



Time and Date

2.00 pm on Tuesday, 20th June, 2023

Place

Council Chamber - Council House

Council Chamber Seating Plan Attached

1. **Apologies**
2. **Minutes of the Annual Meeting and of the Extraordinary Meeting held on 18 May 2023** (Pages 7 - 62)
3. **Correspondence and Announcements of the Lord Mayor**
4. **Petitions**
5. **Declarations of Interest**

Matters Left for Determination by the City Council/Recommendations for the City Council

6. **Short-Term Home Support Services** (Pages 63 - 90)
From the Cabinet 11 April 2023
7. **Appointment of the Deputy Chair of Licensing and Regulatory Committee** (Pages 91 - 94)
Report of the Chief Legal Officer

Items for Information

8. **Annual Report from the Leader to the Council on Key Decisions made under Special Urgency Provisions** (Pages 95 - 98)
Report of the Chief Legal Officer
9. **Exercise of Emergency Functions** (Pages 99 - 104)
Report of the Interim Chief Executive
10. **Statement of Assurance (Director of Children Services)** (Pages 105 - 114)
Report of the Chief Legal Officer

11. **Question Time** (Pages 115 - 116)
 - (11.1) Written Question – Booklet 1
 - (11.2) Oral Questions to Chairs of Scrutiny Boards/Chair of Scrutiny Co-ordination Committee
 - (11.3) Oral Questions to Chairs of other meetings
 - (1.4) Oral Questions to Representatives on Outside Bodies
 - (11.5) Oral Questions to Cabinet Members and Deputy Cabinet Members on any matter
12. **Statements (if any)**
13. **Debates**
 - 13.1 **To be moved by Councillor M Heaven and seconded by Councillor M Lapsa:**

“This Council expresses its deep concern about the state of the city’s highways and footpaths.”
 - 13.2 **To be moved by Councillors CE Thomas and seconded by Councillor A Tucker:**

“This Council recognises the hardship and suffering of ordinary people brought about by the unparalleled rise, not only in fuel and energy costs, but in the cost of good basic nutritious food.
This Council calls upon the Government to bring forward measures to ensure that nobody living in the UK goes hungry because of the exorbitant prices of basic healthy food and that the question of the unjustified profits made by some supermarkets and suppliers is addressed without delay”.
 - 13.3 **To be moved by Councillor S Gray and seconded by Councillor E Reeves:**

“Coventry City Council notes:

 - * That it is not currently possible for pedestrians and cyclists to make use of the tip on London Road.
 - * That, according to the census, over 37,000 Coventry households (more than one in four) do not have access to a car or van
 - * That items such as electrical waste, which the council website states should not be placed in household bins, can often be easily carried by pedestrians and cyclists

Therefore, Coventry City Council resolves to introduce pedestrian and cycle access to the tip to make it easier for Coventry residents to dispose of their waste responsibly”.

Julie Newman, Chief Legal Officer, Council House, Coventry

Monday, 12 June 2023

Note: The person to contact about the agenda and documents for this meeting is Usha Patel/Suzanne Bennett 024 7697 2301 / 2299

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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However, by entering the meeting room and using the public seating area, you are consenting to being filmed and to the possible use of those images and sound recordings for webcasting and/or training purposes. If you have any queries regarding this, please contact the Governance Services Officer at the meeting.

Usha Patel/Suzanne Bennett
024 7697 2301 / 2299

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	Cllr CE Thomas	Cllr S Gray
Cllr L Harvard		Cllr E Reeves
	Cllr C Miks	
Cllr L Bigham		
Cllr S Nazir		

	Lord Mayor Cllr Birdi	
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Cllr S Keough	Cllr M Lapsa	Cllr J Blundell
	Cllr B Mosterman	Cllr R Simpson
Cllr A Masih	Cllr M Heaven	Cllr J Lepoidevin
	Cllr T Sawdon	Cllr R Bailey
		Cllr P Male
		Cllr G Ridley

Labour - 37
 Conservative - 15
 Green - 2

		Cllr F Abbott	Cllr A Hopkins	Cllr B Gittins	Cllr R Thay	Cllr A Kaur
	Cllr P Akhtar	Cllr M Ali	Cllr N Akhtar	Cllr R Ruane	Cllr R Singh	Cllr G Lloyd
Cllr G Duggins	Cllr AS Khan	Cllr M Mutton	Cllr J O'Boyle	Cllr R Brown	Cllr D Welsh	Cllr P Hetherton

Cllr A Tucker	Cllr R Lancaster	Cllr K Maton		Cllr T Jandu	
Cllr G Hayre	Cllr J Agboola	Cllr A Jobbar	Cllr T Khan	Cllr J Innes	Cllr B Singh
Cllr K Caan	Cllr K Sandhu	Cllr P Seaman	Cllr R Lakha	Cllr J McNicholas	Cllr J Gardiner

Coventry City Council
Minutes of the Annual Meeting of Council held at 11.00 am on Thursday, 18 May
2023

Present:

Members: Councillor J Birdi (Chair)

Councillor S Agboola	Councillor G Lloyd
Councillor N Akhtar	Councillor P Male
Councillor P Akhtar	Councillor A Masih
Councillor M Ali	Councillor K Maton
Councillor R Bailey	Councillor J McNicholas
Councillor L Bigham	Councillor C Miks
Councillor J Blundell	Councillor B Mosterman
Councillor R Brown	Councillor M Mutton
Councillor K Caan	Councillor S Nazir
Councillor G Duggins	Councillor J O'Boyle
Councillor J Gardiner	Councillor E M Reeves
Councillor B Gittins	Councillor G Ridley
Councillor L Harvard	Councillor E Ruane
Councillor G Hayre	Councillor K Sandhu
Councillor P Hetherington	Councillor T Sawdon
Councillor A Hopkins	Councillor P Seaman
Councillor J Innes	Councillor R Simpson
Councillor T Jandu	Councillor B Singh
Councillor A Jobbar	Councillor R Singh
Councillor A Kaur	Councillor R Thay
Councillor S Keough	Councillor CE Thomas
Councillor R Lakha	Councillor A Tucker
Councillor R Lancaster	Councillor D Welsh
Councillor M Lapsa	
Councillor J Lepoidevin	

Honorary Alderman D Chater, H Fitzpatrick, M Hammon, A Lucas, K Mulhall, H Noonan, T Skipper and K Taylor

Apologies: Councillor F Abbott, S Gray, M Heaven, T Khan and AS Khan

Public Business

1. Correspondence and Announcements of the Lord Mayor

Russell Plester, Headteacher at Finham Park 2

The Lord Mayor referred to the recent sad death of Russell Plester, Headteacher at Finham Park 2. Mr Plester had been Headteacher at Finham Park 2 since its opening in 2015 and was a hugely popular and well-respected colleague.

Thoughts and best wishes were offered to his family and Members noted that a letter of condolence had been sent to them on behalf of the City Council.

2. **Election of the Chair of the Council (being the Lord Mayor of the City)**

It was moved by Councillor G Ridley, seconded by Councillor T Jandu and supported by Councillor G Duggins, that Councillor Jaswant Singh Birdi be elected as Chair of the Council (being the Lord Mayor of the City) for the ensuing year.

RESOLVED that Councillor Jaswant Singh Birdi be elected as Chair of the Council for the 2023/24 municipal year, having made the declaration of office prescribed by the Local Government Act 1972 (as amended) and having been invested with the Lord Mayor's Chain of Office.

3. **The Lord Mayor's Address**

The Lord Mayor, Councillor Birdi, addressed the City Council.

4. **Vote of thanks to the Retiring Lord Mayor**

A vote of thanks for the retiring Lord Mayor, Councillor Kevin Maton, was moved by Councillor P Seaman, seconded by Councillor B Gittins and supported by Councillor G Ridley.

Councillor Maton responded to the vote of thanks.

RESOLVED:

(1) That the warmest thanks of the Council are due and are thereby given to Councillor Kevin Maton for the zeal and impartiality with which he has discharged the arduous duties of the office of Lord Mayor during the year 2022/23; and

(2) That a copy of this resolution, under the Common Seal, be presented to Councillor Kevin Maton and Mrs Angela Maton.

5. **Election of the Vice-Chair of the Council (being the Deputy Lord Mayor of the City)**

It was moved by Councillor P Hetherington, seconded by Councillor M Ali and supported by Councillor G Ridley that Councillor Mal Mutton be elected as Vice Chair of the Council (being the Deputy Lord Mayor of the City) for the ensuing year.

