



Scrutiny Co-ordination Committee

Time and Date

10.00 am on Wednesday, 25 October, 2023

Place

Diamond Rooms 1 and 2 - Council House

Public Business

1. **Apologies and Substitutions**

2. **Declarations of Interest**

3. **Minutes**

(a) To agree the minutes of the previous meeting held on 20 September, 2023 (Pages 5 - 10)

(b) Matters Arising

4. **Exclusion of Press and Public**

To consider whether to exclude the press and public for the private items of business for the reasons shown in the report.

5. **Coventry Municipal Holdings Limited Annual Performance Report year ended 31 March, 2023** (Pages 11 - 18)

Report of the Chief Operating Officer (Section 151 Officer)

6. **Sherbourne Recycling Limited Annual Performance Report year ended 31 March, 2023** (Pages 19 - 24)

Report of the Chief Operating Officer (Section 151 Officer)

7. **UKBIC Ltd Annual Performance Report year ended 31 March 2023 and UKBIC 2023/24 Forecasts** (Pages 25 - 30)

Report of the Chief Operating Officer (Section 151 Officer)

8. **Scrutiny Co-ordination Committee Outstanding Issues and Work Programme 2023/2024** (Pages 31 - 36)

Report of the Chief Legal Officer

9. **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

10. **Coventry Municipal Holdings Limited Annual Performance Report year ended 31 March, 2023** (Pages 37 - 82)

Report of the Chief Operating Officer (Section 151 Officer)

(Listing Officer: M Phillips, e mail mike.phillips@coventry.gov.uk)

11. **Sherbourne Recycling Limited Annual Performance Report year ended 31 March, 2023** (Pages 83 - 104)

Report of the Chief Operating Officer (Section 151 Officer)

(Listing Officer: M Phillips, e mail mike.phillips@coventry.gov.uk)

12. **UKBIC Ltd Annual Performance Report year ended March 31st 2023 and UKBIC 2023/24 Forecasts** (Pages 105 - 124)

Report of the Chief Operating Officer (Section 151 Officer)

(Listing Officer: S Weir mail steve.weir@coventry.gov.uk)

13. **Any other items of private business which the Chair decides to take as matters of urgency because of the special circumstances involved**

Julie Newman, Chief Legal Officer, Council House, Coventry

Tuesday, 17 October 2023

Note: The person to contact about the agenda and documents for this meeting is Suzanne Bennett, Governance Services - Telephone: 024 7697 2299 E-mail: suzanne.bennett@coventry.gov.uk

Membership: Councillors N Akhtar (Chair), M Ali, P Male, C Miks, G Ridley, E Ruane, R Singh, R Thay (Deputy Chair) and CE Thomas

By invitation: Councillor G Duggins

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arrangements for public attendance. A guide to attending public meeting can be found here: <https://www.coventry.gov.uk/publicAttendanceMeetings>

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Coventry City Council
Minutes of the Meeting of Scrutiny Co-ordination Committee held at 10.00 am on
Wednesday, 20 September 2023

Present:

Members: Councillor N Akhtar (Chair)
Councillor R Thay (Deputy Chair)
Councillor M Ali
Councillor P Male
Councillor C Miks
Councillor E Ruane
Councillor R Singh
Councillor CE Thomas

Other Members (Invited): Councillor J O'Boyle (Cabinet Member for Jobs, Regeneration and Climate Change)

Councillor G Duggins (Cabinet Member for Policy and Leadership)

Employees (by Service Area):

Law and Governance C Taylor, A West

Transportation, Highways and Sustainability C Knight, R Palmer, B Willers

Apologies: Councillor G Ridley

Public Business

7. Declarations of Interest

There were no disclosable pecuniary interests.

8. Minutes

The minutes of the meeting held on 12th July, 2023 were agreed and signed as a true record.

There were no matters arising.

9. One Coventry Climate Change Strategy - Engagement and Consultation

The Scrutiny Co-ordination Committee received a Briefing Note and presentation of the Director of Transportation, Highways and Sustainability and the Strategic Lead - Green Futures, informing Members about the engagement process and

consultation feedback to the Council's draft Climate Change Strategy, and next steps with regards to finalising the Climate Change Strategy and Action Plan. The draft Climate Change Strategy was launched in February 2023, setting out the Council's ambitious vision and foundations for creating a sustainable net zero city of the future. It was developed based on the International Council for Local Environmental Initiatives pathways to sustainability.

The consultation ran from 15 February to 7 July 2023 which was extended to enable the team to engage with the major public events over the summer. The team sought to understand the views of the people of Coventry on the Strategy, pathways and key themes within them, to identify which issues were most important to people and find out if anything should be added or amended. Data and feedback was captured via a survey on the Council's Lets Talk Platform, during focused pathway group sessions, via email and letter correspondence, drop in sessions held at libraries and shopping centres and at events.

1421 people or organisations engaged with the consultation which took place face to face at various drop ins, events and focus groups, via online meetings, webinars and online surveys. Over 500 written responses were received, with over 1856 comments from individuals and representatives of organisations providing feedback on the Strategy. This was a low response rate in a city of 345,000 but was a typical response rate for a consultation on a strategy. However, given the importance of this issue and the fact that behaviour change was one of the key actions required to help reach net zero, further engagement would be required going forward to raise awareness and encourage positive action to be taken.

The majority of respondents that took part in the survey were between 35-64 years (58.6%) which was larger than the 2021 Census figure of 36%. Only 4.5% of respondents were aged 24 and under which was lower than the Census figure of 15% of the population aged between 16-24 years old.

71.5% of respondents that took part in the survey identified as 'White British', higher than Coventry's total 'White British' population of 66.6%. Responses from Asian groups which made up 16.3% of the city's total population only made up 4.3% of surveys received.

The highest responses from wards were from Earlsdon (9%), Binley & Willenhall (8%) and Wyken (7%). The areas with the least responses were Upper Stoke (2%) and Foleshill (3%).

Feedback received from the consultation was summarised as follows:

- 81% of respondents considered it 'very important' or 'fairly important' to think about sustainability and tackle the impacts of climate change.
- 19% of those engaged felt it was 'not very important' or 'not important at all'.
- There was no consistent agreement regarding feedback on the aspects of tackling Climate Change that were most important to people however, fair green future received the most 1st place and 7th place rankings and nature based interventions were also important for respondents.
- The most comments received relating to pathways were regarding fair green futures, low emissions, nature based, circular economy and adaptation and resilience respectively.

