



Cabinet Member for Housing and Communities

Time and Date

4.00 pm on Monday, 18th June, 2018

Place

Committee Room 3 - Council House

Public Business

1. **Apologies**
2. **Declarations of Interest**
3. **Willenhall Neighbourhood Plan - Referendum Result and Adoption**
(Pages 3 - 12)
Report of the Deputy Chief Executive (Place)

NOTE: Councillors R Lakha, J Mutton and C Thomas, Binley and Willenhall Ward Councillors have been invited for the consideration of this item.
4. **Outstanding Issues** (Pages 13 - 16)
Report of the Deputy Chief Executive (Place)
5. **Any other item of public business which the Cabinet Member decides to take as matters of urgency because of the special circumstances involved**

Private Business

Nil

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

Friday, 8 June 2018

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

Membership: Councillors B Kaur (Deputy Cabinet Member) and E Ruane (Cabinet Member)

By invitation: Councillors R Bailey, M Lapsa (Shadow Cabinet Members) and

Councillors J Mutton, R Lakha and C Thomas (Binely and Willenhall Ward Councillors)

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.

Usha Patel
Governance Services Officer
Tel: 024 7683 3198
Email: usha.patel@coventry.gov.uk



Public report Cabinet Member

Cabinet Member

18 June 2018

Name of Cabinet Member:

Cabinet Member for Housing and Communities – Councillor Ruane

Director Approving Submission of the report:

Deputy Chief Executive - Place

Ward(s) affected:

Willenhall

Title:

Willenhall Neighbourhood Plan – Referendum Result and Adoption.

Is this a key decision?

No.

Willenhall Neighbourhood Plan – Referendum Result and Adoption

Executive Summary:

The 2011 Localism Act introduced a right for communities to draw up a Neighbourhood Plan which is supported through national regulatory control. This provides an opportunity for local communities to get more actively involved in planning in their areas. Local Planning Authorities are expected to play a positive role in facilitating and supporting this process.

In July 2017, the Willenhall Neighbourhood Planning Forum submitted their Neighbourhood Plan to this Council. Alongside the draft Neighbourhood Plan itself, they also submitted a suite of other documents which included the Basic Conditions Statement, the Consultation Statement, and the Strategic Environmental Assessment (SEA) and Habitat Regulations Assessment (HRA) Screening Assessment.

Neighbourhood Development Plans must also be examined by a suitably qualified independent person, appointed by the Council and agreed by the qualifying body (Willenhall Neighbourhood Planning Forum). Neighbourhood plans must also pass a referendum of local voters by a simple majority. If a plan passes referendum, the Council must 'make' (adopt) it, unless it breaches EU obligations or human rights legislation. The referendum took place on May 3, 2018 at the same time as Council local elections which resulted in a 'Yes' outcome.

Recommendations:

The Cabinet Member is requested to:

1. Consider the results of the referendum and formally 'make' (adopt) the Willenhall Neighbourhood Plan.

2. To approve the Decision Statement attached at Appendix 1 to be published in accordance with Regulation 19 of the Neighbourhood Planning (General Regulations (as amended) 2012.

List of Appendices included:

Appendix 1 – Decision Statement.

Background papers:

1. <http://internalmoderngov.coventry.gov.uk/ieListDocuments.aspx?CId=712&MId=11573&Ver=4>
2. <http://internalmoderngov.coventry.gov.uk/ieListDocuments.aspx?CId=147&MId=11423&Ver=4>
3. <http://internalmoderngov.coventry.gov.uk/ieListDocuments.aspx?CId=147&MId=9772&Ver=4>
4. <http://internalmoderngov.coventry.gov.uk/ieListDocuments.aspx?CId=147&MId=9080&Ver=4>

Other useful documents:

www.coventry.gov.uk/neighbourhoodplanning

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 – although this report has not been considered elsewhere, the Local Plan Advisory Panel and Planning Committee have been kept informed of the statutory process.

Will this report go to Council?

No.

Report title:

Willenhall Neighbourhood Plan – Referendum result and adoption.