RESOLVED that Councillor Mal Mutton be elected as Vice Chair of the Council for the 2023/24 Municipal Year, having made the declaration of office prescribed by the Local Government Act 1972 (as amended) and having been invested with the Deputy Lord Mayor's Badge.

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**

The City Council received a report of the Leader, Councillor G Duggins, together with a Statement, which confirmed the composition of the Cabinet, the appointment of Deputy Cabinet Members and the allocation of executive portfolios/functions within the Cabinet (detailed below):

CABINET PORTFOLIOS 2023/24

Member	Portfolio
<p>The Leader Policy and Leadership</p> <p>Councillor G Duggins</p>	<p>One Coventry Council Plan City of Culture 2021 Legacy Scrutiny External relations / public relations Chair of Cabinet / Management Board meetings Emergency Planning Regional Matters West Midlands Combined Authority Corporate Governance Information Management and Governance Risk Management Political Management</p>
<p>The Deputy Leader Policing and Equalities</p> <p>Councillor AS Khan</p> <p>Deputy Cabinet Member Councillor P Akhtar</p>	<p>Community Safety Community Cohesion Public Protection and Licensing Prosecution and Enforcement Democratic Services, including Lord Mayor's Electoral Services Equalities Legal Services Training (Members) Constitutional Matters Domestic Violence and Sexual Exploitation Local Policing Media Strategy Events and Parks International Liaison and diplomacy Peace, reconciliation and twinning Deputising on Leader Items</p>
<p>Cabinet Member Strategic Finance and Resources</p> <p>Councillor R Brown</p>	<p>Strategic Finance Medium Term Financial Strategy Budget Setting External Resources Operational Finance incl. Revenues and Benefits Service Transformation and value for money Procurement Human Resources Organisational Development Key Staff Recruitment and Retention Customer Services Health and Safety Pensions Digital Strategy</p>

Member	Portfolio
<p>Cabinet Member Children and Young People</p> <p>Councillor P Seaman</p> <p>Deputy Cabinet Member Councillor A Jobbar</p>	<p>Children and Families Children and Young People's Social Care Child Exploitation Young People Youth Offending Service Safeguarding *S19 Children Act 2004 Lead Member Fostering and Adoption Corporate Parenting</p>
<p>Cabinet Member Education and Skills</p> <p>Councillor K Sandhu</p>	<p>Post 16 Education and Training Schools Early Years Special Educational Needs and Disability Libraries Adult Education Higher and Further Education (incl. Universities) Skills and Employability</p>
<p>Cabinet Member Jobs, Regeneration and Climate Change</p> <p>Councillor J O'Boyle</p>	<p>Economic Development City Centre (Regeneration) International Trade and Inward Investment Commercial and Operational Property (including catering) Growth Company Urban Regeneration Transportation Tourism and Marketing Sustainability and climate change Social Enterprise Strategy</p>
<p>Cabinet Member City Services</p> <p>Councillor P Hetherton</p> <p>Deputy Cabinet Member Councillor G Lloyd</p>	<p>Highways, Drainage and Lighting Licensing Policy (Hackney Carriage and Private Hire) Public Realm Street Services (Ground Maintenance, Refuse (domestic and commercial), Street Cleaning) Waste Management Flood Management Environment Bereavement Services Traffic Management and Road Safety Parking Policy and Operations Information Technology</p>

Member	Portfolio
Cabinet Member Adult Services Councillor L Bigham Deputy Cabinet Member Councillor S Nazir	Social Care for Adults and Older People Better Care Fund Transforming Care Carers Adult Safeguarding Adult social care integration with health Loneliness Armed Forces Champion
Cabinet Member Public Health, Sport and Wellbeing Councillor K Caan Deputy Cabinet Member Councillor G Hayre	Health Strategy and Policy Integrated Care Systems Health Inequalities and Marmot Air Quality Local Health Economy Public Health Sexual Health Teenage Pregnancies Mental Health Poverty Fuel Poverty Sport, Physical Activity and Parks
Cabinet Member Housing and Communities Councillor D Welsh Deputy Cabinet Member Councillor S Agboola	Archives Arts Heritage Museums Conservation Mutuels Community and Voluntary Sector Relations Community Centres Refugees and Asylum Seekers Welfare Advice Services Housing and Homelessness Planning Policy

*Cabinet Member Children and Young People is designated as the Lead Member for Children's Services as required by Section 19 of the Children's Act 2004

7. Minutes

The Minutes of the Meeting held on 21 March 2023 were agreed and signed as a true record.

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

The return of Councillors elected for the following Wards of the City on 4 May 2023 was reported:

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

9. **Declarations of Interest**

There were no declarations of interest.

10. **Matters for Determination for the City Council**

The Council considered the following documents which were tabled at the meeting:

- (i) Details of Licensing and Regulatory Committee, Planning Committee, Health and Wellbeing Board, Scrutiny Co-ordination Committee, Scrutiny Boards, Audit and Procurement Committee, Ethics Committee, Coventry Shareholder Committee, Joint Health Overview and Scrutiny Committee and such other Committees as the Council considers appropriate, to deal with matters which are neither reserved to the Council nor are executive functions as set out in the Constitution. This also includes the appointment of the Chair and Deputy Chair of those bodies
- (ii) The size and terms of reference for those Boards and Committee (as set out in the Constitution).
- (iii) The allocation of seats to political groups in accordance with the political balance rules.
- (iv) The nominations of Councillors to serve on each Scrutiny Board, Committee and Cabinet Advisory Panel.
- (v) The nominations and appointments to outside bodies.
- (vi) The programme of ordinary meetings of the Council, Cabinet, Scrutiny Boards, Committee and Advisory Panels for 2023/24 including the date and time of the next Annual Meeting and the scheme of delegations as set out in the Constitution.

RESOLVED that the City Council approve the allocation of seats, appointments and programme of meetings together with the appointments to outside bodies (as appended to these minutes) and agree the scheme of delegations as set out in the Constitution.

11. If required, to consider any changes to the Constitution or any other matters arising from the Annual Meeting decisions and appointments

There were no other matters arising.

(Meeting closed at 12.15 pm)

COUNCIL

18 MAY, 2023

APPOINTMENTS – 2023/24

CABINET

Appointed by the Leader (Report 6)

Non-Voting Representatives on Cabinet

Councillor S Gray

Councillor P Male

Councillor G Ridley

(2 Conservative, 1 Green)

COVENTRY SHAREHOLDER COMMITTEE (CABINET COMMITTEE)

CHAIR:	Councillor Duggins
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Councillor L Bigham

Councillor R Brown

Councillor K Caan

Councillor P Hetherton

Councillor AS Khan

Councillor J O'Boyle

Councillor K Sandhu

Councillor P Seaman

Councillor D Welsh

LICENSING AND REGULATORY COMMITTEE

CHAIR	DEPUTY CHAIR
Councillor F Abbott	Councillor B Gittins

Councillor S Gray

Councillor G Hayre

Councillor A Hopkins

Councillor J Innes

Councillor T Jandu

Councillor S Keough

Councillor R Lakha

Councillor R Lancaster

Councillor J Lepoidevin

Councillor A Masih

Councillor R Thay

Councillor CE Thomas

Political Balance (2023/24)	
Conservative	4
Green	1
Labour	9

PLANNING COMMITTEE

CHAIR	DEPUTY CHAIR
Councillor L Harvard	Councillor T Khan

Councillor N Akhtar

Councillor P Akhtar

Councillor R Bailey

Councillor J Gardiner

Councillor A Kaur

Councillor G Lloyd

Councillor K Maton

Councillor C Miks

Councillor R Simpson

Political Balance (2023/24)	
Conservative	3
Labour	8

Note: The Cabinet Member for Housing and Communities (Councillor D Welsh) is invited to attend meetings of this Committee.