Recommendations for further development of the Climate Change Strategy included:

- Considering how to widen the level of participation and engagement of under-represented groups, develop links to the Independent Climate Change Board and create opportunities for involvement in projects within the Action Plan.
- Continued engagement with key stakeholders and special interest groups.
- Noting comments received and amending the Strategy and Action Plan accordingly.
- Noting progress in the City Council's work with the Climate Change Board and focusing on key priorities to seek agreement from Cabinet for the approval of the final Strategy and Action Plan.
- Considering the need to establish clear targets for 2030 and 2050.

Full consultation reports and feedback would be published on the Council's website and the draft Strategy would be updated to reflect feedback received. The revised Strategy and Action Plan would take into account the recent appointment of the Council's Strategic Energy Partner and would also include recommendations from the Independent Climate Change Board. It was anticipated that the final Strategy and Action Plan would be published early in the new year.

The Cabinet Member for Jobs, Regeneration and Climate Change welcomed the One Coventry Climate Change Strategy – engagement and consultation, confirming his support for the recent strategic energy partnership with EON and encouraging the Committee to provide further ideas for wider consultation to achieve net zero in as shorter time as possible.

In considering the Briefing note and presentation, the Committee questioned and received responses from officers in respect of the matters summarised below:

- Majority of responses being from private organisations. Few responses received from public sector organisations.
- Feedback from some private organisations ie. from banks and building societies was still to be received.
- Engagement undertaken with the Citizen's Assembly (a group that met on a regular basis regarding retrofit). It included the four main four housing associations.
- Social housing being an easier target for retrofit than privately owned housing.
- Challenges relating to retrofit for SME's renting building space in the city.
- Future communications with the housing and transport sectors regarding Council's expectations.
- Using paid social media channels to engage with the younger people in the city.
- Resources being limited within the communications and transformation teams, so targeted engagement being used.
- The climate change newsletter had recently been launched.
- Council systems being more user friendly and accessed more easily by the public. For example, how to submit a Tree Protection Order.

- Queries regarding how actions arising from the Scrutiny Co-ordination meeting held on 6 April 2022 relating to consultation and engagement had been addressed.
- The feedback system.
- Improved consultation and engagement by using Councillors to engage with residents.
- Issues of data sharing between council departments due to GDPR.
- Engagement with the freight sector and the proposal for a multi fuel hub as part of a wider regional network.
- What net zero would look like for Coventry.
- Wider engagement with businesses.
- Sourcing funding for retrofit.
- Amount of engagement with housing developers.
- Recycling targets within the strategy.
- The challenges around retrofit to private rented properties and how the Local Plan connects with the strategy.
- Engagement with young people in the city had been undertaken and further joined up engagement would be undertaken in schools.
- How the Local Plan fits into the strategy regarding retrofit.
- Recognition of the difficulties of improving the EPC in private rented properties.

Members of the Committee requested the following:

- Information relating to Tree Protection Orders applied to trees when land was sold.
- Engagement comparison figures for other Local Authorities.

The Cabinet Member thanked officers for their work on the Climate Change Strategy.

RESOLVED that the Scrutiny Co-ordination Committee:

- 1) Note the consultation feedback for the draft Climate Change Strategy.**
- 2) Support the recommendation process for further developing the Climate Change Strategy.**

RESOLVED that the Scrutiny Co-ordination Committee recommend to the Cabinet Member that:

- 1) The comments made during the meeting are reflected as part of the developing engagement programme.**
- 2) If resources are available to make use of paid social media to target young people.**
- 3) Ensure the Climate change programme engages with schools and young people.**

- 4) **Ensure the programme involves Councillors as a route to engagement with local communities.**

10. **Scrutiny Annual Report 2022-23**

The Scrutiny Co-ordination Committee received a Briefing Note of the Scrutiny Co-ordinator regarding the Scrutiny Annual Report 2022/23. The Constitution required that Scrutiny report annually to inform Council of its work.

RESOLVED that the Scrutiny Co-ordination Committee:

- 1) **Accept the content of the draft report at Appendix 1.**
- 2) **Recommends that Council considers the Scrutiny Annual Report at its next available meeting.**

11. **Complaints Policy and Procedure - Task and Finish Group**

The Scrutiny Co-ordination Committee received a Briefing Note of the Scrutiny Co-ordinator regarding the Complaints Policy and Procedure – Task and Finish Group.

As part of their annual summary of complaint statistics, the Local Government and Social Care Ombudsman included the Chair of Scrutiny Co-ordination Committee, as an opportunity to “to encourage effective ownership and oversight of complaint outcomes, which offer such valuable opportunities to learn and improve”. A copy of this letter had been appended to the report.

The annual letter and report are considered in detail by the Leader at his Cabinet Member meeting, as well as Ethics Committee and Audit and Procurement Committee.

Members of the Scrutiny Co-ordination Committee and other scrutiny members were invited to be involved in the review of the Complaints Policy and Procedure to ensure that the process is easy to access and understandable for everyone involved, particularly members of the public.

The task and finish group would meet 2-3 times during the autumn with the intention of making recommendations to the Cabinet Member in the new year.

RESOLVED that the Scrutiny Co-ordination Committee:

- 1) **Establish a Task and Finish Group to be involved in a review of the Council Complaints Policy and Procedure.**
- 2) **Identified the following Members to take part in the Task and Finish Group, together with a representative of the Opposition Group:**
 - **Councillor N Akhtar**
 - **Councillor M Ali**
 - **Councillor R Singh**

- **Councillor CE Thomas**

12. **Scrutiny Management**

The Scrutiny Co-ordination Committee were informed that Councillor N Akhtar, Chair of the Scrutiny Co-ordination Committee, attended the meeting of Cabinet on 29 August 2023 for consideration of an item relating to “Coventry Strategic Energy Partner”.

Councillor Akhtar agreed that the decision was urgent and that call in should not apply.

In accordance with the Constitution, this matter was reported to inform the Committee of the reason for urgency which is:-

“The procurement timeline currently shows the date by which the Council will enter into contract with the preferred bidder as being 12th September 2023. In order to achieve this, the notification letter to all the bidders stating the award of the contract to the preferred bidder and commencement of the mandatory 10-day standstill period needs to commence on 1st September 2023. Failure to issue these letters on that date would mean a delay to the ability of the parties to enter into a contract on 12th September 2023 and therefore could also delay the implementation of the Joint Venture arrangements.”

13. **Scrutiny Co-ordination Committee Work Programme and Outstanding Issues - 2023/24**

The Scrutiny Co-ordination Committee considered their Work Programme for the Municipal Year 2023/24.

RESOLVED that the Scrutiny Co-ordination Committee notes the Work Programme for the Municipal Year 2023/24 with the inclusion of the following items:

- **Public Space Protection Order (PSPO) – Scrutiny Co-ordination Committee to be held prior to Cabinet consideration of this item.**
- **Strategic Energy Partnership.**
- **One Coventry Climate Change Strategy and Action Plan (early 2024).**

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

There were no other items of public business.

