



### Annual Meeting of the Council

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**Time and Date**

11.00 am on Thursday, 18th May, 2023

**Place**

Coventry Cathedral

The meeting can be viewed live by using this link:

<https://www.youtube.com/watch?v=LGz9hCd6LtM>

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1. **Apologies**
2. **Correspondence and Announcements of the Lord Mayor**
3. **Election of the Chair of the Council (being the Lord Mayor of the City)**
4. **Vote of thanks to the Retiring Lord Mayor**
5. **Election of the Vice-Chair of the Council (being the Deputy Lord Mayor of the City)**
6. **To receive a report of the Leader of the Council on the composition of the Cabinet and the appointment of Deputy Cabinet Members and allocation of Executive Functions within the Cabinet**
7. **Minutes** (Pages 5 - 24)  
To confirm the Minutes of the Meeting held on 21 March 2023
8. **Return of persons elected as Councillors for the City on 4 May 2023**  
(Pages 25 - 26)
9. **Declarations of Interest**
10. **Matters for Determination for the City Council**
11. **To decide the size and Terms of Reference for those Boards and Committees (as set out in the Constitution) and the allocation of seats to Political Groups in accordance with the Political Balance Rules**
12. **To receive nominations and appoint to Outside Bodies**

13. **To appoint a programme of ordinary meetings of the Council, Cabinet, Scrutiny Boards, Committees and Advisory Panels for 2023/24 including the time and date of the next Annual Meeting and agree the scheme of delegations as set out in the Constitution**
14. **If required, to consider any changes to the Constitution or any other matters arising from the Annual Meeting decisions and appointments**

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Julie Newman, Chief Legal Officer, Council House, Coventry

Wednesday, 10 May 2023

Note: The person to contact about the agenda and documents for this meeting is  
Carolyn Sinclair/Suzanne Bennett  
carolyn.sinclair@coventry.gov.uk/suzanne.bennett@coventry.gov.uk

Membership: Councillors F Abbott, S Agboola, N Akhtar, P Akhtar, M Ali, R Bailey, L Bigham, J Birdi (Chair), J Blundell, R Brown, K Caan, G Duggins, J Gardiner, B Gittins, S Gray, L Harvard, G Hayre, M Heaven, P Hetherington, A Hopkins, J Innes, T Jandu, A Jobbar, A Kaur, S Keough, T Khan, AS Khan, R Lakha, R Lancaster, M Lapsa, J Lepoidevin, G Lloyd, P Male, A Masih, K Maton, J McNicholas, C Miks, B Mosterman, M Mutton (Deputy Chair), S Nazir, J O'Boyle, E M Reeves, G Ridley, E Ruane, K Sandhu, T Sawdon, P Seaman, R Simpson, B Singh, R Singh, R Thay, CE Thomas, A Tucker and D Welsh

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**Carolyn Sinclair/Suzanne Bennett**

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## Coventry City Council

### Minutes of the Meeting of Council held at 2.00 pm on Tuesday, 21 March 2023

Present:

Members: Councillor K Maton (Chair)

Councillor F Abbott	Councillor T Khan
Councillor S Agboola	Councillor AS Khan
Councillor N Akhtar	Councillor R Lakha
Councillor P Akhtar	Councillor R Lancaster
Councillor M Ali	Councillor J Lepoidevin
Councillor R Auluck	Councillor G Lloyd
Councillor R Bailey	Councillor P Male
Councillor L Bigham	Councillor A Masih
Councillor J Birdi	Councillor J McNicholas
Councillor J Blundell	Councillor C Miks
Councillor R Brown	Councillor B Mosterman
Councillor K Caan	Councillor M Mutton
Councillor J Clifford	Councillor S Nazir
Councillor G Duggins	Councillor J O'Boyle
Councillor J Gardiner	Councillor G Ridley
Councillor B Gittins	Councillor K Sandhu
Councillor S Gray	Councillor T Sawdon
Councillor L Harvard	Councillor P Seaman
Councillor G Hayre	Councillor R Simpson
Councillor P Hetherington	Councillor B Singh
Councillor A Hopkins	Councillor R Singh
Councillor T Jandu	Councillor R Thay
Councillor A Jobbar	Councillor A Tucker
Councillor S Keough	Councillor D Welsh

Honorary Alderman D Skinner, T Skipper

Apologies: Councillor J Innes, M Lapsa, E Ruane and CE Thomas  
Honorary Alderman H Fitzpatrick

### **Public Business**

#### **115. Minutes of the meeting held on 21 February 2023**

The minutes of the meeting held on 21 February 2023 were agreed and signed as a true record.

#### **116. Exclusion of the Press and Public**

**RESOLVED** that the City Council agrees to exclude the press and public under Sections 100(A)(4) of the Local Government Act 1972 relating to the private report in Minute 135 below headed 'City Centre Cultural Gateway Project' on the grounds that the report involves the likely disclosure of information as defined in Paragraph 3 of Schedule 12A of the Act, in that it

**refers to the identity, financial business affairs of an organisation and the amount of expenditure proposed to be incurred by the Council under a particular contract for the supply of goods or services.**

**117. Coventry Good Citizen Award**

On behalf of the City Council, the Lord Mayor presented Norman Hendry with the Good Citizen Award. His citation read:

“Norman has been delivering advice services in Coventry since the mid 1990’s both in a paid capacity and then as a volunteer.