ETHICS COMMITTEE

CHAIR:	Councillor S Nazir
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Councillor L Bigham

Councillor P Hetheron

Councillor E Reeves

Councillor D Welsh

1 Conservative vacancy

Labour Group Substitutes – Councillor M Mutton
Councillor P Seaman

Conservative Group Substitute – 2 vacancies

Green Group Substitute – Councillor S Gray

Independent Persons

Steve Atkinson
Ann Barton
Ruth Wills
Peter Wiseman

Political Balance (2023/24)	
Conservative	1
Green	1
Labour	4

INDEPENDENT REMUNERATION PANEL

5 Independent Members

(Up to 5 to be appointed by the Chief Legal Officer after consultation with the Group Leaders)

SCRUTINY

Scrutiny Co-ordination Committee

Designated as the Crime and Disorder Committee

CHAIR	DEPUTY CHAIR
Councillor N Akhtar	Councillor R Thay

Councillor M Ali

Councillor P Male

Councillor C Mijs

Councillor G Ridley

Councillor E Ruane

Councillor R Singh

Councillor CE Thomas

Political Balance (2023/24)	
Conservative	2
Labour	7

Co-opted Members for Education Matters

1 Vacancy (Nomination of the Roman Catholic Church)

Ghulam Vohra (Nominated from other faith groups in the city)

Sybil Hanson (Nominated by the Church of England)

2 Vacancies (Parent Governor Representative)

David Jackson

Finance and Corporate Services Scrutiny Board (1)

CHAIR:	Councillor E Ruane
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Councillor J Blundell

Councillor B Gittins

Councillor J Innes

Councillor R Lakha

Councillor J Lepoidevin

Councillor K Maton

Councillor J McNicholas

Councillor T Sawdon

Political Balance (2023/24)	
Conservative	3
Labour	6

Note: The Chair of the Audit and Procurement Committee (Cllr R Lakha) has been appointed as a Member of this Board.

Education and Children's Services Scrutiny Board (2)

CHAIR:	Councillor CE Thomas
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Councillor J Blundell

Councillor S Keough

Councillor T Khan

Councillor R Lancaster

Councillor A Masih

Councillor S Nazir

Councillor E Reeves

Councillor A Tucker

Political Balance 2023/24	
Conservative	3
Green	1
Labour	5

Co-opted Members for Education Matters

Nomination of the Roman Catholic Church

Ghulam Vohra (Nominated from other faith groups in the city)

Mrs. S. Hanson (Nominated by the Church of England)

2 Vacancies (Parent Governor Representative)

Mr D Jackson

Business, Economy and Enterprise Scrutiny Board (3)

CHAIR:	Councillor R Singh
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Councillor F Abbott

Councillor P Akhtar

Councillor T Jandu

Councillor A Kaur

Councillor A Masih

Councillor J McNicholas

Councillor R Simpson

Councillor B Singh

Political Balance 2023/24	
Conservative	3
Labour	6

Communities and Neighbourhoods Scrutiny Board (4)

Designated as the Flood Management Committee

CHAIR:	Councillor M Ali
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Councillor R Bailey

Councillor J Gardiner

Councillor B Gittins

Councillor G Hayre

Councillor M Heaven

Councillor A Hopkins

Councillor A Kaur

Councillor R Thay

Political Balance 2023/24	
Conservative	3
Labour	6

Health and Social Care Scrutiny Board (5)

Designated as the Health Overview and Scrutiny Committee

CHAIR:	Councillor C Miks
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Councillor S Agboola

Councillor J Gardiner

Councillor S Gray

Councillor L Harvard

Councillor A Hopkins

Councillor A Jobbar

Councillor B Mosterman

Councillor A Tucker

Political Balance 2023/24	
Conservative	2
Green	1
Labour	6

Co-opted Member

1 Representative from Coventry Healthwatch

Joint Health Overview and Scrutiny Committee

JOINT CHAIR: (With Warwickshire County Council)	Councillor C Miks (Chair of the Health and Social Care Scrutiny Board (5))
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Councillor A Hopkins

Councillor A Jobbar

Councillor M Lapsa

Councillor A Tucker

Political Balance 2023/24	
Conservative	1
Labour	4

AUDIT AND PROCUREMENT COMMITTEE

CHAIR	DEPUTY CHAIR
Councillor R Lakha	Councillor B Singh

Councillor S Agboola

Councillor M Ali

Councillor J Blundell

Councillor E Ruane

Councillor T Sawdon

Labour Group Substitute – Councillor A Hopkins
Councillor R Singh

Conservative Group Substitute – Councillor R Bailey
Councillor J Lepoidevin

Political Balance 2023/24	
Conservative	2
Labour	5

APPEALS COMMITTEE

Three Members to be selected on ad hoc basis from the following pool of Members

*Councillor F Abbott

Councillor S Agboola

*Councillor L Bigham

*Councillor J Blundell

Councillor G Hayre

*Councillor T Jandu

*Councillor S Keough

*Councillor T Khan

*Councillor R Lakha

*Councillor R Lancaster

*Councillor M Lapsa

*Councillor J Lepoidevin

Councillor G Lloyd

*Councillor C Miks

*Councillor M Mutton

*Councillor E Reeves

Councillor P Seaman

*Councillor R Simpson

Councillor R Singh

*Councillor CE Thomas

*HR Appeals

Political Balance 2023/24 for each Meeting	
Conservative/Green	1
Labour	2

COVENTRY HEALTH AND WELLBEING BOARD

Councillor K Caan Cabinet Member for Public Health, Sport and Wellbeing
(Chair)

Councillor G Duggins Leader of the Council

Councillor P Seaman Cabinet Member for Children and Young People

Councillor L Bigham Cabinet Member for Adult Services

Councillor J Blundell Conservative Group Representative

Director of Adult Services (Statutory Appointment)

Director of Children's Services (Statutory Appointment)

Director of Public Health and Wellbeing (Statutory Appointment)

Coventry Healthwatch – 2 representatives (Statutory Appointment)

Coventry and Warwickshire Integrated Care Board
– 2 representatives

Kirston Nelson - Chief Partnership Officer/Director of Education and Skills

Coventry University – Vice-Chancellor (or representative)

Warwick University – Vice-Chancellor (or representative)

NHS Commissioning Board – 1 representative

West Midlands Police – 1 representative

West Midlands Fire Service – Operations Commander Coventry

Coventry and Warwickshire Partnership Trust – 1 representative

University Hospitals Coventry and Warwickshire – Chief Executive or representative

Coventry and Rugby GP Federation – Chief Executive or representative

Councillor K Caan, Cabinet Member for Public Health, Sport and Wellbeing to be appointed
as Chair

A representative of one of the partner organisations to be appointed as Deputy Chair

ADVISORY PANELS / PANEL TO BE RE-APPOINTED DURING 2023/24

CORPORATE PARENTING BOARD (TO ACT AS THE CABINET ADVISORY PANEL FOR LOOKED AFTER CHILDREN)

Councillor P Seaman	Cabinet Member for Children and Young People (Chair)
Councillor K Sandhu	Cabinet Member for Education and Skills
Councillor CE Thomas	Chair of Education and Children's Services Scrutiny Board (2)
Councillor M Mutton	Labour Group Representative
Councillor J Blundell	Shadow Cabinet Member for Education and Skills
Councillor J Lepoidevin	Conservative Group Representative
Councillor B Mosterman	Conservative Group Representative

CABINET MEMBER FOR POLICING AND EQUALITIES - CONSTITUTIONAL ADVISORY PANEL

2 Council Members on Ethics Committee

1 vacancy	Conservative Member on Ethics
Councillor S Nazir	Labour Member on Ethics

2 Group Secretaries (Labour Group representative to be appointed Chair)

Councillor R Bailey	
Councillor M Mutton	(Chair)

1 Member from Controlling Group

Councillor G Lloyd	
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CABINET ADVISORY PANEL – SCHOOL ORGANISATION

(NOTE: Councillors may not be Cabinet Members, one to be the Shadow Cabinet Member for Education and Skills)

Councillor R Lancaster

Councillor A Tucker

Councillor CE Thomas

Councillor J Blundell Shadow Cabinet Member for Education and Skills

3 Head Teachers (1 x Primary, 1 x Secondary, 1 x Special)

3 Governors (1 x Primary, 1 x Secondary, 1 x Special)

2 Voluntary Aided Sector (1 x Roman Catholic Diocese, 1 Church of England Diocese)

(NOTE: Chair elected at each meeting and may not be an elected member)

CABINET ADVISORY PANEL - COVENTRY LOCAL DEVELOPMENT PLAN

Councillor D Welsh Cabinet Member for Housing and Communities (Chair)

Councillor J O'Boyle Cabinet Member for Jobs, Regeneration and Climate Change

Councillor P Hetherton Cabinet Member for City Services

Councillor L Harvard Chair of Planning Committee

Councillor T Khan Deputy Chair of Planning Committee

Councillor G Duggins Leader

Councillor M Ali Chair of Communities and Neighbourhoods Scrutiny Board (4)

Councillor N Akhtar Chair of Scrutiny Co-ordination Committee

NOTE: The Deputy Leader is invited to attend meetings of this Panel.