(Meeting closed at 11.55am)



Public report Shareholder Committee

A separate report is submitted in the private part of the agenda in respect of this item, as it contains details of financial information required to be kept private in accordance with Schedule 12A of the Local Government Act 1972. The grounds for privacy are that it contains information relating to the financial and business affairs of any particular person (including the authority holding that information). The public interest in maintaining the exemption under Schedule 12A outweighs the public interest in disclosing the information.

Coventry Shareholder Committee
Scrutiny Co-Ordination Committee

26 September, 2023
25 October, 2023

Name of Cabinet Member:

Cabinet Member for Policy and Leadership – Councillor G Duggins

Director approving submission of the report:

Chief Operating Officer (Section 151 Officer) – B Hastie

Ward(s) affected:

None

Title:

Coventry Municipal Holdings Limited Annual Performance Report year ended 31st March 2023

Is this a key decision?

No

Executive summary:

The Annual Performance Report is focused on a backward look over the 12 months of operation from April 2022 to March 2023 for Coventry Municipal Holdings (CMH) and its subsidiaries which includes the following entities.

- Coombe Abbey Park Limited (CAPL), including two subsidiaries:
 - No Ordinary Hospitality Management Limited (NOHM)
 - Coombe Abbey Park (LACo) Limited (CAPL LACo)

- Tom White Waste Limited (TWW), including two subsidiaries:
 - A&M Metals & Waste Limited (A&M)
 - Tom White Waste (LACo) Limited (TWW LACo)

- Coventry Regeneration Limited (CR)
- Coventry Technical Resources Limited (CTR)
- No Ordinary Hotels Limited (NOH)

The Group Governance Agreement (GGA) requires CMH to produce an Annual Performance Report looking back at the operation of the Group to the year-end 31st March 2023.

Recommendations:

The Coventry Shareholder Committee is recommended:-

- 1) To consider and accept the performance assessment and proposed budget amendments provided by Company Management in the Annual Performance Report for the CMH Group for the year ended 31st March 2023.

List of Appendices included:

None.

Background papers:

Business Planning Cycle for 2022-23 for the Coventry Municipal Holdings Group (Shareholder Committee 30th March 2022, Item 4)

<https://edemocracy.coventry.gov.uk/ieListDocuments.aspx?CId=773&MID=12662#A135819>

Coventry Municipal Holdings - Annual Performance Report year Ended 31 March, 2022 (Scrutiny Co-ordination Committee 19th October 2022, Item 24)

<https://edemocracy.coventry.gov.uk/ieListDocuments.aspx?CId=151&MID=12873#A137257>

Loan for Material Recycling Facility (Cabinet, 11th October, Item 41)

<https://edemocracy.coventry.gov.uk/ieListDocuments.aspx?CId=124&MID=12818>

Other useful documents

External Auditor's Value for Money Report on Coventry Council - Company Governance 2020-21 (Audit and Procurement Committee 25th July 2022, Item 19)

<https://edemocracy.coventry.gov.uk/ieListDocuments.aspx?CId=553&MID=12763#A136552>

Has it or will it be considered by Scrutiny?

Yes – Scrutiny Co-Ordination Committee – 25 October, 2023

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

Yes – Audit and Procurement Committee – 27 November, 2023

Will this report go to Council?

No.

Report Title: Coventry Municipal Holdings Limited Annual Performance Report year ended 31st March 2023

1. Context (or background)

- 1.1. Coventry Municipal Holdings Limited (CMH) was established in November 2021 as an intermediary parent company to strengthen the governance arrangements for the Council's existing company investments. CMH acquired the share capital of Council owned subsidiaries following an allotment of shares. The Council remains the ultimate parent company for the companies within the CMH group.
- 1.2. Coombe Abbey Park Limited (CAPL) was acquired by the Council in December 2017. CAPL operates Coombe Abbey Hotel in the surroundings of Coombe Abbey Park. The Council already owned the freehold of the hotel, which is let on a long-term lease to CAPL, held preference shares in the company and provided loan financing. The Council owns and operates Coombe Abbey Country Park, and the acquisition of the hotel management company provided an opportunity for the Council to consolidate its interest in an important leisure and cultural destination in the city. Following the acquisition, all future dividends are due to the Council as sole shareholder.
- 1.3. CAPL is operating a 15-month financial year from 1st January 2022 to 31st March 2023. This will align the company's annual reporting date with the Council and the other companies within the CMH group for future years. This approach meets a recommendation made by the Council's external auditor. CAPL's financial year will run from April to March from 2023/24 onwards.
- 1.4. Tom White Waste Limited (TWW) was acquired by the Council in March 2020. The Council aimed to achieve significant service benefits due to the synergies with internal services and the competitive advantage of becoming the largest Commercial Waste service in the city as a combined entity. TWW would also provide financial returns to support the Council's budgetary position.
- 1.5. Coventry Technical Resources Limited (CTR) holds the consideration for the sale of the shares in Arena Coventry Limited in 2014/15. These funds are due be transferred to the Council in 2023/24 following a restructure of the balance sheet for CTR.

2. Options considered and recommended proposal

- 2.1. **Option 1 – Not recommended – Do nothing** – the Group Governance Agreement (GGA) is a legally binding document that was entered into by the entities within the CMH group. It sets out the governance and reporting requirements for the group which includes presenting a report on the Annual Performance Report for the Group to the Coventry Shareholder Committee each year. This report has been drafted to meet this requirement.

This is not the recommended option.

- 2.2. **Option 2 – Recommended – Accept the Annual Performance Report** which has been drafted in line with the GGA, to meet the reporting requirements to the Coventry Shareholder Committee and ensure transparency and consistency in relation to information on the Council's wholly owned investment.

Accepting the performance assessment and proposed budget amendments provided by company management in the Annual Performance Report is the recommended option.

Performance Overview

CAPL has been significantly affected by COVID and inflationary pressures, which are issues that have been observed across the hospitality industry. Management's focus is on cost control and improving the hotel's positioning within the market. Further information is available in the Private report and the accounts will be published at Companies House once the audit is complete.

The draft accounts indicate that TWW generated a positive EBITDA (Earnings before Interest, Taxation, Depreciation and Amortisation) and made an overall profit in 2022/23. Further information is available in the Private report and the accounts will be published at Companies House once the audit is complete.

TWW have experienced a sustained increase in turnover in recent years, but the company has been impacted by inflationary pressures. The management team have taken actions to address these pressures and are confident that the position has improved at year end following a difficult start to the year.