Norman previously worked and volunteered for the Willenhall Advice Centre. When this centre merged with Holbrook’s and Wood End Services it became known as Coventry Independent Advice Service, for which Norman also volunteered for.

Norman has supported countless people across the city with welfare, benefit, and debt issues, increasing their access to disability benefits and helping them to manage their finances giving them much needed security.

Norman has supported people in times of crisis when their situation is desperate, and they have had nowhere else to turn. Norman has methodically sorted out their problems, holding their hands and giving them hope which he has done on countless occasions over the last 30 years.

Norman has helped people avoid losing their homes, becoming homeless and sorted out disability and benefit support for those with ill health. The relief people feel knowing that somebody like Norman is helping them manage their situation is immense, particularly for those with a disability or mental health problem. Having somebody there who listens, cares, and understands is priceless.

Norman has also mentored many other staff and volunteers across organisations on advice services. Norman was also an avid walking football player and ambassador of the sport.

For these reasons, Norman is a very worthy recipient of the Coventry Good Citizen Award”.

**118. Correspondence and Announcements of the Lord Mayor**

(a) Retiring Councillor

The Lord Mayor referred to Councillor Joe Clifford who will not be standing in the forthcoming Municipal Election.

Councillor Clifford has served the people of Coventry for almost 50 years, first being elected to the City Council in the early 1970s and being a Councillor for Whoberely, Woodlands and Holbrooks Wards. During this time, he has served on many Committees, Boards and Panels and was a Cabinet Member for Children and Young People and Health and Community Services. More recently, he was Chair of the Health and Social

Care Scrutiny Board. Councillor Clifford and his wife Pat served as Lord Mayor and Lady Mayoress in 1995-96.

Respected by all across the Chamber and renowned for his terrible jokes, he will be greatly missed. Members paid tribute to the work carried out by Councillor Clifford over the years he has served as a Member of the Council and wished him well for the future.

Members paid tribute to Councillor Clifford for his service and dedication over the years.

(b) Motion Without Notice

In accordance with the Constitution, a Motion without Notice was moved Councillor G Duggins and seconded by Councillor G Ridley and unanimously adopted:-

“That the warmest thanks and appreciation of the Council are due and are hereby given to members of staff for their brave and prompt action in providing medical attention and assistance to Councillor Joe Clifford and that a copy of this Resolution, under the Common Seal, be presented to them.”

Members noted that an appropriate presentation will be made at a later date.

(c) Honorary Alderman David Skinner

The Lord Mayor referred to Honorary Alderman’s David Skinner’s recent 90<sup>th</sup> birthday and on behalf of the Council he extended their congratulations and best wishes to him on this milestone.

Members congratulated David on his milestone birthday.

(d) Phoenix Rise

The Lord Mayor referred to the ‘Phoenix Rise First Look Premier’ that he had attended which is set in the former Woodlands School building and featured a host of Coventry actors and local young people who appeared as extras in the production. He reported that it was an enjoyable event and extended his congratulations to all who took part.

(e) Ramadan

The Lord Mayor referred to Ramadan which starts on 23 March and lasts for a month. He wished everyone who participates well during this period of fasting.

119. **Petitions**

**RESOLVED that the following petitions be referred to the appropriate City Council bodies:**

- (a) Petition requesting the Council to adopt a robust housing target in the Local Plan Review, which removes those set by the Standard Methodology and based on overstated projections by the Office for National Statistics (ONS) – 610 signatures presented by Councillor R Simpson
- (b) Petition requesting the Council to take immediate action to improve the safety and accessibility of Manor Park School for students, parents and guardians by installing a crossing at Quinton Park – 392 signatures, presented by Councillor R Bailey
- (c) Objection to Planning Application FM/2022/3146: Progress House, Westwood Way; principle of development is unjustified – 175 signatures, presented by Councillor A Masih
- (d) Objection to Planning Application FM/2022/3146: Progress House, Westwood Way, severe impact on neighbouring residential area – 179 signatures, presented by Councillor A Jobbar
- (e) Objection to Planning Application FM/2022/3146: Progress House, Westwood Way, noise/disturbance and increase in anti-social behaviour – 175 presented by Councillor A Masih, on behalf of Councillor M Lapsa
- (f) Petition requesting the Council to improve the condition of pavements in Mount Nod and across Woodlands Ward - 120 signatures presented by Councillor P Male
- (g) Petition objecting to the proposed 5G Telecoms Installation H3G 15 meter street works pole and additional equipment cabinets being erected on the corner of Cannon Park Road – 29 signatures presented by Councillor T Sawdon
- (h) Petition requesting the Council to install traffic calming measures on Hermes Crescent as it is used as a race track which is dangerous near a children's park – 155 signatures, presented by Councillor P Seaman
- (i) Petition requesting the Council to set up a residents parking scheme for Hathaway Road – 37 signatures, presented by Councillor A Masih on behalf of Councillor M Lapsa
- (j) Petition requesting the Council to deal with the ongoing situation with problem parking on the junction of Elm Tree Avenue and Beech Tree Avenue outside Malcom's Beech Tree chippy – 379 signatures presented by Councillor A Masih on behalf of Councillor M Lapsa

120. **Declarations of Interest**

Councillor F Abbott declared an interest in the matter referred to in Minute 124 below (Household Support Fund Grant Acceptance). Her interest arose as she was a trustee of the organisation. She withdrew from the meeting during the consideration and voting on this item.

