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### Scrutiny Co-ordination Committee

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**Time and Date**

11.00 am on Wednesday, 10th February, 2021

**Place**

This meeting will be held remotely. The meeting can be viewed live by pasting this link into your browser: <https://youtu.be/2Mbku8kqkek>

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**Public Business****1. Apologies and Substitutions****2. Declarations of Interest****3. Minutes** (Pages 3 - 6)

(a) To agree the minutes of the previous meeting held on 6th January 2021

(b) Matters Arising

**4. Covid-19 Enforcement Response** (Pages 7 - 20)

Joint presentation and briefing note of the Scrutiny Co-ordinator

Councillors A S Khan and P Akhtar, Cabinet Member and Deputy Cabinet Member for Policing and Equalities have been invited to the meeting for the consideration of this item along with James Littlehales, West Midlands Police

**5. Scrutiny Co-ordination Committee Work Programme 2020/2021** (Pages 21 - 24)

Report of the Scrutiny Co-ordinator

**6. Any Other Items of Public Business**

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

**Private Business**

Nil

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Julie Newman, Director of Law and Governance, Council House Coventry

Tuesday, 2 February 2021

- Notes:1) The person to contact about the agenda and documents for this meeting is Suzanne Bennett, Democratic Services, Council House, Coventry, telephone 7683 3072, alternatively E-mail: [suzanne.bennett@coventry.gov.uk](mailto:suzanne.bennett@coventry.gov.uk)/[liz.knight@coventry.gov.uk](mailto:liz.knight@coventry.gov.uk)
- 2) Council Members who are not able to attend the meeting should notify Suzanne Bennett no later than 10.00 a.m. on the day of the meeting, giving their reasons for absence and the name of the Council Member (if any) who will be attending the meeting as their substitute.
  - 3) Scrutiny Board Members who have an interest in any report referred to this meeting, but who are not Members of this Committee, have been invited to notify the Chair by 12 noon on the day before the meeting that they wish to speak on a particular item. The Member must indicate to the Chair their reason for wishing to speak and the issue(s) they wish to raise.

Membership: Councillors N Akhtar (Chair), A Andrews, L Bigham, J Clifford, L Kelly (Deputy Chair), C Miks, G Ridley, K Sandhu and R Singh

By invitation: Councillors P Akhtar and AS Khan

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.

**Suzanne Bennett/Liz Knight, Governance Services - Telephone: 024  
7697 2299/2644**

**E-mail:**

**[suzanne.bennett@coventry.gov.uk](mailto:suzanne.bennett@coventry.gov.uk)/[liz.knight@coventry.gov.uk](mailto:liz.knight@coventry.gov.uk)**

**Coventry City Council**  
**Minutes of the Meeting of Scrutiny Co-ordination Committee held at 10.30 am on**  
**Wednesday, 6 January 2021**  
**This meeting was held remotely**

Present:

Members: Councillor N Akhtar (Chair)  
Councillor A Andrews  
Councillor L Bigham  
Councillor J Clifford  
Councillor C Miks  
Councillor G Ridley  
Councillor K Sandhu  
Councillor R Singh

Other Members Present: Councillor P Akhtar, Deputy Cabinet Member for Policing and Equalities  
Councillor A S Khan, Cabinet Member for Policing and Equalities  
Councillor R Bailey

Apologies Councillor G Duggins

Employees: P Bowman, Parking Services  
V Castree, Law and Governance  
G Hood, Street Scene and Regulatory Services  
G Holmes, Law and Governance  
R Parkes, Law and Governance  
H Proctor, Street Scene and Regulatory Services  
A Walster, Director of Street Scene and Regulatory Services  
A West, Law and Governance

## **Public Business**

### **37. Declarations of Interest**

There were no disclosable declarations of interest.

### **38. Minutes**

The minutes of the meeting held on 25 November, 2020 were agreed as a true record. There were no matters arising.