Coventry Technical Resources Limited (CTR) provides resourcing solutions and consultancy support to the Council under a series of contracts. CTR made a small profit in 2022/23 from the margin on contracts for the provision of resourcing solutions to the Council. Further information is available in the Private report and the accounts will be published at Companies House once the audit is complete.

Coventry Regeneration Limited (CR) has a limited number of transactions and No Ordinary Hotels Limited (NOH) is effectively a dormant company.

Treasury Returns

During 2022/23, the Council received treasury returns from its property assets and service loans. The Council received lease payments from CAPL for Coombe Abbey Hotel and other properties on the site. The Council received interest repayments on service loans from CAPL and TWW.

Budget Amendments

The Annual Performance Report provided by company management seeks approval to make amendments to the company budgets that were approved by Coventry Shareholder Committee in March 2023. The Council is not required to provide any additional resources as a result of these budget amendments.

MRF Project

Update on the MRF Project as further set out in the Private report.

3. Results of consultation undertaken

- 3.1. No consultation has been undertaken.

4. Timetable for implementing this decision

- 4.1. Upon approval of this report the CMH group will be satisfied that the Council, as Shareholder, have accepted the performance assessment made by company management for the year ending 31st March 2023.
- 4.2. The filing deadline for all entities within the CMH group for the year ended 31st March 2023 is 31st December 2023. The final accounts are due to be available on Companies House by the filing deadline.

5. Comments from Chief Operating Officer (Section 151 Officer) and Chief Legal Officer

5.1. Financial Implications

- 5.2. **Investment Valuation** – The Council has commissioned external valuation advice on its equity interest in CMH. The fair value of the shareholding is included in the Private report.

- 5.3. The financial statements of the subsidiaries within the CMH group will be consolidated into the Council's group accounts as the Council has control over these entities as the ultimate parent company.

5.4. Legal Implications

- 5.5. CMH has acted in accordance with the Group Governance Agreement which sets out the policies and obligations on the group. The group have submitted their confirmation statements and requirements to Companies House on the submission requirement dates. The audited accounts will be submitted to Companies House as soon as they are finalised.

6. Other implications

6.1. How will this contribute to the One Coventry Plan?

<https://www.coventry.gov.uk/onecoventryplan>

TWW are continuing to focus on tackling the causes and consequences of climate change which was a key consideration in the Council's decision to acquire the company. During 2022/23, TWW improved the availability of plant and reorganised their sites to balance production capacity with offtake demand, increasing materials recovery and reducing volumes sent to landfill. TWW are looking to progress a number of future projects to improve the recycling of plastics, wood, aggregates and counterfeit goods. Each of these projects has the potential to support a circular economy regionally, improve recycling rates, and create green jobs in Coventry.

The Council's control over the hotel management company and the surrounding land at Coombe Abbey Park, will continue to provide opportunities to increase the economic prosperity of the city and the region. For example, the Go Ape course continues to be a popular visitor attraction and CAPL's subsidiary company No Ordinary Hospitality Management (NOHM) gained recognition in the marketplace in 2022/23.

The Council received treasury returns from the CMH group, related to leased property assets and service loans which contributed towards the continued financial sustainability of the Council.

Dividends have not yet been declared for 2022/23, with this position due to be reviewed by the CMH Board of Directors when the final accounts are available.

6.2. How is risk being managed?

The Council is managing risks at a corporate level through its treasury management strategy and quarterly budget monitoring.

Company management have identified specific risks and mitigations for the companies within the CMH group. This includes the risk of operating in industries (hospitality / waste management) influenced by macroeconomic factors and liquidity risk due to inflationary pressures.

The financial and performance risks presented by the Council's company investments are being considered for inclusion in the latest update of the Corporate Risk Register.

6.3. What is the impact on the organisation?

The Council must continue to provide the appropriate staffing resources to manage the performance and investment value of its equity interests, assess the condition of property assets held by subsidiaries and manage the repayment of service loans, seeking external advice where needed.

6.4. Equalities / EIA?

The Public Sector Equality Duty (PSED) contained in section 149 of the Equality Act 2010 requires public authorities to have due regard to several equality considerations when exercising their functions. The Council has control over all of the companies within the CMH group and it is important for the Council to consider the PSED in its role as sole shareholder. The companies within the CMH group have developed Equality & Diversity policies and it is not expected that any specific groups will be disproportionately impacted, either positively or negatively, by the recommendations in this report.

No equality impact assessment has been carried out as the recommendations in this report do not constitute a new project or review existing / develop new Council strategies, policies, guidelines or services.

6.5. Implications for (or impact on) climate change and the environment?

TWW is expected to continue to make a positive impact on climate change and the environment. Further details are provided in section 6.1 of this report as performance in this area is a key reason that TWW contributes towards the One Coventry Plan.

6.6. Implications for partner organisations?

The report focuses a number of commercial companies, which have a relationship with the Council.

Report author(s):

Michael Phillips
Lead Accountant – Business Partnering

Service Area:

Financial Management

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Enquiries should be directed to the above person.

Contributor/approver name	Title	Service Area	Date doc sent out	Date response received or approved
Contributors:				
Parminder Mudhar	Financial Director	Coventry Municipal Holdings	23/08/2023	05/09/2023
Gurbinder Singh Sangha	Major Projects Commercial Lawyer / Company Secretary	Law and Governance / Coventry Municipal Holdings Limited	24/08/2023	06/09/2023
Grant McKelvie	Commercial Business Director	Coventry Municipal Holdings	24/08/2023	07/09/2023
Peter Fahy	Director	Coventry Municipal Holdings	24/08/2023	06/09/2023
Kirston Nelson	Director	Coventry Municipal Holdings	24/08/2023	12/09/2023
Andrew Walster	Director	Coventry Municipal Holdings	24/08/2023	12/09/2023
Suzanne Bennett	Governance Services Co-ordinator	Law and Governance	24/08/2023	25/08/2023
Names of approvers for submission:				
Finance: Tina Pinks	Corporate Finance Manager	Financial Management	12/09/2023	18/9/2023
Legal: Oluremi Aremu	Head of Legal and Procurement Services	Law and Governance	12/09/2023	18/9/2023
Director: Barry Hastie	Chief Operating Officer (S151 Officer)	Financial Management	12/09/2023	18/9/2023

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Public report Shareholder Committee

A separate report is submitted in the private part of the agenda in respect of this item, as it contains details of financial information required to be kept private in accordance with Schedule 12A of the Local Government Act 1972. The grounds for privacy are that it contains information relating to the financial and business affairs of any particular person (including the authority holding that information). The public interest in maintaining the exemption under Schedule 12A outweighs the public interest in disclosing the information.