121. **Electric Vehicle Charging Infrastructure Procurement**

Further to Minute 91 of the Cabinet, the City Council considered a report of the Director of Transportation and Highways, which sought approval to make bid submissions to the Office for Zero Emission Vehicles (OZEV) for up to £5m from the funding portfolio set aside to facilitate rollout of electric vehicle charging units and associated infrastructure.



This investment would enable the Council to further enhance charging facilities in Coventry and maintain its position as the best city in the UK in which to own an electric vehicle. The Council had already secured £2.8 million funding from OZEV between 2019 and 2022 under the Electric Vehicle Charging Infrastructure funding initiative (“EVCI”), leading to a network of 568 chargers, with a further 157 being operational by January 2023, taking the total to 721 chargers capable of charging 959 electric vehicles at any one time. This represented the largest network of any city outside London.

To deliver this network, Coventry City Council had so far entered into two Contracts to provide, install, maintain, and operate charge points under the EVCI scheme. However, the Council had now reached the maximum expenditure permitted under the current contracts, meaning it was necessary to procure another electric vehicle charge point supplier.

The Council published a tender on 22 November 2022 to procure a charge point operator to deliver further residential charge points across the city via a concession contract to ensure readiness where the Council was successful in securing further funding from OZEV.

**RESOLVED that the Council:**

- 1) Delegates authority to the Director of Transportation and Highways, following consultation with the Cabinet Member for City Services and the Cabinet Member for Jobs, Regeneration and Climate Change, to submit bids to OZEV for up to £5m EVCI funding and if successful to finalise the terms of, and enter into, the relevant legal agreements (including the procured concession agreement) as well as any associated documents deemed necessary.**
- 2) Delegates authority to the Director of Transportation and Highways, following consultation with the Cabinet Member for City Services and the Cabinet Member for Jobs, Regeneration and Climate Change to approve charging point locations across the City.**
- 3) Agrees to add any successful funding bids up to £5million to the Council's capital programme.**

**122. Coventry UK Shared Prosperity Fund 2023-2025**

Further to Minute 92 of the Cabinet, the City Council considered a report of the Director of Business, Investment and Culture, which sought approval to accept West Midlands Combined Authority’s (WMCA) allocation to Coventry of up to £11.3m of the UK Shared Prosperity Fund (UKSPF).

In April 2022, the UK Government launched its new UKSPF. A total of £2.6bn in funding was available until March 2025, and the allocation for the West Midlands was £88.4m. UKSPF would fund vital activities across three themes:

- People & Skills
- Communities & Place

- Local Business

UKSPF was intended to be the successor to the European Structural Funds which were currently used to fund Coventry's business support, employment, and skills activities. These EU funded schemes would come to a close during the second half of 2023, and it was therefore crucial for the city to get the right deal from UKSPF. Coventry's indicative allocation for funding was £11.3m, and the report sought authority to accept WMCA's UKSPF allocation for Coventry.

The report requested authority to accept WMCA's allocation to Coventry of up to £11.3m of UKSPF to fund vital activities across the three themes, and for delegated authority to enter into funding agreements. Delegated authority was also sought to contract with delivery partners where necessary in order to complete this work.

**RESOLVED that Council:**

- 1) Approves the acceptance of WMCA's UK Shared Prosperity Funding allocation to Coventry up to a further £8.8m, bringing the total to £11.3m**
- 2) Grants delegated authority to the Director for Business, Investment and Culture, following consultation with the Interim Chief Executive (Section 151 Officer), the Chief Legal Officer and the relevant Cabinet Member(s), to undertake all necessary due diligence in relation to the funding allocation including the authority to enter into funding agreements with the WMCA.**
- 3) Grants delegated authority to the Director for Business, Investment and Culture, following consultation with the Interim Chief Executive (Section 151 Officer), the Chief Legal Officer and the relevant Cabinet Member(s) to enter into back-to-back contracts with delivery partners as deemed necessary.**
- 4) Authorises use of the UK Shared Prosperity Funding 4% administration allocation to support the productive delivery and administration of the fund.**

**123. Appointment of Chief Executive**

Further to Minute 5 of the Appointments Panel, the City Council considered their recommendation for the appointment of the Chief Executive.