### **40. Introduction of Parking Charges at War Memorial Park – Consideration of Objections Following a Period of Consultation**

The Committee considered a briefing note of the Director of Street Scene and Regulatory Services which indicated that the decision by Cabinet Member for Policing and Equalities to grant permission for the introduction of parking charges at the War Memorial Park following the consideration of objections had been called in by Councillors Andrews, Bailey and Ridley. The briefing note detailed the

material facts relating to the specific reasons for the call-in. Councillor Bailey attended the meeting for the consideration of this item, Councillors Andrew and Ridley were already present being members of the Committee. Councillors A S Khan and P Akhtar, Cabinet Member and Deputy Cabinet Member for Policing and Equalities also attended.

The reasons given for the call-in, were as follows:

“Whilst the principle of introducing charges at the War Memorial Park was approved at a meeting held on the 25th February 2020, the public consultation was not held until October 2020. At the Cabinet Member meeting held on December 2020, insufficient information and data was presented to the Cabinet Member in relation to the potential impact of displacement parking in local residential roads.”

The call-in concerned the report considered by the Cabinet Member for Policing and Equalities at his meeting on 3rd December 2020 entitled ‘Introduction of Parking Charges at War Memorial Park – Consideration of Objections Following a Period of Consultation’.

At this meeting, the Cabinet Member had been asked to consider the proposed introduction of parking charges, and subject to the consideration of the objections, to approve the implementation of the charging structure at the War Memorial Park as detailed in the report, noting that this would be undertaken by making of the said Variation Order. Following consideration of the objections, the Cabinet Member had approved the implementation of the charging structure.

The Committee considered the decisions made by the Cabinet Member on 3<sup>rd</sup> December 2020; the reasons for the call-in; and the determination, along with the contents of the briefing note which included the details relating to the specific reasons for the call-in.

Councillors responsible for the call-in and the Committee Members asked questions in relation to the call-in and received the following responses:

- The initial decision to charge for car parking was taken by Council as part of the budget setting process so was not therefore part of the call-in
- The information around capacity issues at the Leamington Road car park, referred to in the Cabinet Member meeting to help inform the decision, was based on visual observations by parks officers, rather than any formal data gathering process.
- There were concerns raised that charging was being introduced across all car parks at the Park to tackle capacity issues which were predominately only at the Leamington Road car park.
- Future consultations regarding the Memorial Park would include contact with the Ward Members for Earlsdon and Cheylesmore.
- Potential systems for reduced charges for park and ride users were discussed to prevent abuse of the system
- Concerns of dispersal of parking into local streets would be addressed by benchmarking surveys before charging was implemented and monitored afterwards

- Due to Covid restrictions the park and its car parks were not operating as usual, therefore benchmarking and monitoring would take account of the lockdown period
- Parks officers worked closely with the police to manage temporary restrictions including the use of cones at times when the car parks are at capacity
- The barrier and ticketing system would be similar to the successful system at Coombe Abbey.

**RESOLVED that the Committee concur with the decision of the Cabinet Member for Policing and Equalities, with the addition of the following recommendations:**

- 1) That the proposed (3 month) period of monitoring prior to implementation be extended by the period of national lockdown
- 2) The monitoring and review report be submitted to a future meeting of Scrutiny
- 3) The monitoring and review to include:
  - a. Impact on displacement parking
  - b. The use of alternative modes of transport and the impacts on climate change
  - c. The impact of the introduction of charges on blue badge holders.

**41. Scrutiny Co-ordination Committee Work Programme 2020/21**

The Committee considered and noted their Work Programme for 2020/21. They requested that an item on Brexit be considered at a future meeting at an appropriate time.

**42. Any Other Items of Public Business**

There were no items of urgent public business.

(Meeting closed at 12.10 pm)

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Coventry City Council

## Briefing note

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**To: Scrutiny Co-ordination Committee**

**Date: 10 February 2021**

**Subject: Covid-19 Enforcement Response**

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### **1 Purpose of the Note**

1.1 To provide Members with information on the Covid-19 Enforcement Response in Coventry.

### **2 Recommendations**

2.1 Scrutiny Co-ordination are recommended to consider the content of the appended presentation and make recommendations to the Cabinet Member.