Coventry Shareholder Committee
Scrutiny Co-ordination Committee

26 September, 2023
25 October, 2023

Name of Cabinet Member:

Cabinet Member for Policy and Leadership – Councillor G Duggins

Director approving submission of the report:

Chief Operating Officer (Section 151 Officer) – B Hastie

Ward(s) affected:

None

Title:

Sherbourne Recycling Limited Annual Performance Report year ended 31st March 2023

Is this a key decision?

No

Executive summary:

The Annual Performance Report is focused on a backward look over the 12 months of operation from April 2022 to March 2023 for Sherbourne Recycling Limited (SRL). The report is being brought to the Coventry Shareholder Committee to enable the Council's interest in the company to be monitored and for the assessment of performance made by company management to be accepted by the Shareholder.

The Shareholders Agreement requires SRL to produce an Annual Performance Report looking back on the operation of the company for the year ended 31st March 2023.

Recommendations:

- 1) The Coventry Shareholder Committee is recommended to consider and accept the assessment made by company management in the SRL Annual Performance Report for the year ended 31st March 2023.

List of Appendices included:

None.

Background papers:

Proposed Development of a Regional Materials Recycling Facility with Partnering Authorities
(Cabinet 27th August 2019, Item 23)

<https://edemocracy.coventry.gov.uk/ieListDocuments.aspx?CId=124&MID=11942#AI29021>

Investment in Material Recycling Facility – Update
(Council 16th March 2021, Item 103)

<https://edemocracy.coventry.gov.uk/ieListDocuments.aspx?CId=130&MId=12238>

Other useful documents

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 Title: Sherbourne Recycling Limited Annual Performance Report year ended 31st March 2023

1. Context (or background)

- 1.1. Sherbourne Recycling Limited (SRL) was incorporated in February 2021 after the successful completion and contract award for the design and construction of a Material Recycling Facility (MRF) located in Coventry. Coventry City Council and seven other local authorities (North Warwickshire Borough Council, Nuneaton and Bedworth Borough Council, Rugby Borough Council, Stratford-on-Avon District Council, Solihull Metropolitan Borough Council, Walsall Council and Warwick District Council) jointly own the company and will be customers of the facility once it is operational in the Autumn of 2023.
- 1.2. The Council is the largest single shareholder having invested £0.215m to acquire a 21.50% shareholding. Walsall Council holds 19.66% and Solihull Metropolitan Borough Council holds 14.63%. The shareholding proportions are based on the waste tonnage that each authority was projected to deliver to the facility in 2018. This was agreed by all parties at the time and has been locked into the Shareholder Agreement that governs the relationship between the eight shareholders.
- 1.3. The rationale for investing in the company was to have greater control over the processing of the recyclate waste material collected by each Council.
- 1.4. As the construction phase draws to a close, the facility is preparing to become operational from Autumn 2023.

2. Options considered and recommended proposal

- 2.1. **Option 1 – Not recommended – Do nothing** – The Shareholders Agreement (SA) is a legally binding document that was entered into by SRL and the shareholders. It sets out the governance and reporting requirements which includes presenting an Annual Performance Report to the Shareholder Committee each year. This report has been drafted to meet this requirement.

This is not the recommended option.

- 2.2. **Option 2 – Recommended – Accept the Annual Performance Report** which has been drafted in line with the SA, to meet the reporting requirements to the Shareholder Committee and ensure transparency and consistency in relation to information on the Council's investment.

Accepting the assessment made by company management in the Annual Performance Report is the recommended option.

Performance Overview

As a non-trading entity, the draft accounts show the costs incurred by SRL during the construction phase. The company has incurred administrative costs without the revenue to support this expenditure while the MRF is not yet operational.

Each of the Shareholders have committed to provide loan financing to cover the cost of constructing the MRF. The loan agreements are in proportion to each authority's shareholding.

The SRL Board of Directors will review the payment of dividends if funds are available for distribution in the future. The primary benefits to the Council in the short term will be the operational savings on waste services and treasury income on the lease / loan.

3. Results of consultation undertaken

3.1. No consultation has been undertaken.

4. Timetable for implementing this decision

4.1. Upon approval of this report, SRL will be satisfied that the Council, as Shareholder, have accepted the performance assessment made by company management for the year ending 31st March 2023.

4.2. The final accounts will be circulated to the Coventry Shareholder Committee when they are finalised. The filing deadline for SRL's accounts for the year ended 31st March 2023 is 31st December 2023. The final accounts are due to be available on Companies House by the filing deadline.

5. Comments from Chief Operating Officer (Section 151 Officer) and Chief Legal Officer

5.1. Financial Implications

The financial statements of SRL will be consolidated into the Council's group accounts as the Council has significant influence over the company. This influence is evidenced by the size of shareholding (over 20%), board representation and material transactions with the company such as the shareholder loan and lease of the land at Whitley Depot.

The commercial loan provided by the Council to SRL is not due for repayment until the facility is operational. Any interest due during the construction phase will be added to the loan and repaid over the term of the loan.

5.2. Legal Implications

SRL has acted in accordance with the Shareholders Agreement which sets out the policies and obligations on the company. SRL submitted their annual confirmation statement to Companies House in February 2023. The audited accounts will be submitted to Companies House as soon as they are finalised.

6. Other implications

6.1. How will this contribute to the One Coventry Plan?

<https://www.coventry.gov.uk/onecoventryplan>

The forecast reduction in carbon dioxide emissions with Council vehicles not having to travel to alternative facilities, the reduction in the amount of waste due to the production of higher quality output materials and the powering of the facility using low carbon fuel sources will contribute to tackling the causes and consequences of climate change.

The savings on the existing haulage costs to transport waste to for processing and the additional income generated by the sale of recycled materials will help to contribute towards the continued financial sustainability of the Council.

6.2. How is risk being managed?

The Council have provided a shareholder loan to SRL which creates risk due to currency fluctuations, default and interest rate risk. The risk of default is mitigated by regular monitoring of company performance, SRL budgeting for the repayments in their business plan and the

security provided by a legal charge over the assets of the company. The lease agreement for the site at Whitley Depot includes a regular rent review every five years over the 45-year term.

The financial and performance risks presented by the Council's company investments are being considered for inclusion in the latest update of the Corporate Risk Register.

6.3. What is the impact on the organisation?

The Council must continue to provide the appropriate staffing resources to manage its equity interest and the commercial loan, seeking external advice where needed. The long-term investment value was assessed by an external valuer as at 31st March 2023. The valuers report included a valuation of the MRF site by a chartered surveyor.