1. Context (or background)

- 1.1 The Localism Act 2011 introduced new powers for community groups to prepare neighbourhood plans for their local areas. The Council has a statutory duty to assist communities in the preparation of Neighbourhood Plans and to take plans through a process of Examination and Referendum. The local authority is required to take decisions at key stages in the process within time limits that apply, as set out in the Neighbourhood Planning (General) Regulations 2012 as amended in 2015 and 2016 ("the Regulations").
- 1.2 The Willenhall Neighbourhood Plan has been prepared jointly by the Willenhall Community Planning Forum with on-going engagement with the local community and Council. Prior to the referendum, the Willenhall Neighbourhood Plan went through the following stages of preparation:
- Designation as a Neighbourhood Area (October 2013)
 - Designation as a Neighbourhood Forum (February 2014))
 - Consultation on a pre-submission version (November 2016)
 - Submission to the Council (July 2017)
 - Submission and publicity (August 2017)
 - Examination and Examiners Report (January 2018)
 - Referendum (May 2018)
- 1.3 The Examiner's Report concluded that subject to modifications, the Willenhall Neighbourhood Plan met the necessary basic conditions (as set out in Schedule 4b (8) of the Town and Country Planning Act 1990, as amended by the Localism Act 2011) and subject to these modifications being made it should proceed to referendum. At the Cabinet Member meeting on 30 January 2018, the Cabinet Member accepted the Examiner's recommendations and agreed that the Willenhall Neighbourhood Plan should proceed to referendum. A referendum was held on 3 May 2018.

2. Options considered and recommended proposal

- 2.1 The Cabinet Member is asked to formally 'make' (adopt) the Willenhall Neighbourhood Plan and bring it into full legal force as part of the Local Plan for Coventry. There are not considered to be any reasons not to 'make' the Plan nor alternative options (see legal section below). Paragraph 38A (4)(a) of the Planning and Compulsory Purchase Act 2004 as amended requires that the Council must 'make' the Neighbourhood Plan if more than half of those voting have voted in favour of the plan.

3 Results of consultation undertaken and Referendum

- 3.1 The Willenhall Neighbourhood Plan has been through several stages of consultation. These include, inter alia, consultation on the neighbourhood area boundary (October 2013), consultation on the neighbourhood forum membership (February 2014), consultation on a pre-submission version of the Plan (November 2016), consultation on a submission version of the Plan (August 2017). The majority of consultation has been undertaken by the Neighbourhood Group within the Willenhall area. By way of example it has included public consultation days to gauge views and opinions on a variety of policy areas. The Council have supported this process through formal engagement with a range of stakeholders at each statutory stage of the Plans' preparation.

- 3.2 A referendum on the Willenhall Neighbourhood Plan was held on 3 May 2018 and was organised by the Returning Officer. As per the Examiner's recommendations, the referendum area was the same as the Neighbourhood Area agreed by the Council. The Declaration of Results of the poll confirmed that 1,215 ballot papers were issued from a total electorate of 5,724. This represented a 21.3% turnout and the results on whether to accept the Willenhall Neighbourhood Plan were as follows:

YES = 1044

NO = 138

The remaining 33 voting papers were either not cast or spoilt.

- 3.3 The Neighbourhood Planning Regulations (2012 as amended) requires that where over 50% of those voting in the Neighbourhood Plan referendum, vote in favour of the Neighbourhood Plan, then the Council must 'make' the plan (i.e. bring it into force as part of the Development Plan). The Council is not subject to this requirement if the making of the plan would breach, or would otherwise be incompatible with, any EU obligation or any of the Convention rights (within the meaning of the Human Rights Act 1998) or there are unresolved legal challenges.
- 3.4 At 85.9% in favour of using the neighbourhood plan to help determine planning applications in the defined neighbourhood area, this endorsement is demonstrably higher than the required threshold of more than half of those voting. A positive majority at the referendum means that the Council must now "make" the plan and bring it into full legal force as part of the Development Plan for Coventry (the Coventry Local Plan).
- 3.5 The Neighbourhood Plan is considered to meet the basic conditions and all relevant legal and procedural requirements which was supported in the Examiner's Report. It is advised that the plan be 'made' (adopted) by the Council given the positive vote in support of the neighbourhood plan and nothing has changed since the earlier consideration of the Examiner's report and modifications which would suggest that the Plan would breach, or be incompatible with any EU obligation or any of the Convention of Rights. Nor is there any unresolved legal challenge in respect of the Plan. There are no reasons why the Council should not proceed to 'make' the Neighbourhood Plan in accordance with the outcome of the referendum.