**RESOLVED that the City Council appoints Julie Nugent, currently Executive Director of Economy, Skills and Community at the West Midlands Combined Authority, to the post of Chief Executive and Head of Paid Service from a date to be agreed.**

**124. Household Support Fund Grant Acceptance**

Further to Minute 104 of the Cabinet, the City Council considered a report of the Interim Chief Executive (Section 151 Officer) which indicated that, since October 2021 the Council has been supporting Coventry households with the costs of food,

fuel and related essentials through the Household Support Fund grant provided by the Department for Work and Pensions.

A new phase of Household Support Fund is due to commence from 1<sup>st</sup> April 2023 lasting until 31<sup>st</sup> March 2024, this report sought acceptance of the £6.4M grant funding and sets out the planned approach to deliver this support. The report also sought delegated authority to agree the final arrangements for delivery of the scheme.

**RESOLVED that the City Council:-**

- 1) Notes the content of the report and approves acceptance of the amount of the £6.4M grant funding from the Department for Works and Pension for financial year 2023/24 to be utilised towards the principles of the Household Support Fund scheme as outlined in the report.**
- 2) Delegates authority to the Interim Chief Executive (Section 151 Officer), following consultation with the Cabinet Member for Strategic Finance and Resources and the Cabinet Member for Housing and Communities, to agree the final arrangements for the delivery of this scheme, within the grant allocation provided, and in line with the scheme guidance published on 20th February 2023.**

**125. Homes in Multiple Occupation Development Plan Document Proposed Submission (Regulation 19) Consultation**

Further to Minute 105 of the Cabinet, the City Council considered a report of the Director of Streetscene and Regulatory Services which provide information on Homes in Multiple Occupation Development Plan Document Proposed Submission (Regulation 19) Consultation document.

Homes in Multiple Occupation (HMOs) can provide important accommodation for a range of people including those entering the housing market. However, they can also bring significant disruption to settled neighbourhoods. In order to ensure that HMOs can only come forward in ways that integrate with existing neighbourhoods a Development Plan Document (DPD) was consulted upon between 20 September and 15 November 2022 which identified the key issues and proposed planning policy responses, details of which were provided in the report. The DPD was amended to take into account the results of the consultation and appended to the report.

DPDs need to be taken through a formal six-week publication period ('Regulation 19'), to enable people to make focused representations on whether the Plan has been positively prepared, justified, effective and consistent with national policy, before the document is submitted to the Secretary of State for examination. These are the issues which the appointed Planning Inspector will focus on when they examine the Plan and consider whether it is suitable for the Council to adopt it.

The report sought authority to undertake the Regulation 19 publication period consultation on the 'proposed submission' HMO DPD and associated Strategic

Environmental Assessment / Sustainability Appraisal and Equalities / Health Impact Assessment, a copy of which was also appended to the report.

The report also sought authority, once the publication period has closed, to submit the DPD and associated documentation to the Secretary of State for independent examination by an appointed Planning Inspector.

It was noted that when the HMO DPD report was authorised for the initial Regulation 18 consultation by Cabinet on 30th August 2022 and Council on 6th September 2022, a consultation on an Article 4 Direction (to remove Permitted Development Rights from HMOs in certain wards) was also authorised at the same time. The Article 4 Direction is not included in the report considered as it is following a different legal process and therefore reports on this matter will be submitted to Cabinet and Council at the appropriate time.

**RESOLVED that Council:**

- 1) Approves the Proposed Submission Homes in Multiple Occupation Development Plan Document and associated Strategic Environmental Assessment / Sustainability Appraisal and Equalities / Health Impact Assessment for a six-week publication period to begin at the earliest opportunity.**
- 2) Delegates authority to the Director of Streetscene and Regulatory Services, following consultation with the Cabinet Member for Housing and Communities, to submit the Development Plan Document and supporting documentation to the Secretary of State for Levelling Up, Housing and Communities once the publication period has closed, to enable independent examination by a Planning Inspector to take place.**
- 3) Delegates authority to the Director of Streetscene and Regulatory Services, following consultation with the Cabinet Member for Housing and Communities, to authorise any non-substantive changes to the documents prior to consultation and prior to submission.**

**126. One Coventry Plan 2022-2030**

Further to Minute 109 of the Cabinet, the City Council considered a report of the Interim Chief Executive (Chief Partnerships Officer) which provided information on the refreshed One Coventry Plan 2022-2030. The refreshed Plan which was appended to the report, reflected the emerging priorities for the Council and the city.

The refreshed Plan was the result of extensive engagement undertaken during 2022 with the Council workforce, partners and wider public. The engagement exercise provided an opportunity to better understand how the priorities could be meaningfully delivered so as to build on our achievements whilst recognising the challenges faced by the city. Crucially, the Council wanted to understand what

successful delivery would look like for our residents, communities and key stakeholders.

The refreshed Plan provided the strategic direction for the Council and the One Coventry vision of “working together to improve our city and the lives of those who live, work and study here”. It sets out the following Council’s priorities and focuses on enabling people to live their best lives in a vibrant and prosperous city:

- Increasing the economic prosperity of the City and Region
- Improving outcomes and tackling inequalities within our communities
- Tackling the causes and consequences of Climate Change
- Continues financial stability of the Council
- Council’s role as a partner, enabler and leader

The report sought approval for the adoption of the refreshed priorities, provided an overview of the engagement approach taken, an update on the findings and a summary of how local people’s views have impacted the development of the One Coventry Plan. A further appendix to the report provided a summary of the engagement feedback received.