6.4. Equalities / EIA?

The Public Sector Equality Duty (PSED) contained in section 149 of the Equality Act 2010 requires public authorities to have due regard to several equality considerations when exercising their functions. While the Council does not have control over the operations of SRL and are not involved in day-to-day operations, it does have significant influence. It is important for the Council to consider the PSED in its role as a shareholder. SRL's objectives are to provide a safe place of work for all and to be a good neighbour that positively contributes to the local community and demonstrates strong social and environmental practices. SRL have developed an Equality & Diversity policy and all policies and procedures were reviewed within 6 months of company incorporation by appointed HR consultancy support. This provides assurance that no specific groups are likely to be negatively impacted by the operations of the company.

No equality impact assessment has been carried out as the recommendations in this report do not constitute a new project or review existing / develop new Council strategies, policies, guidelines or services.

6.5. Implications for (or impact on) climate change and the environment?

The development and future operation of the MRF is expected to make a positive impact on climate change and the environment. Further details are provided in section 6.1 of this paper as performance in this area is a key reason that SRL contributes towards the One Coventry Plan.

6.6. Implications for partner organisations?

SRL is operated in partnership with seven other local authorities from across the region.

Report author(s):

Michael Phillips
Lead Accountant – Business Partnering

Service Area:

Financial Management

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Enquiries should be directed to the above person.

Contributor/approver name	Title	Service Area	Date doc sent out	Date response received or approved
Contributors:				
Parminder Mudhar	Financial Director	Coventry Municipal Holdings	23/08/2023	05/09/2023
Gurbinder Singh Sangha	Major Projects Commercial Lawyer	Law and Governance / Sherbourne Recycling Limited	24/08/2024	06/09/2023
Grant McKelvie	Commercial Business Director	Coventry Municipal Holdings	24/08/2024	07/09/2023
Andrew Walster	Director	Sherbourne Recycling Limited	24/08/2023	12/09/2023
Layla Shannon	Business Manager	Sherbourne Recycling Limited	24/08/2024	04/09/2023
Richard Dobbs	Managing Director	Sherbourne Recycling Limited	24/08/2024	04/09/2023
Suzanne Bennett	Governance Services Co-ordinator	Law and Governance	24/08/2023	24/08/2023
Names of approvers for submission:				
Finance: Tina Pinks	Corporate Finance Manager	Financial Management	12/09/2023	18/9/2023
Legal: Oluremi Aremu	Head of Legal and Procurement Services	Law and Governance	12/09/2023	18/9/2023
Director: Barry Hastie	Chief Operating Officer (S151 Officer)	Financial Management	12/09/2023	18/9/2023
Member: Councillor George Duggins	Cabinet Member for Policy and Leadership	-	12/09/2023	18/9/2023

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Public report Coventry Shareholder Committee

A separate report is submitted in the private part of the agenda in respect of this item, as it contains details of financial information required to be kept private in accordance with Schedule 12A of the Local Government Act 1972. The grounds for privacy are that it contains information relating to the financial and business affairs of any particular person (including the authority holding that information). The public interest in maintaining the exemption under Schedule 12A outweighs the public interest in disclosing the information.

Coventry Shareholder Committee

26 September 2023

Name of Cabinet Member:

Cabinet Member for Policy and Leadership – Councillor G Duggins

Director approving submission of the report:

Chief Operating Officer (S151 Officer)

Ward(s) affected:

None

Title:

UKBIC Ltd Annual Performance Report year ended March 31 2023 and UKBIC 23/24 forecasts

Is this a key decision?

No – An update on the position for the period covering April 2022 to March 2023.

Executive summary:

The Annual Performance Report is focused on a backward look over the period of operation covering 1st April 2022 to 31st March 2023 for UKBIC Ltd and provides a summary of forecasts for the coming financial year.

UKBIC is a state of the art battery manufacturing research and development facility, funded by £108m from the UK Government (through Innovate UK, part of UK Research & Innovation) and £18m from the West Midlands Combined Authority (WMCA). The facility is operated by UKBIC Ltd which is owned by Coventry City Council (CCC). The Council is also accountable body for the grant funding used to establish the facility.

An Annual Performance Report for UKBIC Ltd has been prepared which is appended to the private section of this report.

Recommendations:

The Coventry Shareholder Committee is recommended to:

(1) Accept the Annual Performance Report attached to Appendix 1 of the corresponding private report for the UKBIC Ltd up to the year ended 31st March 2023.

List of Appendices included:

The following appendices are attached to the corresponding private report:

Appendix 1 – UKBIC Ltd – Annual Performance Report for 2023

Background papers:

None.

Other useful documents

None.

Has it or will it be considered by Scrutiny?

No – However, a separate report will be submitted to the Audit and Procurement Committee

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 title: UKBIC Ltd Annual Performance Report year ended March 31 2023

1. Context (or background)

- 1.1. The UK Battery Industrialisation Centre (UKBIC) Limited is a state of the art, 20,000m² battery manufacturing research and development facility on Rowley Road which was formally opened in July 2021. UKBIC is an open access facility designed to allow UK manufacturers to trial and industrialise the next generation of batteries for electric vehicles and other applications, which is essential to the UK's net zero ambitions.
- 1.2. Between November 2017 and October 2019, the Council approved the acceptance of £108m grant funding from Innovate UK's Faraday Battery Challenge towards the total cost of £126m to develop the UKBIC facility. The remaining £18m was provided in the form of an £18m repayable grant (essentially an interest free loan) from WMCA.
- 1.3. The Faraday Battery Challenge was established by government in 2018 to invest in research and innovation projects, and facilities, to drive the growth of a strong battery business in the UK. Securing UKBIC in the Coventry area is critical to the future of the area's world-class automotive and advanced manufacturing cluster.
- 1.4. UKBIC Ltd was established in order to operate the facility. CCC owns 100% of the shares in UKBIC Ltd, and has two CCC directors who sit on the board, including the Chair. The remaining board seats are made up of the UKBIC Managing Director and Finance Director, a representative from Government's Advanced Propulsion Centre (APC) and independent battery / automotive industry experts. In addition, the Faraday Challenge Director attends the board as an observer.
- 1.5. The Faraday Battery Challenge reviews and approves the UKBIC Ltd business plan on a regular basis to ensure that the business is sustainable and that it is meeting the technology needs of the UK automotive industry, and is currently providing core operational funding to UKBIC Ltd.

