckily I have transport to do this unlike many other families. Please help and update this park”.

This play site includes a number of items of play equipment designed to cater for the younger age group as well as some informal sports provision such as a goal post and basketball hoop. There are also a number of infrastructural elements associated with the play area including fencing, tarmac paths and safer surfacing. The park is under the control of the Parks Service within the Place Directorate

Play facilities in the City are inspected on a weekly basis and repairs/replacements are undertaken as and when necessary to maintain the equipment in a safe and usable condition.

Recommendations:

The Cabinet Member for Policing and Equalities is recommended to:

1. Note that inspections of the play area have identified that the equipment is in good condition and sound practicable use.
2. Note that Radford Common falls outside the catchment area of the nearest equipped local play facility
3. Agree that Radford Common play area be retained and that items of the existing play equipment be replaced as and when it reaches the end of their practicable life and be funded through a combination of external funding and existing budget provision.

List of Appendices included:

N/A

Other useful background papers:

None

Has it been or will it be considered by Scrutiny?

No

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

No

Will this report go to Council?

No

1. Context (or background)

- 1.1 Radford Common is a small site located close to the busy Radford Road in the NE area of the City. The play area contains a number of items of equipment designed to be appropriate for both the younger age group aged 4 to 7 years and the senior age group 8 to 13 years. In addition the play site also includes items for informal sports play this includes a basketball area and football. Infrastructural elements associated with the play site include fencing, seating, bins, tarmac footpaths and safer surfacing. Items of existing equipment are shown in appendix 1
- 1.2 There used to be a paddling pool on the site which was closed and filled in sometime in the 1990's as it was continually being subject to vandalism and the cost of repair had become unsustainable.
- 1.3 The existing play area was installed in 2009 in response to requests from local residents and from external income including section 106 funding. During its construction the play area suffered from considerable antisocial behaviour (ASB) including arson. This ASB continued for 6-8 months afterwards. As a result of the high levels ASB a CCTV camera was installed which overlooks the main play area which is controlled and monitored by the police. Although the site still experiences ASB, particularly in the evenings it is now considerably less than that experienced some years ago.
- 1.4 There is a mixture of equipment on the site for different age groups as follows (obviously the age groups are not exact as children will play on any equipment they feel capable to use, or with parental help).
- 1.5 The play area itself is divided into 3 areas with the teenage area set away from the main play facility to avoid any potential conflicts between differing age groups. Overall the site has a generous provision of varying equipment as detailed below:

Main area:

- Multi-play unit toddler – 7
- Swings cradle seats 2 bay – toddler
- Round-about 7-12
- Swings Pod seats 2 bay – toddler
- Multi-Play unit 7-12
- Rope Net Pyramid 7-Teens (The rope net was replaced with a new one this year at a cost of £20,000))

Grassed Area:

- Football / Basketball area 7- teens

Teen area near Engleton Road / Radford Road junction:

- Proludic Twin fly Teens

- Speed Gyro Teens
- Roll up Spinner Teens

1.6 When external or internal inspections are undertaken, consideration is also given to the serviceable life expectancy of the facility, usually on an item by item basis as not all equipment needs to be replaced at the same time. In these cases, recommendations are made as to what items should be considered for replacement or improvement and the works are then included in the play area maintenance programme. Inspections have indicated that all the equipment is in good condition and sound practicable use.

2. Options considered and recommended proposal

2.1 During 2015/16 the Parks Service operational budget was reduced by £1m from 2016. As part of its financial strategy the service now reviews the replacement of play equipment as and when its practicable life ends. This review will be on an item by item and site by site basis and will take into consideration cost, remaining equipment and location to other play areas.

2.2 The option to remove and not replace items of equipment deemed to have reached the end of its practicable life has been considered however this would result in the gradual further and overall reduction in the play value and benefit of the facility over time and lead to its eventual removal.

2.3 A full refurbishment of this play area has also been considered however would cost a minimum of approximately £150,000 to complete and the Parks Service does not have the existing resources to undertake this proposal.

2.4 The nearest other play facility is located at Coundon Park and Radford Common falls outside its catchment area. The eventual removal of this play facility will leave the local community without any play provision within a reasonable distance. It is therefore recommended that the Councils Park Service retain the facility and it continues to explore and exploit all funding opportunity both external and internal to replace items which reach the end of their practicable life with dynamic and high play value items of equipment and when possible install additional items to provide an exciting and stimulating play environment.

2.5 The ability of the service to implement this recommendation will be subject to available resources and its ability to secure external funding.

3. Results of consultation undertaken

No consultation has taken place on this issue

4. Timetable for implementing this decision

4.1 To be agreed subject to approval of a recommendation within this report

5. Comments from the Director of Finance and Customer Services

5.1 Financial implications

There are no financial implications arising from the recommendations at the present time.

The service reviews the replacement of play equipment as and when its practicable life ends. This review will be on an item by item and site by site basis and will take into consideration cost, remaining equipment and location to other play areas.

As and when the replacement of items of play equipment becomes necessary, this will be managed through a combination of external funding (for example section 106 funds) and the existing budget provision.

5.2 Legal implications

The responsibility for managing and maintaining the children's play area in this park falls to the Council which has a duty of care towards employees, contractors and the public who use the play facilities. Play provision is governed by the Health and Safety at Work Act 1974 and the Occupiers Liability Acts of 1957 and 1984. The Council has a legal responsibility to ensure the children's play area is in as safe a condition as reasonably practicable. The Management of Health and Safety at Work Regulations 1999 require providers to carry out risk assessments. Play provision also has to meet the requirements of the Equality Act 2010.

6. Other implications

None

6.1 How will this contribute to achievement of the Council's Plan?

N/A

6.2 How is risk being managed?

The continued programme of play area and equipment safety inspection will ensure that facilities are maintained in a safe and usable condition.

6.3 What is the impact on the organisation?

It is the Council's responsibility to ensure facilities are maintained in a safe condition

6.4 Equalities / EIA Implications for (or impact on) the environment

The Service will continue to provide a level of provision which will ensure that all children within the City have access to park play facilities.

6.5 Implications for (or impact on) the environment

Continued provision of safe, attractive and stimulating play environments.

6.6 Implications for partner organisations?

None

Report author(s):

Name and job title: Graham Hood, Head of Streetpride and Greenspace

Directorate: Place

Tel and email contact: 0247683 2194 graham.hood@coventry.gov.uk

Enquiries should be directed to the above person.

Contributor/approver name	Title	Directorate or organisation	Date doc sent out	Date response received or approved
Contributors:				
Lee Castledine Place Directorate	Accountant (Business Partner)	Resources	19 th Sept 18	19 th Sept 18
Gill Carter	Solicitor Team Leader (Regulatory)	Resources	19 th Sept 18	23 rd Sept 18
Rose Michelle	Governance Services co-ordinator	Place	19 th Sept 18	27 th Sept 18
Names of approvers for submission: (officers and Members)				
Andrew Walster	Assistant Director (Streetscene and Regulatory Services)	Place	25 th Sept 18	12 th Oct 18
Councillor A S Khan	Cabinet Member for (Policy and Equalities)	-	27 th Sept 18	27 th Sept 18

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

Appendix 1 Site Images
General Site Image
Site Plan



Radford Common Play Area

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Swings pod & Cradle



Images of the other equipment







Cabinet Member for Policing and Equalities

25th October, 2018

Name of Cabinet Member:

Policing and Equalities – Councillor A S Khan

Director Approving Submission of the report:

Deputy Chief Executive (Place)

Ward(s) affected:

Foleshill

Title: Response to a petition regarding concerns over; environmental issues anti-social and criminal behaviour in the vicinity of alleyway in between Freeman Street and Red House Park.

Is this a key decision?

No

Executive Summary:

A petition with 10 signatures was submitted regarding concerns over; environmental issues, anti-social and criminal behaviour in an alleyway between Freeman Street and Stoney Stanton Road. The petitioners requested that the alleyway be gated at either end.

This report details actions taken by the City Council and West Midlands Police to address the resident's concerns.

Recommendations:

The Cabinet Member is recommended to:-

1. Request West Midlands Police and Council officers to continue their monitoring of the area and respond accordingly to residents requests for assistance.
2. Encourage residents to set up a Neighbourhood Watch in the area and report incidents of concern to the Police and the Council as soon as they occur.

List of Appendices included:

None

Background papers:

None

Other useful documents

None

Has it been or will it be considered by Scrutiny?

No

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

No

Will this report go to Council?

No

Report title:**Response to a petition regarding concerns over; environmental issues, anti-social and criminal behaviour in the vicinity of alleyway between Freeman Street and Red House Park****1. Context (or background)**

- 1.1 On 10th July 2018, a petition signed by 10 people was received by the Council. The petition highlights residents' concerns with regards to fly-tipping anti-social and criminal behaviour.
- 1.2 The main issues concerned a spate of alleged incidents of Anti-Social Behaviour (ASB) in the alleyway between Freeman Street and Red House Park, mainly at night.
- 1.3 Residents feel that the ASB and criminal activity in the area make it an unsafe place and the alleyway should be gated by the Council.
- 1.4 Coventry City Council recorded data regarding flytipping and litter complaints from July 2017 to July 2018 and this amounted to 31 reports directly related to Freeman Street. Freeman Street is patrolled regularly, at least once a week by officers from the Neighbourhood Enforcement Team and referrals are made to ensure the area is kept clean. Of the 31 reports mentioned above, 20 were as a result of council officers logging the issues whilst on these routine patrols. None of the reports were connected to the alleyway in question.
- 1.5 The Councils Street Cleansing Team carry out cleaning schedules once a week in Freeman Street. In addition, specific visits are undertaken to collect reported fly tipping from council land. All cases of littering and fly tipping are investigated, with the appropriate course of action depending on any evidence found at the scene and witnesses to the offence(s).
- 1.6 Police data for the period 01/01/18 – 19/08/18 shows a total of 1 ASB log for Freeman Street. This again was not connected to the alleyway in question. The Local Neighbourhood Police Sergeant stated, that crimes had been committed in Red House Park and that offenders had used the alleyway to make their escape.

2. Options considered and recommended proposal

- 2.1 In response to the petition, officers from the Council have made contact with the lead petitioner. The alleyway in question is a public right of way and although there is a procedure to close public thoroughfares because of public safety issues, they are only granted in exceptional circumstances. At this moment in time there are very few reports to the Police and Local Authority and this course of action is therefore, not an option.
- 2.2 West Midlands Police and the Council will continue to monitor the situation. Extra patrols take place as duties allow and individuals found to be causing issues are challenged and appropriate action taken.
- 2.3 In taking this matter forward the following recommendations are made to Cabinet Member:
 - 2.3.1 Request West Midlands Police and the Council to continue their monitoring of the area and respond accordingly to residents request for assistance.
 - 2.3.2 Encourage residents to set up a Neighbourhood Watch in the area as there are none in the area and report incidents of concern to Police as soon as they occur.

3. Results of consultation undertaken

3.1 Officers have been in contact with the lead petitioner.

4 Timetable for implementing this decision

4.1 Officers from the Council and the Police are already monitoring the area and will meet with residents when appropriate.

Comments from Director of Finance and Corporate Services

5.1 Financial implications

There are no financial implications arising from this report, all costs will be met from core budgets.

5.2 Legal implications

The Council has powers to try to address anti-social behaviour through the Anti-social Behaviour, Crime and Policing Act 2014 dependant on the type of behaviour and the available evidence.

6 Other implications

None

6.1 How will this contribute to the Council Plan (www.coventry.gov.uk/councilplan/)?

Crime and Disorder

Tackling crime and anti-social behaviour through partnership working is central to the delivery of the Council Plan in improving the quality of life for Coventry people by making communities safer and our city cleaner and greener.

6.2 How is risk being managed?

See paragraph 4.1 above.

6.3 What is the impact on the organisation?

None

6.4 Equalities / EIA

N/A

6.5 Implications for (or impact on) the environment

The Council has a zero tolerance approach to littering and fly tipping. Where evidence is available, Council officers will take legal action against the perpetrators.

6.6 Implications for partner organisations?

None

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Andrew Walster	Director	Place Directorate	28.10.18	28.09.18
Members: Name				
Cllr A S Khan	Cabinet Member for Policing & Equalities		28.10.18	28.09.18

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Appendices : NA

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Cabinet Member for Policing and Equalities

25th October 2018

Name of Cabinet Member:

Cabinet Member for Policing and Equalities – Councillor A S Khan

Director Approving Submission of the report:

Deputy Chief Executive (Place)

Ward(s) affected:

St Michaels

Title:

12 month update:

Response to a petition regarding concerns over; anti-social behaviour in the vicinity of Priors Harnall and Cawthorne Close.

Is this a key decision?

No

Executive Summary:

A petition of 39 signatures, sponsored by Councillors Welsh, O'Boyle and Akhtar St Michael's Ward Councillors, regarding concerns over; anti-social behaviour in the vicinity of Priors Harnall and Cawthorne Close, notably focused around the greenspace to the rear of 16 – 22 Priors Harnall, was submitted to the Council on 14th June 2017. This was presented before the Cabinet member in July 2017.

An outcome of the meeting was that the police and council agreed to carry out more proactive patrols in the area. It was also agreed to adapt a lamp column within the grassed area adjacent to both streets so that it can accommodate a CCTV camera in readiness for the lighter nights this was installed. This will allow the monitoring of any ASB throughout the summer months when footfall is perhaps much higher. Additional patrols have been carried out by both the police and the council to ensure that any ASB can be monitored.

The police have also agreed to look into increased youth provision during the summer months.

This report details actions taken by the City Council and West Midlands Police.

Recommendations:

The Cabinet Member is recommended to:-

1. Request West Midlands Police and Council officers to continue their monitoring of the area and respond accordingly to residents requests for assistance.
2. Encourage residents to continue to report incidents of concern to Police and the Council as soon as they occur, police to engage with those perceived to be engaged in antisocial activity.
3. Request that some form of youth engagement be initiated in the area to mitigate the impact that large numbers of children may have on the area.
4. To continue with the use of CCTV in the area if it felt that there is a need to monitor criminal activity.
5. To continue to look at the feasibility study into developing the greenspace [it is appreciated that this will be a long term solution].

List of Appendices included:

None

Background papers:

None

Other useful documents

Cabinet Member for Policing and Equalities meeting agenda 27th July, 2017 and minutes
Cabinet Member for Policing and Equalities meeting agenda 13th March 2018 and minutes

Has it been or will it be considered by Scrutiny?

No

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

No

Will this report go to Council?

No

1. Context (or background)

- 1.1 On 14th June 2017, a petition signed by 39 people was received by the Council. The petition highlights residents' concerns with anti-social behaviour notably that young children and youths congregate around the green open space between Priors Harnall and Cawthorne Close in the St Michaels Ward. The residents highlight that young children are playing ball games within the grassed area within Cawthorne Close. They also state that in the evening there are older youths who congregate to the rear of the garage area and it is believed that they are taking drugs.
- 1.2 Residents feel intimidated and are regularly disturbed by the activity of these groups and state that there are also numerous incidents of dog fouling, littering and fly tipping in the same area. This makes the area look dirty and untidy and encourages more flytipping. Residents are keen to have the issues addressed at the earliest opportunity.
- 1.3 The report was heard on the 27th July 2017 the recommendations agreed were :
 1. Request West Midlands Police and Council officers to continue their monitoring of the area and respond accordingly to residents requests for assistance.
 2. Encourage residents to set up a Neighbourhood Watch in the area, with the support of officers and to report incidents of concern to Police and the Council as soon as they occur.
 3. Look at the use of CCTV in the area to monitor criminal activity.
 4. Request that some form of youth engagement be initiated in the area, with the assistance of the Positive Youth Foundation.
 5. Request that Council officers, Ward Councilors and local residents consider the feasibility of a camera, with signage, in an appropriate place.
 6. Agree that the Cabinet Member for Policing and Equalities discuss and investigate further, with the Cabinet Member for Jobs and Regeneration, the ownership of the land and potential solutions.
 7. Request that a progress report back be considered in 6 months' time and the Assistant Police and Crime Commissioner be invited to the meeting.

1.4 The 6 month update was heard on the 13th March 2018 it was agreed that the recommendations agreed at the initial hearing were to carry on but also for residents to report specific issues directly to the local policing team using a non-crime number. This will allow a better picture of the issues to be obtained.

1.5 A further update was requested which will take place on the 25th October 2018.

2. Options to be considered:

1. Request West Midlands Police and Council officers to continue their monitoring of the area and respond accordingly to residents requests for assistance.
2. Encourage residents to continue to report incidents of concern to Police and the Council as soon as they occur, police to engage with those perceived to be engaged in antisocial activity.
3. Request that some form of youth engagement be initiated in the area to mitigate the impact that large numbers of children may have on the area.
4. To continue with the use of CCTV in the area if it felt that there is a need to monitor criminal activity.
5. To continue to look at the feasibility study into developing the greenspace [it is appreciated that this will be a long term solution].

3. Results 12 month update:

3.1 Review of the issues raised by the petition: Update on the actions taken:

3.1.1 Request West Midlands Police and Council officers to continue their monitoring of the area and respond accordingly to residents requests for assistance. Officers will monitor the sites and report back on extent of the issue.

Issues of an ASB or Police nature: Update on issues in the area. Officers have made contact with the local policing team to ascertain if there had been any further issues of an ASB or Police nature in the 12 month period since the original petition was raised.

- **Cawthorne close /Priors Harnall:**
- The police have created a non-crime code upon which all referrals made to the local policing team are logged. The local police inspector has provided a summary of their actions over the past 12 months.

Summary from the police: [Inspector Meade]

- As a general overview of the situation, where possible officers respond to the reports of ASB in this area. The CCTV footage has been downloaded on several occasions and it shows very young children playing football on the grassed area. On every occasion that my staff have approached the children, they have been polite with the officers and they have been advised not to kick their balls against walls and resident's private property.

Issues of an environmental nature: Officers have checked the council's database for both locations and have ascertained that in the 10 month period 01/01/2018 til 01/10/2018 there were the following:

- **Cawthorne close:**
 - 1 incidents of flytipping reported to street services.
 - 2 abandoned vehicles reported
 - 6 reports of ASB – [also referred to the police]. These were duplicate queries already received by the police.
- **Priors Harnall:**
 - 1 incidents of flytipping reported to street services
 - 1 reported by enviro crime
 - 1 abandoned vehicle reported
 - 6 Reports of ASB– [also referred to the police]. These were duplicate queries already received by the police

3.1.2 Residents were encouraged to set up a Neighbourhood Watch in the area, records show that residents from Cawthorne Close has one set up, and that Priors Harnall have made initial enquiries, the police have held meetings on site and have managed to get residents to sign up to the online reporting system.

3.1.3 The local policing team are looking to work with partner agencies in the community In order to provide youth engagement.

3.1.4 It was agreed that a lamp column on the green space would be adapted to as to assist the police and the council in identifying perpetrators of ASB. Officers had requested that a lamp column be adapted in the area, this camera has been in situ for some time now and has allowed officers from the police to respond to issues in the area and has provided valuable Intel

- 3.1.5 Agree that the Cabinet Member for Policing and Equalities discuss and investigate further, with the Cabinet Member for Jobs and Regeneration, the ownership of the land and potential solutions.
- 3.1.6 As part of the second meeting it was agreed that a review would be undertaken 12 months' from the original meeting [25th October 2018 is the earliest available date].

4 Timetable for implementing this decision

Officers from the Council and the Police will continue to monitor the area and respond to all referrals from residents in a timely manner and meet with residents when needed.

Officers from the councils projects and planning team are working on a long term solution which may include developing the site, there are no firm updates regarding this proposal as yet.

5 Comments from Director of Finance and Corporate Services

5.1 Financial implications

There are no financial implications arising from this report, all costs will be met from core budgets.

5.2 Legal implications

The Council has powers under the Anti-social Behaviour Crime and Policing Act 2014 to obtain orders in relation to individuals or areas where there is evidence of behaviour which is persistent and continuing and causes harassment alarm and distress to members of the community or is unreasonable and has a detrimental effect on the quality of life of those in the locality. Informal approaches should be considered in the first instance.

6 Other implications

None

6.1 How will this contribute to the Council Plan (www.coventry.gov.uk/councilplan/)

Crime and Disorder

Tackling crime and anti-social behaviour through partnership working is central to the delivery of the Council Plan in improving the quality of life for Coventry people by making communities safer and our city cleaner and greener.