CABINET MEMBER FOR POLICING AND EQUALITIES ADVISORY PANEL - ELECTORAL ARRANGEMENTS

Councillor AS Khan	Deputy Leader & Cabinet Member for Policing and Equalities (Chair)
Councillor G Duggins	Leader and Cabinet Member for Policy and Leadership
Councillor K Caan	Labour Group Representative
Councillor D Welsh	Labour Group Representative
Councillor G Ridley	Leader of Opposition
Councillor P Male	Deputy Leader of Opposition

CABINET MEMBER FOR POLICING AND EQUALITIES ADVISORY PANEL - THE COVENTRY AWARD OF MERIT

Councillor AS Khan	Cabinet Member for Policing and Equalities (Chair)
Councillor R Brown	Cabinet Member for Strategic Finance and Resources
Councillor N Akhtar	Chair of Scrutiny Co-ordination Committee (or their nominee)
Councillor P Male	Shadow Cabinet Member for Policing and Equalities
Councillor J Birdi	Lord Mayor, ex officio
The Honorary Recorder	

CABINET MEMBER FOR POLICING AND EQUALITIES ADVISORY PANEL – THE GOOD CITIZEN AWARD

Councillor AS Khan	Cabinet Member for Policing and Equalities
Councillor J O’Boyle	Cabinet Member for Jobs, Regeneration and Climate Change
Councillor D Welsh	Cabinet Member for Housing and Communities
Councillor P Male	Shadow Cabinet Member for Policing and Equalities
Councillor G Ridley	Conservative Group Nominee
Councillor J Birdi	Lord Mayor, ex officio

The Honorary Recorder (Chair)

The Coventry Member of the UK Youth Parliament

Chief Superintendent of Coventry (or nominee)

CABINET MEMBER FOR POLICING AND EQUALITIES- DISABILITY EQUALITY ACTION PARTNERSHIP - ADVISORY PANEL

Councillor CE Thomas Labour Group Nominee (Chair)

Councillor F Abbott Substitute for Labour Group Nominee

CABINET MEMBER FOR POLICING AND EQUALITIES - MEMBERS TRAINING AND DEVELOPMENT ADVISORY PANEL

Councillor G Lloyd (Chair)

Councillor S Nazir (Labour Group Whip)

Councillor L Bigham Labour Group

Councillor P Hetheron Labour Group

Councillor M Lapsa (Conservative Group Whip)

By invitation - New Councillors (Councillor A Kaur and E Reeves)

TERMS OF REFERENCE

1. The terms of reference for the following are as set out in the Constitution:

Appeals Committee

Appointments Panel

Audit and Procurement Committee

Cabinet

Coventry Health and Well-being Board

Coventry Shareholder Committee

Ethics Committee

Independent Remuneration Committee

Joint Health and Wellbeing Board

Licensing and Regulatory Committee

Planning Committee

Scrutiny Coordination Committee

Scrutiny Boards

2. The terms of reference for the other bodies are as set out below:

Corporate Parenting Board (To act as a Cabinet Advisory Panel for Looked after Children)

Terms of Reference

1. The Board will be constituted as a Cabinet Advisory Panel with a politically balanced membership.
2. To focus on the requirements in legislation and in good practice advice for Elected Member involvement and support in service improvement for looked after children and young people.
3. To develop a work programme and allocate and monitor tasks within the City Council to improve outcomes for looked after children.

4. To identify key areas where services and partner agencies need to deliver improved support for looked after children and refer these issues to the relevant organisations as necessary.
5. To develop and support direct communication with looked after children, including formal meetings and consultation leading to the establishment of a Children's Council, and informal meetings with looked after children and young people with a social and enjoyable element.

Cabinet Member for Policing and Equalities Constitutional Advisory Panel

Terms of Reference

1. To be responsible for keeping the Constitution up to date and to make recommendations on proposed amendments to the Constitution to the Cabinet Member for Policing and Equalities.
2. To consider recommendations from the Monitoring Officer or the Officer Working Group on updates to the Constitution or on ways in which the Constitution can be amended in order to better achieve its purpose.
3. To bring to the attention of the Monitoring Officer and the Cabinet Member for Policing and Equalities any matters of concern regarding the City Council's Constitution.

Note

Where the timescale does not permit the Advisory Panel to consider any proposed constitutional amendments, any recommendations to Council on those proposed changes to the constitution will be made by the Cabinet Member only

Cabinet Advisory Panel – School Organisation

Terms of Reference

1. The group will be constituted as a Cabinet Advisory Panel Group.
2. To consider any objections received to school organisation proposals (for example the establishment of a new school or the closure of a school) and make recommendations to the Local Authority (Cabinet) on the determination of those proposals.

Cabinet Advisory Panel - Coventry Local Development Plan

Terms of Reference

There is no legal requirement to set up an Advisory Panel to inform the development of a new Local Development Plan however, it is considered to be good practice to do so. The Advisory Panel will ensure regularly timetabled interaction between Elected Members of the group, in relation to the development of the Local Development Plan, and ensure that key issues are identified and discussed early in the process.

Cabinet Member for Policing and Equalities Advisory Panel - Electoral Arrangements

Terms of Reference

- (1) To review the division of the 18 Wards within the City into Polling Districts in accordance with the Representation of the People Acts and associated legislation.
- (2) In consultation with local Ward Councillors and other such stakeholders as the Panel believe appropriate, to make recommendations to the Returning Officer about suitable polling places within each Ward within the City.
- (3) To consider the staffing arrangements, including the payment of fees, associated with elections and make appropriate recommendations to the Returning Officer and the Cabinet Member.
- (4) To make recommendations to the Cabinet Member and the Returning Officer in relation to any changes to procedures and practices as appropriate with regard to the electoral process within the City, especially in relation to any proposed legislative changes.

Cabinet Member for Policing and Equalities Advisory Panel - The Coventry Award of Merit

Terms of Reference

1. The object of the Coventry Award of Merit shall be to publicly acknowledge and honour behaviour reflecting the highest ideals of citizenship or outstanding performance in any worthy field of human endeavour which enhances the good name of the City of Coventry and affords inspiration to its citizens.
2. Any person, company or other organisation shall be eligible for consideration for the Coventry Award of Merit who has:-
 - 2.1 Rendered outstanding service to the City of Coventry in service to the local community.
 - 2.2 By outstanding personal effort in the field of sport, industry, government or the arts, brought particular renown to the City of Coventry.

- 2.3 Made an outstanding contribution to the national life or in international affairs in any field of human activity in a manner which has brought credit upon the City of Coventry.
- 2.4 By personal example of courage or devotion to duty and service to others, demonstrated the highest ideals of citizenship.
3. The grant of the Award of Merit shall be made by the City Council on the recommendation of Cabinet Member for Policing and Equalities, who will be advised by an Advisory Panel established for the purpose.
4. The Cabinet Member and Advisory Panel shall endeavour to maintain consistently high standards in the submission of recommendations and accordingly shall be at liberty to make such further enquiry into a nomination as they think proper and shall be under no obligation to submit any recommendation unless they are satisfied that in doing so such standards would be maintained.
5. Any individual or organisation (including any member of the panel of Assessors) may submit a nomination for the Award of Merit. Any such nomination shall be in writing and submitted to the Deputy Chief Executive (Place), with a detailed statement of the grounds on which it is made.
6. The Award of Merit shall take such form as the City Council may from time to time determine but shall include a Citation signed by the Lord Mayor for the time being stating the grounds on which the Award has been made. Awards shall be made by the Lord Mayor at a public ceremony.

Cabinet Member for Policing and Equalities Advisory Panel – The Good Citizen Award

Terms of Reference

To provide advice and guidance and make recommendations to the Cabinet Member for Policing and Equalities on the Good Citizen Award.

In particular, to assist the Cabinet Member in the following roles:-

1. Promoting the Good Citizen Award and the honour conferred by the Council on recipients of the Award.
2. Promoting the Council's Equality and Diversity objectives and encouraging nominations from all the communities within Coventry
3. Considering nominations received and, in accordance with agreed criteria, approving recipients for the award to full Council

Cabinet Member for Policing and Equalities - Disability Equality Action Partnership – Advisory Panel

Terms of Reference

Work jointly to tackle issues which are important to all disabled people in the city

Advise, comment and make recommendation to the Cabinet Member with responsibilities for Equalities on issues impacting disabled people

Take an annual report to the Cabinet Member with responsibilities for Equalities on the progress made through the Disability Equality Action Partnership Advisory Panel.