**RESOLVED that the Council approves the refreshed One Coventry Plan 2022-2030 (Appendix B to the report) for adoption as the Council Plan.**

#### 127. **City Centre Cultural Gateway Project**

Further to Minute 111 of the Cabinet, the City Council considered a report of the Director of Business, Investment and Culture which sought approval for the main construction works for the City Centre Cultural Gateway, which included the creation of a Collections Centre for nationally significant cultural, arts and historical artefacts, in collaboration with the Partners, Arts Council England (ACE), British Council (BC) and Culture Coventry Trust (CCT); along with the development of a new Cultural Hub by Coventry University in the former IKEA building.

The City Centre Cultural Gateway project had identified the following three phases:

Phase 1 – working with Partners, the Collections Centre phase involves the conversion of some specific Floors into bespoke facilities for the storage, care and management of nationally significant arts, cultural and heritage artefacts.

Phase 2 – The Cultural Hub phase if proposed by Coventry University, to provide a range of cultural educational, engagement, training and professional development opportunities.

Phase 3 – the ‘shell and core’ works to the remaining floors will facilitate future letting of these huge floor plates, by enclosing (shell) the floors, and providing essential (core) services to the floor for future service connection and distribution.

The report sought approval to an option which involved the development of all three Phases of the project simultaneously. This would mean that the development

of the Collections Centre, Cultural Hub and the 'Shell and Core' conversion of the remaining floors would be procured and funded as a single capital scheme. This would in turn secure the tenancy of the two national Partners (Arts Council England and British Council) and Culture Coventry Trust and the tenancy of Coventry University. It would also secure the future suitability of letting the remaining floors, through the enclosure (shell) of these floors along with provision of essential (core) services for the benefit of future tenancies.

All three Phases of the project have been developed and following a process of public consultation and exhibitions, all three have been submitted as a single planning application, including an overarching façade design that draws all the floors into a single and seamless façade appearance. Work had commenced on securing consultancy support to test the options for the future and letting of the remaining floors.

The report outlined the strategic and development implications of approving all three Phases of the project, together with the proposed next steps.

A corresponding private report detailing confidential financial and business matters was also submitted for consideration (Cabinet Minutes 115 refers).

**RESOLVED that the Council:**

- 1) Approves capital expenditure of a sum specified in the corresponding private report to be financed from prudential borrowing to fund the construction and professional fees for the Collection Centre development within the City Centre Cultural Gateway Project**
- 2) Approves capital expenditure of a sum specified in the corresponding private report to be financed from prudential borrowing to fund the construction and professional fees for the Cultural Hub (Coventry University) development within the City Centre Cultural Gateway Project**
- 3) Approves capital expenditure of a sum specified in the corresponding private report to be financed from prudential borrowing to fund the construction and professional fees for the Future Proofing – enclosure, shell and core works to Floors 1 and 2.**
- 4) Delegates authority to the Director of Business, Investment and Culture and Interim Chief Executive (Section 151 Officer), following consultation with the Cabinet Member for Housing and Communities, to undertake the necessary due diligence and finalise terms of Agreements for Lease between Coventry City Council and Arts Council England, British Council and Culture Coventry in respect of the Collection Centre development.**
- 5) Delegates authority to the Director of Business, Investment and Culture and Interim Chief Executive (Section 151 Officer),**

**following consultation with the Cabinet Member for Housing and Communities, to undertake the necessary due diligence and finalise terms of an Agreement for Lease between Coventry City Council and Coventry University in respect of the Cultural Hub development.**

- 6) Authorises the commencement of all necessary procurement for works or services necessary to bring into effect the recommendations set out in 1) to 3) above.**
- 7) Delegates authority to the Director of Business, Investment and Culture and Interim Chief Executive (Section 151 Officer), following consultation with the Chief Legal Officer, following the conclusion of the procurement tender to award contracts due to the tight timescale involved.**

## **128. Proposed Changes to the Constitution**

Further to Minute 27 of the Cabinet Member for Policing and Equalities, the City Council considered a report of the Chief Legal Officer which proposed changes to the Council's Constitution which sets out how the Council carries out its business and makes decisions.

The Constitutional Advisory Panel at its meeting held on 22 February 2023 considered and agreed the following proposed changes to the Constitution:

- (a) Amendments to the membership of the Health and Wellbeing Board
- (b) Amendments to the Member/Officer Protocol
- (c) Recommendations in respect of the Audit Committee and Functions of Council in respect of severance payments

The membership of the Health and Wellbeing Board had not been considered since it was first set up. However, following the establishment of the Integrated Care Board which resulted in two seats becoming one, meant that it had to be reviewed and this provided an opportunity to consider the membership as a whole. Currently there was a standing invitation to every meeting to the two voluntary and community sector representatives and it was now considered more appropriate to invite them based on the relevance of agenda items. In addition, the allocation of 'one additional Councillor nominated by the Leader' be amended to 'Cabinet Member for Adult Services'; to bring it in line with other similar meetings. And lastly, currently the Board can appoint additional persons as appropriate, this would be amended to allow the Board to make non-statutory or non-elected member appointments to enable the Board to be responsive to organisational changes. The current membership and recommended amendments were detailed in the report.