2. Options considered and recommended proposal

- 2.1. **Option 1- Do Nothing.** The Council's governance and reporting requirements for companies in its ownership requires the presentation of an Annual Performance Report to the Shareholder Committee each year. Failure to present this report will mean that the Council is not provided with visibility over the performance of this company. This report has therefore been prepared to meet this requirement.
- 2.2. This is not the recommended option.
- 2.3. **Option 2 – Accept the Annual Performance Report.** The Annual Performance Report appended to this report sets out the performance of UKBIC Ltd up to the year ending on March 31st 2023, and provides a summary of forecasts for the coming financial year, as well as setting out UKBIC priorities for that period. This has been drafted in line with the Council's governance and reporting requirements for companies in its ownership.
- 2.4. The most important points in the UKBIC annual performance report are summarised in the private section of this report.
- 2.5. The preferred option is acceptance of the UKBIC Annual Performance Report.

3. Results of consultation undertaken

3.1. No consultation has been undertaken.

4. Timetable for implementing this decision

4.1. Upon the approval of this report, UKBIC Ltd will be notified that the Shareholder has accepted the performance position for the year ending 31st March 2023.

5. Comments from Chief Operating Officer (Section 151 Officer) and Chief Legal Officer

5.1. Financial Implications

The Council advanced a £0.5m cashflow loan to UKBIC Ltd on 4th April 2022. The final repayment is due in 2027/28.

During the capital project phase, between April 2018 and March 2022, the Council purchased plant and machinery assets on behalf of UKBIC using grant funding from Innovate UK and a loan from WMCA. These assets were transferred to UKBIC under a peppercorn lease.

UKBIC receives grant funding from Innovate UK towards its operating expenses.

The Council will consolidate the results of UKBIC into its group accounts as it has control over the company as the sole shareholder.

The corresponding private report provides an update on UKBIC's business planning and forecasts for the coming financial year.

5.2. Legal Implications

There are no legal implications arising from the content of this report.

6. Other implications

6.1. How will this contribute to the One Coventry Plan?

The Council's ownership of UKBIC contributes to the Economic Prosperity theme in the One Coventry Plan. In Coventry and Warwickshire, almost 40,000 people are employed in the automotive industry, and with the sale of new internal combustion engine vehicles due to cease in 2035 it is essential that CCC supports our local automotive industry to transition to design, development and production of electric vehicles. Having UKBIC in the area along with other world class innovation assets such as WMG, Coventry University, MTC and MIRA makes the area highly attractive for investment in electric vehicles and other clean technologies.

6.2. How is risk being managed?

A key risk mitigation is the Council's Directors having two seats on the UKBIC Ltd board, including the chair. No decisions can be taken on the operation of UKBIC without the approval of the Council's two director board members. Financial risks for example linked to the WMCA Loan are mitigated by the fact that CCC has security of UKBIC's land and buildings. Finally, the oversight provided by the Faraday Battery Challenge provides essential input on UKBIC's business plan to ensure that it is meeting the needs of the UK automotive industry, as well as the associated grant funding that they provide.

6.3. **What is the impact on the organisation?**

In order to manage Coventry City Council's (CCC) ownership of UKBIC Ltd it is necessary for staff in the Economic Development Service, Finance and Legal to ensure that UKBIC is reported correctly in the Council's accounts, and that conditions of the original Innovate UK grant continue to be met, and that the terms of the WMCA loan are complied with. There is also an ongoing time commitment from the two CCC Directors who sit on the UKBIC Board.

6.4. **Equalities / EIA?**

No equalities impact assessment has been undertaken.

6.5. **Implications for (or impact on) climate change and the environment?**

UKBIC's work in supporting the transition to electric vehicles and away from internal combustion engines will contribute to CCC's plans to tackle climate change and improve the environment.

6.6. **Implications for partner organisations?**

UKBIC is based in the Warwick District Council (WDC) municipal area. CCC has supported UKBIC Ltd to ensure that they have a good working relationship with WDC.

Report author(s):

Name: Steve Weir

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Enquiries should be directed to the above person

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Suzanne Bennett	Governance Services Officer	Law and Governance	25/08/23	25/08/23
Finance: Mike Phillips	Lead Accountant – Business Partnering	Finance	29/08/23	29/08/23
Other Members				
Names of approvers for submission: (officers and members)				
Finance: Phil Helm	Head of Finance	Finance	29/08/23	01/09/23
Legal: Oluremi Aremu	Head of Legal and Procurement Services	Law and Governance	25/08/23	28/08/23
Director: Barry Hastie	Chief Operating Officer	-		
Members: Cllr G Duggins	Leader of the Council	-		

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Agenda Item 8

SCRUCO Work Programme 2023-24

Last updated 11th October 2023

Please see page 2 onwards for background to items

28th June 2023
Informal All Scrutiny Planning Meeting
12th July 2023
Police and Crime Board Strategic Assessment (deferred from April 2023) Domestic Abuse Update
20th September 2023
One Coventry Climate Change Strategy – Consultation and Engagement Feedback Scrutiny Annual Report 2022-23 Complaints Policy and Procedure – Task and Finish Group
25th October 2023
Council Subsidiaries Annual Reports 22/23 a)Coventry Municipal Holdings b)UKBIC c)Sherbourne Recycling
6th November 2023
Amendments to City Centre PSPO – consultation findings
22nd November 2023
Serious Violence Duty Coventry City of Culture Legacy
20th December 2023
Spon End Regeneration Project
24th January 2024
One Coventry Climate Change Strategy and Action Plan
21st February 2024
Local Policing Update
20th March 2024
Drugs and Alcohol Strategy
24th April 2024
City Centre PSPO Monitoring
2023/2024
One Coventry Annual Performance Report (Cabinet Report) CCC Transformation Programme Health Inequalities and Marmot Strategic Energy Partnership Adaption and Resilience Plan