6.2 How is risk being managed?

See paragraph 5.1 above.

6.3 What is the impact on the organisation?

None

6.4 Equalities / EIA

N/A

6.5 Implications for (or impact on) the environment

The Council has a zero tolerance approach to fly tipping, littering and dog fouling. Where evidence is available, Council officers will take legal action against the perpetrators.

6.6 Implications for partner organisations?

None

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Inspector Meade	Police inspector	Coventry Police	05/10/2018	05/10/2018
Names of approvers for submission: (officers and members)				
Finance: Cath Crosby	Lead Accountant	Resources Directorate	05/10/2018	09/10/2018
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Andrew Walster	Assistant Director	Place Directorate	05/10/2018	
Members: Name				
Cllr A S Khan	Cabinet Member for Policing & Equalities		05/10/2018	

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Public report Cabinet Member Report

Licensing and Regulatory Committee
Cabinet Member for Policing and Equalities
Council

23rd October 2018
25th October 2018
4th December 2018

Name of Cabinet Member:

Cabinet Member for Policing and Equalities- Councillor A S Khan

Director Approving Submission of the report:

Deputy Chief Executive (Place)

Ward(s) affected:

All

Title:

Gambling Act 2005 - Revised Statement of Gambling Policy

Is this a key decision?

No

Executive Summary:

The purpose of this report is to update Members on the outcome of the 6 week consultation undertaken on the review of the Council's Statement of Gambling Policy for the Gambling Act 2005 and to recommend for approval, a revised policy for the period 2019 – 2022.

The revised policy consulted on had no major changes and only contained minor wording proposals. Five consultation responses were received; 4 supported these changes and provided additional minor wording proposals (a summary of which have been outlined in Annex B) and 1 provided no comments/changes.

Recommendations:

The Licensing and Regulatory Committee is recommended to:-

1. Consider the results of the consultation, and the proposed changes on the revised Statement of Gambling Policy for the period 2019 - 2022 and notify the Cabinet Member for Policing and Equalities of its comments.

The Cabinet Member for Policing and Equalities is recommended to:-

1. Consider the results of the consultation, and the proposed changes on the revised Statement of Gambling Policy for the period 2019 – 2022 and any comments from the Licensing and Regulatory Committee
2. Recommend to Council that it adopts the revised Statement of Gambling Policy attached as Appendix A of the report.

Council is recommended to:-

1. Adopt the revised Statement of Gambling Policy attached as Appendix A of the report.

List of Appendices included:

Appendix A - Revised Statement of Gambling Policy 2019 - 2022
Appendix B - Summary of consultation responses and changes to the policy

Other useful background papers:

Current Gambling Policy
Gambling Act 2005
Gambling Commission - Guidance to Licensing Authorities
Gambling Commissions Licence Conditions and Codes of Practice (LCCP)

Has it been or will it be considered by Scrutiny?

No

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

Yes
Cabinet Member (Policing and Equalities) 26th July 2018 and 25th October 2018
Licensing and Regulatory Committee 14th August 2018 and 23rd October 2018

Will this report go to Council?

Yes
4th December 2018

Report title: Gambling Act 2005 - Revised Statement of Gambling Policy

1. Context (or background)

- 1.1 The Gambling Act requires each licensing authority to prepare and publish a Statement of Gambling Policy. The policy statement sets out how the licensing authority intends to approach its licensing responsibilities and in particular how it intends to promote the three licensing objectives.
- 1.2 The current Gambling Policy came into effect on 3rd January 2016, to cover a period up to 31st January 2019.
- 1.3 This policy has to be renewed every three years and be subject to a full consultation process.
- 1.4 Cabinet Member (Policing and Equalities) on 26th July 2018 and the Licensing and Regulatory Committee on 14th August 2018 considered a report on the draft revised Gambling Policy and authorised the Deputy Chief Executive (Place) to consult on its contents.
- 1.5 The report advises Members of the consultation that has taken place and outlines the comments received and amendments made to the Council's draft Gambling Policy.
- 1.6 There are no major changes to the Policy except some minor wording amendments. The general principles of the Gambling Policy remain the same and the document is still centred around the Gambling Act's three licensing objectives, namely:
 - Preventing gambling from being a source of crime and disorder, being associated with crime and disorder or being used to support crime;
 - Ensure gambling is conducted in a fair and open way; and
 - Protecting children and other vulnerable persons from being harmed or exploited by gambling.
- 1.7 Following public consultation, the revised draft Statement of Gambling Policy is now ready to be recommended for adoption to take effect from 31st January 2019 (Appendix A).

2 Options considered and recommended proposal

The Licensing and Regulatory Committee is recommended to:-

1. Consider the results of the consultation on the revised Statement of Gambling Policy for the period 2019 - 2022 and notify the Cabinet Member for Policing and Equalities of its comments.

The Cabinet Member for Policing and Equalities is recommended to:-

1. Consider the results of the consultation on the revised Statement of Gambling Policy for the period 2019 – 2022 and any comments from the Licensing and Regulatory Committee.
2. Recommend to Council that it adopts the revised Statement of Gambling Policy attached as Appendix A of the report.

Council is recommended to:-

1. Adopt the revised Statement of Gambling Policy attached as Appendix A of the

report.

3 Results of consultation undertaken

3.1 The public consultation exercise finished on 18th September 2018, and included the following elements:-

- Mail shots to operators
- Notification to the responsible authorities
- Mail shots to trade organisations
- Wider public consultation through the city council's website.

3.2 All statutory consultees have received a full copy of the draft Gambling Policy and notification of the draft policy was given to all Council Members and Parish councils. The draft policy was also made available on the council's website from 7th August 2018 to 18th September 2018 and was sent to all licensed businesses, Responsible Authorities, resident associations and other public consultees as set out in the policy inviting them to comment.

3.3 Five responses have been received to the consultation and are summarised in Appendix B, with the proposed changes. There are no major changes proposed other than minor wording changes to bring the policy in line with Gambling Commission and industry guidance

4. Timetable for implementing this decision

4.1 The revised Statement of Gambling Policy must be published by 3rd January 2019, allowing the Council to continue to carry out any function in respect of applications made under the authority of the Gambling Act 2005 after 31st January 2019.

5. Comments from Executive Director of Resources

5.1 Financial implications

The costs associated with the consultation and publishing of the Licensing Policy can be managed within existing resources.

5.2 Legal implications

Section 349 of the Gambling Act 2005 requires the licensing authority to prepare and publish a Statement of Gambling Licensing Policy every 3 years. The next statement must be published by 3rd January 2019. The statement is one of a number of guidance documents that the licensing authority must aim to make its decisions in accordance with.

Section 25 of the Gambling Act 2005 requires the licensing authority to have regard to the Gambling Commission when making its decisions.

The Gambling Act 2005 (Licensing Authority Policy Statement) (England and Wales) Regulations 2006 sets out the legal requirements for preparing or publishing a statement or revision.

The licensing function is carried out by the Council's Licensing and Regulatory Committee and by officers exercising their delegated powers, with the exception of the approval of the policy statement, which must be approved by full Council.

Any other legal implications relating to the Statement of Gambling Licensing Policy are detailed within the 2005 Act.

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)?

Preventing gambling from being a source of crime or disorder is a licensing objective where the Gambling Commission takes a leading role. The Commission investigates the suitability of applicants to hold an operators or personal licence. An operator's licence is required to be held prior to being able to apply for a premises licence through the licensing authority. Licensing authorities may consider the locations of premises in the context of this objective. There are strong links between the administration of the licensing process and the role of the Community Safety Partnership and West Midlands Police. The Gambling policy provides information about proposed enforcement protocols with the police and other enforcement authorities. As a Responsible Authority, the Police have been a key consultee.

One of the licensing objectives is 'Protecting children and other vulnerable persons from being harmed or exploited by gambling'. Applicants are required to show how they will address this objective in their risk assessment when making applications. The Coventry Safeguarding Children Board is a Responsible Authority consulted on when applications are made. They have been made aware of the policy review and have been consulted.

6.2 How is risk being managed?

If the Gambling Policy is not renewed in the above timeframe, the City Council will not be able to perform its function under the Act. The consultation process and council meeting dates have been planned to ensure that the policy is in place at the required time.

The Statement of Gambling Policy will inform decisions taken by the licensing authority that will have an impact on the interests of individuals and businesses. The policy reflects the need to respect the relevant rights given by the Human Rights Act.

Decisions of the licensing authority are open to challenge through the Magistrates Court and beyond. The Statement of Gambling Policy is designed to ensure our compliance with legislation and statutory guidance, minimising the risk of legal challenge.

6.3 What is the impact on the organisation?

The adoption of the policy should have no impact on the organisation. There are no human resource, financial or ICT implications.

6.4 Equalities / EIA

Consideration has been given to the public sector duty under the Equality Act 2010 to reduce inequalities when making decisions of a strategic nature. However, this is a regulatory requirement and as these requirements apply to gambling operators, the impact on individuals is considered to be minimal.

6.5 Implications for partner organisations?

The Gambling Policy contributes towards the work of the Community Safety Partnership and specifically with the work of the Police. The Police and the other Responsible Authorities have been consulted in the development of the draft policy.

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Andrew Walster	Director (Streetscene & Regulatory Services)	Place	19.09.2018	20.09.2018
Martin Yardley	Deputy Chief Executive	Place	21.09.2018	02.10.2018
Councillor A S Khan	Cabinet Member for Policing & Equalities		27.09.2018	27.09.2018

This report is published on the council's website:
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Gambling Act 2005

**Draft
Gambling Policy
Statement of
Principles
2019/2022**

1. Introduction

1.1 Coventry City Council, as the Licensing Authority (referred to in this Statement as the Authority), makes this Statement of Principles in pursuance of its powers and duties under Section 349 of the Gambling Act 2005 (referred to in this Statement as “the Act”) and sets out the Authority’s approach in dealing with its responsibilities under the Act.

1.2 Coventry is a city situated in the West Midlands with a population of 353,200 inhabitants. It is mainly urban but includes significant areas that are semi-rural.

1.3 List of Consultees

The Authority has consulted the following on the content of this Statement of Principles:-

- Responsible Authorities;
- Holders of existing licences, permits and registrations;
- Councillors and Parish Councils and MP’s;
- Representatives of businesses;
- Representatives of persons carrying on gambling businesses in Coventry;
- Local bodies representing vulnerable persons; and
- Departments within the Council with an interest in the licensing of gambling.

1.4 In preparing this statement, the Authority has had regard to the provisions of the Act, the Guidance issued by the Gambling Commission, Regulations made by the Secretary of State and responses to its consultations.

2. Gambling Act 2005

2.1 The Act specifies licensing objectives which are central to the regulatory regime, these are:-

- **preventing gambling from being a source of crime and disorder, being associated with crime or disorder, or being used to support crime;**
- **ensuring that gambling is conducted in a fair and open way; and**
- **protecting children and other vulnerable persons from being harmed or exploited by gambling.**

2.2 In carrying out the licensing function under the Act the Authority will aim to permit the use of premises for gambling as long as it is considered to be :-

- **in accordance with any relevant Codes of Practice issued by the Gambling Commission;**
- **in accordance with any relevant Guidance issued by the Gambling Commission; and**
- **in accordance with this Statement of Principles; and reasonably consistent with the licensing objectives.**

2.3 The Act provides for 3 categories of licence:

- operating licences;
- personal licences; and
- premises licences.

2.4 The Authority will be responsible for issuing premises licences. The Gambling

Commission will be responsible for issuing operating and personal licences.

- 2.5 This statement will come into force on 31st January 2019 and will have effect until 30th January 2022 being kept under review and revised or amended as required following consultation.

3. Authorised Activities

- 3.1 'Gambling' is defined in the Act as either gaming, betting, or taking part in a lottery.

- gaming means playing a game of chance for a prize;
- betting means making or accepting a bet on the outcome of a race, competition, or any other event, the likelihood of anything occurring or not occurring; or whether anything is true or not; and
- a lottery is where persons are required to pay in order to take part in an arrangement, during the course of which one or more prizes are allocated by a process which relies wholly on chance.

- 3.2 The main functions of the Authority are to:

- licence premises for gambling activities;
- grant permits for gambling and gaming machines in clubs;
- regulate gaming and gaming machines in alcohol licensed premises;
- grant permits to family entertainment centres for the use of certain lower stake gaming machines;
- grant permits for prize gaming;
- consider notices given for the temporary use of premises for gaming;
- receive occasional use notices for betting at tracks; and
- register small society's lotteries.

- 3.3 The following activities are not authorised by the Authority:

- Spread betting is regulated by the Financial Services Authority;
- Remote Gambling is dealt with by the Gambling Commission; and
- The National Lottery (regulated by the Gambling Commission).

4. General Statement of Principles

- 4.1 The Authority recognises the wide variety of premises which will require a licence or a permit. These include casinos, betting shops, bingo halls, pubs, clubs, amusement arcades and racing tracks.

- 4.2 In carrying out its licensing functions the Authority will have regard to guidance issued by the Gambling Commission.

- 4.3 The Authority will not seek to use the Act to resolve matters more readily dealt with under other legislation. This statement of principles will avoid duplication with other regulatory regimes wherever possible. In considering applications and taking enforcement action, under the Gambling Act the Authority will have regard to the provisions of the Human Rights Act.

- 4.4 To ensure the licensing objectives are met the Authority will establish a close working relationship with the police, the Gambling Commission and other responsible authorities.

4.5 Premises licences granted must be reasonably consistent with the licensing objectives. With regard to these objectives, this Authority has considered the Gambling Commission's Guidance to local authorities. However, the overriding principle is that each application and the circumstances prevailing at each premises will be considered on their own individual merits.

5. Preventing gambling from being a source of crime and disorder; being associated with crime and disorder or being used to support crime

5.1 The Gambling Commission will play a leading role in preventing gambling from being a source of crime and will maintain rigorous licensing procedures that aim to prevent criminals from providing facilities for gambling, or being associated with providing such facilities.

5.2 When applying to this Authority for a premises licence the applicant will have to hold an operating licence from the Commission before a licence can be issued so the Council will not be concerned with the suitability of the applicant. Where concerns about a person's suitability arise the Council will bring those concerns to the attention of the Commission. The Authority will have to be satisfied that the premises will not adversely affect the licensing objective and is compliant with the Commissions Guidance, codes of practice and this gambling policy.

5.3 The Authority will expect the applicant to have a good understanding of the local area in which they either operate, or intend to operate. The applicant will have to provide evidence that they meet the criteria set out in the policy and local area profile and demonstrate that in operating the premises they will be reasonably consistent with the licensing objectives. Operators need to be aware of how the operation of their premises may impact on this objective. The Council will expect the applicants to provide details as to their crime prevention measures and any risk assessments that they have carried out.

5.4 To prevent gambling from being a source of crime or disorder, being associated with crime or disorder, or being used to support crime, the Authority will apply the following criteria and take into account the following considerations, where relevant, in determining applications and reviews.

Criteria:

Whether the premises make or will make a contribution to the levels of crime and disorder and whether the applicant has demonstrated that he has, or intends to, implement sufficient controls to prevent the premises being a source of, and/or associated with crime or disorder, or being used to support crime, if the application is granted.

Considerations:

- Where an area is known for high levels of crime the Council will consider carefully whether gambling premises are suitable to be located there, and whether additional conditions may be necessary, such as the provision of CCTV, minimum levels of staffing and licensed door supervisors;
- Whether there is a history of crime or disorder associated with the premises or its use by those involved in crime to associate or dispose of the proceeds of crime;
- Whether the layout, lighting and fitting out of the premises have been designed so as to minimise conflict and opportunities for crime and disorder;

- Whether sufficient management measures are proposed or are in place to prevent the premises being a source of, or associated with crime or disorder, or used to support crime either as a place of association or to avoid being apprehended;
- The Authority will also consider the location of the premises in the context of this licensing objective and applicants must have regard to the local area profile. If an application is received in relation to premises that are in an area noted for particular problems with organised crime or a premises that have previously been a focus for antisocial behaviour, the Authority will expect applicants to demonstrate that they have sufficient measures in place to prevent or deter people involved from using their premises and will also consider conditions being put on the licence to be reasonably consistent with the licensing objectives; and
- Whilst issues of nuisance are not included specifically in the gambling objectives and cannot be addressed via the Act, the Council may consider, when making decisions on the applications for premises licences, that extreme instances of public nuisance and/or persistent public nuisance may constitute disorder and/or crime for the purposes of this objective.

6. Ensure Gambling is conducted in a fair and open way

- 6.1 Generally the Commission would not expect Licensing Authorities to become concerned with ensuring that gambling is conducted in a fair and open way as this will be a matter for either the management of the gambling business, and therefore subject to the operating licence, or will be in relation to the suitability and actions of an individual and therefore subject to the personal licence.
- 6.2 In relation to the licensing of tracks (a track is a site where racing or other sporting events take place) the Authority's role will be different from other premises in that track operators will not necessarily have an operating licence. In those circumstances the premises licence may need to contain conditions to ensure that the environment in which betting takes place is suitable.

Criteria:

Whether the premises will operate measures that will ensure that the gambling activity is conducted in a fair and open way.

Considerations:

- Whether the layout, lighting and fitting out of the premises have been designed so as to ensure gambling is conducted in a fair and open way;
- Whether sufficient management measures are proposed or are in place to ensure that gambling is conducted in a fair and open way;
- Whether the management and operation of the premises is open and transparent;
- Whether the operators of the premises have been or will be fully cooperative with enforcement agencies; and
- Whether the Commission's Codes of Practice have been complied with.

7. Protecting children and other vulnerable persons from being harmed or exploited by gambling

7.1 The Gambling Commission's Guidance states that one of the aims of this objective means preventing children from taking part in gambling (as well as restricting advertising so that gambling products are not aimed at or are, particularly attractive to children).

7.2 The Act and Gambling Commission Guidance does not define the term "vulnerable" but the Commission states that for regulatory purposes it assumes "vulnerable" persons" to include:

- people who gamble more than they want to;
- people who are gambling beyond their means; or
- people who may not be able to make informed or balanced decisions about gambling due to, for example, mental health, a learning disability or substance misuse relating to alcohol or drugs

This is the definition the Authority will use in its consideration of applications.

7.3 This Authority will pay particular attention to any codes of practice, which the Gambling Commission issues in relation to specific premises such as casinos. It will consider this licensing objective on a case-by-case basis, and where necessary add conditions to be reasonably consistent with the licensing objectives.

7.4 To protect children and other vulnerable persons from being harmed or exploited by gambling, the Authority will apply the following criteria and take into account the following considerations, where relevant, in determining applications and reviews.

Criteria:

Whether there are appropriate measures in place to protect children and other vulnerable persons from being harmed or exploited by gambling.

Considerations:

- Whether the operator has a specific training programme for staff to ensure that they are able to identify children and vulnerable people and take appropriate action to promote this objective to exclude them from the premises or parts of the premises;
- If the premises is an adult only environment, whether the operator has taken effective measures to implement an appropriate proof of age scheme to ensure that no one under the age of 18 is admitted to the premises or restricted areas;
- Whether there is provision for self-barring schemes and provision of information leaflets/helpline numbers for organisations such as GamCare;
- Whether the layout, lighting and fitting out of the premises have been designed so as to not attract children and other vulnerable persons who might be harmed or exploited by gambling;

- Whether sufficient management measures are proposed or are in place to protect children and other vulnerable persons from being harmed or exploited by gambling;
- Whether any promotional material associated with the premises could encourage the use of the premises by children or young people; and
- The Authority will also consider the location of the premises in the context of this licensing objective and applicants must have regard to the local area profile (which outlines examples of sensitive areas). If an application for a gambling premises is received for a location within a sensitive area or in close proximity to what are considered to be sensitive areas the Authority will expect applicants to demonstrate that they have sufficient and suitable control measures in place to be reasonably consistent with the licensing objectives.

8. Premises Licences

8.1 Section 150 of the Act permits the issue of premises licences authorising the provision of facilities at the following:-

- casino premises;
- bingo premises;
- betting premises, including tracks and premises used by betting intermediaries;
- adult gaming centres; and
- family entertainment centres.