Identify key areas where services and partner agencies could deliver improvements.

Harness the skills, knowledge and abilities of panel members to strengthen working together to identify and resolve issues.

Provided a conduit for collating and disseminating key messages to disabled people.

Ensure young disabled people and other disability forums are working collaboratively with the Panel.

To receive confirmation that all advice and recommendations have been considered and carried out or are to be implemented in the near future subject to Council policy

Membership of the Advisory Panel will be reviewed on an annual basis.

The Disability Equality Action Partnership Advisory Panel will meet at least three times a year.

Members Training and Development Advisory Panel

Terms of Reference

1. The Panel will be constituted as a Cabinet Member Advisory Panel
2. The purpose of the Panel is to:
 - i. Review Members' training needs
 - ii. Recommend a Members' Training and Development programme to the Cabinet Member
 - iii. Monitor delivery of the Training and Development Programme

- iv. Evaluate the Programme to inform future planning
- 3. Elected Members on the Advisory Panel will promote the Training and Development Programme to all Elected Members.
- 4. The Advisory Panel will meet a minimum of two times each Municipal year

	Total	Allocation to groups – adjusted for rounding			Proportional entitlement for political groups (1 decimal place)			
		Con	Lab	Green	Total %	Con %	Lab %	Green %
Party seats	54	15	37	2	100.0%	27.8%	68.5%	3.7%
Cabinet	10	0	10	0	100.0%	n/a	100.0%	n/a
Coventry Shareholders Committee	10	0	10	0	100.0%	n/a	100.0%	n/a
Entitlement per group excl Cabinet places		28	70	4		27.8	68.5	3.7
Planning Committee	11	3	8	0	11	3.1	7.5	0.4
Licensing and Regulatory Committee	14	4	9	1	14	3.9	9.6	0.5
Ethics Committee	6	1	4	1	6	1.7	4.1	0.2
Audit and Procurement Committee	7	2	5	0	7	1.9	4.8	0.3
Scrutiny Co-ordination Committee	9	2	7	0	9	2.5	6.2	0.3
Scrutiny Board 1	9	3	6	0	9	2.5	6.2	0.3
Scrutiny Board 2	9	3	5	1	9	2.5	6.2	0.3
Scrutiny Board 3	9	3	6	0	9	2.5	6.2	0.3
Scrutiny Board 4	9	3	6	0	9	2.5	6.2	0.3
Scrutiny Board 5	9	2	6	1	9	2.5	6.2	0.3
Joint Health Overview and Scrutiny Committee	5	1	4	0	5	1.4	3.4	0.2
Health and Well-being Board	5	1	4	0	5	1.4	3.4	0.2
Totals (excludes Cabinet)	102	28	70	4	102	28.4	70.0	3.6

The total number of seats allocated to a group is matched to the rounded entitlement for that group. The number of seats on each committee is matched to the rounded entitlement for that group on that committee but adjusted manually where required to ensure that the number of seats allocated to a particular group matches their entitlement.

**PRESENTED AT THE ANNUAL GENERAL MEETING
OF THE COUNCIL ON 18TH MAY 2023**

**APPOINTMENTS TO OUTSIDE BODIES FOR THE
MUNICIPAL YEAR 2023/2024**

Recommendations

Council is requested to:

- 1) Approve the appointments to Outside Bodies for the Municipal Year 2023/2024**
- 2) Delegate authority to the Chief Legal Officer, following consultation with the Leader of the Council, to make any outstanding appointments and/or changes to Outside Body appointments for the Municipal Year 2023/2024**

Forums

Page 42

ORGANISATION	2023/2024 (Lead Member for Council reporting purposes in bold)	DIRECTOR OF THE BOARD	PURPOSE	FREQUENCY OF MEETINGS and AGM
Adoption Central England (ACE) (formerly Adoption Panel)	Councillor F Abbott	N	Considers the placement of children for adoption having regard to background information given to the Panel on the child/proposed placement	Fortnightly
Fostering Panel	Councillor A Tucker	N	Considers the placement of children for fostering bearing in mind background information on the child/proposed placement given to the panel	25 meetings per year

Partnerships

ORGANISATION	2023/2024 (Lead Member for Council reporting purposes in bold)	DIRECTOR OF THE BOARD	PURPOSE	FREQUENCY OF MEETINGS and AGM
Canal and River Trust West Midlands Regional Advisory Board	Councillor J McNicholas	N	Advises on the transformation of canals and rivers into spaces where local people want to visit	Approx. twice per year
Children and Young People's Partnership Board (formerly Children and Young People's Commissioning Board)	Councillor P Seaman - CM for Children & Young People Councillor K Sandhu - CM for Education & Skills Councillor J Blundell Councillor A Masih	N	Ensures that within the context of the Children Act 2004 services are jointly and efficiently commissioned	Monthly
Integrated Care System Partnership for Coventry and Warwickshire	Councillor K Caan (Cabinet Member for Public Health and Sport)	N	A statutory committee, bringing together the NHS and local authorities as equal partners to focus more widely on health, public health, and social care	TBC
West Midlands Strategic Migration Partnership	Councillor D Welsh	N	Local Authority-led partnership which provides structure and forums of engagement for effectively dealing with migration, including economic migration and the benefits, at a local, regional, and national level.	Quarterly

Outside Bodies

ORGANISATION	2023/2024 (Lead Member for Council reporting purposes in bold)	DIRECTOR OF THE BOARD	PURPOSE	FREQUENCY OF MEETINGS and AGM
Belgrade Theatre Trust (Coventry) Limited	Mr T Skipper Councillor R Bailey (Mr T Skipper, or in his absence, Councillor R Bailey, authorised to exercise the Council's vote at General Meetings)	Y	The promotion, maintenance, improvement and advancement of arts education or for the encouragement of the arts	Approx.6 times per year. AGM held in September.
Birmingham Airport - Consultative Committee	Councillor C Miks	N	To enable aerodrome operators, communities in the vicinity of the aerodrome, local authorities, local business representatives, aerodrome users and other interested parties to exchange information/ideas; to allow the concerns of interested parties to be raised and taken into account by the aerodrome operators; and to complement the legal framework within which the aerodrome operates.	Monthly. AGM held in June.
Birmingham International Airport Holdings Limited - Board of Directors	Councillor J McNicholas (Authorised to exercise the Council's vote at General Meetings. Substitutes not permitted)	Y	Airport Company Board of Directors	4 times per year. AGM held in July.

Outside Bodies

ORGANISATION	2023/2024 (Lead Member for Council reporting purposes in bold)	DIRECTOR OF THE BOARD	PURPOSE	FREQUENCY OF MEETINGS and AGM
Bus Lane Adjudication Service Joint Committee (BLASJC)	<p>Councillor AS Khan (CM for Policing & Equalities)</p> <p>Councillor P Hetherton (CM for City Services)</p>	N	Puts in place adjudication arrangements for parking Penalty Charge Notice appeals	Quarterly
Coombe Abbey Shareholders Panel	<p>Councillor G Duggins (Leader of the Council & CM for Policy and Leadership)</p> <p>Councillor AS Khan (CM for Policing & Equalities)</p> <p>Councillor J O'Boyle (CM for Jobs, Regeneration & Climate Change)</p> <p>Councillor R Brown (CM for Strategic Finance & Resources)</p>	N	To provide assurance that all legal Shareholder requirements are fulfilled and through its governance, seek to protect the delivery of the Council's strategic objectives	Twice per year (Bi-annually at a minimum)

Outside Bodies

ORGANISATION	2023/2024 (Lead Member for Council reporting purposes in bold)	DIRECTOR OF THE BOARD	PURPOSE	FREQUENCY OF MEETINGS and AGM
Coventry Airport Consultative Committee	Councillor R Lakha Councillor C Thomas (Substitute)	N	To enable aerodrome operators, communities in the vicinity of the aerodrome, local authorities, local business representatives, aerodrome users and other interested parties to exchange info; to allow the concerns of interested parties to be raised and taken into account by the aerodrome operators; and to complement the legal framework within which the aerodrome operates	Quarterly
Coventry Ambassadors Social Enterprise Board	Councillor O'Boyle	N	To continue the development of Coventry Ambassadors to enable them to play a key role in future events for the City	Meetings as required
Coventry and Solihull Waste Disposal Company Limited - Advisory Forum	Councillor J O'Boyle Councillor L Harvard Councillor G Ridley Councillor P Male	N	Consider the waste disposal activities and financial results of the joint account for the two Authorities	Once per year