### **3 Information/Background**

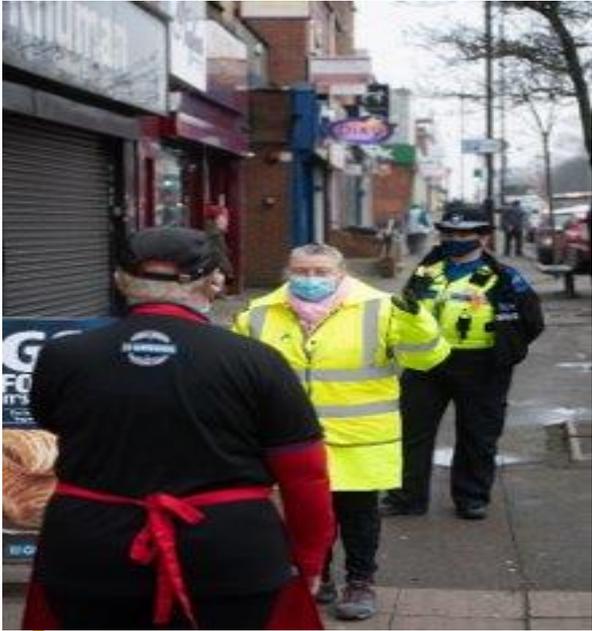
3.1 Background information is provided in the appended presentation and covers the following areas;

- Community Advisors (COVID-19)
  - Engagement
  - Workflow
- Communication
- Public Health Response
- Regulating Business Compliance during COVID-19
- The Role of Regulatory Services
- Partnership Working
- Close of, and restrictions on, businesses
- Right Resource, Right Time

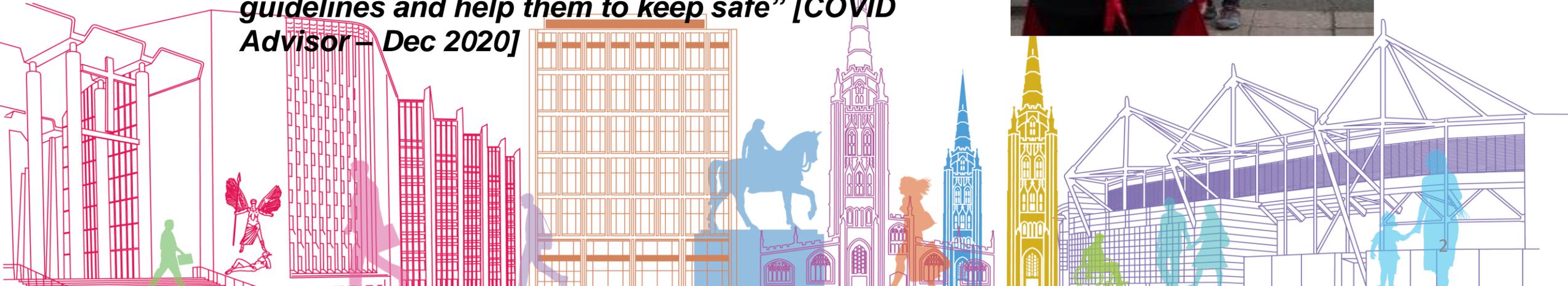
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# Community Advisors - (COVID-19)



***“As a Covid Advisor, we help communities and the public to understand the importance of following the guidelines and help them to keep safe” [COVID Advisor – Dec 2020]***



# Community Advisors - Engagement

## Support and advise residents, business & communities

- Work in parks, open spaces
- Suburban shopping centres
  - City Centre
  - Areas of concern

## Provide information on the latest Government rules and Public Health Guidance

- Social Distancing
- Wearing of face coverings
- Local Lateral Flow Testing Sites