8.2 Premises can be 'any place' but the Act prevents more than one premises licence applying to any one place. A single building could be subject to more than one premises licence provided they are for different parts of the building and those parts can be genuinely regarded as being different 'premises'.

8.3 A particular requirement might be for entrances and exits from parts of a building covered by one or more licences to be separate and identifiable so that the separation of the premises is not compromised and that people are not allowed to 'drift' accidentally into a gambling area.

8.4 Where the Authority has concerns about the use of premises for gambling it will seek to address this through licence conditions wherever possible.

8.5 Other than an application for a betting premises licence in respect of a track, the Authority is not able to issue a premises licence unless the applicant holds the relevant operating licence from the Gambling Commission.

8.6 When considering applications for premises licences the Authority will not take into consideration either the expected 'demand' for facilities or the likelihood of planning permission being granted.

8.7 The Authority will maintain a register of premises licences issued and will ensure that the register is open for public inspection at all reasonable times. This can be viewed at:
http://licensing.coventry.gov.uk/MVM/Online/EGov/License_Registers/Registers_Criteria.aspx

9. Location

9.1 This Authority is aware that demand issues cannot be considered with regard to the location of premises either at a citywide or more local scale. However, it considers that the location of gambling premises can be a major factor on the promotion of the licensing objectives. The authority will pay particular attention to the suitability of a location for gambling activity in terms of the protection of children and vulnerable persons from being harmed or exploited by gambling, as well as issues of crime and disorder.

9.2 A local area profile has been drawn up and operators are required to take into account any sensitive locations within close proximity to proposed gambling premises and provide the Authority with details of how they propose to mitigate and monitor any risks. Applications will not be granted in sensitive locations unless the relevant criteria have been met. Examples of sensitive areas and locations are detailed in the local area profile and can be found at: www.coventry.gov.uk/downloads/file/19670/local_area_profile_and_risk_assessment

9.3 Applicants will have to clearly show that they have considered the profile and the potential impact of their proposed business on the licensing objectives and provide information on how they plan to reduce or remove any likely adverse impact on them. The supporting information may contain the following information:

- how the premises will restrict access to children, young people or other vulnerable persons;
- whether a proof of age scheme is being used;
- will the appropriate number of security staff be employed at appropriate times;
- will opening times be set so that the premises are not open during school start and finish times; and
- what procedures and staff training are in place to identify vulnerable persons such as problem gamblers, those unable to make an informed or balanced decision about gambling due to, for example, misuse of drink or drugs, mental health problems, a learning disability etc.

This list is not mandatory, nor exhaustive, and is merely indicative of example measures.

9.4 The Authority will consider proposals for new gambling premises that are in close proximity to hostels or other accommodation or centres catering for vulnerable people, including those with mental health issues or learning disabilities, and those with problem gambling, alcohol or drug abuse problems, as very likely to adversely affect the gambling objectives.

9.5 It should be noted that the profile does not preclude any application being made and each application will be decided on its own merits, but the onus will be upon the applicant to show how the potential concerns can be overcome.

10. **Gambling Activity**

10.1 The **gambling activity** of each premises licence type is specified on the premises licence when it is issued. The Authority will take decisions in accordance with the Commission's guidance and codes of practice on **gambling activity**, and will have regard to the advice which it issues from time to time. Applicants are expected to operate premises in line with the Commission's Guidance and conditions on their operators licence. The Council will monitor the operation of premises and report any potential breach of operating licence conditions to the Commission. Applications for new premises licences, or to vary an existing licence, will be expected to be clear that the premises are intended to be used for the **gambling activity** proposed.

10.2 It should be noted that the Act does not permit a premises to be licensed for more than one gambling activity.

11. Responsible Authorities

11.1 These are generally public bodies that must be notified of all applications and who are entitled to make representations to the Authority if they are relevant to the licensing objectives.

11.2 Section 157 of the Act identifies the bodies that are to be treated as responsible authorities. In relation to the Authority's area, these are:

- the Authority itself;
- the Gambling Commission;
- the Chief Officer of Police/Chief Constable for the area in which the premises is wholly or partially situated;
- the Fire and Rescue Authority for the same area;
- the Local Planning Authority for the same area;
- an authority with functions in relation to pollution of the environment or harm to human health;
- a body designated in writing by the Authority as competent to advise about the protection of children from harm (see paragraphs 11.3 and 11.4 set out below);
- HM Revenue & Customs; and
- any other person prescribed in regulations by the Secretary of State.

Section 211(4) provides that in relation to a vessel, but no other premises, responsible authorities also include navigation authorities within the meaning of section 221(1) of the Water Resources Act 1991 that have statutory functions in relation to the waters where the vessel is usually moored or berthed or any waters where it is proposed to be navigated at a time when it is to be used for licensable activities.

11.3 The Authority is required to set out the principles to be applied in exercising its powers to designate, in writing, a body which is competent to advise about the protection of children from harm. The principles applied in designating such a body are:

- the body must be responsible for covering the whole of the Authority's area; and
- the body should be answerable to democratically elected persons rather than any particular vested interest groups etc.

11.4 The designated body for Coventry City Council is the Safeguarding Children Board. Details of this and all other responsible authorities are available at:
www.coventry.gov.uk/downloads/file/1616/gambling_law_information_leaflet.

12. Interested Parties

12.1 Interested parties can make representations about licence applications, or apply for a review of an existing licence based on the principles detailed in section 2 of this policy statement.

An interested party is someone who:

- a) lives sufficiently close to the premises to be likely to be affected by the authorised activities;

- b) has business interests that might be affected by the authorised activities; or
- c) represents persons in either of the two groups above.

12.2 Factors that the Authority will apply to determine whether a person is an interested party include (please note this list is not exhaustive):

- Interested parties could include trade associations and trade unions, and residents' and tenants' associations. This authority will not however generally view these bodies as interested parties unless they have a member who can be classed as an interested person under the terms of the Gambling Act 2005 e.g. lives sufficiently close to the premises or has business interests likely to be affected by the activities being applied for.
- Interested parties can be persons who are democratically elected such as Councillors and MP's. No specific evidence of being asked to represent an interested person will be required as long as the Councillor/MP represents the ward likely to be affected. Other than these persons, this authority will require written evidence that a person 'represents' someone who either lives sufficiently close to the premises to be likely to be affected by the authorised activities and/or business interests that might be affected by the authorised activities. A letter from one of these persons, requesting the representation is sufficient.
- Each case will be decided upon its merits. This authority will not apply a rigid rule to its decision making. It will consider the examples of considerations provided in the Gambling Commission's Guidance for local authorities.

12.3 Individuals are encouraged to approach their local Councillor(s) to represent their interests; individuals should however be mindful that where a conflict of interest exists it may be the case that their local Councillor(s) is unable to assist them

12.4 It should be noted that, unlike the Licensing Act, the Gambling Act does not include as a specific licensing objective the prevention of public nuisance. There is however other relevant legislation which deals with public nuisance.

13. Representations

13.1 The Authority is obliged to consider representations from 'responsible authorities' and 'interested parties' and must determine whether or not representations are admissible. A representation is inadmissible if not made by a responsible authority or an interested party.

13.2 The only representations likely to be relevant are those that relate to the licensing objectives, or that raise issues under this statement or the Commission's guidance or codes of practice. The Authority must determine the relevance of the representation.

13.3 Any concerns that responsible authorities have in relation to their own functions cannot be taken into account if they are not relevant to the application for a premises licence and the licensing objectives.

13.4 The Authority may, in certain circumstances, consider a representation to be either frivolous or vexatious. This will generally be a matter of fact given the circumstances of each individual case but before coming to a decision the Authority may consider the following:

- who is making the representation and whether there is a history of making representations that are not relevant;

- whether it raises a 'relevant' issue or not; or
- whether it raises issues specifically relevant to the premise which is the subject of the application.

14. Conditions of Licence

14.1 All Gambling Act premises licences are subject to mandatory and default conditions and these conditions are usually sufficient to ensure operation that is reasonably consistent with the licensing objectives. Additional conditions will only be imposed where there is evidence in the circumstances of a particular case that these conditions need to be supplemented. Conditions imposed by the Authority may be general in nature by applying to all licences, or those of a particular type, or they may be specific to a particular licence.

14.2 The Authority will not generally impose conditions that limit the use of premises for gambling unless it is deemed to be necessary as a result of the requirement to act in accordance with the Gambling Commission's guidance, any codes of practice issued by the Commission, this Statement of Principles or in a way that is reasonably consistent with the licensing objectives.

14.3 Any conditions imposed by the Authority will be proportionate to the circumstances they are intended to address. In particular, the Authority will ensure that any conditions are:

- relevant to the need to make the premises suitable as a gambling facility;
- directly related to the premises and the type of licence applied for;
- fairly and reasonably related to the scale and type of premises;
- reasonable in all other respects; and
- decided on a case by case basis.

14.4 The Authority will not consider imposing conditions:

- which make it impossible to comply with an operating licence condition imposed by the Gambling Commission;
- relating to gaming machine categories, numbers or method of operation;
- which specify that membership of a club or other body is required; or
- in relation to stakes, fees, winnings or prizes.

15. Casinos

15.1 The Authority has already considered its position under Section 166 of the Gambling Act 2005 regarding the application for a casino and has not passed a 'no casino' resolution.

16. Betting Machines in Betting Premises

16.1 The Authority is aware of its power to restrict the number of betting machines (self-service betting terminals (SSBT's)), their nature and the circumstances in which they are made available by attaching a licence condition to a betting premises licence. (It is important to make the distinction between gaming machines where the licence holder of a betting licence may make available for use up to four gaming machines of categories B, C or D)

16.2 In the event that the Authority considers whether to impose such a condition on any particular licence it may, among other things, take into account the size of the premises, the number of counter positions available for person to person

transactions, and the ability of staff to monitor the use of the machines.

17. Bingo

- 17.1 Licensing authorities will need to satisfy themselves that bingo can be played in any bingo premises for which they issue a premises licence. This will be a relevant consideration where the operator of an existing premises applies to vary their licence to exclude an area of the existing premises from its ambit and then applies for a new premises licence, or multiple licence, for that or those excluded areas.
- 17.2 Section 172(7) of the Act provides that the holder of bingo premises licences may make available for use a number of category B gaming machines for use on the premises.
- 17.3 This authority also notes the Commissions guidance in the unusual circumstances in which the splitting of pre-existing premises into two adjacent premises might be permitted. It is not permissible for all of the gaming machines to which each of the licenses brings an entitlement to be grouped together within one of the licensed premises.
- 17.4 The playing of bingo specifically in alcohol-licensed premises, clubs and miners welfare institutes is permissible under the exempt gaming provisions without the premises needing to obtain a bingo operating licence. Where the level of bingo played in these premises however reaches a certain threshold, it will no longer be authorised by these rules, and a bingo operating licence will have to be obtained from the Commission.
- 17.5 The holder of a bingo operating licence will be able to provide any type of bingo game including cash and prize bingo.
- 17.6 Commercial bingo halls will require a bingo premises licence from the Authority.
- 17.7 Children and young people are allowed into bingo premises, however they are not permitted to participate in the bingo and if category B or C machines are made available for use these must be separated from areas where children and young people are allowed, the Authority will ensure that:
- all such machines are located in an area of the premises separate from the remainder of the premises by a physical barrier which is effective to prevent access other than through a designated entrance;
 - only adults are admitted to the area where the machines are located;
 - access to the area where the machines are located is supervised;
 - the area where the machines are located is arranged so that it can be observed by staff of the operator or the licence holder; and
 - at the entrance to, and inside any such area there are prominently displayed notices indicating that access to the area is prohibited to persons under 18.

18. Tracks

- 18.1 Only one premises licence can be issued for any particular premises at any time unless the premise is a 'track'. A track is a site where races or other sporting events take place.
- 18.2 Track operators are not required to hold an 'operators licence' granted by the Gambling Commission. Therefore, premises licences for tracks, issued by the Council are likely to contain requirements for premises licence holders about their

responsibilities in relation to the proper conduct of betting. Indeed, track operators will have an important role to play, for example in ensuring that betting areas are properly administered and supervised.

- 18.3 Although there will, primarily be a betting premises licence for the track there may be a number of subsidiary licences authorising other gambling activities to take place. Unlike betting offices, a betting premises licence in respect of a track does not give an automatic entitlement to use gaming machines.
- 18.4 When considering whether to exercise its power to restrict the number of betting machines at a track the Council will consider the circumstances of each individual application and, among other things will consider the potential space for the number of machines requested, the ability of track staff to supervise the machines, especially if they are scattered around the site, and the ability of the track operator to prevent children and young persons and vulnerable people betting on the machines.

19. Temporary Use Notices

- 19.1 Temporary Use Notices (TUN) allow the use of premises for gambling where there is no premises licence but where a gambling operator wishes to use the premises temporarily for providing facilities for gambling. Premises that might be suitable for a TUN, according to the Gambling Commission, would include hotels, conference centres and sporting venues.
- 19.2 The Authority can only accept a TUN from a person or company holding a relevant operating licence.
- 19.3 Regulations prescribed by the Secretary of State provide that TUNs can only be used to permit the provision of facilities for equal chance gaming where the gaming is intended to produce a single winner, for example games such as backgammon, cribbage, bingo and poker.
- 19.4 There are a number of statutory limits for TUNs (see Gambling Commission Guidance, which can be viewed at: www.gamblingcommission.gov.uk/for-licensing-authorities/GLA/Part-14-Temporary-use-notices.asp). This includes the definition of "premises" and, "a set of premises". In the Act "premises" is defined as including "any place". In considering whether a place falls within the definition of "a set of premises", licensing authorities will need to look at, amongst other things, the ownership/occupation and control of the premises.
- 19.5 The Authority expects to object to notices where it appears that their effect would be to permit regular gambling in a place that could be described as one set of premises, as recommended in the Gambling Commission Guidance.

20. Occasional Use Notices

- 20.1 The Authority has very little discretion as regards these notices aside from ensuring that the statutory limit of 8 days in a calendar year is not exceeded. The Authority will need to consider the definition of a 'track' and whether the applicant is permitted to avail him/herself of the notice.

21. Gaming Machines

- 21.1 A machine is not a gaming machine if the winning of a prize is determined purely by the player's skill. However, any element of 'chance' imparted by the action of the machine would cause it to be a gaming machine.

21.2 The Authority is aware of its power to restrict the number of gaming machines in certain circumstances. In the event that the Authority considers whether to impose such a restriction on any particular permit it may, among other things, take into account the size of the premises and the ability of staff to monitor the use of the machines by children, young persons or by vulnerable persons.

21.3 The Authority will be unable to issue premises licences to authorise gaming machines in certain types of premises. These generally will be premises to which children and vulnerable people will have unrestricted access and would include take-away premises, taxi offices, supermarkets etc.

22. Unlicensed Family Entertainment Centre (FEC) Gaming Machine Permits

22.1 Where a premise does not hold a Premises Licence but wishes to provide gaming machines, it may apply to the Authority for this permit. It should be noted that the applicant must show that the premises will be wholly or mainly used for making gaming machines available for use.

22.2 The Gambling Act 2005 states that a Authority may "prepare a statement of principles that they propose to consider in determining the suitability of an applicant for a permit" and in preparing this statement, and/or considering applications, it need not (but may) have regard to the licensing objectives and shall have regard to any relevant guidance issued by the Commission under Section 25. The Gambling Commission's Guidance also states "that in their three year licensing policy statement, licensing authorities may include a statement of principles that they propose to apply when exercising their functions in considering applications for permits and licensing authorities will want to give weight to child protection issues".

22.3 Guidance also indicates that an application for a permit may be granted only if the Authority is satisfied that the premises will be used as an unlicensed FEC, and if the Chief Officer of Police has been consulted on the application, licensing authorities may wish to consider asking applications to demonstrate:

- A full understanding of the maximum stakes and prizes of the gambling that is permissible in unlicensed FECs;
- That the applicant has no relevant convictions (those that are set out in the Act); and
- That staff are trained to have a full understanding of the maximum stakes and prizes.

22.4 It should be noted that an Authority cannot attach conditions to this type of permit.

22.5 This Authority has adopted a Statement of Principles that is available at: http://www.coventry.gov.uk/info/23/alcohol_and_entertainment_licensing/428/gambling_licences/2 Potential applicants / other interested persons are advised to read the Statement of Principles before applying to the Authority for a permit.

22.6 With regard to renewals of these permits, an Authority may refuse an application for renewal of a permit only on the grounds that an authorised local authority officer has been refused access to the premises without reasonable excuse, or that renewal would not be reasonably consistent with pursuit of the licensing objectives.

23. (Alcohol) Licensed Premises Gaming Machine Permits

23.1 There is provision in the Act for premises licensed to sell alcohol for consumption on the premises, to automatically have 2 gaming machines, of categories C and/or D. The premises merely need to notify the Authority. The Authority can remove the automatic authorisation in respect of any particular premises if:

- provision of the machines is not reasonably consistent with the pursuit of the licensing objectives;
- gaming has taken place on the premises that breaches a condition of section 282 of the Gambling Act (i.e. that written notice has been provided to the Authority, that a fee has been provided and that any relevant code of practice issued by the Gambling Commission about the location and operation of the machine has been complied with);
- the premises are mainly used for gaming; or
- an offence under the Gambling Act has been committed on the premises.

23.2 If a premises wishes to have more than 2 machines, then it needs to apply for a permit and the Authority must consider that application based upon the licensing objectives, any guidance issued by the Gambling Commission under Section 25 of the Gambling Act 2005, and “*such matters as they think relevant.*”

This Authority considers that “such matters” will be decided on a case by case basis but generally there will be regard to the need to protect children and vulnerable persons from harm or being exploited by gambling and will expect the applicant to satisfy the Authority that there will be sufficient measures to ensure that under 18 year olds do not have access to the adult only gaming machines. Measures which will satisfy the Authority that there will be no access may include the adult machines being in sight of the bar, or in the sight of staff who will monitor that the machines are not being used by those under 18. Notices and signage may also help. As regards the protection of vulnerable persons applicants may wish to consider the provision of information leaflets / helpline numbers for organisations such as GamCare.

23.3 It is recognised that some alcohol-licensed premises may apply for a premises licence for the use of gaming machines in their non-alcohol licensed areas. Any such application would need to be applied for, and dealt with as an Adult Gaming Centre premises licence.

23.4 It should be noted that the Authority can decide to grant the permit application with a smaller number of machines and/or a different category of machines than that applied for. Conditions (other than these) cannot be attached.

23.5 It should also be noted that the holder of a permit must comply with the Gaming Machines in Alcohol Licensed Premises Code of Practice issued by the Gambling Commission about the location and operation of the machine(s).

24. Prize Gaming Permits

24.1 The Gambling Act 2005 states that an Authority may “prepare a statement of principles that they propose to apply in exercising their functions under this Schedule” which “may, in particular, specify matters that the Authority proposes to consider in determining the suitability of the applicant for a permit”.

24.2 This Authority has adopted a Statement of Principles that is available at: http://www.coventry.gov.uk/info/23/alcohol_and_entertainment_licensing/428/gambling_licences/2 Potential applicants / other interested persons are advised to read the Statement of Principles before applying to the Authority for a licence or permit.

24.3 In making its decision on an application for this permit the Authority does not need to but may have regard to the licensing objectives but must have regard to any Gambling Commission guidance.

24.4 It should be noted that there are conditions in the Gambling Act 2005 by which the permit holder must comply, but the Authority cannot attach conditions. The conditions in the Act are:

- the limits on participation fees, as set out in regulations, must be complied with;
- all chances to participate in the gaming must be allocated on the premises on which the gaming is taking place and on one day; the game must be played and completed on the day the chances are allocated; and the result of the game must be made public in the premises on the day that it is played;
- the prize for which the game is played must not exceed the amount set out in regulations (if a money prize), or the prescribed value (if non-monetary prize); and
- participation in the gaming must not entitle the player to take part in any other gambling.

25. Club Gaming and Club Machine Permits

25.1 Members' Clubs and Miners' Welfare Institutes (but not Commercial Clubs) may apply for a Club Gaming Permit or a Club Gaming Machines Permit. The Club Gaming Permit will enable the premises to provide gaming machines (3 machines of categories B, C or D), equal chance gaming and games of chance as set-out in regulations. A Club Gaming Machine Permit will enable the premises to provide gaming machines (3 machines of categories B, C or D).