Outside Bodies

ORGANISATION	2023/2024 (Lead Member for Council reporting purposes in bold)	DIRECTOR OF THE BOARD	PURPOSE	FREQUENCY OF MEETINGS and AGM
Coventry and Solihull Waste Disposal Company Limited - Shareholders' Panel	<p>Councillor P Hetherton (Authorised to exercise the Council's vote at General Meetings)</p> <p>Councillor G Lloyd (Substitute for exercising Council's vote at General Meetings)</p> <p>IN THE ABSENCE OF THE ABOVE MEMBERS: Barry Hastie, Director of Finance, or his nominated substitute, will exercise the Council's vote)</p> <p>Councillor M Heaven</p>	N	The Panel oversees the operation of the Waste Disposal Company	Twice per year

Outside Bodies

ORGANISATION	2023/2024 (Lead Member for Council reporting purposes in bold)	DIRECTOR OF THE BOARD	PURPOSE	FREQUENCY OF MEETINGS and AGM
Coventry Law Centre Limited	Councillor A Tucker Councillor A Jobbar	N	A charity employing Solicitors and paralegals to offer free legal advice and representation in the areas of housing, immigration, employment and discrimination, education, mental health, community care and welfare benefits to the people of Coventry.	Monthly
Coventry Refugee and Migrant Centre - Board	Councillor R Singh Councillor S Agboola Councillor M Lapsa (Councillor D Welsh - to attend as Observer)	N	The Board oversees the work of the Centre which covers the following main categories: 1. Help for asylum seekers with subsistence, housing, health and racial harassment 2. Help set up home for those given leave to remain	Monthly except for August and December. AGM held in September.
Historic Coventry Trust - Board of Trustees	Councillor M Ali (Councillor D Welsh - to attend as Observer)	N	To protect city heritage assets	As required
Local Government Association - General Assembly	Councillor G Duggins Councillor AS Khan Councillor K Caan Councillor G Ridley (Councillor R Bailey - Substitute for Councillor G Ridley)	N	Acts as the "parliament" for local government	Once per year in July (Annual Conference held in July)

Outside Bodies

ORGANISATION	2023/2024 (Lead Member for Council reporting purposes in bold)	DIRECTOR OF THE BOARD	PURPOSE	FREQUENCY OF MEETINGS and AGM
Parking and Traffic Regulation Outside London Adjudication Joint Committee (PATROLAJC)	Councillor A S Khan (CM for Policing & Equalities)	N	Puts in place adjudication arrangements for parking Penalty Charge Notice appeals	Every 3 months
Police and Crime Panel	Councillor A S Khan Councillor K Sandhu (Substitute)	N	The Police and Crime Commissioners are held to account on an on-going basis by the Panel	7 times per year. AGM held in June.
Regional Flood and Coastal Committee (Severn and Wye)	Councillor P Hetheron	N	Considers matters relating to the flood risk programme for the midlands region, capital schemes, maintenance policy, strategy and funding.	Quarterly
Sherbourne Recycling Shareholders Panel	Councillor P Hetheron	N	The Panel oversees the operation of the Recycling Company	TBC
SIGOMA (Special Interest Groups of Municipal Authorities)	Councillor R Singh Councillor R Lakha (Substitute)	N	Represents most of the large towns and cities in the north, midlands and south coast regions of England as the collective voice of urban areas across the regions, working to release the opportunities and potential of the communities represented.	Monthly. AGM held in July.

Outside Bodies

ORGANISATION	2023/2024 (Lead Member for Council reporting purposes in bold)	DIRECTOR OF THE BOARD	PURPOSE	FREQUENCY OF MEETINGS and AGM
Tom White Waste Limited Shareholders Panel	Councillor G Duggins (Chair) Councillor P Hetherton Councillor G Lloyd	N	Overall responsibly for the investment, approval of the business plan and the financial parameters and to set the budget and receive information about the performance of the business.	To be determined
University of Warwick Science Park Business Innovation Centre Board	Councillor J O'Boyle (Authorised to exercise the Council's vote at General Meetings)	Y – Non-Executive	Management Board for the body.	Approx. Quarterly
West Coventry Academy - Governing Body (formerly Tile Hill Wood Academy)	Councillor K Maton (4-year term of office expires September 2027)	N	Academy set up by sponsors who own and run the school, with functions discharged through the Governing Body and Head Teacher	Once per term
West Midlands Combined Authority (Board)	Councillor G Duggins Councillor A S Khan Councillor J O'Boyle (Substitute) Councillor D Welsh (Substitute)	Y	Management Board for the combined authority to improve economic growth and transport for local authorities in the economic area	Monthly
West Midlands Combined Authority Audit, Risk and Assurance Committee	Councillor R Lakha Councillor N Akhtar (Substitute)	N	Responsible for matters concerning internal audit, including risk management, and the promotion and maintenance of high standards of conduct and ethical governance.	Bi-monthly

Outside Bodies

ORGANISATION	2023/2024 (Lead Member for Council reporting purposes in bold)	DIRECTOR OF THE BOARD	PURPOSE	FREQUENCY OF MEETINGS and AGM
West Midlands Combined Authority Environment and Energy Board (formerly Environment Board)	Councillor J O'Boyle	Y	To advise and support the West Midlands on the Strategic Economic Plan goals on Carbon, Renewable Energy, Fuel Poverty, Air Quality, Waste, the Natural Environment, and the growth of the green business sector.	Bi-annually
West Midlands Combined Authority Housing and Land Delivery Board	Councillor D Welsh	N	To assist in the accelerated delivery of housing and employment space across the West Midlands by overseeing the delivery of the Housing & Land Delivery Action Plan and identifying freedoms and flexibilities that should underpin negotiations with the government and future devolution agreements.	Bi-monthly
West Midlands Combined Authority Investment Board	Councillor J O'Boyle	N	To make investment decisions on behalf of the WMCA relating to applications made in accordance with the Investment Programme that underpinned the devolution agreement, along with any other investment proposals.	Monthly
West Midlands Combined Authority Overview and Scrutiny Committee	Councillor N Akhtar Councillor R Thay (Substitute)	N	To review and/or scrutinise decisions made, or other action taken, in connection with the discharge of any functions which are the responsibility of the West Midlands Combined Authority	Bi-monthly
West Midlands Combined Authority Economic Growth Board (formerly Strategic Economic Development Board)	Councillor G Duggins	Y	Support the development of a number of the targets set out in the Strategic Economic Plan	As required

Outside Bodies

ORGANISATION	2023/2024 (Lead Member for Council reporting purposes in bold)	DIRECTOR OF THE BOARD	PURPOSE	FREQUENCY OF MEETINGS and AGM
West Midlands Combined Authority Transport Delivery Overview and Scrutiny Committee (NB. this is a merge of the Transport Delivery Committee and the Transport Scrutiny Sub-Committee)	Councillor P Akhtar Councillor A Tucker Councillor J McNicholas	N	Responsible for operational transport matters	To be scheduled in line with work programme (Approx. monthly)
West Midlands Combined Authority Wellbeing Board	Councillor K Caan	N	To support the West Midlands in achieving its ambition of improving health outcomes for residents as quickly as possible by having responsibility for setting the overarching strategic vision for the region's health and social care economy	Quarterly
West Midlands Fire and Rescue Authority	Councillor C Miks (Voting Member) Councillor G Lloyd (Substitute voting Member)	N	Statutory responsibilities to the community of the West Midlands	5 times per year (Policy Planning Forum, comprising all members, meets 8 times per year)
West Midlands Pensions Committee	Councillor B Singh Councillor R Brown (Substitute Member)	N	To oversee the pensions administration and investment expenses relating to the West Midlands Metropolitan Authorities Pensions Fund	Every four months

Outside Bodies

ORGANISATION	2023/2024 (Lead Member for Council reporting purposes in bold)	DIRECTOR OF THE BOARD	PURPOSE	FREQUENCY OF MEETINGS and AGM
West Midlands Rail Ltd - Board	Councillor P Akhtar (Principal Director) Councillor J O'Boyle (Named Substitute Principal Director)	Y	The Board provides West Midlands Rail with strategic and policy guidance towards developing a new, local passenger rail franchise for the West Midlands, as well as gaining influence over other key routes across the region.	Quarterly
West Midlands Shareholders Airport Committee	Councillor G Duggins (Voting Member) Councillor A S Khan (Non-voting Member) Councillor G Ridley (Non-voting Member)	N	Appoints officers to advise the Districts and Airport Committee on Birmingham Airport Holdings Limited and exercises the powers and rights of the Districts as shareholders of the Company.	6 meetings per year