Community Advisors  
Team x 25

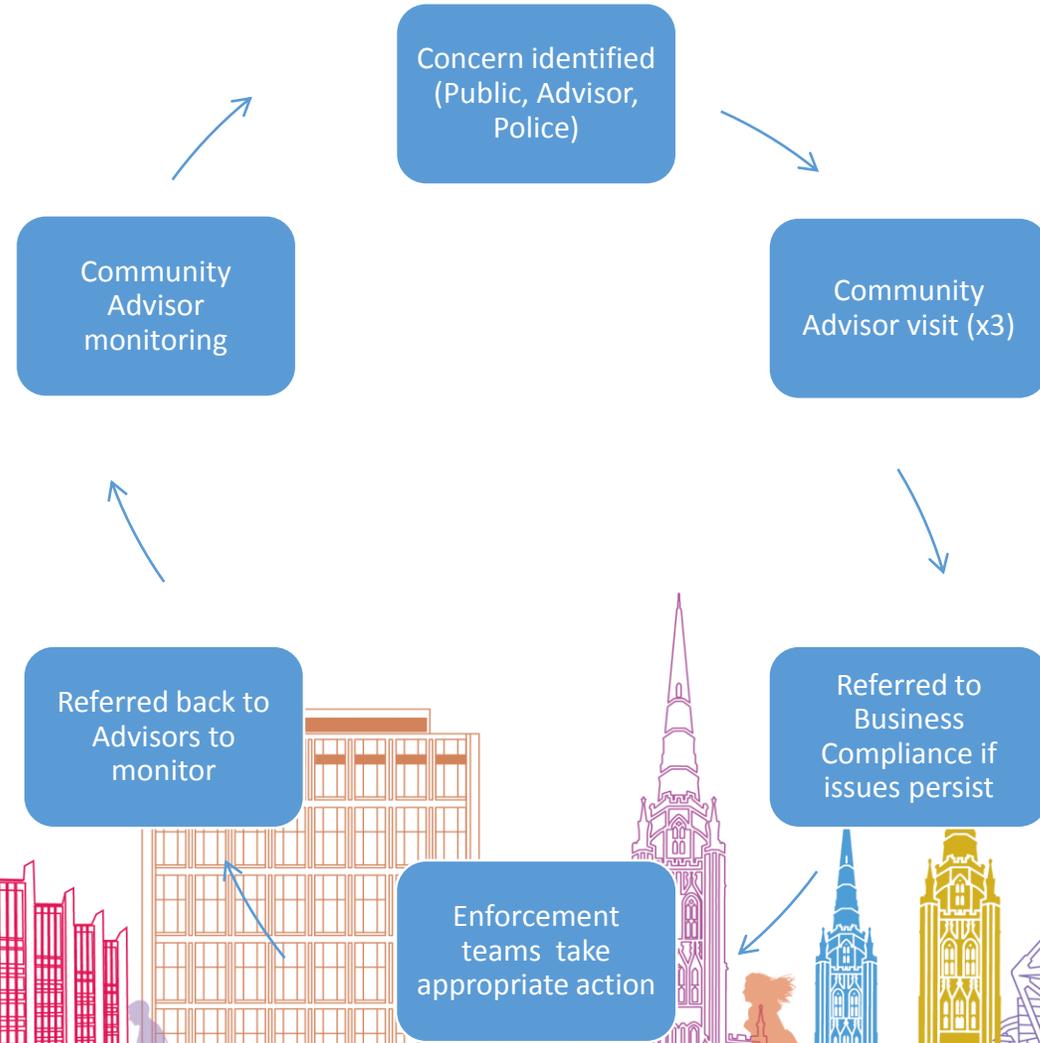
## Work with all communities

- Ensure guidance reaches as many people as possible
- Link up with Community Support Teams – targeted messaging e.g Roma Project in Foleshill