25.2 Members' clubs must have at least 25 members and be established and conducted "wholly or mainly" for purposes other than gaming, unless the gaming is permitted by separate regulations. It is anticipated that this will cover bridge and whist clubs, which will replicate the position under the Gaming Act 1968. A members' club must be permanent in nature, not established to make commercial profit, and controlled by its members equally. Examples include working men's clubs, branches of Royal British Legion and clubs with political affiliations.

25.3 Authorities may only refuse an application on the grounds that:

- the applicant does not fulfil the requirements for a members' or Commercial Club or Miners' Welfare Institute and therefore is not entitled to receive the type of permit for which it has applied;
- the applicant's premises are used wholly or mainly by children and/or young persons;
- an offence under the Act or a breach of a permit has been committed by the applicant while providing gaming facilities;
- a permit held by the applicant has been cancelled in the previous ten years; or
- an objection has been lodged by the Commission or the Police.

25.4 It should be noted that there is a 'fast-track' procedure available for premises which hold a Club Premises Certificate under the Licensing Act 2003. The Gambling Commission's Guidance for local authority's states: "Under the fast-track procedure there is no opportunity for objections to be made by the Commission or the Police, and the grounds upon which an authority can refuse a permit are reduced" and "The grounds on which an application under the process may be refused are:

- that the club is established primarily for gaming, other than gaming prescribed under schedule 12;
- that in addition to the prescribed gaming, the applicant provides facilities for other gaming; or
- that a Club Gaming Permit or Club Machine Permit issued to the applicant in the last ten years has been cancelled.

25.5 There are statutory conditions on Club Gaming Permits that no child uses a category B or C machine on the premises and that the holder complies with any relevant provision of a code of practice about the location and operation of gaming machines.

26. Lotteries

26.1 In carrying out its functions in relation to Lotteries, the Authority will have regard to the Act, any guidance issued by the Commission from time to time and any Regulations issued by the Secretary of State.

26.2 The Act makes it illegal to promote lotteries unless they are licensed or within an exempt category. One such exemption relates to registered small society lotteries and the Authority is responsible for registering small society lotteries, which are promoted by non-commercial organisations that are established for:

- charitable purposes;
- for the purpose of enabling participation in, or of supporting, sport, athletics or a cultural activity; or
- for any other non-commercial purpose other than that of private gain.

27. Exchange of Information

27.1 The principle that the Authority will apply in respect of the exchange of information between it and the Gambling Commission and those bodies listed in Schedule 6 of the Act is that it will act in accordance with the provisions of the Gambling Act 2005 which includes the provision that the General Data Protection Regulations will not be contravened. The Authority will also have regard to any guidance issued by the Gambling Commission to Local Authorities on this matter when it is published, as well as any relevant regulations issued by the Secretary of State under the powers provided in the Gambling Act 2005.

28. Enforcement

28.1 The Authority will liaise with the Gambling Commission and other enforcing authorities on enforcement issues and will look to carry out joint inspections. The targeting of resources towards high-risk premises and activities that require greater attention will provide a more efficient deployment of the Authority's officers and other officers that are commonly engaged in enforcing gambling law and inspection of licensed premises. A lighter touch will apply in respect of low risk premises, which are well run.

28.2 The Authority's approach to enforcement will be based on identified risk and will take into account:

- relevant codes of practice;
- guidance issued by the Gambling Commission;
- the licensing objectives; and
- the principles set out in this statement of gambling policy.

- 28.3 In general, action will only be taken in accordance with the principles of the Regulatory Compliance Code, Licensing Authority Enforcement Policy and the relevant provisions of the Regulatory Enforcement and Sanctions Act 2008. To this end the key principles of consistency, transparency and proportionality will be maintained.
- 28.4 The Authority will also be guided by the Gambling Commission's Guidance for local authorities and will endeavour to be:
- Proportionate: regulators should only intervene when necessary: remedies should be appropriate to the risk posed, and costs identified and minimised;
 - Accountable: regulators must be able to justify decisions, and be subject to public scrutiny;
 - Consistent: rules and standards must be joined up and implemented fairly;
 - Transparent: regulators should be open, and keep regulations simple and user friendly; and
 - Targeted: regulation should be focused on the problem, and minimise side effects
- 28.5 In accordance with the Gambling Commission Guidance to Licensing Authorities the Council will endeavour to avoid duplication with other regulatory regimes as far as possible.
- 28.6 The main enforcement and compliance role for this Authority in terms of the Gambling Act 2005 will be to ensure compliance with the Premises Licences and other permissions, which it authorises. The Gambling Commission will be the enforcement body for the Operator and Personal Licences. It is also worth noting that concerns about manufacture, supply or repair of gaming machines will not be dealt with by the Authority but will be notified to the Gambling Commission.

29. The Licensing Process

- 29.1 The powers of the Council as a Licensing Authority under the Act may be carried out by the Licensing and Regulatory Committee, by a Sub-Committee or, instead, by one or more Council officers acting under delegated authority. The Council has adopted the following scheme of delegation and can be viewed at:
http://www.coventry.gov.uk/downloads/file/12158/part_2
- 29.2 Application forms will be in the format prescribed by regulations. The form will need to contain information that describes the gambling activities to be provided, the operational procedures, hours, nature of the location, needs of the local community, etc. Most importantly, the applicant will have to detail the steps that will be taken to promote the three licensing objectives. Applicants should carry out a risk assessment before they apply for a premises licence or to vary a premises licence. The Authority will expect the local risk assessment (or a copy thereof) to be available at the premises for inspection by any authorised officer.
- 29.3 Applicants are encouraged to fully consult the Police and other responsible authorities well in advance of submitting their applications. Application forms and guidance leaflets will be available at: www.coventry.gov.uk/info/23/alcohol_and_entertainment_licensing/428/gambling_licences/1. Most applications will require additional documentation and a fee to be included with the form. Incomplete applications will not be considered and will be returned to the applicant.

29.4 The Act requires the Authority to maintain a register of premises licences issued. The register must be available at any reasonable time to the public, who can request copies of the entries. The register will be located at:
www.coventry.gov.uk/info/23/alcohol_and_entertainment_licensing/416/alcohol_and_entertainment_licences

Effective date of reviewed policy: 31st January 2019 Valid until 30th January 2022

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Responses to Coventry City Council Statement of Gambling Policy Consultation

7th August 2018 – 18th September 2018

1 Background

- 1.1 The public consultation on the draft Statement of Gambling Policy took place for 6 weeks from 7th August 2018 – 18th September 2018.
- 1.2 The consultation was extensive and included a range of statutory consultees, stakeholders and local communities.
- 1.3 5 responses were received during the consultation period, 1 of which made no comments
- 1.4 All consultees were asked for comments on the draft policy, which have been organised into themes and are presented below.

Theme of comments	Respondent	Feedback/comments/amendments	Action
Licensing Objectives	Association of British Bookmakers	Within paragraphs 5.3, 5.4, 7.3 and 7.4, there are references to the promotion of the licensing objectives. In paragraph 5.3, there is an indication that the applicant will need to demonstrate how it will promote the licensing objective of preventing gambling from being a source of crime and disorder. Similarly, the final bullet point in paragraph 7.4 indicates that applicants must demonstrate that they have sufficient control measures in place to promote the licensing objectives whilst paragraphs 7.3 and 5.4 refers to conditions being	Noted and references be re-drafted. In paragraphs 5.3, 5.4, 7.3 and 7.4 amend all references of 'promote the licensing objectives' to read 'be reasonably consistent with

	<p>Public Health</p>	<p>placed on licences to “promote” the licensing objectives. Unlike the Licensing Act 2003, there is no requirement for an applicant to “promote” the licensing objectives as applications are required to be “reasonably consistent” with the licensing objectives.</p> <p>The only body that the Gambling Act 2005 confers a duty to promote the licensing objectives is the Gambling Commission. Accordingly, all of these references should be re-drafted to reflect the position that applications and the operation of licensed premises must be reasonably consistent with the licensing objectives.</p> <p>Public Health are pleased to see the inclusion in the draft Gambling Policy of a number of considerations in regard to ensuring a proposed premise meets the gambling licensing objectives.</p> <p>Public Health does however feel that there should be additional considerations in the Statement of Licensing Policy in regard to the location of a gambling premise.</p> <p>One of the considerations in section 7.4 does refer to location, stating <i>“The Authority will also consider the location of the premises in the context of this licensing objective and applicants must have regard to the local area profile. If an application for a gambling premises is received for a location within a sensitive area or in close proximity to what are considered to be sensitive areas the Authority will expect applicants to demonstrate that they have sufficient and suitable control measures in place to promote this licensing objective.”</i></p> <p>This consideration would benefit from clarification that, “if an application for a gambling premises is received for a location within a</p>	<p>the licensing objectives’</p> <p>Noted no action required for the policy as this is too limiting.</p> <p>If an operator intends to apply for a new premises licence or a variation to a premises licence then a local risk assessment must be carried out. The assessment should be based on how the premises are proposed to operate and will need to identify the risk factors associated with the local area in which the premises are located. These factors are risks that relate to the potential impact a gambling</p>
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		<p>sensitive area or in close proximity to sensitive areas, the application will not be granted if the applicant has not demonstrated that they have sufficient and suitable control measures in place to promote this licensing objective”. In addition, an explanation that that the local area profile document is a fluid document that will be updated during the lifetime of the Gambling Policy Statement of Principles should be added.</p> <p>Furthermore, there should be acknowledgement to the fact that where there are several sensitive premises together in the proximity of a proposed gambling premise, it is unlikely that there will be sufficient control measures that can be put in place to promote the licensing objective, in which case the application will not be granted.</p>	<p>premises and its operation may have on the licensing objectives, considerations for operators are also identified in the Licensing Authority Gambling Policy.</p> <p>It should be noted that the local area profile will not preclude any application being made and each application will be decided on its own merits, but the onus will be upon the applicant to show how any potential concerns can be overcome.</p>
Criteria/ Considerations	GamCare	<p>Does the operator have a specific training programme for staff to ensure that they are able to identify children and other vulnerable people, and take appropriate action to ensure they are not able to access the premises or are supported appropriately?</p> <p>Does the operator ensure that there is an adequate number of staff and managers are on the premises at key points throughout the day? This may be particularly relevant for premises situated nearby schools / colleges / universities, and/or pubs, bars and clubs.</p> <p>Consider whether the layout, lighting and fitting out of the premises have been designed so as not to attract children and other vulnerable persons who might be harmed or exploited by gambling.</p> <p>Consider whether any promotional material associated with the premises could encourage the use of the premises by children or</p>	<p>Noted no action required for the policy. Already included within Paragraph 7.4.</p>

the promotion of the licencing objectives, in particular the objective of protecting children and other vulnerable persons from being harmed or exploited by gambling and Public Health are pleased to see acknowledgement of this in the draft Gambling Policy Statement of Principles.

Public Health notes that the Statement of Licensing Policy is following the Gambling Commissions assumption that ‘vulnerable persons’ includes; people who gamble more than they want to, people who gamble beyond their means and people who may not be able to make informed or balanced decisions about gambling due to, for example, mental health, a learning disability or a substance misuse relating to alcohol or drugs. Public Health has shaped its consultation response in line with this, for regulatory purposes.

Additionally, Public Health are pleased to see that, in reference to location and the local area profile, section 9.2 states “Applications will not be granted in sensitive locations unless the relevant criteria have been met”.

Section 9.3 lists some of the supporting information that may be included to show that the criteria has been met. This includes: “What procedures and staff training are in place to protect vulnerable persons such as problem gamblers, those who are inebriated through drink or drugs etc”. Although it is stated that this is not an exhaustive list, to reiterate the assumption by the Gambling Commission of who is included in ‘vulnerable persons’, this bullet point would benefit from expanding to read “What procedures and staff training are in place to protect vulnerable persons such as problem gamblers, those unable to make an informed or balanced decision about gambling due to, for example, misuse of drink or drugs, mental health problems, a learning disability etc”.

Amend the last bullet point of paragraph 9.3 to read:
‘What procedures and staff training are in place to protect vulnerable persons such as problem gamblers, those unable to make an informed or balanced decision about gambling due to, for example, misuse of drink or drugs, mental health problems, a learning disability etc’.

		<p>Section 9.4 states "The Authority will consider proposals for new gambling premises that are in close proximity to hostels or other accommodation or centres catering for vulnerable people, including those with mental health issues or learning disabilities, and those with problem gambling, alcohol or drug abuse problems, as very likely to adversely affect the gambling objectives". For clarification to those considering submitting and application (or those involved in the determination of applications), this would benefit from additional wording to the effect that if evidence is not submitted to show how this will not adversely affect the gambling objectives, the application will not be granted.</p> <p>Public Health would like it noted that, on the existing Local Area Profile, the list of types of premises that the Licensing Authority considers are sensitive has been included, but feel that additions would be beneficial, along with emphasis that the list is still not exhaustive. Public Health recommend that the local area profile be updated accordingly.</p> <p>Suggested additions include:</p> <p>1) Deprivations levels of the area</p> <ul style="list-style-type: none"> - In deprived areas, there is greater possibility of customers falling under the vulnerable person's group as there is a greater chance that they will be gambling beyond their means - There is a greater concentration of people suffering from drug and/or alcohol misuse in deprived areas (and therefore a greater concentration of vulnerable people, as per the Gambling Commissions inclusion of "people who may not be able to make 	<p>Noted no action for the policy as this is too limiting.</p> <p>It should be noted that the local area profile will not preclude any application being made and each application will be decided on its own merits, but the onus will be upon the applicant to show how the potential concerns can be overcome.</p> <p>Noted. Add '<i>deprivation levels of the area</i>' to the bullet pointed list of sensitive areas listed within the local area profile.</p>
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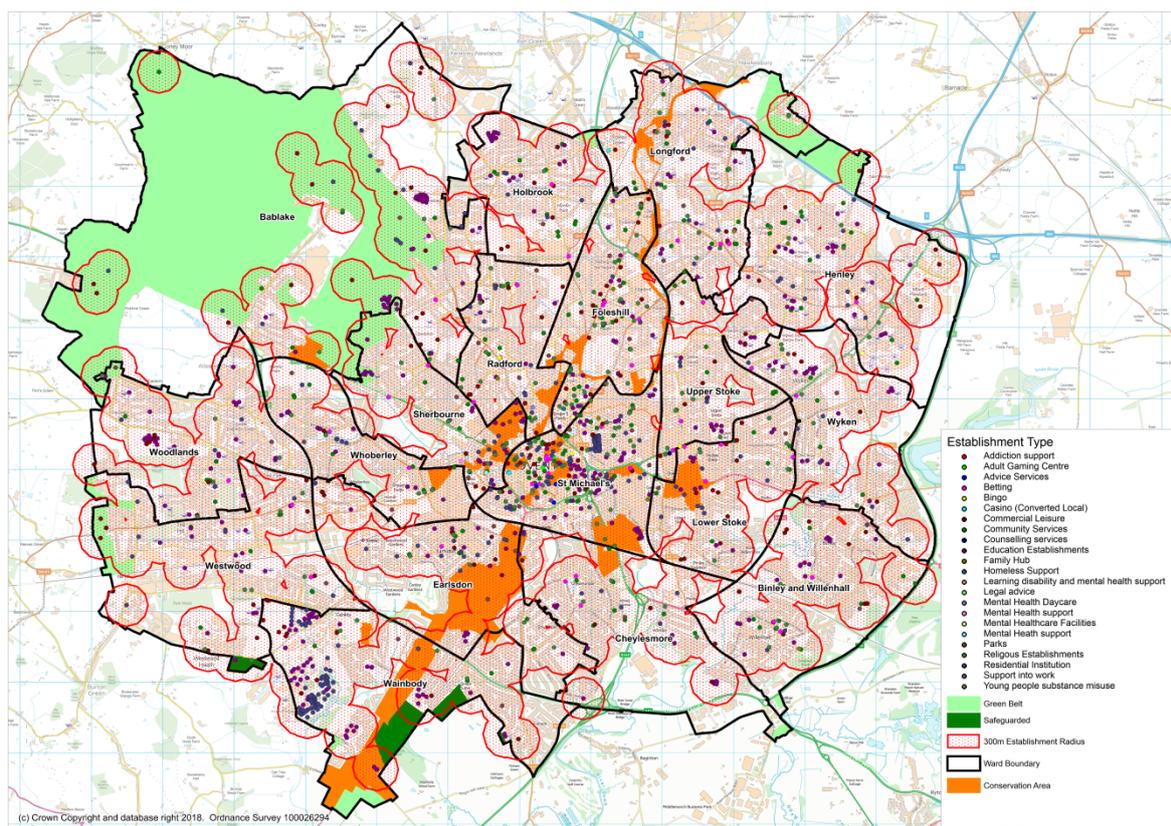
		<p>informed or balanced decisions about gambling due to, for example, mental health, a learning disability or substance misuse relating to alcohol or drugs”</p> <p>Considerations of the levels of deprivation for applications would also support Coventry’s work around being a Marmot City, which has brought together partners from different parts of Coventry City Council and from other public sector and voluntary organisations, whose decisions and activities have an impact on health. The Marmot principles, from the Marmot Review, Fair Society, Healthy Lives which aim to reduce inequality and improve health outcomes for all have been embedded into the core functions of the council and its partners, Improving health and reducing inequalities in Coventry is not only a priority for the NHS and public health, but is a priority for everyone who is working to improve the lives of people in the city.</p> <p>2) Functions of nearby premises</p> <ul style="list-style-type: none"> - An existing concentration of gambling premises in the proposed location of a new gambling premise could have a detrimental effect on the vulnerable group classed by the Gambling Commission as ‘People who gamble more than they want to’ and therefore adversely affect that gambling objective. An area with a high concentration of existing gambling premises should therefore be considered as a sensitive location. - Proximity to any existing pawnbroker shop(s) - a new gambling premise close to an existing pawnbroker shop could have a detrimental effect on the vulnerable group classed by the Gambling Commission as ‘People who gamble beyond their means’ 	
Primary Activity	Association of British Bookmakers (ABB)	Paragraph 10 refers to the concept of “primary activity” and should be re-drafted to reflect the latest Gambling Commission Guidance.	Noted Change ‘ <i>Primary Activity</i> ’ to

		<p>Whilst primary gambling activity was an issue when the draft Gambling Policy was last published, matters have now been clarified and as far as gaming machines are concerned, these may be provided where substantive facilities for the activity specified on the operating licence are provided.</p>	<p><i>'gambling activity'</i> throughout paragraph 10.1.</p>
<p>Conditions of Licence</p>	<p>Association of British Bookmakers (ABB)</p>	<p>Paragraph 14 explains the Licensing Authority's approach to the imposition of conditions on premises licences. This section would be assisted by a clear explanation that all Gambling Act 2005 premises licences are subject to mandatory and default conditions which are usually sufficient to ensure operation that is reasonably consistent with the licensing objectives. The draft Policy should be clear that additional conditions will only be imposed where there is evidence of a risk to the licensing objectives in the circumstances of a particular case which requires that the mandatory and default conditions be supplemented.</p>	<p>Noted Insert an additional paragraph to 14.1 that reads: <i>'All Gambling Act premises licences are subject to mandatory and default conditions and these conditions are usually sufficient to ensure operation that is reasonably consistent with the licensing objectives. Additional conditions will only be imposed where there is evidence in the circumstances of a particular case that these conditions need to be supplemented'</i>.</p>
<p>Betting machines in Betting Premises</p>	<p>Association of British Bookmakers (ABB)</p>	<p>Paragraph 16 refers to betting machines in betting premises. This section would be assisted if a clear distinction was to be made between betting machines (where the Licensing Authority has a power to restrict the number of machines) and gaming machines where there is no such power. The holder of a betting premises licence may make available for use up to 4 gaming machines of categories B, C or D.</p>	<p>Noted Amend paragraph 16.1 to read: <i>'The Authority is aware of its power to restrict the number of betting machines (self-service betting terminals</i></p>

			<i>(SSBT's)), their nature and the circumstances in which they are made available by attaching a licence condition to a betting premises licence. (It is important to make the distinction between gaming machines where the licence holder of a betting licence may make available for use up to four gaming machines of categories B, C or D).'</i>
General	GamCare	We would suggest that the Local Licensing Authority primarily consider applications from GamCare Certified operators. GamCare Certification is a voluntary process comprising an independent audit assessment of an operator's player protection measures and social responsibility standards, policy and practice. Standards are measured in accordance with the GamCare Player Protection Code of Practice. If you would like more information on how our audit can support Local Licensing Authorities, please contact mike.kenward@gamcare.org.uk	Noted no action required for the policy. Operators Licences issued by the Gambling Commission cover similar grounds to GamCare certification.
Local Area Profile Risk Assessment	Gambling Commission	Recommendation that the Local Risk Assessment is kept on the premises, so that it makes it easier to look at during an inspection and would encourage staff to look at it and take ownership	The following paragraph to be added to Paragraph 29.2: <i>'The Authority will expect the local risk assessment (or a</i>

copy thereof) to be available at the premises for inspection by any authorised officer'.