Following observations made at the Standards Hearing held in July 2022 in respect of elected members, the Ethics Committee proposed revisions to the Member/Officer Protocol, more specifically when dealing with matters that relate to own personal interests that need to be raised with the Council and recommended to the Constitutional Advisory Panel that additional wording be inserted to Part 4D – Member/Officer Protocol, to afford greater clarity.

The Cabinet Member recommended to Council that the following wording be added to the Protocol at paragraph 3.2(j) under the heading of "Expectations":

"Members may occasionally find that they have a personal interest in a matter that needs to be raised with Officers. Members should be clear about their personal interest and use appropriate and formal language when contacting Officers in this instance. Close personal familiarity between individual Members and Officers can damage the relationship of mutual respect and prove embarrassing to Members and Officers. Members and Officers are encouraged to contact the Monitoring Officer for advice if they are concerned about this."

The Department for Levelling Up, Housing and Communities has issued statutory guidance under the Local Government Act 1999 on Special Severance Payments (SSPs). SSPs are payments made to employees, office holders, workers, contractors and others outside of statutory, contractual or other requirements when leaving employment in public service.

The Government expects that any SSPs should be approved according to the following process;

- Payments of £100,000 and above must be approved by a vote of full council
- Payments of £20,000 and above, but below £100,000, must be personally approved and signed off by the Head of Paid Service, with a clear record of the Leader's approval and that of any others who have signed off the payment
- Payments below £20,000 must be approved according to the local authority's scheme of delegation

Where the proposed payment is to the Head of Paid Service, to avoid a conflict of interest, it was expected that the payment should be approved by a panel including at least 2 independent persons.

It was proposed that these additional delegations are included within the Constitution with the payments below £20,000 being delegated to the Chief People Officer.

**RESOLVED that the Council approves recommendations (1) to (3) below with immediate effect and authorises the Chief Legal Officer to make any necessary amendments to the Constitution:**

**(1) Amendments to Constitution in respect of the Health and Wellbeing Board to:**

- (a) Update the Membership of the Board as outlined in Table 1 of the report and;**
- (b) Enable the Health and Wellbeing Board to approve the removal of members as well as appoint additional persons as appropriate.**

**(2) Amendments to the Officer/Member Protocol as detailed in paragraph 2.18 of the report to assist Members when they are dealing with**



**matters that relate to their own personal interests, to raise concerns over these with the Council; and**

**(3) Amendments to the delegations in the Constitution in respect of Severance Sums as detailed in paragraph 2.22 of the report in line with the Department for Levelling Up, Housing and Communities' Statutory Guidance, published in May 2022.**

**129. Electoral Review: Council Size and Forecasting Submissions - Local Government Boundary Review**

The City Council considered a report of the Chief Legal Officer which indicated that Local Government Boundary Commission have commenced an electoral review of Coventry. The review would look at whether the boundaries of wards within the local authority need to be altered to ensure fairer representation at local government elections.

Coventry City Council meets the Commission's criteria for electoral inequality with 6 of 18 wards (33%) having a variance over 10%. In addition, the last electoral review of Coventry City Council was completed in 2003, meeting the Commission's duty, set out in law, to review every authority from 'time to time'. The Commission has interpreted this to be about 12 – 14 years

The report was the preliminary work required as part of the review process to consider the future council size and electoral forecasting submissions.

**RESOLVED that the Council:**

- 1. Supports Option 3 as detailed in Appendix 1 of the report to retain the existing Council size as part of the review process and that the Local Government Boundary Commission for England be informed accordingly.**
- 2. Approves Appendix 2 of the report as the Council's electorate forecast submission to the Local Government Boundary Commission.**

**130. Annual Pay Policy Statement 2023/24**

The City Council considered a report of the Chief People Officer which indicated that Local Authorities are required by sections 38 and 39 of the Localism Act 2011 to produce an annual Pay Policy Statement. The Statement must articulate the City Council's policies towards a range of issues relating to the pay of the workforce, particularly the most senior staff (or "chief officers") and the relationship of their pay to the lowest paid employees. The proposed annual Pay Policy Statement for 2023/24 was attached as Appendix 1 of the report.

The purpose of the Pay Policy Statement was to ensure transparency and accountability with regard to the Council's approach to setting pay. The Pay Policy Statement when approved by Council, is published on the Council's website in accordance with the requirements of the Localism Act 2011. The Policy Statement requires the Council to particularly highlight the relationship between the pay and remuneration of the most senior staff (Chief Officers) and the general workforce. The Council's statement of policy on the Local

Government Pension Scheme (LGPS) Regulations 2013 was also attached at Appendix 2.