## Respond to Public concerns raised

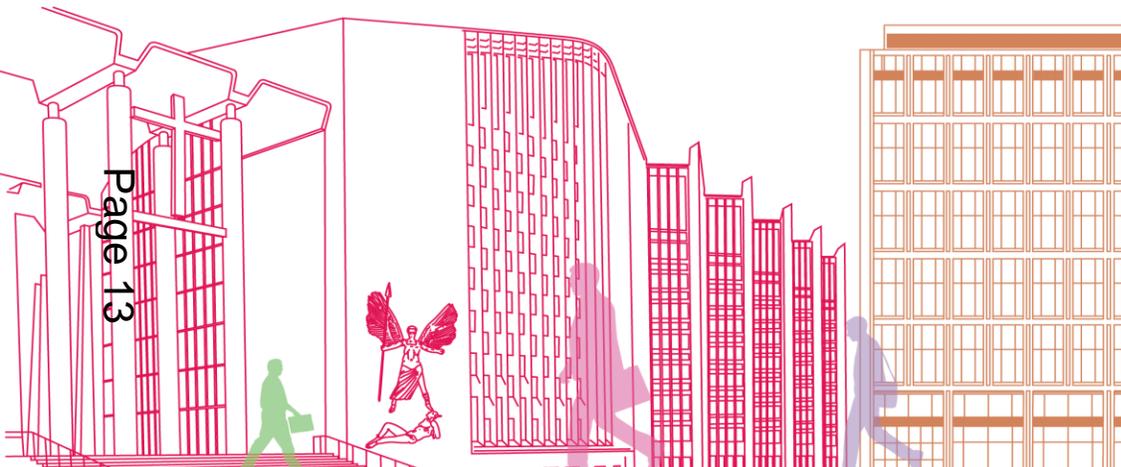
- Complete up to 3 visits and follow up monitoring
- Joined up working with Business Compliance and Regulatory Enforcement Teams
- Referrals to Public Health as required

# Community Advisors - Workflow



# Communication

- Priorities:
  - Compliance, testing and vaccine
- Educate and influence behavior
- Act on intelligence
- Signposting



**Face coverings protect you and others from the spread of coronavirus.**

You are required by law\* to wear one when you're in enclosed places such as public transport.