LOCAL AREA PROFILE & RISK ASSESSMENTS



The Gambling Commission's social responsibility code within the Licence Conditions and Codes of Practice, require gambling operators to assess the local risks to the licensing objectives posed by the provision of gambling facilities at each of their premises and to have policies, procedures and control measures in place to mitigate the risks. This provision came into force on 6th April 2016. Coventry City Council has produced this guidance to assist gambling operators in undertaking and preparing their local (premises) risk assessment.

The plan provides details of the location that the Licensing Authority consider are sensitive premises, and this should be considered by licensees along with relevant matters identified in the Licensing Authority's Statement of Gambling Policy when assessing and making their risk assessments.

The Licensing Authority considers the following as examples of sensitive premises (although this list is not exhaustive):

- Educational facilities in the local area
- Community centres
- Any vulnerable group or venues relating to those vulnerable groups: i.e.
 - Homeless or rough sleeper shelters and care/support facilities
 - Hospitals, mental health or gambling care providers
 - Alcohol or drug support facilities
- Religious Establishments

If an operator intends to apply for a new premises licence or a variation to a premises licence then a local risk assessment must be carried out. The assessment should be based on how the premises are proposed to operate and will need to identify the risk factors associated with the local area in which the premises are located. These factors are risks that relate to the potential impact a gambling premises and the risks its operation may have on the licensing objectives, considerations for operators are also identified in the Licensing Authority Gambling Policy.

Operators are required to review their local risk assessment if significant changes in local circumstances occur. The following lists sets out some examples of what the Licensing Authority considers to be significant changes in local circumstances:

- Any substantial building development or conversion of existing premises in the local area which may increase the number of vulnerable persons in the area;
- Educational facilities increase in the local area. This may occur as a result of the construction of a new school/college or where a significant change is made to an existing establishment;
- Any vulnerable group identified by the Licensing Authority or venues relating to those vulnerable groups are opened in proximity to gambling premises (e.g. additional homeless hostels or gambling or mental health care/support facilities are opened in the local area); and
- The deprivation levels of the area.

When preparing an application to vary the premises licence the operator must undertake a review of the local risk assessment and update it if necessary. Operators submitting a variation application to the Licensing Authority should provide a copy of the reviewed local risk assessment when submitting the application.

An operator will need to consider risks in relation to how the premises will be or is run. Identification of risks associated with these elements will be dependent on the type of premises and the local area. Elements to be considered include:

- How the gambling operation will relate to how the operator conducts its business;
- What gambling products it provides in the premises;
- The facilities to enable gambling within the premises;
- The staffing levels within the premises;
- The level and requirement for staff training;
- Whether loyalty or account cards are used or not;
- The policies and procedures it has in place in relation to regulatory requirements of the Act or to comply with the LCCP;
- The security and crime prevention arrangements it has in place;

- How it advertises locally and on the premises;
- The marketing material within the premises; and
- The display and provision of information, etc.

The design and layout of the premises is a key consideration as this could have a significant impact on the risk to the licensing objectives. The design of the premises is an important factor when considering local risks. Premises which are located within an area which has a high number of children and young people present throughout the day may identify that the standard external design is not appropriate. Control measures to mitigate the risk of attracting children to gambling or gaining access to restricted premises will need to be considered.

Risks to be considered may include:

- Whether the premises allows a direct line of sight of gaming machines from the cashier counter;
- Whether the premises is sufficiently covered by CCTV to enable the identification of offenders;
- Whether the premises windows are screened or covered to obscure the interior of the premises;
- What age verification policies are in place; and
- Provision of magnetic door locks.

Operators will be expected to identify the local risk factors surrounding the premises, which will differ from location to location. The Licensing Authority will consider the assessment and assess the risks identified and the measures implemented to mitigate those risks when a completed assessment is provided with a new application or with a variation application. Some control measures identified in the assessment may be put forward as conditions to be attached to the licence to address any significant local concerns.

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Coventry City Council

Briefing note

To: Cabinet Member for Policing and Equalities
Date: 25th October, 2018

Subject: Updated Procedural Guidance: RIPA Covert Surveillance and Covert Human Intelligence Sources (RIPA Procedural Guidance)

1 Purpose of the Note

- 1.1 To inform the Cabinet Member of the outcome of the Audit and Procurement Committee's consideration of the Report on the Updated Procedural Guidance: RIPA Covert Surveillance and Covert Human Intelligence Sources (RIPA Procedural Guidance) at their meeting on 10 September 2018.

2 Recommendations

- 2.1 The Audit and Procurement Committee recommend that Cabinet Member approve the updated RIPA Procedural Guidance, subject to there being communication / publicity about the same when it is published on the Council's intranet

3 Information/Background

- 3.1 The Audit and Procurement Committee considered the Report on the updated RIPA Procedural Guidance at their meeting on 10 September 2018.
- 3.2 The Committee discussed the updated RIPA Procedural Guidance in detail including the Social Media in Investigations Guidance (the Investigations Guidance) attached to the Report (provided for context) and identified that with developments in technology and incoming of GDPR this was a growing area that needed guidance providing by the Council.
- 3.3 They acknowledged that although the case law in the area of Social Media in Investigations was in its infancy the Investigations Guidance was clear about what not to do.
- 3.4 The Solicitor in attendance (Ms Harriott), agreed to keep both documents under review.
- 3.5 The Solicitor will arrange for communications/ publicity around the launch of both the updated RIPA Procedural Guidance and the Investigations Guidance.

Report author(s): Sarah Harriott

Name and job title: Corporate Governance Lawyer, Legal and Democratic Services

Directorate: Place

Tel and email contact: 024 76 832 162 sarah.harriott@coventry.gov.uk

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Audit and Procurement Committee
Cabinet Member for Policing and Equalities

10 September 2018
25 October 2018

Name of Cabinet Member:

Cabinet Member for Policing and Equalities – Councillor A S Khan

Director Approving Submission of the report:

Deputy Chief Executive (Place)

Ward(s) affected:

None

Title: Updated Procedural Guidance: RIPA Covert Surveillance and Covert Human Intelligence Sources (RIPA Procedural Guidance)

Is this a key decision?

No

Executive Summary:

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

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

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

The Council's compliance with RIPA is monitored by the Investigatory Powers Commissioner's Office (formerly by the Office of Surveillance Commissioners, which was abolished in 2017) who conduct inspections on roughly a bi-annual basis. The last inspection at Coventry City Council was December 2016.

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

This report sets out the updates and amendments made to the Council's RIPA Procedural Guidance following:

1. The Inspection by the Office of Surveillance Commissioners in December 2016 and their subsequent inspection report, dated December 2016; and
2. The introduction of the General Data Protection Regulation (GDPR) on 25 May 2018.

Recommendations:

The Audit and Procurement Committee are requested to:

1. Consider the updated and amended RIPA Procedural Guidance.
2. Forward any comments and/or recommendations to the Cabinet Member for Policing and Equalities.

The Cabinet Member for Policing and Equalities is requested to:

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

List of Appendices included:

Appendix 1: Updated and amended RIPA Procedural Guidance

Appendix 2: Use of Social Media in Investigations Guidance

Other useful background papers:

None

Other useful background information:

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?

The RIPA Policy was considered and approved by the Information Management Strategy Group on 22 May 2018, prior to the preparation of this report.

Will this report go to Council?

No

Report title: Updated Procedural Guidance: RIPA Covert Surveillance and Covert Human Intelligence Sources (RIPA Procedural Guidance)

1. Context (or background)

- 1.1 RIPA governs the acquisition and interception of communications data and the use of covert surveillance by local authorities. The Council can only use powers under RIPA to support its core functions for the purpose of prevention and detection of crime where an offence may be punishable by a custodial sentence of 6 months or more (e.g. offences relating to counterfeit goods which carry a maximum penalty of 10 years in prison) or the offence is related to the underage sale of alcohol and/or tobacco.
- 1.2 Where the above criteria are met, Local Authorities can make an application for the acquisition and disclosure of communications data (such as telephone billing information or subscriber details) or directed surveillance (covert surveillance of individuals in public places); and the use of covert human intelligence sources (CHIS") (such as the deployment of undercover officers). The powers are most commonly used by Trading Standards. However, powers can also be used by other Council services if their offences meet the serious crime threshold, mentioned in 1.1 above.
- 1.3 RIPA sets out the procedure that local authorities must follow when applying to use RIPA powers. These include approval by Authorised Officers that the proposed use of the powers is "necessary and proportionate". All applications must also be approved by the Magistrates Court before RIPA powers can be exercised.
- 1.4 The Council is required to have a Senior Responsible Officer to maintain oversight of the RIPA arrangements, procedures and operations. The Council's Monitoring Officer performs this function and is responsible for the integrity of the Council's process for managing the requirements under RIPA.
- 1.5 On 1st September 2017, The Office of Surveillance Commissioners (OSC) and The Interception of Communications Commissioner's Office (ICCO) were abolished by the Investigatory Powers Act 2016. The Investigatory Powers Commissioner's Office (IPCO) is now responsible for the judicial oversight of the use of covert surveillance by public authorities throughout the United Kingdom.
- 1.6 The Council's RIPA arrangements in respect of directed surveillance were inspected by the then OSC on 8 December 2016. One of the recommendations that was made in the Inspection Report was: "that Coventry City Council's Policy and Guidance documents be further revised."
- 1.7 Appendix 1 to the report contains a copy of the updated and amended Council's RIPA Procedural Guidance following the inspection of December 2016 and the introduction of GDPR on 25 May 2018. The Procedural Guidance is similar to the existing one but updates and makes amendments as follows:

- 1.7.1 References to the Data Protection Act 1998 have been updated to reflect the changes under GDPR (including the Data Protection Act 2018 and other applicable legislation and guidance, collectively referred to in the Procedural Guidance as “the Data Protection Legislation”). Any information obtained under RIPA must be collected, stored and processed in accordance with GDPR (please see paragraph 1.2 of the Procedural Guidance at Annex 1 of this report);
- 1.7.2 As detailed in this report the Office of Surveillance Commissioners was abolished in 2017 and the Investigatory Powers Commissioner’s Office will now be responsible for inspections, and reference has been made to this at paragraph 1.1 of the RIPA Procedural Guidance;
- 1.7.3 How to deliver authorisations to the Council’s Information Governance Team has been clarified at paragraph 6.23 of the RIPA Procedural Guidance. Authorising Officers are required to maintain an electronic copy and the original hard copy for their records, and send electronic copies (electronic copies only) to the Council’s Information Governance Team within three working days: to infogov@coventry.gov.uk.
- 1.7.4 All references to “oral authorisations” have been removed from the Procedural Guidance and this has been clarified at paragraph 4.1(vi) of the RIPA Procedural Guidance by saying that “**Oral authorisations are prohibited in all circumstances** (even in urgent situations). Local authorities no longer have the power to make oral authorisations under s43 (1A) RIPA, inserted by the Protection of Freedoms Act 2012”.
- 1.7.5 Whether or not an individual is a Covert Human Intelligence Source (CHIS) as a result of the fact that they have volunteered information has been clarified at paragraphs 6.18 and 6.19 of the RIPA Procedural Guidance. Where a task does not require the member of the public to establish or maintain a relationship with another person in order for the Council to obtain information, they will **not** be a CHIS. Where a person establishes, maintains and uses a personal or other relationship for the covert purpose of obtaining information they **are** a CHIS.
- 1.7.6 Separate guidance on the use of Social Media (also known as Social Networking Sites or SNS) has been produced and is at Appendix 2 to the report. Reference to the Use of Social Media in Investigations Guidance (the Social Media Guidance) has also been made in the RIPA Procedural Guidance at paragraph 7. The Social Media Guidance states that repeated viewing of Social Media could be classed as “surveillance” and as a consequence a RIPA authorisation should be sought to carry this out where the RIPA criteria are met (please see paragraph 1.1 and 1.2 of this report) or further advice should be sought from the Information Governance Team in the event that the activity falls outside of the RIPA criteria.

2. Options considered and recommended proposal

- 2.1 The Audit and Procurement Committee is recommended to approve the updated and amended RIPA Procedural Guidance attached at Appendix 1 to the report. In addition, the Committee is recommended to forward any comments or recommendations to the Cabinet Member for Policing and Equalities.
- 2.2 The Cabinet Member for Policing and Equalities is recommended to consider any comments or recommendations from the Audit and Procurement Committee, and approve the updated and amended RIPA Procedural Guidance as a formal record of the Council's Procedural Guidance for the use of RIPA.

3. Results of consultation undertaken

- 3.1 Not applicable.

4. Timetable for implementing this decision

- 4.1 Upon approval of the report, the RIPA Procedural Guidance will be published to the Council's Internet page and replace the existing RIPA Procedural Guidance.

5. Comments from Director of Finance and Corporate Resources

- 5.1 **Financial implications** – There are no specific financial implications arising from the recommendations within this report.
- 5.2 **Legal implications** – The Council is required to have RIPA Procedural Guidance under the Home Office Codes of Practice for 1) Covert Surveillance and Property Interference, Draft Revised Code of Practice, dated June 2018 (Code of Practice for Covert Surveillance) and 2) Covert Human Intelligence Sources, Revised Code of Practice, dated August 2018. Please note that at the time of writing this Procedural Guidance the Home Office has closed a consultation in relation to revision of its codes of practice under Parts II and III of RIPA. The Code of Practice for Covert Surveillance is still in draft form. Feedback from the consultation is being analysed and the final Code of Practice for Covert Surveillance has not yet been published.
Paragraph 4.47 of the Code of Practice for Covert Surveillance states that: "Elected members of a local authority should...ensure...that the policy remains fit for purpose." It is important that the Procedural Guidance is therefore regularly reviewed and updated to ensure that it is fit for purpose.

6. Other implications

6.1 How will this contribute to achievement of the Council's Plan?

As and when judicial approval is sought to use these powers, it will help support the Council's core aims by providing clear up-to-date RIPA Procedural Guidance in relation to preventing and detecting crime associated with enforcement activities such as: investigations relating to counterfeiting and fraudulent trading activity, or underage sales of alcohol or tobacco (in addition to support from Information Governance and Legal Services).

6.2 How is risk being managed?

There is no direct risk to the organisation as a result of the contents of this report, but a failure to implement and maintain up-to-date RIPA Procedural Guidance could lead to a sanction by the Investigatory Powers Commissioner's Office and / or a Council officer making a decision based on outdated information.

6.3 What is the impact on the organisation?

The updating of the RIPA Procedural Guidance should assist in facilitating good, clear and transparent decision making on the basis of the latest information available.

6.4 Equalities / EIA

There are no public sector equality duties which are of relevance at this stage.

6.5 Implications for (or impact on) the environment?

There are no implications on the environment.

6.6 Implications for partner organisations?

There are no implications on partner organisations.

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UNCLASSIFIED

Procedural Guidance: RIPA Covert Surveillance & Covert Human Intelligence Sources

(Regulation of Investigatory Powers Act 2000)

Status/Version: Approved v3.0 May 2018

1 Introduction

- 1.1 This document sets out the procedures that need to be followed to ensure compliance with the law and the national codes of practice issued by the Home Office, Investigatory Powers Commissioner's Office (IPCO), formerly the Office of Surveillance Commissioners (OSC) and the Information Commissioner's Office (ICO).
- 1.2 In the document the Data Protection Legislation means the Data Protection Act 2018 (DPA) and the General Data Protection Regulation (GDPR) as amended, replaced or superseded from time to time. This definition includes any national implementing laws, regulations and secondary legislation, as amended or updated from time to time, in the UK and then any successor legislation to the DPA or the GDPR, and all guidance, standards and codes of practice published by the ICO, or any replacement body, which relate to data protection.
- 1.3 The Data Protection Legislation, Human Rights Act 1998 (HRA), and the Regulation of Investigatory Powers Act 2000 (RIPA) together with published codes of practice, define what surveillance is lawful.
- 1.4 All Council surveillance must be lawful and approved by an appropriate officer, ie by an Authorising Officer for RIPA covert surveillance activities. The Council's remit is also **restricted to conducting surveillance to prevent or detect crime and to prevent disorder for core functions**, eg in order to support enforcement functions when there is no other alternative and not for 'ordinary functions' such as employment issues, eg the disciplining of an employee (please see paragraph 2.1 of this procedural guidance, below). Disciplining of employees is not a 'core function' (although related criminal investigations may be – in such cases seek guidance from the Solicitor for information governance).
- 1.5 Evidence obtained without appropriate authorisation is likely to be challenged in any subsequent legal proceedings, and may leave the Council open to criticism.

2 Scope of Procedural Guidance

- 2.1 Only core functions within Coventry City Council are authorised to use **directed surveillance**, under RIPA, in order to prevent and detect criminal offences that are either punishable by a maximum term of at least 6 months' imprisonment OR criminal offences relating to the underage sale of alcohol, tobacco and e- cigarettes.
- 2.2 This procedural guidance covers directed surveillance for:
 - i) Core functions, eg enforcement activities undertaken by Trading Standards;
 - ii) Directed surveillance that is likely to result in obtaining private information about a person,

including the use of internet and social networking sites; and
iii) Use of Covert Human Intelligence Sources (CHIS).

3 Types of Surveillance

- 3.1 Surveillance takes many forms. It can include monitoring, observing, listening to persons, watching or following their movements, listening to their conversations and other activities and/or communications, including the use of internet and social networking sites. It can also include recording such observations and also surveillance by and/or with the assistance of appropriate surveillance devices. Surveillance can be **overt** or **covert**.
- 3.2 **Overt surveillance** is what is typically carried out by the Council. There will be nothing secretive, clandestine or hidden about it. In many cases, Council officers will be behaving in the same way as a normal member of the public and/or will be going about Council business openly (eg an environmental health officer inspecting food premises).
- 3.3 Surveillance may also be overt if the subject has been told it will be happening (eg where a noise maker has been warned that details will be recorded if the noise continues; or where an entertainment licence is issued subject to conditions and the licensee is told that officers may visit without notice or identify themselves to the owner/proprietor to check that license conditions are being met).
- 3.4 Such overt surveillance, which includes the open and transparent use of CCTV, does not normally require authorisation. However, if a camera is to be used for a specific purpose, such as prolonged surveillance on a particular individual, authorisation will be required. More information regarding the use of CCTV can be found in the Council's CCTV Code of Practice and Procedures Manual, a copy of which can be found at the following link (this document is in the process of being updated to reflect GDPR):
- https://coventrycc.sharepoint.com/:w:/r/_layouts/15/WopiFrame.aspx?sourcedoc=%7B6A4BAE65-3271-41C4-9865-B3B71D759D6D%7D&file=CCTV%20Code%20of%20Practice%20and%20procedure%20manual.docx&action=default&DefaultItemOpen=1
- 3.5 **Covert surveillance** is intended not to alert the subject to the fact that they are being watched. The legislation also covers '**covert human intelligence sources**' (commonly referred to as CHIS – these are people who establish or maintain a relationship with someone in order to covertly obtain information without telling the subject that they are doing this).
- 3.6 Covert surveillance must be within the law and can only start after authorisation has been provided.
- 3.7 In terms of monitoring the use of Council ICT, it is important to recognise the important interplay and overlaps with the Council's information security policies and standards covering computers, internet, email and telephones etc.
- 3.8 Surveillance is **directed surveillance** if the following apply:
- i) It is covert, but not intrusive surveillance;
 - ii) It is conducted for a specific investigation or operation;
 - iii) It is likely to result in the obtaining of **private information** about a person (whether or not a person has been specifically identified for the purposes of the investigation); and
 - iv) It is planned and conducted otherwise than as an immediate response to a situation, the nature of which is such that it would not be reasonably practicable for an authorisation (please see paragraph 6.1 (iii) of this procedural guidance, below for further guidance).