Guidance on the development of Pay Policy Statements states authorities should explain their policy in respect of Chief Officers who have been made redundant and later re-employed or engaged under a contract of service, and also their approach to any shared arrangements in place.

It is the City Council's policy not to re-employ or re-engage previous employees within five years, if they have left as part of any voluntary redundancy/early retirement programme.

It is not envisaged that any Chief Officer who leaves the Council with a severance or redundancy payment will be considered for further employment with Coventry or for the hiring of their services in another capacity save in exceptional circumstances.

There currently are no shared arrangements in place.

**RESOLVED that the Council approves the Annual Pay Policy Statement 2023/24 as attached at Appendix 1 to the report.**

### 131. Question Time

Councillors AS Khan, P Seaman, R Brown, J McNicholas and J O'Boyle provided written answers to the questions set out in the Questions Booklet.

The following Members answered oral questions put to them by other Members as set out below, together with supplementary questions on the same matters:

No	Questions asked by	Question put to	Subject matter
1	Councillor P Male	Councillor J McNicholas	Justification of the pay increase received by the CEO of Birmingham Airport
2	Councillor P Male	Councillor R Auluck	Invitation of the former members of the City of Culture Trust to Scrutiny Board (1) meeting on 29 March 2023
3	Councillor J Blundell	Councillor D Welsh	Difficulties with accessing the Planning Portal
4	Councillor R Simpson	Councillor J O'Boyle	Proposed giga factory
5	Councillor R Simpson	Councillor J O'Boyle	Whether the draft climate change strategy will include work place parking levy

6	Councillor P Male	Councillor K Sandhu	Safeguarding issues in relation to unisex toilets within schools
7	Councillor P Male	Councillor G Duggins	Situation at Coventry College
8	Councillor D Welsh	Councillor K Sandhu	Matters involving serious safeguarding issues
9	Councillor B Mosterman	Councillor P Hetherton	Why certain roads in need of repair in Coundon are continuously overlooked within the capital programme of works
10	Councillor J Gardiner	Councillor D Welsh	Sale of council land at Browns Lane
11	Councillor J Gardiner	Councillor D Welsh	Building on greenbelt land
12	Councillor R Simpson	Councillor D Welsh	Exceptional circumstances in relation to building on greenbelt
13	Councillor P Akhtar	Councillor D Welsh	Waiting lists for housing and homes
13	Councillor T Sawdon	Councillor D Welsh	Promises made previously regarding new development on greenbelt
14	Councillor S Gray	Councillor D Welsh	Energy efficiency standards for new builds
15	Councillor S Gray	Councillor P Akhtar	Recent bus strikes
16	Councillor S Gray	Councillor P Hetherton	Urban Forestry Strategy
17	Councillor S Gray	Councillor AS Khan	Voter ID
18	Councillor A Tucker	Councillor K Sandhu	Work undertaken with help and support from Warwick University to embed human rights, equality and democracy into the school curriculum

132. **Statements (if any)**

There were no Statements.

133. **Debate: Get Me Home Safely**

The following Motion was moved by Councillor B Gittins and seconded by Councillor R Auluck:

“This Council supports Unite the Union’s Get Me Home Safely campaign, which calls on employers to take all reasonable steps to ensure workers are able to get home safely from work at night, which is greatly needed. The Council will ensure, wherever possible, it puts into actions the following ambitions of the campaign and will call on key partners to do the same:-

- While employers may feel their duty of care to staff ends when an employee finishes a shift, they also need to take into consideration journeys home, especially during unsocial hours;
- The weakness of enforcement of the law against sexual assault, including up-skirting, on public transport is appalling and only 2% of victims go on to report sexual harassment on public transport;
- Greater numbers of trained staff and stronger enforcement of the law against sexual assault and harassment on public transport are urgently needed;
- Our bus workers provide an essential service for many people in our community but many are not being provided with decent toilets during work, which is humiliating for these workers and impacts their health. Lack of toilet facilities is largely due to cuts to funding for public toilets and this must be reversed.
- It is important to use powers - as other councils have done – and adopt a policy that our Licensing and Regulatory Committee will ensure the process for approving late night licenses is linked to the provision of free transport home for night shift employees. This will significantly benefit the safety and wellbeing of hospitality workers, particularly women, who often cannot afford, or access, safe transport options late at night and benefit our community.
- Publicly call for improvement to late night and off-peak transport service provision, and use the Government’s **Safety of Women at Night** Fund to provide extra night services, as well as work with employers to use the fund for supplementary taxi travel.
- Publicly call for the lowering of fares and opposition to any cuts to public transport funding and for this Council and the WM Mayor and representatives in UK Parliament to use their powers and political platforms to achieve this.
- Publicly call for the municipal ownership of buses in order to lower prices and improve service provision, especially for night-time and off-peak services;
- Make representation to appropriate regional and national levels of governance to bring forward national minimum standards for taxis and private hire as per the recommendations of the [Task and Finishing group](#)

and in support of this motion and its demands on behalf of our local community.