**Play your part.  
Follow the rules.  
Help protect Coventry.**

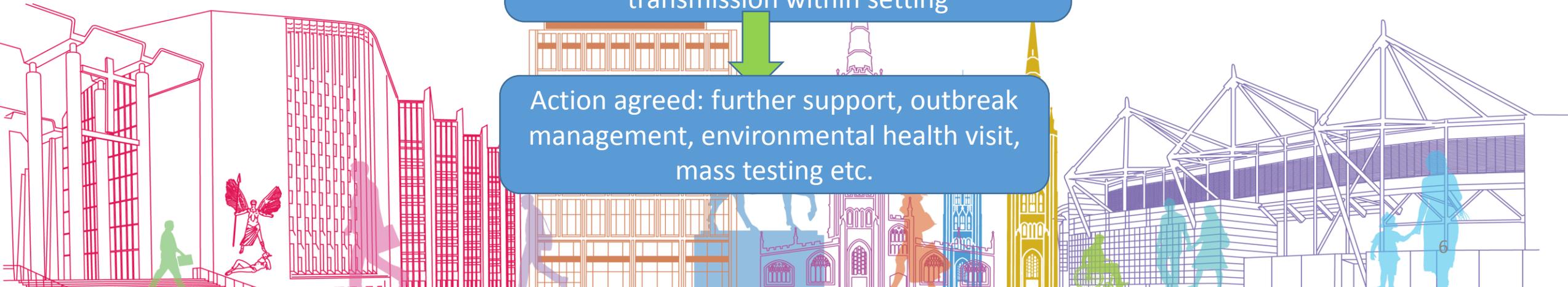
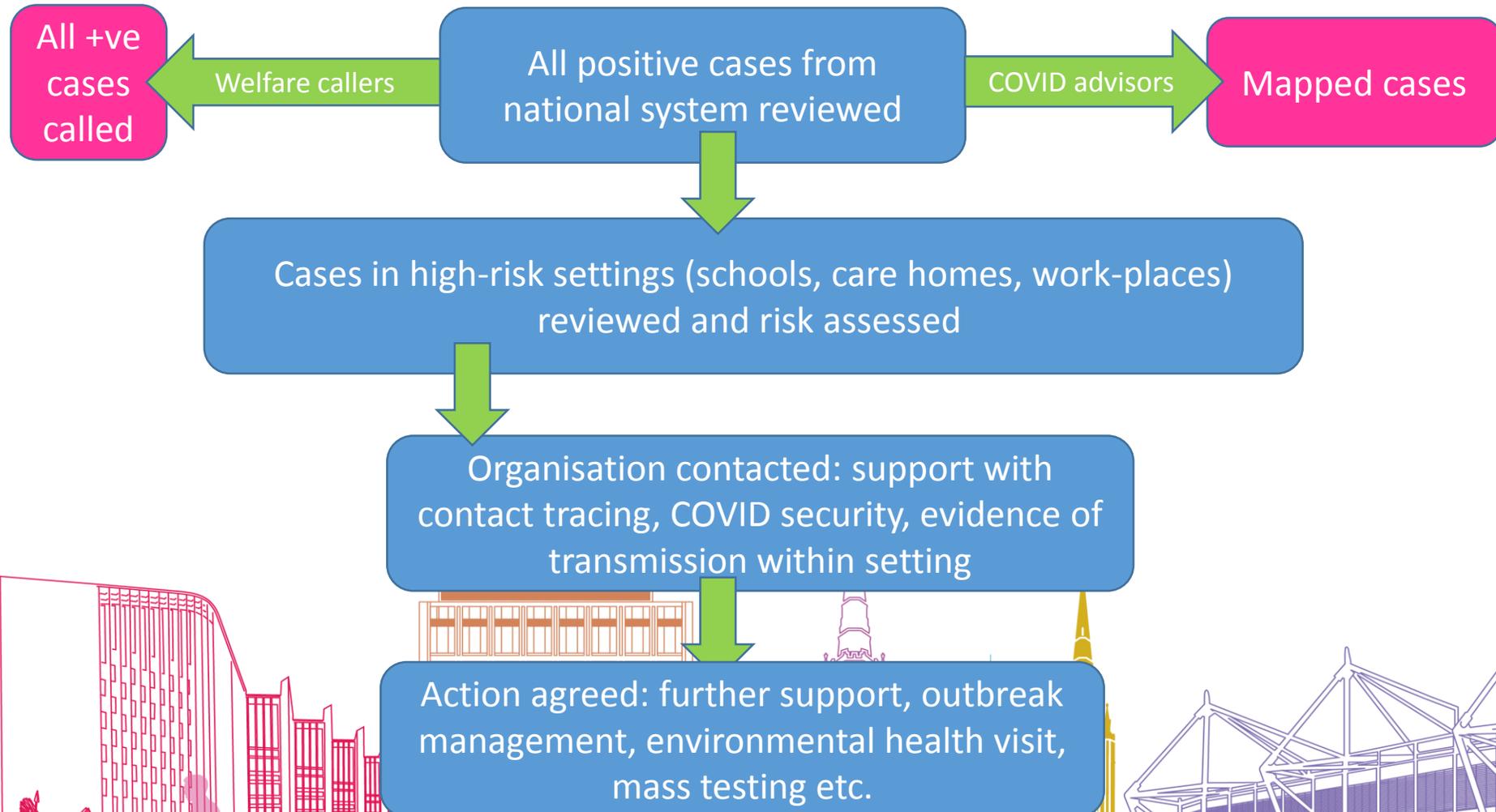
\*for exemptions of people who do not have to wear a face covering visit [www.gov.uk/coronavirus](http://www.gov.uk/coronavirus)



**#StaySafe**



# Public Health Response



# Regulating Business Compliance during COVID19

*Regulatory Services have been at the forefront of the implementation and enforcement of the COVID19 restrictions on businesses, complementing the work of the Police enforcing the governments measures that affect us all.*

**Davina Blackburn**  
**Strategic Lead of Regulation**



# The Role of Regulatory Services

Regulatory oversight of how businesses are meeting their responsibilities in the context of the current public health risk.