3.9 **Intrusive surveillance** is covert surveillance of activity taking place on residential premises or in a private vehicle, when the investigator is inside the building or vehicle, or if they are using a surveillance device. It also includes surveillance from outside if it consistently provides information of the same quality and detail as may be expected to be obtained from a device inside. **Local authorities are not permitted to conduct intrusive surveillance - to do so would be unlawful** and may result in the prosecution of individuals and civil claims including claims under the Human Rights Act 1998.

4 Types of Information

4.1 **Private information** includes any information relating to a person's private or family life. Whilst a person may have a reduced expectation of privacy when in a public place, covert surveillance of that person's activities in public may still result in obtaining private information.

4.2 **Confidential or Privileged Information** is that which would normally attract an even higher expectation of privacy, eg information subject to legal privilege, confidential medical information etc. The probability of the Council undertaking an operation where there is likelihood that knowledge of confidential information will be acquired is extremely low. However, should such a situation arise, authorisation must be obtained from the Chief Executive Officer prior to the operation being undertaken.

5 Necessity and Proportionality

5.1 Authorising Officers have to be satisfied that there is a **necessity** to use covert surveillance in a proposed operation, ie there must be an identifiable offence to prevent or detect before an authorisation can be granted. For example, in relation to planning enforcement and noise nuisance there is no offence before service of an enforcement notice. This does not prevent the use of covert surveillance but such unauthorised activity should not be afforded the protection of RIPA.

5.2 Prior to an Authorising Officer granting an authorisation for directed surveillance, they must believe that the request is proportionate to what is sought to be achieved. This involves balancing the seriousness of the intrusion into the privacy of the subject of the operation (or any other person who may be affected) against the need for the activity in investigative terms. The authorisation will not be proportionate if it is excessive in the overall circumstances of the case. No activity should be considered proportionate if the information which is sought could reasonably be obtained by less intrusive means. The following elements of proportionality should therefore be considered:

- i) Balancing the size and scope of the proposed activity against the gravity and extent of the perceived crime or offence;
- ii) Explaining how and why the methods to be adopted will cause the least possible intrusion on the subject and others and that where there might be intrusion on the subject and others such intrusion is proportionate to what is sought to be achieved;
- iii) Considering whether the activity is an appropriate use of RIPA and a reasonable way, having considered all reasonable alternatives, of obtaining the necessary result;
- iv) Evidencing, as far as reasonably practicable, what other methods had been considered and why they were not implemented.

6 General Best Practice

- 6.1 The following procedural guidance should be considered as best working practice with regard to all applications for directed covert surveillance and/or use of a CHIS:
- i) Applications should avoid any repetition of information or simply copying and pasting from previously authorised applications;
 - ii) Information contained in applications should be limited to that required – refer to section 5 of Home Office Code of Practice for Covert Surveillance and Property Interference, a copy of which can be found at the following link: https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/716458/CCS207_CCS0618781142-1_Covert_Surveillance_Property_Interference_Code_of_Practice_Web_Accessible.pdf ;
 - iii) Applications must be authorised by an Authorising Officer;
 - iv) Where other agencies will be involved in carrying out the surveillance, these agencies must be detailed in the application - the 'lead organisation' should raise the required application form;
 - v) Authorisations should not generally be sought for activities already authorised following an application by the same or a different public authority;
 - vi) **Oral authorisations are prohibited in all circumstances** (even in urgent situations). Local authorities no longer have the power to make oral authorisations under s43 (1A) RIPA, inserted by the Protection of Freedoms Act 2012.

7 Authorisation procedures

- 7.1 The Council's Senior Responsible Officer for RIPA Part II is responsible for:
- i) The integrity of the Council's processes for managing directed covert surveillance and use of a CHIS;
 - ii) Supporting the Cabinet Member (Policing and Equalities) and the Audit and Procurement Committee in ensuring the Council's use of RIPA are compliant with Council procedural guidance and the law.
- 7.2 The practice of using a **vulnerable person as CHIS** rarely, if at all happens in the Council. However, if such a request arose authorisation must be sought from the Chief Executive Officer, or in their absence, their deputy.
- 7.3 If any person is unsure as to whether the activity they are proposing constitutes surveillance that requires authorisation, they should seek advice from an Authorising Officer or the Information Governance Team before commencing the activity.
- 7.4 It is vital that all reasonable alternative methods (such as test purchases, obtaining statements, interview, or changing methods of working or levels of security) are exhausted before covert surveillance is considered. The outcome of such considerations must be recorded and any application for covert surveillance must clearly demonstrate why alternative methods are inadequate or not appropriate.
- 7.5 The disciplining of an employee would typically fall under 'ordinary functions' of the Council and not 'core functions', eg an officer is suspected by their manager of failing to maintain accurate time recording sheets. The manager wishes to undertake covert surveillance of when the employee starts and finishes work. Such activity, even if it is likely to result in obtaining of private information, does not constitute directed surveillance under RIPA - it relates to carrying out ordinary functions (ie employment matters) which are common to both public and private sector. Activities of this nature are covered by the Data Protection Legislation and the Information Commissioner's Employment Practices Code. An exception may be where the employee's activities are suspected of being part of a criminal investigation, eg selling counterfeit goods while at work. Anyone considering covert surveillance of an

employee must seek guidance from the Council's Solicitor for information governance in order to ensure any activities remain lawful.

- 7.6 For any covert surveillance activities that are deemed **necessary**, the Authorising Officer granting the authorisation must believe that they are **proportionate** to what is sought to be achieved by carrying them out. This involves balancing the intrusiveness of the activity on the target and others who might be affected by it against the need for the activity in operational terms. **The activity will not be proportionate if it is deemed to be excessive in the circumstances** of the case or if the information which is sought could reasonably be obtained by alternative and less intrusive means. All such activity should be carefully managed to meet the objective in question and must not be arbitrary or unfair.
- 7.7 All requests to conduct, extend or discontinue covert surveillance must be made on the appropriate forms available on the [Information Governance Handbook](#).
- 7.8 All requests must be submitted to an Authorising Officer (a list of Authorising Officers can be found by using the link shown above) who will consider and either authorise or reject the application in writing. This will take place prior to covert surveillance commencing and also applies where contractors or outside agencies are employed to carry out covert surveillance on behalf of the Council.
- 7.9 **The Authorising Officer can only grant permission when they believe directed surveillance is necessary and proportionate.** No one else can grant, extend or discontinue authorisations - thus ensuring independence and consistency. Authorising Officers will ensure a review date is set at the same time as authorising an application. Where applications are rejected, the Authorising Officer will include reasons why. This may result in further work on the application or outright refusal for the operation to proceed (eg insufficient evidence that all other reasonable measures have been exhausted etc).
- 7.10 **The Council's use of directed surveillance is subject to judicial approval by the Coventry Magistrates' Court.** The date for commencement of the authorisation (and therefore the surveillance activity) is the date that judicial approval is obtained. The Authorising Officer and / or the the Council officer attending Court should take the original hardcopy authorisation and show this to the magistrates but retain the original to keep with the Authorising Officer's records. It is recommended that the Authorising Officer should attend the Magistrates Court rather or in addition to the Council officer making the application. The Authorising Officer **must** be in attendance in the event of any unusual authorisations including any which involve a CHIS.
- 7.11 Written authorisation for covert surveillance is valid for a maximum of three months. Written authorisation for a CHIS is valid for a maximum of twelve months. Both periods run from the date of the original authorisation or renewal.
- 7.12 Judicial approval may be renewed for a further three or twelve months for covert surveillance and a CHIS respectively. Renewal must take place prior to expiration and takes effect from the date authorisation would have ceased. The Authorising Officer must be satisfied that the activity is still necessary and proportionate.
- 7.13 The Authorising Officer must review all authorisations (including renewals) at least monthly (sooner if the circumstances of the case are such that a review is required).
- 7.14 All authorisations with judicial approval must be formally cancelled and not left to expire. The operative of the activity should notify the Authorising Officer if the activity is no longer necessary and proportionate and the authorisation should thereafter be cancelled and the activity cease immediately. The Authorising Officer should complete a cancellation form detailing the information obtained and whether or not the objectives were achieved.

- 7.15 Applications for Council **covert surveillance** must be **carefully planned** so that the necessary consultations about **risk assessment, insurance and health and safety** can be carried out, and the necessary provision made **before surveillance commences**.
- 7.16 Surveillance that is unforeseen / unplanned and undertaken as an immediate response to a situation, which is not reasonably practicable to obtain authorisation, falls outside the definition of 'directed surveillance' - therefore, authorisation is not required.
- 7.17 **Surveillance equipment** can only be installed (or a CHIS used) after judicial approval has been obtained. Equipment will only be installed (or a CHIS used) in residential premises if a member of the public has requested help, has agreed to equipment being installed in order to assist the Council with an operation, or referred a complaint to the Council and investigation is only possible using covert surveillance techniques after all the following has been considered:
- i) Sufficient **evidence** has been documented to warrant the exercise
 - ii) Surveillance is shown to be both the **least harmful** means of meeting that purpose and **proportionate** to what it seeks to achieve

NB: This does not apply where residents are asked to keep diary sheets recording incidents of noise nuisance.

- 7.18 There may be occasions where the Council needs to consider asking a member of the public to assist with an operation. Tasking a person to obtain information covertly may result in an authorisation of a CHIS being required, however this may not be true in all circumstances. **If the task does not require the member of the public to establish or maintain a relationship with another person in order for the Council to obtain the information, they will not be a CHIS.** For example:

The Council has received a number of complaints regarding fly tipping on land. While notices have been put up to warn the public that overt surveillance may take place, because of the location and technical limiting factors (eg inadequate or no power supply for the cameras and/or the field of view), the Council may approach a local resident to obtain approval to install a camera in their home looking out on the affected area. In addition to demonstrating the necessity and proportionality of such an application, the requester must address issues such as the security of both the equipment and recorded information, and take into account the risk of obtaining private information about persons who are not subjects of the surveillance. The resident in this instance is not a CHIS as they are not establishing or maintaining a relationship with another person in order for the Council to obtain information.

- 7.19 **A person who establishes, maintains and uses a personal or other relationship for the covert purpose of obtaining information is a CHIS.** For example:

A local resident who provides information about miscreant neighbours may be a CHIS if he has acquired the information as an "insider", rather than by mere observation from behind his net curtains. He may be vulnerable to reprisals if and when the Council takes action, and there is a risk of the Council being found in breach of its duty of care to him.

- 7.20 NB: Special rules apply **if a person under 18** is to be authorised as a CHIS (refer to Section 4 of the Covert Human Intelligence Sources Revised Code of Practice, dated August 2018, which can be found at the following link: https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data

[ta/file/733220/20180802_CHIS_code_reformatted_for_publication_002.pdf](#)). No **person under 16** can be authorised as a CHIS to give information against their parents or any person having parental responsibility for them. A person under 18 can only be authorised to act as a CHIS for one month.

- 7.21 A **vulnerable individual** is a person who is or may be in need of community care services by reason of mental or other disability, age or illness and who is or may be unable to take care of themselves, or be unable to protect themselves against significant harm or exploitation. Any individual of this description should only be authorised to act as a CHIS in the most exceptional circumstances. In these cases authorisation **must** be obtained from the Council's Chief Executive Officer, or the person acting in that capacity.
- 7.22 In authorising a CHIS, the Authorising Officer should ensure a risk assessment has been undertaken to safe guard the individual from exploitation and protect their safety and identity.
- 7.23 A central record of surveillance requests and authorisations for covert surveillance will be maintained by the Information Governance Team (IGT). Authorising Officers are required to maintain an electronic copy and the original hard copy for their records, and send electronic copies (electronic copies only) to IGT within three working days: to infogov@coventry.gov.uk. Reasons why any requests were denied and a note of any recorded material handed to third parties, eg the police, must also be maintained by the Information Governance Team.
- 7.24 **All records must be marked Official Sensitive**, in line with the Council's Standard for Information Classification and must be kept securely.
- 7.25 All records will be kept for a period of 3 years following the end of the authorisation.
- 7.26 Authorising Officers must keep a **register of all reviews of material recorded and collected** covertly.
- 7.27 Recordings must be on high quality media and identified uniquely. Authorising Officers must keep a register of all recordings (please see paragraph 10.2 of this procedural guidance).

8 Covert surveillance of Social Networking Sites (SNS)

- 8.1 The fact that digital investigation is routine or easy to conduct does not reduce the need for authorisation. Care must be taken to understand how the SNS being used works. Authorising Officers must not be tempted to assume that one service provider is the same as another or that the services provided by a single provider are the same.
- 8.2 Whilst it is the responsibility of an individual to set privacy settings to protect unsolicited access to private information, and even though data may be deemed published and no longer under the control of the author, it is unwise to regard it as "open source" or publicly available; the author has a reasonable expectation of privacy if access controls are applied. In some cases data may be deemed private communication still in transmission (instant messages for example).
- 8.3 Where privacy settings are available and not used, the information is therefore publicly available and may be considered "open source"; therefore an authorisation is not usually required. However privacy implications still apply. This is because although the information has no protection by way of privacy settings, the intention when making such information available was not for it to be used for a covert purpose (such as investigative activity). This is regardless of whether a user of SNS has sought to protect such information by restricting its access by activating privacy settings.
- 8.4 Repeat viewing of SNS may constitute directed surveillance on a case by case basis and this

should be borne in mind e.g. if someone is being monitored through, for example, their Facebook profile for a period of time and a record of the information is kept for later analysis, this is likely to require a RIPA authorisation for directed surveillance. An authorisation for the use and conduct of a CHIS is necessary if a relationship is established or maintained by a Council Officer or by a person acting on the Council's behalf (i.e. the activity is more than mere reading of the site's content).

- 8.5 It is not unlawful for a member of a Council Officer to set up a false identity. A false identity could be used for occasional viewing of information but it is inadvisable for the officer to set up a false identity for a covert purpose without an authorisation for directed surveillance when private information is likely to be obtained. Officers should not adopt the identity of a person known, or likely to be known, to the subject of interest or users of the site without authorisation, and without the consent of the person whose identity is used, and without considering the protection of that person.
- 8.6 For more information, please refer to the specific Use of Social Media in Investigations Guidance: [\[insert hyperlink\]](#)

9 Interception of Communications

9.1 Interception of Communications takes two forms:

- i) the collection and monitoring of **communications data** (e.g. records of who contacted whom, when, from where and for how long);
- ii) the interception of the **content** of the communications themselves.

9.2 It is a criminal offence to intercept the **content** of communications (whether by post, email or telephone) without lawful authority. The circumstances in which the Council can intercept the content are rare.

9.3 The Council may intercept the content of communications if one party to the communication has consented to the interception and the surveillance of the communication (eg a telephone call) has an authorisation as detailed at Section 7 of this procedural guidance.

9.4 The Council is also permitted to record calls made to its Contact Centre for the purpose of ensuring that staff comply with standard procedures when dealing with the public. The Council must notify callers that monitoring and recording may take place and explain the purpose concisely.

9.5 The Council can only apply to access communication data for for the prevention and detection of crime or prevention of disorder.

9.6 Access to communications data includes identifying:

- i) the devices called from and to;
- ii) location of communicating parties;
- iii) nature and service being used;
- iv) duration of the communication;
- v) other details held by the Communications Service Provider (CSP) about the subscriber to the service (e.g. their address).

9.7 Access to communications must be authorised by an Authorising Officer.

10 Monitoring

10.1 To ensure that the Council is using its powers under RIPA consistently and in line with the

authority's procedural guidance, quarterly reports on its use will be presented to the Information Management Strategy Group and an annual report to the Cabinet Member (Policing & Equalities) and the Audit and Procurement Committee. They will also be responsible for endorsing the authority's procedural guidance at least once per year and ensuring it remains 'fit for purpose'. Neither the Cabinet Member nor the Audit and Procurement Committee will be involved in making decisions on specific investigations.

- 10.2 During a covert operation, **recordings and information collected must be stored and transported securely, i.e. in line with the protective marking of "Official" or "Official-Sensitive"**. It must be reviewed monthly (or sooner if required) and access to it restricted. Access will generally only be allowed to limited and prescribed parties, including law enforcement agencies, prosecution agencies, legal representatives and the people subject to the surveillance (except where disclosure would prejudice any criminal enquiries or proceedings or breach privacy laws, eg Data Protection Legislation). Recordings must be on high quality media and identified uniquely. Recordings should not be kept for any longer than needed. Authorising Officers must keep a register of all recordings in order to control the retention period before wiping or securely destroying when no longer needed (such as if they are not required for evidence or the court case / investigation the recording is required for is completed).

11 Acknowledgements

- 11.1 This document has drawn on the key areas within the Home Office Codes of Practice for 1) Covert Surveillance and Property Interference, Draft Revised Code of Practice, dated June 2018 (Code of Practice for Covert Surveillance) and 2) Covert Human Intelligence Sources, Revised Code of Practice, dated August 2018. Officers should refer to the codes for more detailed guidance if necessary. Please note that at the time of writing this procedural guidance the Home Office has closed a consultation in relation to revision of its codes of practice under Parts II and III of RIPA. The Code of Practice for Covert Surveillance is still in draft form. Feedback from the consultation is being analysed and the final Code of Practice for Covert Surveillance has not yet been published. This RIPA Procedural Guidance will be updated as and when the final version is published.

12 Notes

- 12.1 Enquiries regarding this document should be directed to the Information Governance Team at: infogov@coventry.gov.uk or phone: (024) 7683 3323.

13 Document Control: Version History

Version	Status	Date	Author	Summary of changes
1.0	Approved	September 2010	J Hutchings	Minor amendments from Technical review have been incorporated
2.0	Approved	October 2010	S Gilbert	Minor amendments to web links and contact addresses
2.1	Draft	April 2017	R Kotonya	Amendments from OSC Inspection recommendations and included covert surveillance of social media sites
3.0	Approved	May 2018	S Harriott	Minor amendments including reference to GDPR, how to deliver authorisations to InfoGov and hyperlink to separate Social Media in Investigations Guidance

Technical Review

Name	Role	Business Area
A Harwood	Trading Standards and Consumer protection Manager	Place Directorate

Management Approval

Name	Role	Date
J Newman	Legal Services Manager and Acting Monitoring Officer	August 2018
Information Management Strategy Group	Information Governance	May 2018

Management Approval

Name	Organisational Department	Format
All	Coventry City Council	PDF via intranet/IG Handbook

Use of Social Media in Investigations Guidance

Approved v1:0

Information Classification: Official

Effective: August 2018

1 Introduction

- 1.1 This Policy sets out how the Council may utilise Social Media when conducting investigations into alleged offences or in the discharge of other duties performed by the Council. This includes but is not limited to trading standards investigations, child protection investigations, alleged breaches of the Council's Code of Conduct for employees and proactive reviews in relation to Revenues and Benefits.
- 1.2 The aim is to ensure that information gathering, investigations or surveillance involving the use of Social Media are conducted lawfully and correctly in accordance with an individual's human rights and with due consideration of relevant legislation including:
- the Human Rights Act 1998 (HRA);
 - the Data Protection Legislation (the Data Protection Act 2018 (DPA) and the General Data Protection Regulation (GDPR) as amended, replaced or superseded from time to time. This definition includes any national implementing laws, regulations and secondary legislation, as amended or updated from time to time, in the UK and then any successor legislation to the GDPR or the DPA, and all guidance, standards and codes of practice published by the Information Commissioner's Office, or any replacement body, which relate to data protection); and
 - the Regulation of Investigatory Powers Act 2000 (RIPA) together with the published codes of practice from the Home Office, Investigatory Powers Commissioner's Office (IPCO), formerly the Office of Surveillance Commissioners (OSC), and the Information Commissioner's Office.
- 1.3 Use of Social Media in investigations refers to any instance where an officer accesses Social Media as described to formally or informally gather evidence for any kind of investigation.