4 Timetable for implementing this decision

- 4.1 The Neighbourhood Plan must be made by the Council within 8 weeks beginning with the day immediately following that on which the referendum is held (unless the Plan is incompatible with EU/HR legislation or there is an unresolved legal challenge). This date is 29 June 2018.
- 4.2 Once the plan is 'made', it will achieve its full legal status. It forms part of the statutory development plan for the area and will sit alongside the Coventry Local Plan. The Neighbourhood Plan contains a series of policies that will be used when determining planning applications that are located within the defined Neighbourhood Area. Planning law requires that applications for planning permission must be determined in accordance with the development plan unless material considerations indicate otherwise.

5 Comments from the Director of Finance and Corporate Services

- 5.1 Financial implications

The Council can seek grant funding from the MHCLG to cover the costs of neighbourhood planning. This includes:

- officer time supporting and advising the community in taking forward a neighbourhood plan;
- the costs of the examination; and
- any other further steps that may be needed for the neighbourhood plan to come into legal force, including the referendum.

To date, £25,000 has been claimed. Any further costs associated with supporting Neighbourhood Planning for this area would need to be funded from existing revenue budgets and officer time.

There is a potential benefit for communities with Neighbourhood Plans in place should the Council adopt a Community Infrastructure Levy (CIL). The Community Infrastructure Levy Regulations (2010, as amended) sets out this should be a minimum of 15% of receipts where there is no neighbourhood plan in place. This rises to 25% in areas where there is an adopted Neighbourhood Plan in place. The money must be spent on priorities agreed with the local community in areas where development is taking place, and in accordance with the Council's list of infrastructure priorities (known as the Regulation123 list or Infrastructure Delivery Plan).

5.2 Legal implications

The Neighbourhood Plan has been developed in accordance with the relevant legislation and regulations which govern the process, as endorsed in the Examiners report. The Planning and Compulsory Purchase Act 2004 also provides that a Neighbourhood Plan for an area becomes part of the development plan for that area after it is approved by an applicable referendum, prior to the plan being 'made' by the Council. In the very limited circumstances where the local planning authority might decide not to 'make' the neighbourhood plan, it will cease to be part of the development plan for the area. Given that the referendum result was 85.9% in favour of the Neighbourhood Plan, the Willenhall Neighbourhood Plan and the policies within it are now part of the Coventry Local Plan.

While the final approval of any development plan document would normally rest with full Council, the approval of neighbourhood plans falls under different legislation and may be approved by the executive (in this case, the Cabinet Member).

6 Other implications

None.

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

- A prosperous Coventry: the Willenhall neighbourhood plan would help contribute to the overall prosperity of Willenhall and wider Coventry residents by having a proactive and structured plan to help enable continued investment and regeneration through the statutory plan making process;
- Citizens living longer, healthier, independent lives: choosing the right approach to neighbourhood planning would help promote improvements to the existing built environment in Willenhall. New areas of green spaces and new health facilities could be secured from the neighbourhood plan policies and proposals.
- Making Coventry an attractive and enjoyable place to be: Choosing the right approach to delivering the city's planning needs would help promote

improvements to the existing built environment in Willenhall. This would also create opportunities for the Willenhall local centre to develop and regenerate supporting increased investment and ensuring the most valuable and sensitive green spaces will also be protected from inappropriate development.