- Our regulatory approach is to take proportionate account of the risks and challenges arising from the pandemic.
- Working closely with, and across, industry sectors to enable businesses to put practical measures in place to help people get back to work safely, while remaining compliant with public health and health and safety requirements at work.
- Investigations to check that appropriate measures are in place to protect all citizens.
- Targeted proactive inspection work of high risk industries to secure compliance with the law.
- A continuous re prioritised regulatory approach to key critical areas and activities.



# Partnership Working

- **The Police** - coordinated approach and the appropriate use of either Police or Council powers.
- **COVID Advisor Taskforce** – responding to the task force intelligence, that requires investigation, regulatory advice and where appropriate enforcement action
- **Public Health** – support at a local level to prevent, contain and manage outbreaks
- **Regional COVID Enforcement Group** - To enable authorities across the region to take a joined, robust and consistent approach to enforcement.



# Close of, and restrictions on, businesses

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- Regulatory Services take a proportionate approach to breaches identified, however the Coronavirus regulations give options to enforcement authorities before closing premises, ensuring that business are given the opportunity to improve compliance, except for in instances where a closure of the premises is necessary and proportionate to reduce the spread of coronavirus.
- The Coronavirus regulations provide for a number of business restrictions. Split into 3 main Regulations:
  - Restrictions on service of food and drink for consumption on the premises
  - Requirement to close premises and businesses
  - Further restrictions and closures

• Enforcement applied within the legal parameters of different pieces of legislation.



# Right Resource, Right Time

- Engagement with local businesses and the challenges.
- An intelligence led programme of enforcement initiatives, for maximum effectiveness.
- Weekly Incident Management (Enforcement) meetings.
- Daily briefings, triaging and tasking of front line resources.
- Staged approach:-
  - Warnings
  - Action Plans
  - Review/Monitor
  - Enforcement Powers



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Please see page 2 onwards for background to items

<b>17<sup>th</sup> June 2020</b>
Covid-19 - Impact, Reset and Recovery
<b>8<sup>th</sup> July 2020</b>
Sustainability and Climate Change
<b>29<sup>th</sup> July 2020</b>
Education and Vulnerable Children
<b>19<sup>th</sup> August 2020</b>
Not required
<b>16<sup>th</sup> September 2020</b>
Jobs, Regeneration and Economy Draft Scrutiny Annual Report 2019-20
<b>7<sup>th</sup> October 2020</b>
Health Inequalities
<b>4<sup>th</sup> November 2020</b>
One Coventry Plan
<b>25<sup>th</sup> November 2020</b>
City of Culture 2021 - City Readiness
<b>6<sup>th</sup> January 2021 (moved from 13<sup>th</sup> January 2020)</b>
Consideration of Call in - Stage 2 - Introduction of Parking Charges at War Memorial Park - Consideration of Objections Following a Period of Consultation.
<b>10<sup>th</sup> February 2021</b>
Covid-19 Enforcement Response
<b>10<sup>th</sup> March 2021</b>
Policing and Community Safety
<b>21<sup>st</sup> April 2021</b>
Climate Change Domestic Violence and Abuse
<b>Items for 2021-22</b>
Brexit Digital Skills Centre for Public Scrutiny – Scrutiny Review outcomes City of Culture 2021 Legacy Restructuring Coventry City Council Subsidiaries