2 What is meant by 'Social Media' for the purposes of this Policy

- 2.1 Social Media will always be a web-based service that allows individuals and/or businesses to construct a public or semi-public profile (also known as social network services or "SNS") and will often have some, or all, of the following characteristics;
- the ability to show a list of other users with whom they share a connection; often termed "friends" or "followers",
 - the ability to view and browse their list of connections and those made by others within the system, and /or
 - hosting capabilities allowing users to post audio, photographs and/or video content that is viewable by others
- 2.2 Some current examples of the most popular forms of Social Media, and therefore the most likely to be of use when conducting investigations, include: Facebook, Twitter, Instagram, LinkedIn and YouTube.

3 Privacy Settings

- 3.1 The fact that digital investigation is routine or easy to conduct does not mean that relevant legislation should not be considered. Care must be taken to understand how the Social Media website in question operates. Any officer using Social Media for investigation must not be tempted to assume that one service provider is the same as another or that the services provided by a single provider are the same.
- 3.2 Whilst it is the responsibility of an individual to set privacy settings to protect unsolicited access to private information, and even though data may be deemed published and no longer under the control of the author, it is unwise to regard it as “open source” or publicly available; the author has a reasonable expectation of privacy if access controls are applied. In some cases data may be deemed private communication still in transmission (instant messages for example).
- 3.3 Council officers **should not** attempt to circumvent privacy settings and view an individual’s information on multiple occasions unless authorisation has been sought under RIPA. Such attempts may include, but are not limited to;
- sending “friend” or “follow” requests to the individual;
 - setting up or using bogus Social Media profiles in an attempt to gain access to the individual’s private profile;
 - contacting the individual through any form of instant messaging or chat function requesting access or information;
 - asking family, friends, colleagues or any other third party to gain access on their behalf, or otherwise using the Social Media accounts of such people to gain access; and /or
 - using any other deceptive or misleading method
- 3.4 By setting their profile to private, a user does not allow everyone to access and use their content. This **does not**, however, extend to instances where a third party takes it upon themselves to share information which originated on a private profile on their own Social Media profile. For example:
- Person A publicises on their private Social Media page that they intend to throw a party, at which they will be selling alcohol and providing other forms of licensable activities, despite not having a licence from the Council to do so. Person B, who “follows” Person A’s Social Media page, re-publishes this information on their public Social Media page. The information on Person A’s profile **cannot** be used, however the same information on Person B’s profile, can.*
- 3.5 Where privacy settings are available but not applied the data **may** be considered “open source” or publicly available (ie there is a reduced expectation of privacy). However in some circumstances privacy implications still apply. This is because the intention when making such information available was not for it to be used for a covert purpose such as investigative activity. This is regardless of whether the Social Media user has sought to protect such information by restricting its access by activating privacy settings. Multiple and systematic viewing of the information would therefore require a RIPA authorisation.

3.6 When the use of Social Media is allowed or not allowed:

What is allowed	What is not allowed
Using different Social Media platforms to gather information that is publicly available	Sending “friend” or “follow” requests, set up a profile in an attempt to gain access to the individual’s private profile or ask family, friends, colleagues or any other third party to gain access without a RIPA Authorisation
Using information posted on a public profile without RIPA Authorisation	Repeated and/or regular viewing (more than 2 or 3 times) of “open source” content without a RIPA authorisation
Using Social Media for surveillance with a RIPA authorisation where the investigation is unusual and /or is likely to capture confidential information and the risks to privacy have been assessed as being proportionate and justified	Making contact through Social Media without a CHIS authorisation

4 Regulation of Investigatory Powers Act 2000 (RIPA)

- 4.1 This guidance should be read in conjunction with the Council’s Procedural Guidance: RIPA Covert Surveillance & Covert Human Intelligence Sources (RIPA Procedural Guidance).
- 4.2 RIPA issues do not normally arise at the start of any investigation which involves accessing “open source” or publically available material but what may begin as a lawful overt investigation can drift into covert surveillance which falls into the legislation.
- 4.3 Repeat and/or regular viewing of publically available Social Media sites as opposed to one-off viewing may constitute directed surveillance and require authorisation under RIPA / other legislation. A person’s Social Media profile should not, for example, be regularly monitored without a RIPA authorisation. You should not view the information / source more than twice within a limited timeframe. If you feel further viewing is necessary for an investigation you should refer to the RIPA Procedural Guidance available via [this link](#). It is important to note that RIPA authorisations have to pass a serious crime threshold, ie there must be an offence which is being capable of being punished by imprisonment of six months or more.
- 4.4 In the case of viewing material related to Council officers, authorisation should be sought under the Council’s policy for Covert Monitoring of Employees.
- 4.5 Where an officer intends to engage with others online using a false identity and establish / maintain a relationship without disclosing his or her identity, a CHIS authorisation may be required.

5 General Considerations

- 5.1 For those individuals/businesses who do have a public profile on Social Media, data posted can be viewed, recorded and possibly used as evidence e.g. photographs, video content, messages or status.

- 5.2 Only information that is relevant to the investigation at hand, and goes some way toward proving the offence, issue or child protection concern, should be gathered. Information about third subjects should be kept to a minimum.
- 5.3 Please note that the location and identity of an officer carrying out a search can be easily traced and the profiles can be flagged as a 'suggested friend'.
- 5.4 Officers should evaluate findings objectively and ensure that they are sure of the source and can rely on the information obtained.

6 Record Keeping

- 6.1 Where evidence takes the form of any readable or observable content, such as text, status updates or photographs, it is acceptable for this to be copied directly from the site, or captured via a screenshot and copied onto a relevant electronic system. If necessary audio or video content can be captured.
- 6.2 When capturing evidence from a public Social Media profile, steps should be taken to ensure that all relevant aspects of that evidence are recorded effectively. For example, the time, date and status update should be visible on the screenshots.
- 6.3 When capturing evidence from a Social Media profile, steps should be taken to minimise the risk of collecting third party personal or private details alongside that of the person under investigation / suspected offender's, either before capturing the evidence, or subsequently through redaction.
- 6.4 Where relevant records are obtained during the course of an investigation they should not be destroyed but kept for as long as they are needed. They should be retained in accordance with the requirements of the Data Protection Legislation, the Freedom of Information Act 2000, Criminal Procedures and Investigations Act 1996 (ie consider using the evidence obtained in a sensitive unused material schedule) and any other legal requirements.

7 Review

This Policy will be reviewed regularly to ensure that it remains current and compliant with relevant legal requirements and best practice guidance.

Document Control:**Version History**

Version	Status	Date	Author	Summary of Changes
0.1	Draft	13/04/2017	R Kotonya	New Policy

Reviewers

Name	Role	Business Area
K Nicholls	Information Governance Solicitor	Legal Services
S Harriott	Information Governance Solicitor	Legal Services
A Harwood	Trading Standards and Consumer Protection Manager	Trading Standards

Management Approval

Name	Date	Version No.
IMSG	22/05/2018	1.0

Distribution

Name	Organisational Department	Format
All	Coventry City Council	Word Document via Intranet

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Public report Cabinet Member Report

Cabinet Member for Policing and Equalities

25 October 2018

Name of Cabinet Member:

Cabinet Member for Policing & Equalities- Councillor A S Khan

Director approving submission of the report:

Deputy Chief Executive (People)

Ward(s) affected:

All

Title:

Equalities Objectives Performance Report 2017/18

Is this a key decision?

No

Executive summary:

On 14 July 2016, the Cabinet Member for Policing and Equalities approved the equality objectives for the Council as set out in appendix 1. The equality objectives are linked to the Council Plan and are set for four years or until the next refresh of the Council Plan. The Cabinet Member also agreed to receive an annual report on the progress made on the equality objectives. This report provides information on the progress made with the equality objectives from April 2017 to March 2018.

Recommendations:

The Cabinet Member is recommended to:

- (1) consider the development of a new set of equality objectives during 2019
- (2) consider the progress made on the equality objectives at year end

List of appendices included:

Appendix 1 – Council equality objectives 2016/2017

Appendix 2 – Coventry City Council Equality, Diversity & Inclusion Commitment

Background papers:

None

Other useful documents:

Equality Act 2010 (Specific Duties and Public Authorities) Regulations 2017

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

Has it been or will it be considered by scrutiny?

No

Has it been or will it be considered by any other council committee, advisory panel or other body?

No

Will this report go to Council?

No

Report title: Equality Objectives Performance Report 2017/18

1. Context (or background)

1.1. Development of new equality objectives 2019

- 1.2. The Public Sector Equality Duty requires the Council, as a listed public authority, to publish equality objectives that it thinks it needs to achieve to further any of the aims of the general equality duty.
- 1.3. The Council's emerging One Coventry programme provides an opportunity to refresh our approach on this, to ensure that equality objectives for the future are clearly aligned to both Council plan priorities and the outcomes that we want to be achieved through delivery of these.
- 1.4. We recognise, through One Coventry, that the only way that we can be successful is by having a clear focus on our equality and diversity responsibilities from concept to implementation and throughout delivery of change and improvement projects. A number of key priorities are already part of the One Coventry programme including Housing and Homelessness, Children's Services and Our Future Workforce with equality and diversity being embedded within these.
- 1.5. In May this year the Council sent a formal response to the Integrated Communities Green Paper. The Green Paper set out recommendations for local authorities including: to set and deliver a vision with partners and communities to mainstream integration objectives across policy and service delivery; to set an equality objective outlining specific activity to promote integration; and, to review a selection of policies and services to determine how they might drive integration. Work to explore a Coventry response to creating greater integration with partners has begun and revision of the equality objectives would enable the Council to set out how it will respond to green paper.

2. Options considered and recommended proposal

2.1. Progress at 2017/18 year end

- 2.2. On 14 July 2016, the Cabinet Member for Policing and Equalities approved the equality objectives as set out in appendix 1. These objectives are linked to the Council's key plans and strategies as set out in the Council Plan, and were set following consultation with trade unions, employee groups and community groups. The equality objectives are set for the next four years, or when the Council refreshes its Council Plan.
- 2.3. The Cabinet Member has also agreed to receive an annual report on the progress made against the equality objectives. This report provides information on the progress made with the equality objectives from April 2017 to March 2018.
- 2.4. There are 15 equality objectives (attached at appendix 1). Progress towards the equality objectives are measured through a variety of means including performance indicators, comparators with other areas, contextual information and actions taken. Where possible, indicators have been broken down by protected groups to ensure that all protected characteristics under the Equality Act have been considered, monitored and reported on. For example, improving educational outcomes is broken down into gender, SEN, and race and by pupil premium.

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

Globally connected: promoting the growth of a sustainable Coventry economy

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

2.5.1. **Aim:** Create a modern, accessible, fit for purpose office environment and together with the introduction of flexible working

2.5.2. **Progress:** The new Council building in Friargate has been built with the intention of “maximising access to all parts of the building, its facilities and services for people who are visitors and members of staff regardless of disability; follow design guidance given in relevant British Standards, and other currently published good practice detailing the needs of disabled people where possible”¹. In addition, the building incorporates a faith room for all faith groups and a fully accessible shower as part of the hygiene suite in the basement. There is also a wellbeing room which can be used by those needing a hygienic environment for medical reasons; milk expression for new mothers; first aid administration and other appropriate activities. Teams have now settled into the building after receiving early tours of the building, and induction sessions; support continues within the building through the Kickstart team, HR, Occupation Health and Disability Equality Network to resolve any individual issues as they arise.

2.6. **Jobs for local people / reducing the impact of poverty**

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

2.6.2. **Progress– Earning the living wage:** The Employer Hub service (based at the Job Shop) works intensively with local businesses to help them recruit and this involves discussing the quality of the job created, the salary and the terms / conditions. Over 370 jobs have been promoted in the last year (01/08/2017 – 31/07/2018) for local employers, aimed at ensuring local residents find it easier to get these better quality jobs. In addition, over 230 employer events have been held at the Job Shop in the last year to encourage businesses to recruit locally and promote ‘living wage and above’ jobs.

2.6.3. **Progress – improving the role of workplaces as health promoting environments:** Coventry City Council have worked closely with the West Midlands Combined Authority (WMCA) to develop Thrive, the new Workplace Wellbeing Commitment and the supporting resources/toolkit. The framework will now be piloted with a small group of different sized/sectors of businesses in partnership with the WMCA in order to gain feedback before the launch later in September. Workplaces are also offered support through training of Health Champions as well as other workplace initiatives to improve health and wellbeing. Workplaces are also being encouraged to sign up to the Thrive at Work programme as part of the Coventry and Warwickshire Year of Wellbeing 2019.

¹ Friargate Coventry Building C09 & Station Square Building Statement, November 2013
<http://planning.coventry.gov.uk/portal/servlets/AttachmentShowServlet?ImageName=1097580>

- 2.6.4. **Progress - Vulnerable people helped into work** –The Council is targeting resources at addressing the productivity and skills gap and at helping people find work, particularly groups who are struggling to do so. The Council is a lead partner in the £8.5m Ambition youth programme to help young people aged 16-24 who are not in education, employment or training (NEET) find work. This programme enabled the Council to support 59 vulnerable young people into positive destinations (a paid placement) last year (August to August) of which 80% were male and 20% were female - including 8 into advanced manufacturing. Overall the total amount of young people (16-24) that went into positive destinations in the past year (August 2017 to August 2018) through a collaborations of all programmes at the job shop is 223. Through the grant funded support Coventry City Council provides to migrants in the city, the Coventry Refugee and Migrant Centre has offered over 1203 appointments to nearly 450 Migrants coming into the city. This has involved making them more employable including support with CV's, applying for jobs as well as supporting people into higher education. This has helped more than 100 people securing jobs and mostly paid work experience opportunities in 2017-18.
- 2.6.5. As part of the steer from the Scrutiny Co-ordinating Committee, it has been requested that Coventry organise a Poverty Summit to bring together partners and look at ways in which poverty can be addressed in the city. This Summit will be held on November 12th, 2018 and will bring together a range of strategic leads from a variety of settings, including the City Council, CCG, third sector organisations and business organisations. It is intended that the event will help to agree the key priorities that the city should focus on to prevent and mitigate against the impact of poverty, as well as securing commitments to action from the organisations represented. Outcomes from the event will be carried forward by the Marmot Steering Group.

Locally committed: improving the quality of life for Coventry people

2.7. Safer Communities

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

2.7.2. **Progress:** The total of hate incidents reported (crime & non crime) for 2017/18 is 490. In 2016/17 the total number of hate crime offences was 404, in 2017/18 the total number of hate crime offences was 448 - an increase of 44 crimes (percentage increase of 11%). However non crime incidents have decreased to 42 (-50%) in 2017/18 compared with 86 in 2016/17. Racist incidents remain the largest category accounting for 85% of total hate crime incidents during year.

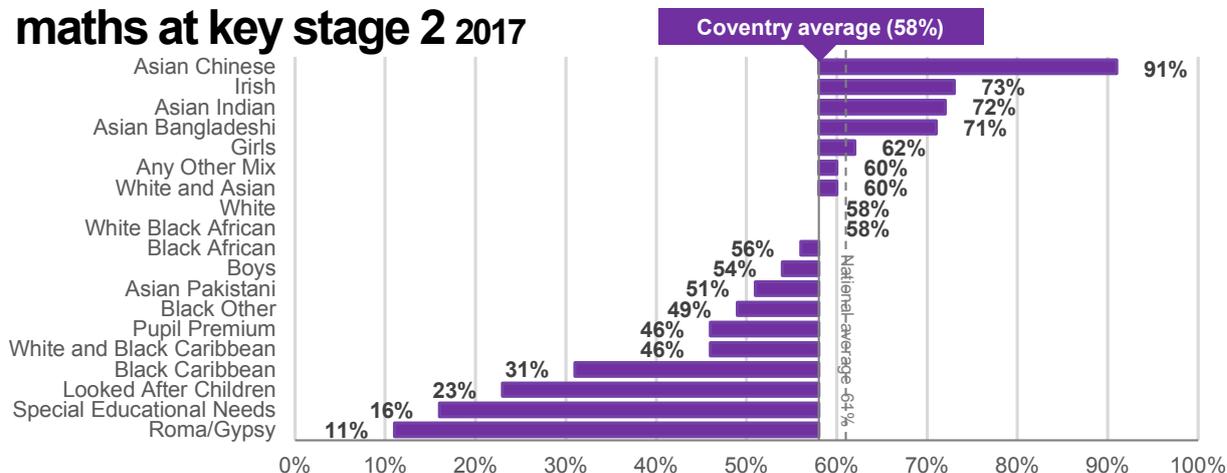
Hate crime incidents reported:	2016/17	2017/18
Race/ethnicity	426	415
Sexual orientation	34	39
Religion/belief	8	27
Disability	13	<5
Sex/gender/transgender	<5	<5
Not stated	5	<5

- 2.7.3. 43 hate crime cases were reported by members of the public through the Council's Street Enforcement Service, Incidents have been reported by other Hate Crime Reporting Centres (not Police) and, although small in number, via the City Council's on-line hate crime reporting form. Cases receiving a multi-agency response (n=11), as at March 2018, may be recorded on more than one agency's system and therefore recorded more than once.
- 2.7.4. In January 2017 a Home Office funded Community Co-ordinator was employed to develop understanding and to generate partnership / community activity across the city to address issues that can lead to extremist views or behaviours. Hate crime is known to be a key driver and outcome of extremist behaviour and it is apparent from this work that hate crimes may be under-reported in the city. A new Hate Crime Strategy is being developed in partnership with Coventry University with the aim of ensuring that there is a robust city-wide response. Through ongoing engagement with community groups and organisations, an understanding of Hate Crime Strategy is being promoted to build confidence and enable communities to report incidents.
- 2.7.5. There are links between the equality objective to make communities safer together and the government's agenda around integration. In May 2018 the Council sent a formal response to the Green Paper consultation on Integrated Communities and although there is unlikely to be any new legislation in this area, there may be further guidance published which encourages the adoption of a specific equality objective on leadership on integration issues by local authorities. This will be considered as part of the process to develop the Council's next set of equality objectives.

2.8. Improving educational outcomes

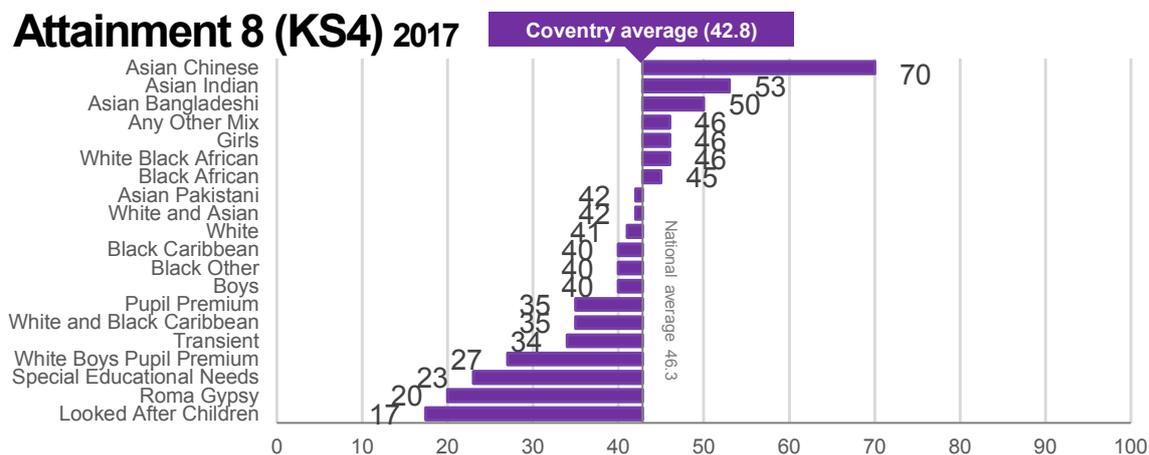
- 2.8.1. **Aim: Improving educational outcomes by working with schools to continue to improve standards** including monitoring outcomes for key priority groups at the end of Key Stage 2 and 4; reduction in fewer teenage pregnancies, and rates of offending in young people and fewer young people who are not in education, employment or training.
- 2.8.2. **Progress: Monitoring outcomes at key stage 2:** In 2017 there was 9% increase in pupils achieving the expected standard in reading, writing and maths (from 49% to 58%). This increase is a faster rate than both national and our statistical neighbours and so the gap with the national average is narrowing. Progress rates in each subject increased with writing now above the national. All groups made positive progress apart from Looked After Children and Black Other pupils. Furthermore most groups have closed the gap with the national average apart from Black African, Black Caribbean, Black Other, Asian Pakistani, White and Black Caribbean, White and Asian and Pupil Premium pupils.