- Providing a good choice of housing: The suite of policies in the Willenhall neighbourhood plan would ensure that housing need in Willenhall is adequately planned and supported so that sufficient new homes are appropriately planned to meet the needs of local people.
- Making places and services easily accessible: New homes and job opportunities will be brought forward in a planned and sustainable way. In practical terms this will help ensure the right amount of new development happens to ensure that services are viable and accessible. The neighbourhood plan would also promote sustainable development with adequate provision of infrastructure and improved accessibility to key services and facilities across and beyond the Willenhall area.
- Encouraging a creative, active and vibrant city: New infrastructure, supported through the neighbourhood plan, would facilitate and enable job opportunities to be brought forward in a planned and sustainable way. In practical terms this will help ensure the right amount of new development happens to ensure that services are viable and accessible.
- Developing a more equal city with cohesive communities and neighbourhoods: By planning proactively for Willenhall's development needs, their Plan could help to ensure that more people will be adequately housed, with greater access to new jobs, leisure provisions and community facilities.
- Improving the environment and tackling climate change: The successful implementation of Willenhall's neighbourhood plan would help seek to mitigate the impacts of development on the environment through the policies and proposals on which they are based. The Plan would also help bring about improvements to areas in need of investment and regeneration together with the protection of the most valuable and sensitive areas of green space from inappropriate development.

6.2 How is risk being managed?

The main risks associated with the Willenhall Neighbourhood Plan could arise from the failure to comply with the laws and regulations relating to Planning, Strategic Environmental Assessment processes and not exercising local control of developments. These risks would be adequately managed through the agreement of the recommendations in this report.

6.3 What is the impact on the organisation?

No direct impact.

6.4 Equalities / EIA

A key aspect of the planning process is to enable and support neighbourhood plans and to mitigate any potential adverse impacts of development. Having a Willenhall Neighbourhood Plan in place would assist the Council in developing sites and regenerating the Willenhall area thus helping to further reduce any perceived or known inequalities. It is also important to note that the Neighbourhood Plan has been prepared in accordance with the Councils Local Plan which was subject to an EIA.

6.5 Implications for (or impact on) the environment

Although the neighbourhood plan did not require a Strategic Environmental Assessment (SEA) and Habitat Regulations Assessment (HRA), any potential implications could be managed appropriately through existing planning processes and will not unduly impact on the area's most sensitive and highest value natural environments.

6.6 Implications for partner organisations?

The adoption of the Plan will help achieve the aims and objectives of the Willenhall Neighbourhood Group.

Report author:

Name and job title: Rob Haigh, Planning and Housing Policy Officer.

Directorate: Place.

Tel and email contact: 024 7683 1431 rob.haigh@coventry.gov.uk

Enquiries should be directed to the above person.

Contributor/approver name	Title	Directorate or organisation	Date doc sent	Date response received or approved
Contributors:				
Liz Reid	Electoral Services Manager	Place	08.05.18	21.05.18
Usha Patel	Governance Services Officer	Place	08.05.18	30.05.18
Stuart Evans	Senior Legal Associate	Place	08.05.18	04.06.18
Mark Andrews	Planning and Housing Policy Manager	Place	08.05.18	16.05.18
Andrew Walster	Director, Street Scene and Regulatory Services	Place	08.05.18	05.06.18
Tracy Miller	Head of Planning and Regulatory Services	Place	08.05.18	10.05.18
Names of approvers for submission: (officers and members)				
Finance: Graham Clark	Lead Accountant – Business Partnering	Place	08.05.18	21.05.18
Legal: Julie Newman	Legal Services Manager	Place	08.05.18	01.06.18
Members: Councillor Ruane	Cabinet Member for Communities and Housing	Place	31.05.18	04.06.18

This report is published on the council's website:

www.coventry.gov.uk/councilmeetings

Appendix 1 – Decision Statement

Coventry City Council
WILLENHALL NEIGHBOURHOOD PLAN:
FINAL DECISION STATEMENT

29 June 2018

**Final Decision Statement published pursuant to Section 38A (9) and
(10) Planning and Compulsory Purchase Act 2004 (as amended)
and Regulations 19 and 20 of the Neighbourhood Planning
(General) Regulations 2012 (as amended)**

1. Summary

Following a positive referendum result on the 3 May 2018 in favour of a 'yes' vote, the Council is publicising its decision made on 18 June 2018 (becoming effective on 29 June 2018) by the Cabinet Member for Communities and Housing, to 'make' the Willenhall Neighbourhood Plan part of the Coventry Local Plan in accordance with Regulation 19 of the Neighbourhood Planning (General) Regulations 2012 (as amended).