<b>Date</b>	<b>Title</b>	<b>Detail</b>	<b>Cabinet Member/ Lead Officer</b>
<b>17<sup>th</sup> June 2020</b>	Covid-19 - Impact, Reset and Recovery	To consider the current position, plans for re-set and recovery and identify areas for further scrutiny	Cllr Duggins Gail Quinton
<b>8<sup>th</sup> July 2020</b>	Sustainability and Climate Change	Scruco will consider the interrelationships between air quality, travel, transport, access to education and employment, health and inequalities, etc Scruco will want to ensure the new normal maximises benefits to all and makes a positive contribution to climate change and a sustainable future for the city and its residents.	Cllrs O'Boyle, Hetherton, Caan, T Khan Andy Williams Brett Willers Andrew Walster Colin Knight
<b>29<sup>th</sup> July 2020</b>	Education and Vulnerable Children	Scruco will consider the impact of school closures on education and wellbeing of children and young people, especially those from vulnerable families	Cllrs Maton, Seaman Kirston Nelson John Gregg
<b>19<sup>th</sup> August 2020</b>	Not required		
<b>16<sup>th</sup> September 2020</b>	Jobs, Regeneration and Economy	To consider the impact of Covid-19 and implications for recovery and re-set on jobs regeneration and the economy. To invite members of SB3 as well	Cllr O'Boyle Andy Williams
	Draft Scrutiny Annual Report 2019-20	To consider the draft annual report before it goes before Council	Cllr Brown Adrian West
<b>7<sup>th</sup> October 2020</b>	Health Inequalities	To consider the impact of Covid-19 and implications for recovery and re-set on health inequalities. To invite members of SB5 as well	Cllr Kamran Caan Liz Gaulton
<b>4<sup>th</sup> November 2020</b>	One Coventry Plan	To provide SCRUCO with the opportunity to review, and comment on, the One Coventry plan, prior to it being taken to Cabinet on 1 <sup>st</sup> December.	Cllr Duggins

SCRUCO Work Programme 2020-21

<b>Date</b>	<b>Title</b>	<b>Detail</b>	<b>Cabinet Member/ Lead Officer</b>
<b>25<sup>th</sup> November 2020</b>	City of Culture 2021 - City Readiness	An update on progress and impact of Covid-19 including apprenticeship opportunities and resilience planning.	Cllr Duggins
<b>6<sup>th</sup> January 2021 (moved from 13<sup>th</sup> January 2020)</b>	Consideration of Call in - Stage 2 - Introduction of Parking Charges at War Memorial Park - Consideration of Objections Following a Period of Consultation.		
<b>10<sup>th</sup> February 2021</b>	Covid-19 Enforcement Response	An item on how the guidance and restrictions as a result of Covid-19 are being managed in the City. Will include the role of the COVID advisors and how issues are escalated through to enforcement. To include input from the Police and Transport colleagues.	Cllr AS Khan/ Julie Newman / Andrew Walster/ Davina Blackburn
<b>10<sup>th</sup> March 2021</b>	Policing and Community Safety	To include plans for City of Culture 2021	Cllr AS Khan
<b>21<sup>st</sup> April 2021</b>	Climate Change	To follow up from the initial meeting on 8 <sup>th</sup> July	Cllr O'Boyle Bret Willers
	Domestic Violence and Abuse	To update following commissioning of services and focus on provision during the Covid-19 pandemic	Cllr AS Khan Paul Hargrave Craig Hickin

Date	Title	Detail	Cabinet Member/ Lead Officer
<b>Items for 2021-22</b>	Brexit	To update SCRUCO on the impacts of Brexit and support, particularly to businesses, of new regulations.	Cllr O'Boyle/ Andy Williams/ Steve Weir
	Digital Skills	To look in more detail how steps being taken to improve digital skills, to narrow the digital gap and to ensure there are sufficient skills in the job market to meet future demand	Cllr Hetherton Cllr Maton Cllr Lloyd
	Centre for Public Scrutiny – Scrutiny Review outcomes	The CfPS undertook a scrutiny review during 2019-20. This item will consider the recommendations and next steps.	Cllr Akhtar Adrian West
	City of Culture 2021 Legacy	To report on the lasting legacy of the City of Culture including impact on wider jobs and skills as well as capital and cultural assets	Cllr Duggins/ David Nuttall
	Restructuring Coventry City Council Subsidiaries	To consider a Cabinet Report for due in 2021	Andrew Walster Cllr Duggins