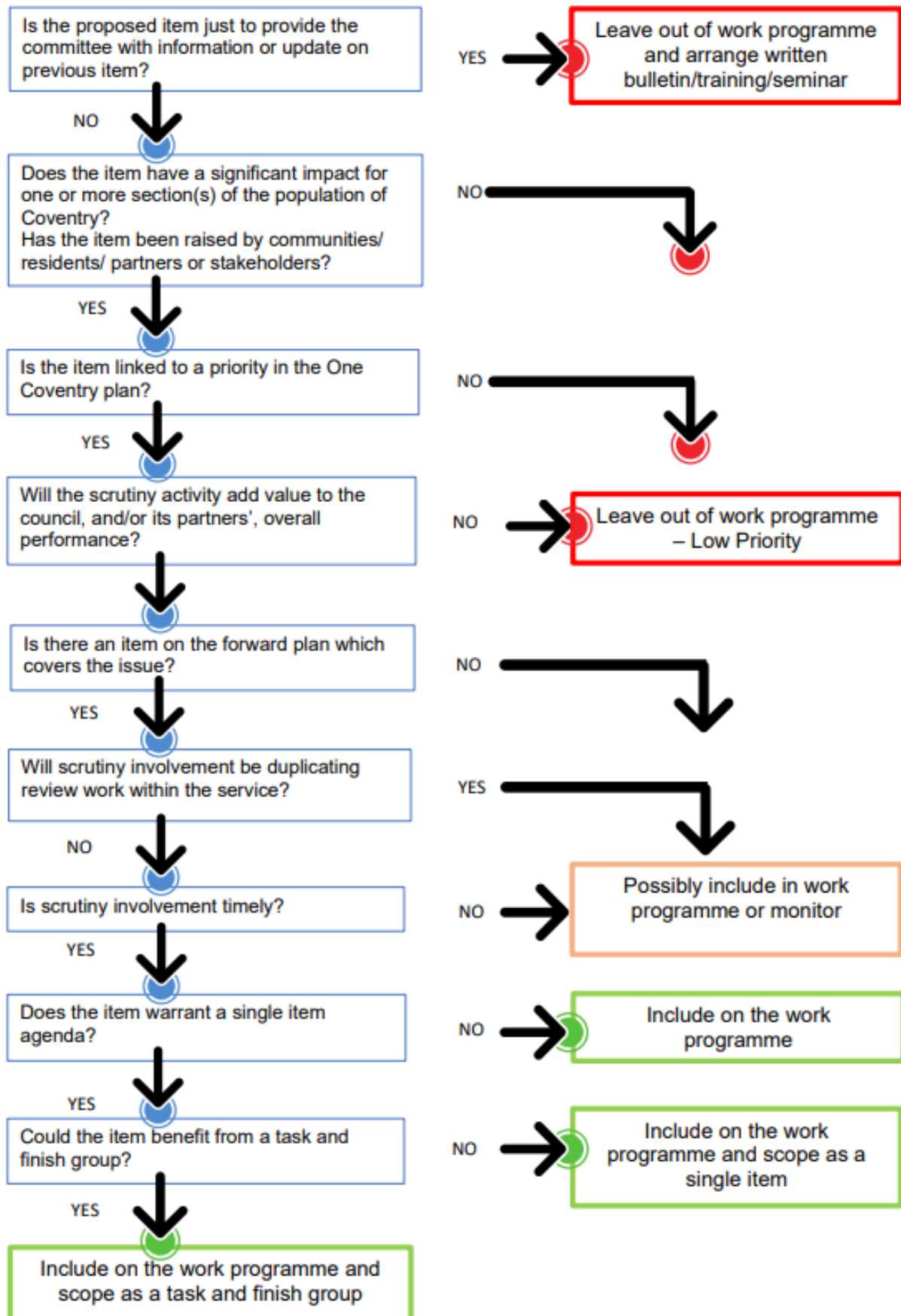
Date	Title	Detail	Cabinet Member/ Lead Officer
28th June 2023	Informal All Scrutiny Planning Meeting		
12th July 2023	Police and Crime Board Strategic Assessment (deferred from April 2023)	To consider the strategic assessment and priorities for the coming year on community safety issues.	Cllr AS Khan
	Domestic Abuse Update	An update following meeting on 22 June 22 to include progress on early intervention	Alison Duggal Cllr P Akhtar
20th September 2023	One Coventry Climate Change Strategy – Consultation and Engagement Feedback	To look at the details of the feedback on the Climate Change Strategy and how this will be reflected in the final strategy.	Cllr O’Boyle Colin Knight Rhian Palmer Bret Willers
	Scrutiny Annual Report 2022-23	To consider the 2022-23 Annual Report	Cllr N Akhtar
	Complaints Policy and Procedure – Task and Finish Group	To establish a task and finish group to feed into the review of the Council’s current complaints policy and procedure following on from the Local Government Ombudsman’s report.	Cllr Brown, Cllr Welsh Adrienne Bellingeri Rachael Sherwood
25th October 2023	Council Subsidiaries Annual Reports 22/23 a)Coventry Municipal Holdings b)UKBIC c)Sherbourne Recycling	SCRUCO will receive the annual report of CMH, UKBIC and Sherbourne Recycling for consideration.	Andrew Walster Cllr Duggins
6th November 2023	Amendments to City Centre PSPO – consultation findings	To consider the outcome of the consultation on changes to the city centre PSPO ahead of a decision by Cabinet	Davina Blackburn/ Joy Adams Cllr AS Khan

SCRUCO Work Programme 2023-24

Date	Title	Detail	Cabinet Member/ Lead Officer
22nd November 2023	Serious Violence Duty	The local authority has a statutory duty to comply with the new serious violence duty. The Council in partnership must produce an operational plan around how we are going to tackle serious violence as a city	Cllr AS Khan Allison Duggal Caroline Ryder
	Coventry City of Culture Legacy	To consider the lasting legacy from City of Culture 2022 including impact on the Council.	Cllr Duggins David Nuttall
20th December 2023	Spon End Regeneration Project	How is it funded? How have people have been relocated? What are the plans? How are plans communicated with the community?	
24th January 2024	One Coventry Climate Change Strategy and Action Plan	To consider the final strategy before it is considered by Cabinet	Cllr O'Boyle Colin Knight Rhian Palmer Bret Willers
21st February 2024	Local Policing Update	To follow up from the item in 2023 on the local policing model	
20th March 2024	Drugs and Alcohol Strategy	To take an update following the meeting on the 14 th March 2023 (2024) To include Rough Sleeping Drug and Alcohol Treatment Grant - A progress report including data, logic model evaluation framework	Allison Duggal Cllr Caan
24th April 2024	City Centre PSPO Monitoring	As requested, Scrucoco will consider progress on implementation of the new PSPO agreed at Cabinet 13 th June 2023	Liam Nagle AS Khan
2023/2024			
	One Coventry Annual Performance Report (Cabinet Report)	To scrutinise the One Coventry Annual Performance report and for Scrutiny Board Chairs to identify areas of work for their Boards to scrutinise in detail.	Cllr Duggins Allison Duggal Kirston Nelson

Date	Title	Detail	Cabinet Member/ Lead Officer
	CCC Transformation Programme	To review the impact of the CCC Transformation Programme and funding associated with it.	Cllr Duggins Kirston Nelson
	Health Inequalities and Marmot	To look at what the Council is doing to address health inequalities and to monitor progress	Allison Duggal Cllr Caan
	Strategic Energy Partnership	To consider the delivery of the 5 year plan and the 5 key projects as part of the partnership	Cllr O'Boyle Colin Knight Rhian Palmer Bret Willers
	Adaption and Resilience Plan	To consider what the Council is doing to protect the city from the impact of climate change, including partners involved in the delivery and represented on the Climate Change Board	Cllr O'Boyle Colin Knight Rhian Palmer Bret Willers

Work Programme Decision Flow Chart



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