2. Background

The Willenhall Community Forum, as the qualifying body, successfully achieved Neighbourhood Area designation status under the Neighbourhood Planning (General) Regulations 2012 (as amended). Following the submission of the Willenhall Neighbourhood Plan to the Council, the plan was publicised and comments were invited from the public and stakeholders. The consultation period closed on 15 September 2017.

3. Decision and Reasoning

The Council appointed an independent Examiner: Mr Andrew Ashcroft BA (Hons) MA, DMS, MRTPI, to review whether the plan met the basic conditions required by legislation and whether the plan should proceed to referendum. The Examiner's Report concluded that the plan meets the Basic Conditions, and that subject to the modifications proposed in the report and which are set out in the Willenhall Neighbourhood Plan Decision Statement, the plan should proceed to a Referendum.

A referendum was held on 3 May 2018 and 85.9% of those who voted were in favour of the plan. Paragraph 38A (4)(a) of the Planning and Compulsory Purchase Act 2004 as amended requires that the Council must make the Neighbourhood Plan if more than half of those voting have voted in favour of the plan. The Council is not subject to this duty if the making of the plan would breach, or would otherwise be incompatible with, any EU obligation or any of the Convention rights (within the meaning of the Human Rights Act 1998).

The referendum held on 3 May 2018 met the requirements of the Localism Act 2011; it was held in the Willenhall Neighbourhood Area and posed the following prescribed question in accordance with Government guidance:

'Do you want Coventry City Council to use the Neighbourhood Plan for Willenhall to help it decide planning applications in the Neighbourhood area?'

The count took place on the 3 May 2018 and more than 50% of those who voted were in favour of the plan being used to help decide planning applications in the plan area. The results of the referendum were as follows:

Response	Votes Recorded (percent)
Yes	85.9%
No	11.35%
Rejected ballots	2.35%
Uncounted ballots	0.4%
Turnout	21.3%

The Council considers that the Willenhall Neighbourhood Plan meets the basic conditions (set out in paragraph 8 (2) of Schedule 4B of the Town and Country Planning Act 1990 as amended), its promotion process was compliant with legal and procedural requirements and it does not breach the legislation (set out in Section 38A (6) of the Compulsory Purchase Act 2004).

4. Inspection of Decision Statement and made Neighbourhood Plan

In accordance with Regulation 20 of the Regulations, the made Willenhall Neighbourhood Plan can be viewed on the Councils website together with this decision statement:

www.coventry.gov.uk/neighbourhoodplanning

A copy of this decision statement is being sent to:

- The qualifying body, namely the Willenhall Community Planning Forum and;
- To any person who asked to be notified of the decision.

Paper copies of this statement and the made Neighbourhood Plan can also be viewed at:

- Customer Service Centre, 3 Upper Precinct, Coventry, CV1 1FS, (Mon-Fri 09.00-17:00)
- Willenhall Community Library, Hagard Community Centre, Remembrance Rd, Coventry, CV3 3DG, for opening hours please visit the website:
<http://www.coventry.gov.uk/willenhalllibrary>

For further information please contact the Planning Policy team, ldf@coventry.gov.uk

Signed



Tracy Miller
Head of Planning and Regulation

29 June 2018



Public report Cabinet Member Report

Cabinet Member for Community Development

18 June 2018

Name of Cabinet Member:

Cabinet Member for Housing and Communities – Councillor E Ruane

Director Approving Submission of the report:

Deputy Chief Executive (Place)

Ward(s) affected:

None

Title:

Outstanding Issues

Is this a key decision?

No

Executive Summary:

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

Recommendations:

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

List of Appendices included:

Table of Outstanding Issues.

Other useful background papers:

None

Has it or will it be considered by Scrutiny?

No

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

No

Will this report go to Council?

No

Report author(s):

Name and job title:

Usha Patel, Governance Services Officer

Directorate:

Place

Tel and email contact:

024 7683 3198 usha.patel@coventry.gov.uk

Enquiries should be directed to the above person.