**RESOLVED that the Motion, as set out above, be unanimously adopted.**

134. **Debate – City of Culture Trust**

The following Motion was moved by Councillor T Sawdon and seconded by Councillor R Bailey:

“This Council calls on the Government to commission a public inquiry into the collapse of the City of Coventry Culture Trust.”

The following amendment was moved by Councillor D Welsh, seconded by Councillor R Brown and, in accordance with the Constitution, accepted by Councillor T Sawdon:

Before the start of the Motion, insert the following.

“Coventry’s year of City of Culture has been a huge success and something we are very proud of with approximately £172.6 million secured for Coventry because of being awarded the UK City of Culture title.

However, it is important that the circumstances of the City of Culture Trust entering Administration are understood and so”

Insert the Motion as set out on the agenda.

Then insert the following as set out at the end of the Motion set out on the agenda

“This Council will work with cultural leaders in the City to deliver a legacy programme, building on the great legacy we have already achieved.”

The amended Motion now to read:-

“Coventry’s year of City of Culture has been a huge success and something we are very proud of with approximately £172.6 million secured for Coventry because of being awarded the UK City of Culture title.

However, it is important that the circumstances of the City of Culture Trust entering Administration are understood and so this Council calls on the Government to commission a public inquiry into the collapse of the City of Coventry Culture Trust.

This Council will work with cultural leaders in the City to deliver a legacy programme, building on the great legacy we have already achieved.”

**RESOLVED that the amended Motion, as set out above, be unanimously adopted.**

## **PRIVATE BUSINESS**

### **135. City Centre Cultural Gateway Project**

Further to Minute 115 of the Cabinet and Minute 127 above, the City Council considered a private report of the Director of Business, Investment and Culture setting out the commercially confidential matters relating to the City Centre Cultural Gateway Project.

#### **RESOLVED that the Council:**

- 1) Approves capital expenditure of the amount as identified in the report to be financed from prudential borrowing to fund the construction and professional fees for the Collection Centre development within the City Centre Cultural Gateway Project**
- 2) Approves capital expenditure of the amount as identified in the report to be financed from prudential borrowing to fund the construction and professional fees for the Cultural Hub (Coventry University) development within the City Centre Cultural Gateway Project**
- 3) Approves capital expenditure of the amount as identified in the report to be financed from prudential borrowing to fund the construction and professional fees for the Future Proofing – enclosure, shell and core works to Floors 1 and 2.**
- 4) Delegates authority to the Director of Business, Investment and Culture and Interim Chief Executive (Section 151 Officer), following consultation with the Cabinet Member for Housing and Communities, to undertake the necessary due diligence and finalise terms of Agreements for Lease between Coventry City Council and Arts Council England, British Council and Culture Coventry in respect of the Collection Centre development.**
- 5) Delegates authority to the Director of Business, Investment and Culture and Interim Chief Executive (Section 151 Officer), following consultation with the Cabinet Member for Housing and Communities, to undertake the necessary due diligence and finalise terms of an Agreement for Lease between Coventry City Council and Coventry University in respect of the Cultural Hub development.**
- 6) Authorises the commencement of all necessary procurement for works or services necessary to bring into effect the recommendations set out in 1) to 3) above.**
- 7) Delegates authority to the Director of Business, Investment and Culture and Interim Chief Executive (Section 151 Officer),**

**following consultation with the Chief Legal Officer, following the conclusion of the procurement tender to award contracts due to the tight timescale involved.**

(Meeting closed at 6.10 pm)

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### Return of Persons Elected as Councillors for the City on 4 May 2023

Ward	Name	Political Party	Year of Retirement
<b>BABLAKE</b>	Tarlochan Singh Jandu	Conservative	2026
<b>BINLEY AND WILLENHALL</b>	Ram Parkash Lakha	Labour	2026
<b>CHEYLESMORE</b>	Richard James Brown	Labour	2026
<b>EARLSDON</b>	Becky Gittins	Labour	2026
<b>FOLESHILL</b>	Abdul Salam Khan	Labour	2026
<b>HENLEY</b>	Patricia Seaman	Labour	2026
<b>HOLBROOK</b>	Esther Mary Reeves	Green	2026
<b>LONGFORD</b>	Linda Joyce Bigham	Labour	2026
<b>LOWER STOKE</b>	John Douglas McNicholas	Labour	2026
<b>RADFORD</b>	Maya Ali	Labour	2026
<b>SHERBOURNE</b>	Gavin Lloyd	Labour	2026
<b>ST MICHAEL'S</b>	Jim O'Boyle	Labour	2026
<b>UPPER STOKE</b>	Amirjit Kaur	Labour	2026
<b>WAINBODY</b>	Tim Sawdon	Conservative	2026
<b>WESTWOOD</b>	Marcus Edgar Lapsa	Conservative	2026
<b>WHOBBERLEY</b>	Pervez Akhtar	Labour	2026
<b>WOODLANDS</b>	Peter Roger Male	Conservative	2026
<b>WYKEN</b>	Robert Richard Thay	Labour	2026

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