Charities

ORGANISATION	2023/2024 (Lead Member for Council reporting purposes in bold)	DIRECTOR OF THE BOARD	PURPOSE	FREQUENCY OF MEETINGS and AGM
Blue Coat School Foundation – Trustees	Mr T Skipper Mrs J Jackson (Appointments expire May 2024)	N	Charitable body responsible for property management	2/3 times per year
Bond's Hospital Estate Charity Trustees	Councillor F Abbott (Appointment expires 31st May 2026) Mr J Clifford – (Appointment confirmed until 31 May 2024) Mrs S C Forte (Appointment expires 31st May 2025)	N	Charitable organisation that manages property for the benefit of the elderly	Three times per year in May, June, and July
Coventry Association for International Friendship	Councillor R Lakha	N	To bring together organisations and individuals to promote International friendship and create closer ties between the citizens of Coventry and people of its twinned towns	Twice per year (AGM held in May)

Charities

ORGANISATION	2023/2024 (Lead Member for Council reporting purposes in bold)	DIRECTOR OF THE BOARD	PURPOSE	FREQUENCY OF MEETINGS and AGM
*Coventry Church (Municipal) Charities Trustees	<p>Mr J Clifford (Appointment confirmed 30th June 2026)</p> <p>Councillor L Bigham (Appointment expires 30th June 2027)</p> <p>Mr D Kershaw (Appointment expires 30th June 2024)</p>	N	Charitable body for the relief of poverty for elderly people	Quarterly in March, June, September, and December
*Bond's and Ford's Almshouse Charity Trustees	<p>Mr J Clifford (Appointment confirmed 30th June 2026)</p> <p>Councillor L Bigham (Appointment expires 30th June 2027)</p>	N	Charitable body to provide sheltered accommodation to the poor and needy citizens of Coventry	Four times per year once the charity is operational
Coventry Citizens' Advice Bureau Management Board	<p>Councillor F Abbott (Appointment expires May 2026)</p>	N	Manages the business of the bureau	Bi-monthly on the second Tuesday of the month at 5.45pm - 7.30pm

Charities

ORGANISATION	2023/2024 (Lead Member for Council reporting purposes in bold)	DIRECTOR OF THE BOARD	PURPOSE	FREQUENCY OF MEETINGS and AGM
Coventry General Charities Trustees	<p>Councillor C Miks</p> <p>Councillor T Jandhu</p> <p>Councillor R Lakha</p> <p>Mr J Clifford (Appointment confirmed until May 2024)</p> <p>Councillor P Hetherton</p> <p>Labour Group Appointment TBC</p> <p>(All appointments expire May 2024)</p>	N	Yearly payment to vicar & church wardens of ecclesiastical parish of St Michael for the poor; yearly payment to Governors of Monks Kirby exhibition foundation; relief for persons in conditions of need, hardship, or distress in Coventry; payment of pensions to poor people, preference given to Freemen of the City; the general advancement of education to persons under 25 years, preference given to sons and daughters of the City.	Monthly (AGM held in January)
Daimler Green Recreational Trust	<p>Councillor M Mutton (Appointment expires May 2024)</p>	N	Established to take responsibility for the community facilities being provided at Daimler Green.	Monthly
Sir Charles Barratt Memorial Foundation	<p>Councillor G Hayre</p> <p>Councillor M Heaven</p>	N	Charitable body that gives grants for musical instruments	Ad-hoc (AGM held in January)

Charities

ORGANISATION	2023/2024 (Lead Member for Council reporting purposes in bold)	DIRECTOR OF THE BOARD	PURPOSE	FREQUENCY OF MEETINGS and AGM
Soothern and Craner Educational Foundation	Councillor F Abbott Councillor J Birdi Councillor C Miks Councillor C Thomas (All Appointments expire May 2026)	N	To assist girls of Friends (Quakers) in Coventry and other girls in the City by means of monetary grants	Once per year. (AGM held in July/August)
Swillington's Charity Trustees	Dr R Auluck (Appointment confirmed until May 2024) Labour Group Appointment TBC	N	Charity for the general benefit of the poor in the City of Coventry	Bi-monthly
Tom Mann Centre Trust Management Committee	Councillor P Seaman (Trustee) Councillor R Lakha (Management Committee Member) Councillor R Thay (Management Committee Member) (All appointments expire May 2026)	N	Charity fund to promote the life of Tom Mann and his involvement with Trade Unions.	Once per year

Charities

ORGANISATION	2023/2024 (Lead Member for Council reporting purposes in bold)	DIRECTOR OF THE BOARD	PURPOSE	FREQUENCY OF MEETINGS and AGM
William Proffitt's Charity	Councillor S Nazir Dr R Auluck Councillor F Abbott	N	Education of the poor - money distributed to Charities and Schools in the parish of Foleshill	Twice per year in March and December

CALENDAR OF MEETINGS 2023-24

Report 13

Meetings	Time (unless indicated otherwise)	May 23	Jun 23	Jul 23	Aug 23	Sept 23	Oct 23	Nov 23	Dec 23	Jan 24	Feb 24	Mar 24	Apr 24	May 24
Council	2.00pm	18 (11am)	20	18*		05	17		05	16	20	19		AGM 16 (11am)
Cabinet / Cabinet Members														
Cabinet	2.00pm	-	13	11	29	-	03	07	12	09	13, 20 (10am)	12	16	
Cabinet Briefing	2.00pm	30	27	-	15	19	24	28	13	30	27	-	02	
Political Cabinet	2.00pm	-	06 (3pm)	04	01	06	04, 31	29	19	23	14	13	09	
Cabinet Member for City Services	3.00pm	-	21	-	02	13	25	-	04	24	28	-	10	
Cabinet Member for Children and Young People	10.00am	-	-	11	-	-	-	-	-	-	-	-	-	
Other Cabinet Member Meetings		Meetings arranged as and when required												
Scrutiny Boards														
Scrutiny Co-ordination Committee	10.00am	-	-	12	-	20	25	22	20	24	21	20	24	
Scrutiny Board 1	2.00pm	-	-	06	-	21	-	16	-	11	08	21	-	
Scrutiny Board 2	10.00am	-	-	06	-	-	05	23	21	-	01	14	18	
Scrutiny Board 3	2.00pm	-	28	-	-	27	-	15	-	10	07	06	-	
Scrutiny Board 4	10.00am	-	-	13	-	21	26	-	07	-	08	07	-	
Scrutiny Board 5	11:00am	-	-	19	-	13	18	29	-	17	28	-	10	
Committees														
Audit and Procurement Committee	2.30pm	-	26	24	-	-	02	27	-	29	-	18	-	
Coventry Shareholders Committee	2.00pm	-	-	-	-	26	-	-	-	-	-	26	-	
Ethics Committee	11.00am	-	29	-	-	28	-	-	14	-	-	21	-	
Licensing and Regulatory Committee	9.30am	-	13	04	01, 29	26	24	21	19	23	13	12	09	
Licensing Sub Committee Hearings		Meetings arranged as and when required												
Planning Committee	2.00pm	25	15	20	-	14	05	02	14	25	29	28	18	
Planning Committee Seminars	2.00pm	-	29	-	-	07	-	09	-	-	01	-	-	
Appeals (HR) Committee (if required)		Meetings arranged as and when required												
Advisory Panels														
Corporate Parenting Board	5.00 pm	-	-	13	-	07	-	09	07	-	08	21	-	
Disability Equality Advisory Panel	10.30am	-	29	-	-	-	-	02	-	-	29	-	-	
Other Advisory Panel Meetings		Meetings arranged as and when required												
Other meetings														
Coventry & Solihull Waste Disposal Company Ltd Shareholders Panel	4.00pm	-	28	-	-	-	-	-	-	-	-	-	-	
Coventry Health and Wellbeing Board	10.00am	-	-	26	-	27	-	-	13	-	-	06	-	

(* if required)

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Coventry City Council
Minutes of the Extraordinary Meeting of Council held at 12.15 pm on Thursday, 18
May 2023

Present:

Members: Councillor J Birdi (Chair)