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	Subject	Date for Further Consideration	Responsible Officer	Proposed Amendment to Date for Consideration	Reason for Request to Delay Submission of Report
4	Article 4 direction - HiMO's (petition) Review to be undertaken in relation to HiMO's in the Cannon Park area, Coventry, findings to be reported in 12 months time. To include a response to a petition submitted on the same matter. CM for Comm Dev, 1 st November 2017)	November 2018	Mark Andrews		

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

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<p align="center">CONFERENCES/SEMINARS</p> <p align="center">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 U.K.)

1. Title of Conference	Urban Innovation Actions- UIA Experts Kick off meeting	
2. Organising Body	Urban Innovation Action-European Funding	
3. Location	Brussels	
4. Date(s)	3 rd July 2018	
5. Councillor(s) recommended to attend	NA	
6. Employee(s) recommended to attend	Peter Barnett and Sunairah Miraj	
7. Cost per person, including travel, etc (Note: If total cost is less than £100, formal Cabinet/Cabinet Member approval is not required)	Delegate Fee	£0
	Accommodation	£ 143
	Travel	£ 323
	Other (specify)	N/A
	Total	£466
8. Is participation at this event as part of a group?	YES	
9. If so, how many people IN TOTAL will be attending the event as part of that group?	Number: two from Coventry plus two reps from each of the 16 cities taking part in this round of funding.	
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	NO Number: n/a	
11. Sources of Funding (Budget Code)	10569	
12. What are the reasons for attendance and what benefits to the City Council are expected from attendance?	The Council has been awarded €420,000 (£ 375,000) to co-ordinate the delivery of an innovative programme of initiatives facilitating and appreciating the contribution of refugees and migrants. Whilst the Council is the lead authority, the project covers the West Midlands Region and has been supported by the Combined Authority and Birmingham and Wolverhampton Councils (who have specific roles).	

	<p>In total this will bring €720,000 (£642,857) to the City Council to build on the existing capacity and infrastructure of the city, as well as funding for various projects with voluntary sector partners locally and across the West Midlands. The total value of EU funding is €4,280,640 (£3,822,000).</p> <p>The attendance of the head of service and project co-ordinator will ensure that we are able to establish effective and constructive relationships and working arrangements with the recently appointed MiFriendly Cities UIA Expert.</p> <p>The expert will assist in delivery of the project, providing a wide set of skills and experience in European migration related projects. Coventry will work with the other cities who make up this funding round to establish "the challenges of the implementation of innovation" and continue work to develop systems and processes to enable us to fully deliver the programme and effectively co-ordinate the funding as the accountable body.</p> <p>The Council will be managing the project finances, producing audits reports and managing administrative processes for ourselves and partners participation. There will be an opportunity to ask questions of the new UIA expert, EU officials administering the programme and other participants to ensure that the requirements for capturing and sharing knowledge and learning are accomplished satisfactorily.</p> <p>The cost of attendance at this and any other associated events will be covered by the grant funding.</p> <p>Completed by: Peter Barnett Date:6/06/2018</p>
13. Is this conference part of an overall project involving further visits in the future?	YES
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 the attendance	YES

and genuine benefit for the Council?	
(b) Will Councillor attendance affect the decision-making processes of the Council?	YES / NO – n/a <u>YES</u> / NO
(c) Is attendance recommended?	Signed: [Redacted] Date: 15/6/18
15. Cabinet Member's Recommendation	<u>YES</u> / NO Signed: [Redacted] Date: 18/6/2018
16. Leader's Recommendation	YES / NO Signed: [Redacted] Date: 18/6/2018
17. Person Responsible for booking conference following approval of attendance	Name: Sunairah Miraj Department: Migration Telephone No: 02476 832214/ 07525 908667

THIS FORM SHOULD NOW BE RETURNED TO THE DEPUTY CHIEF EXECUTIVE (PLACE)
(ROOM CH 59)

FOR RESOURCES DIRECTORATE'S USE ONLY

Decision APPROVED / NOT APPROVED	Cabinet Member / Cabinet Date: 18/6/2018
Notification to: (a) Officer responsible for booking conference (b) Councillor attending (c) Member of Management Board (d) Members' Services (e) Governance Services Officer	YES / NO Date
Date report back obtained	
Date of meeting of Scrutiny to receive report back	