Achieving expected standard in reading, writing and maths at key stage 2 2017



2.8.3. **Progress: monitoring outcomes at key stage 4:** In a year of reform with the introduction of Grades 1-9 for English and Maths, attainment has decreased at local and national levels. In 2017 Coventry's Attainment 8 score reduced from 48.1 in 2016 to 42.8. We remain below our statistical neighbours and the national score. Key Stage 4 is a city priority. All groups have showed a decline in progress apart from Asian Chinese, Gypsy Roma and "White and Black Caribbean" pupils. Furthermore most groups have not closed the gap with the national average apart from Asian Chinese, Gypsy Roma and Transient.

Attainment 8 (KS4) 2017



2.8.4. **Progress: Fewer teenage pregnancies** - The Coventry rate of under 18 conceptions continues to fall year on year. The under 16 conception data is now lower than the national and regional rate. However, the small numbers of conceptions, as there are now currently in Coventry, can look to vary significantly from year to year even when not statistically significant. A range of services are available to support the reduction in teenage pregnancy such as specialist midwives working to support teenage parents to access contraception to avoid a further conception, the Aspires Early Intervention Service engaged 112 new children and young people in 2017/18 and supported them to adopt

healthier behaviours associated with sexual health, substance misuse and poor/coercive behaviours. 4,023 young people aged 15-24 accessed the C-card scheme in 2017/18 for contraception.

Indicator	Previous	Current	Comparators		Progress
Conceptions to girls aged und 18 (rate per 1,000 girls aged 15-17)	29.9 Jan – Dec 2016	26.63 Jul 15- Jun 16	WMCA 23.7 2016	England 18.8 2016	

- 2.8.5. **Progress: Lower rates of offending in young people:** The rate has reduced from 432 in 2016/17 to 311 in 2017/18. Coventry has recorded a 28% fall in its first time entrant rate from 2016/17 to 2017/18, almost entirely erasing the increase seen in the two years since 2014/15 when the rate reached its lowest level of 309.
- 2.8.6. Of the first-time entrants in 2016/17, 93.5% are male and 6.5% are female. In terms of the overall gender ratios (based on Youth Justice Board data), in 2016/17, 39 out of a Coventry offending population of 240 were female (16.3%), compared to 20 out of 182 (11.0%) in 2017/18; this compares with England proportions of 16.5% in 2016/17 and 15.6% in 2017/18.
- 2.8.7. **Progress: Fewer young people who are not in education, employment or training.** 5% of Coventry young people aged 16-17 are not in education, employment or training (NEET) or activity not known. This compares well with the region (5.4%), statistical neighbours (7.8%) and England (5.6%).
- 2.9. **Improving health and well-being**
- 2.9.1. **Aim: Building emotional resilience and improving mental health in young people resulting in fewer young people** in Coventry self-harming; improvement in educational attainment; and less violence, drugs and alcohol abuse in young people.
- 2.9.2. **Progress: Resulting in fewer young people in Coventry self-harming** – The scope of the Early Intervention Service provided by Compass has been extended beyond secondary school children to primary school children to tackle issues at an earlier age and prevent young people developing problems with substance misuse, poor relationships and sexual health. Year to date figures show that 18% of children accessing the service were aged 11 or under, so more children are accessing the support they need at an earlier stage. To progress the strategic priorities set out in the Suicide Prevention Strategy, Coventry has established a multi-agency steering group which operates through Task and Finish groups covering the Year 2 priorities. One of these task and finish groups looks at risks to children and young people, and links with schools, primary mental health teams, Coventry & Warwickshire Mind, Public Health Acting Early, family hubs and CAMHS to increase awareness of suicide risk factors, especially self-harm, neurodevelopmental and common mental health condition among staff, public and professionals. It seeks to increase signposting and awareness of these conditions and to develop destigmatising and supportive cultures and programmes.
- 2.9.3. **Progress: Improvement in educational outcomes and less violence, drugs and alcohol abuse** - The development of the new Family Health & Lifestyles services aims to radically transform the way families are supported in Coventry. The new service will take an integrated approach, with multi-skilled local teams which bring together a range of services to improve outcomes for children and families. The Council has commissioned a

new service for young people. Change Grow Live (CGL) are now supporting young people who might be experiencing difficulties and/or facing risks around sexual health, substance misuse and difficult relationships with their peers. By intervening early and delivering supportive interventions it is intend to help young people identify their strengths and build their resilience in the hope that they realise their full potential. The number of alcohol specific admissions for under 18s per 100,000 has reduced from 45.5 in 2012/13 to 35.5 – though this is still higher than the regional and national rate.

2.10. **Protecting the most vulnerable**

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

2.10.2. **Progress:** A total of 5812 incidents (both crime and non-crime) were recorded in 2017/18, which is a small increase of 41 incidents (+0.43%) on 2016/17. The rate of domestic abuse is higher in Coventry than the national average. The Coventry Domestic Violence & Abuse Services (CDVASS) received 1464 referrals last year. The majority (65%) of referrals were White British with smaller numbers of referrals recorded across a broad range of ethnicity categories.

2.10.3. In June 2018 Coventry launched the Coventry Domestic Abuse Strategy 2018-2023 to tackle domestic abuse in the city. The current focus for Coventry is now the implementation of the strategy through the development of an action plan which is being monitored and overseen by the Domestic Abuse Strategic Group. Focus to date has been on raising awareness of domestic abuse, reviewing available training and developing a core competency framework intended to help organisations to assess the needs of their staff teams.

2.10.4. **Aim: Preventing homelessness and helping households accepted as statutorily homeless**

2.10.5. **Progress:** – In 2017/18 there were 557 households accepted as statutorily homeless, a decrease on the previous year, however the service has experienced a very high workload resulting in some delays in making decisions. The majority (69%) of statutory homeless households had a dependent child or children – 50% were female lone parents. 63% of statutory homeless households were White, 17% were Black and 7% were Asian. 26% were under 25, 72% were aged between 25 and 64, and only 2% were aged 65 or over. The Council receives about 65-75 approaches a week from people reporting to be 'Homeless on the Night' in addition to people making contact in advance of becoming homeless. The number of homelessness cases prevented and relieved last year was 659, which is a reduction from 1015 cases last year. This reflects the overall reduction in the amount of social housing that has become available for re-letting, and the increasing difficulty for households to access housing in the private rented sector.

2.10.6. The implementation of the Homelessness Reduction Act in April 2018 means that the Council now has additional duties to prevent homelessness and to help to secure accommodation for all eligible households, regardless of whether they are in a 'priority need' category. A prevention service delivered by a new team of officers has been set up to provide a much greater focus on measure to prevent homelessness and meet the new statutory duties.

Delivering our priorities with fewer resources

2.11. Make the most of our assets

- 2.11.1. **Aim: Culture change** developing flexible and efficient ways of working to meet the needs of employees and the employer
- 2.11.2. **Progress:** The Council has had flexible working practices in place for many years. This has focussed on providing employees with the opportunity to manage their work-life balance through different ways of working whilst ensuring that we deliver quality services to our citizens. The Council has rolled out agile working arrangements and digital skills training to support this. Work is also ongoing to develop WorkSMART, which is about all employees taking responsibility to think about where, when and how to deliver better outcomes for people of Coventry.
- 2.11.3. **Aim: Confidence to report** – create a culture in which employees and job applicants are willing to provide equalities information for the workforce profile and so assist in promoting inclusivity and increasing accessibility.
- 2.11.4. **Progress:** An Equality and Diversity action plan has been produced that contains several actions related to the recording and reporting of equalities data. The data categories used have been changed in line with best practice, and the facility for employees to update their own equality information via MyEmployment has been introduced. In addition to this, the text explaining why we ask for equality data has been updated to promote completion.
- 2.11.5. **Aim: Progression of black and minority ethnic (BME) employees and women employees** to consider barriers that prevent black and minority ethnic employees and women progressing to higher grade posts.
- 2.11.6. **Progress:** BME representation has fallen across the whole workforce and at senior management level in comparison to 2017. An Equality and Diversity action plan has been produced which aims to increase the diversity of staff at the Council at all levels and should result in an improvement of these figures next year, progressing towards the ambition of having a workforce that is representative of Coventry's population.
- 2.11.7. The proportion of female employees at Senior Management Level is lower than the female representation across the whole Council.

Source	Percentage of BME Council employees	Percentage of BME representation at Senior Management level (above Grade 10)	Percentage of Female Council employees	Percentage of Female representation at Senior Management Level (above Grade 10)
2017/18 Workforce Profile	15.0%	6.7%	67.9%	49.3%
2016/17 Workforce Profile	15.4%	7.4%	69.4%	56.6%
% of Coventry residents in employment	23% (BME)		47% (Female)	

Active citizens: strong, involved communities

- 2.12. **Aim: Customer Voice** – Developing of the ‘Voice of the Customer Strategy’ and embedding equality objectives within this.
- 2.12.1 **Progress:** A team has been created whose focus is on understanding the ‘Customer Experience’ to inform and prioritise improvement opportunities and to build on areas of strength. A systemised process has been developed which will be tested in one service area and with a limited number of team members in the first instance to ensure that the approach is fit for purpose. This will be rolled out in a controlled way across Customer Services following the testing activity.
- 2.13. **Aim: Customer and Business Services Transformation** putting the customer at the heart of everything we are doing through Customer Journey Phase 2, by continuing to introduce well designed online services; maintaining the high standard of face to face services and continuing to improve other channels. There is a need to make sure that online services are designed so that they are easy to access for the majority of people, whilst improving other access channels for those who need them, including people with protected characteristics relating to age and language spoken.
- 2.13.1 **Progress:** whilst recognising that not everyone is digitally able there has been an increase in the transactions online from last year (2016/17) to this year (2017/18). This has increased from 28% of customer contact being online or self-service to 33%.
- 2.14. On-line forms are designed to enable individuals to undertake transactions at a time and place to suit them. The process of developing them incorporates a review to confirm that they are written in plain English so are easy to understand and to ensure that they are simple to use requiring only essential information to complete. In addition, the face to face service offer all individuals the support they require to access services. Support may be in the form of interpretation access or in helping people to familiarise themselves with technology and supporting them to access on-line services. Discussions are currently taking place to secure a course to teach the team basic signing skills to help at the first point of contact.
- 2.15. The introduction of online services has not resulted in the closure of other contact channels. Customers still have the option to contact the Council by phone, in person, by

email or social media. All changes made in progressing this agenda are considered from an equality perspective and assessment of impact is completed at the appropriate point in the process.

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

2.16.1 **Progress:** Accessibility was a key design challenge given the location of the new committee rooms and the listed nature of the Council House. Openings have been enlarged as much as possible; a new stair lift installed and the furniture and audio visual systems are designed / laid-out in a way that promotes inclusivity. Audio visual systems in the existing Diamond rooms have also now been upgraded.

2.17. **Summary of progress 2017/18**

2.17.1 In summary, from this report it can be seen that there has been good progress in some areas; lots of work is being undertaken in relation to employment and training, in particular around the promotion of 'living wage and above' jobs. In addition, support is continuing to be offered to migrants with regard to accessing employment, work experience and higher education. There has also been a reduction in numbers of teenage pregnancies, first time entrants to the youth justice system and alcohol related admissions to under-18s. However, by contrast the report shows increasing numbers of hate crime incidents, the majority of which (85%) are classed as racist incidents.

3 **Results of consultation undertaken**

3.1 As this is a performance report on the equality objectives that were agreed for 2016/17, there have been no requirements to consult on this year-end report. However, the report has been shared with Trade Union representatives.

4. **Timetable for implementing this decision**

4.1 As this is a performance report on the equality objectives, there is no decision to implement.

5 **Comments from Director of Finance and Corporate Services**

5.1 **Financial implications**

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

5.2 **Legal implications**

This report recommends approval for considering progress against equality objectives as required under the Equality Act (Specific Duties and Public Authorities) Regulations 2017.

6 **Other implications**

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

The achievement of the equality objectives will be managed in accordance the Council's performance management framework. <https://smarturl.it/PMF>

6.2 How is risk being managed?

The performance management of the equality objectives will help the Council to manage risk by systematically measuring progress in relation to the equality objectives. This means that areas where good progress is being made can be identified, as well as those areas where progress is not as expected and where corrective action may be needed.

6.3 What is the impact on the organisation?

Achieving progress against the equality objectives impacts on the whole organisation. All Council employees have a duty to pay due regards to the three aims of the Equality Act.

6.4 Equalities / ECA

The process outlined in this report will enable the Council to comply with its obligations under the Equality Act (Specific Duties and Public Authorities) Regulations 2017.

6.5 Implications for (or impact on) the environment

None identified.

6.6 Implications for partner organisations?

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

Report author(s):

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Directorate: People

Tel and email contact: 024 7683 3112

Enquiries should be directed to the above person.

Contributor/approver name	Title	Directorate or organisation	Date doc sent out	Date response received or approved
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Helen Shankster	Insight Manager (Engagement)	People	17.09.18	18.09.18
Si Chun Lam	Insight Development Manager	People	21.09.18	24.09.18
Wendy Ohandjanian	Equality & Diversity Officer	People	21.09.18	24.09.18
Liz Gaulton	Director Public Health	People	17.09.18	19.09.18

Contributor/approver name	Title	Directorate or organisation	Date doc sent out	Date response received or approved
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Mohammed Bashir	Community Co-Ordinator	People	31.08.18	04.09.18
Tom Evans	Senior Analyst	People	31.08.18	03.09.18
Hannah Watts	Public Health Inequalities	People	31.07.18	07.08.18
Jane Craig	Health Protection	People	31.07.18	07.08.18
Adrienne Bellingeri	Change Manger - Transformation	People	31.07.18	07.08.18
Angela Atkinson	Kickstart Programme	Place	31.07.18	01.08.18
Kim Mawby	Economy and Jobs Manager	Place	31.07.18	04.09.18
Sunairah Miraj	Programme Delivery Manger - Migration	Place	31.07.18	17.08.18
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David Woodhouse	Lead Performance Analyst	People	31.07.18	01.08.18
Joanne Smith	Public Health	People	31.07.18	02.08.18
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Andy Hyland	Organisational Development	Place	21.09.18	21.09.18
Grace Haynes	Head of Workforce Transformation	Place	21.09.18	09.10.18
Names of approvers for submission: (officers and members)				
Barry Hastie	Director of Finance and Corporate Services	Place	21.09.18	11.10.18
Legal: Julie Newman	Legal Services Manager	Place	21.09.18	27.09.18
Director: Gail Quinton	Deputy Chief Executive	People	21.09.18	10.10.18
Members: Cllr A S Khan	Cabinet Member for Policing & Equalities		21.09.18	27.09.18

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

Council's Equality Objectives 2016/17

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

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

Globally connected: promoting the growth of a sustainable Coventry economy

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

Locally committed: improving the quality of life for Coventry people

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

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

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

Find out more

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

Appendix 2

Coventry City Council **Equality, Diversity & Inclusion Commitment**

Coventry City Council is committed to:

- Its continuing duty as a public authority and will have due regard to the need to eliminate discrimination, harassment, and any other conduct prohibited under the Equality Act 2010.
- Recognising and celebrating diversity, and ensuring equality of opportunity both as a provider and commissioner of services and as a large employer
- Developing a culture that embeds the effective management of equality, diversity and inclusion in our day-to-day practices, policies, procedures, and through our external relationships

Coventry City Council recognises that people still experience inequality because of their background. The Council will therefore lead by example and not tolerate discrimination, harassment and victimisation on the grounds of:

- Age, disability, gender reassignment, marital and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

This commitment is supported by and has been developed with employees, members and our trade union colleagues.

Putting Communities first

The Council is committed to:

- Working with partner organisations and citizens to find out what is important to communities and working together to make a difference on issues and priorities that matter most
- Fostering good relations between different groups and communities to build and maintain strong social networks and opportunities for greater cohesion
- Informing, consulting and involving a wide range of people including employees and stakeholders about decisions which affect them so that they can influence policies and practices
- Ensuring that people from different backgrounds are able to fully participate in consultation and involvement activities

Service Delivery / Provision

The Council is committed to promoting equality of opportunity in our service delivery by:

- Providing accessible information about the services available
- Taking into account the equality impacts of the decisions we make and seek to mitigate any adverse impacts where possible
- Delivering services in ways which are appropriate to citizen needs and, whenever possible, removing barriers which may deny access
- Taking steps to ensure that organisations providing services on our behalf operate in accordance with the aims of this commitment

Employment

The Council is committed to promoting equality of opportunity in employment by:

- Monitoring the composition of its workforce and taking positive action to redress inequalities
- Recruiting and retaining a workforce, at all levels, with the aspiration that it reflects the city's diverse communities and the people we serve
- Providing appropriate training and guidance to all staff to develop the aims of this commitment
- Investigating any instances of breaches of this commitment or relevant policies following the applicable procedures

Implementation

To ensure the effectiveness of this commitment, the Council will:

- Set equality objectives and monitor progress against them – these set out more detail on current priorities for action and can be read here: http://www.coventry.gov.uk/info/132/equality_and_diversity/1272/equality_and_diversity/2
- Continue to consider equal opportunities implications on as part of decision making

Accountability

All employees of the Council are accountable and responsible for taking steps to promote our equality, diversity and inclusion commitment in their day to day work.

This commitment will underpin and support our workforce strategy and will be integrated within our policies and practices.

This commitment will be reviewed jointly by senior leaders, employees and our trade union colleagues on a regular basis.

[Officer contacts to be listed]

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Agenda Item 12

<p>CONFERENCES/SEMINARS</p> <p>AUTHORITY FOR ATTENDANCE</p>

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

1. Title of Conference	Attendance at the European City of Sport Awarding Ceremony and Network Event
2. Organising Body	European Capitals and Cities of Sport Federation
3. Location	European Parliament, Brussels
4. Date(s)	3 rd -5 th December
5. Councillor(s) recommended to attend	Cabinet Member for Public Health & Sport, Cllr. Kamran Caan Cllr. Rois Ali Lord Mayor John Blundell
6. Employee(s) & others recommended to attend	David Nuttall + David Moorcroft.
7. Cost per person, including travel, etc (Note: If total cost is less than £100, formal Cabinet/Cabinet Member approval is not required)	PER PERSON (at time of form completion): Eurostar: Around £170 pp return standard fare from Coventry. Ticket should also be valid for a train in Brussels to hotel. This is more cost effective, green and travel efficient compared to the equivalent airplane options. Accommodation: £220 for 2 nights per person B&B accommodation close to metro line to European Parliament. Lunch, dinner and other misc.: £60 Total: £450 per person
8. Is participation at this event as part of a group	No
9. If so, how many people IN TOTAL will be attending the event as part of that	

group	
10. Is there anyone travelling with the Member, officer or group in relation to whom any of the costs of travel, accommodation or any other expense will be paid for by a Member or officer, If "YES" please state number.	N/A
11. Source of Funding (Cost Code)	10096
12. What are the reasons for attendance and what benefits to the City Council are expected from attendance	<ul style="list-style-type: none"> - Awarding ceremony for Coventry's year as 2019 City of Sport alongside the other European Cities. - Networking opportunity with the other European Cities of Sport allowing Coventry to build links and share experience and knowledge. - Enhances Coventry's international reputation and contributes towards the goal of making Coventry more globally connected while benefiting local residents.
13. Is this conference part of an overall project involving further visits in the future?	NO
14. Recommendation of Cabinet Member/ Cabinet/Chair of any other City Council Committee	YES/NO
(a) Are you satisfied that there is a genuine reason for attendance and genuine benefit for the Council?	YES/NO
(b) Will Councillor attendance affect the decision-making processes of the Council?	YES/NO
(c) Is attendance recommended?	YES/NO
	Signed: Date:
15. Cabinet Member's recommendation	YES/NO
	Signed: Date:
16. Leader's recommendation	YES/NO

	Signed: Date:
17. Person responsible for booking conference following approval of attendance	Name: Jonathan Hunt & Nathan Jones Department: Sports, Culture, Destination and Business Relationships Telephone No: 07932013587

**THIS FORM SHOULD NOW BE RETURNED TO
THE DIRECTOR OF RESOURCES (Room CH 59)**

FOR RESOURCES DIRECTORATE'S USE ONLY

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

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