Councillor S Agboola	Councillor G Lloyd
Councillor N Akhtar	Councillor P Male
Councillor P Akhtar	Councillor A Masih
Councillor M Ali	Councillor K Maton
Councillor R Bailey	Councillor J McNicholas
Councillor L Bigham	Councillor C Miks
Councillor J Blundell	Councillor B Mosterman
Councillor R Brown	Councillor M Mutton
Councillor K Caan	Councillor S Nazir
Councillor G Duggins	Councillor J O'Boyle
Councillor J Gardiner	Councillor E M Reeves
Councillor B Gittins	Councillor G Ridley
Councillor L Harvard	Councillor E Ruane
Councillor G Hayre	Councillor K Sandhu
Councillor P Hetherington	Councillor T Sawdon
Councillor A Hopkins	Councillor P Seaman
Councillor J Innes	Councillor R Simpson
Councillor T Jandu	Councillor B Singh
Councillor A Jobbar	Councillor R Singh
Councillor A Kaur	Councillor R Thay
Councillor S Keough	Councillor CE Thomas
Councillor R Lakha	Councillor A Tucker
Councillor R Lancaster	Councillor D Welsh
Councillor M Lapsa	
Councillor J Lepoidevin	

Honorary Alderman D Chater, J Clifford, H Fitzpatrick, M Hammon, A Lucas, K Mulhall, H Noonan, T Skipper and K Taylor

Apologies: Councillor F Abbott, S Gray, M Heaven, T Khan and AS Khan

Public Business

12. Declarations of Interest

There were no declarations of interest.

13. Conferring the Title of Honorary Alderman

The City Council considered a report of the Chief Legal Officer which set out a nomination for Honorary Alderman. The following nomination had been received and was presented for approval:

Joe Clifford

Joe Clifford had provided eminent service to the people of Coventry for almost 50 years, first being elected to the City Council in the early 1970's and being a Councillor for Whoberley, Woodlands and Holbrook Wards. During this time, he had served on many Committees, Boards and Panels and was a Cabinet Member for both Children and Young People and Health and Community Services. More recently he was Chair of the Health and Social Care Scrutiny Board.

Joe and his wife Pat served as Lord Mayor and Lady Mayoress in 1995-96.

It was proposed by Councillor R Lancaster, seconded by Councillor G Duggins, supported by Councillor G Ridley and RESOLVED unanimously that the title of Honorary Alderman be conferred on Joe Clifford as a past member of the City Council in recognition of giving eminent services to the Council and the City for at least 16 years, and that a copy of this Resolution, under the Common Seal, be presented to mark the conferment.

The Lord Mayor, on behalf of the City Council, presented Joe with a badge and framed certificate to commemorate his appointment and he signed the 'Roll of Honorary Aldermen'.

Honorary Alderman Clifford then gave an acceptance speech.

(Meeting closed at 12.40 pm)

Agenda Item 6
Agenda Item 6
Council – 20th June 2023
Recommendation from Cabinet
11th April 2023

Coventry City Council
Minutes of the Meeting of Cabinet held at 2.00 pm on Tuesday, 11 April 2023

Present:

Cabinet Members: Councillor G Duggins (Chair)
Councillor AS Khan (Deputy Chair)
Councillor K Caan
Councillor M Mutton
Councillor J O'Boyle
Councillor K Sandhu
Councillor P Seaman
Councillor D Welsh

Non-Voting Deputy
Cabinet Members: Councillor P Akhtar
Councillor G Hayre
Councillor G Lloyd

Non-Voting Opposition
Members: Councillor G Ridley

Other Non-Voting
Members: Councillor R Lakha

Employees (by Service):

Interim Chief Executives B Hastie, Interim Chief Executive (Section 151 Officer)

Adult Services and
Housing J Reading, J Bejai

Finance T Pinks, R Martin

Law and Governance J Newman (Chief Legal Officer), S Bennett, T Robinson

Streetscene and
Regulatory Services A Walster (Director of Streetscene and Regulatory Services),
C Styles

Apologies: Councillor N Akhtar
Councillor L Bigham
Councillor R Brown
Councillor P Hetherington
Councillor P Male
Councillor C Miks
Councillor S Nazir

Public Business

RECOMMENDATION

120. Short-Term Home Support Services

The Cabinet considered a report of the Director of Adult Services and Housing which sought approval for the re-commissioning of Short-Term Home Support (STHS) in Coventry.

The report indicated that STHS is a key feature in the delivery of good Health and Social Care Services. The service supports adults to acquire or reacquire daily living skills to remain residing independently in their own homes, a key policy objective for Health and Social Care. The service is also integral to reducing delayed discharges from acute hospitals, including over the difficult winter period and was an important feature during the Covid-19 Pandemic. The service is also accessed by Coventry and Warwickshire Partnership Trust (CWPT) as part of their Urgent Care Response (UCR) service with an allocation of up to 100 hours per week for this purpose. In addition, the service plays a vital role in preventing hospital admission through short term community based, person centred support that provides reablement and contributes to service user assessments and determination of any ongoing care and support needs.

The current STHS contracts were awarded in 2017 to a framework of independent sector providers and since then there has been an increase in the expected demand for the service from 1995 hours per week in 2017 to a peak of approximately 2800 hours per week during 2022 with current delivery being approximately 2,600 hours per week, due to increasing demand for the service especially in relation to supporting hospital discharge. Much of the additional activity has been funded by specific Hospital Discharge Grants during and since the COVID pandemic.

There is a supplementary element to this service provided at night called the Mobile Night Carers that supports adults with night-time needs and is instrumental in avoiding or delaying the need for admission to a care home for those who may require support during the night.

The expected cost of the contract is £3.359m per annum funded by a mixture of core funding, grant funding and contributions from the Integrated Care Board (ICB).

The current contracts expire on 31st October 2023, but an extension will be put in place to 31st January 2024 to enable the Council to run a competitive process to ensure ongoing support. The new contracts are expected to be in place by February 2024, which has necessitated an extension of the current arrangements by three months to ensure continuity of services in the intervening period.

The Commissioning Team have engaged with key stakeholders including service users, carers, providers, health & social care staff and has also used its experience over the past

few years to inform the future delivery model, which seeks to incorporate several key service improvements.

RESOLVED that the Cabinet recommends that Council approves the procurement of adults Short Term Home Support provision and delegates authority to the Director of Adults and Housing, following consultation with the Cabinet Member for Adult Services, for the award of contracts following completion of the tender process.

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Cabinet
Council

11th April 2023
20 June 2023

Name of Cabinet Member:

Cabinet Member for Adult Services – Councillor M Mutton

Director approving submission of the report:

Director of Adult Services and Housing

Ward(s) affected:

All

Title: Short-Term Home Support Services

Is this a key decision?

Yes - the proposals involve financial implications in excess of £1m per annum.

Executive summary:

This report seeks approval for the re-commissioning of Short-Term Home Support (STHS) in Coventry.

STHS is a key feature in the delivery of good Health and Social Care Services. The service supports adults to acquire or reacquire daily living skills to remain residing independently in their own homes, a key policy objective for Health and Social Care. The service is also integral to reducing delayed discharges from acute hospitals, including over the difficult winter period and was an important feature during the Covid-19 Pandemic. The service is also accessed by Coventry and Warwickshire Partnership Trust (CWPT) as part of their Urgent Care Response (UCR) service with an allocation of up to 100 hours per week for this purpose. In addition, the service plays a vital role in preventing hospital admission through short term community based, person centred support that provides reablement and contributes to service user assessments and determination of any ongoing care and support needs.

The current STHS contracts were awarded in 2017 to a framework of independent sector providers and since then there has been an increase in the expected demand for the service from 1995 hours per week in 2017 to a peak of approximately 2800 hours per week during 2022 with current delivery being approximately 2,600 hours per week, due to increasing demand for the service especially in relation to supporting hospital discharge. Much of the additional activity has been funded by specific Hospital Discharge Grants during and since the COVID pandemic.

There is a supplementary element to this service provided at night called the Mobile Night Carers that supports adults with night-time needs and is instrumental in avoiding or delaying the need for admission to a care home for those who may require support during the night.

The expected cost of the contract is £3.359m per annum funded by a mixture of core funding, grant funding and contributions from the Integrated Care Board (ICB).

The current contracts expire on 31st October 2023, but an extension will be put in place to 31st January 2024 to enable the Council to run a competitive process to ensure ongoing support. The new contracts are expected to be in place by February 2024, which has necessitated an extension of the current arrangements by three months to ensure continuity of services in the intervening period.

The Commissioning Team have engaged with key stakeholders including service users, carers, providers, health & social care staff and has also used its experience over the past few years to inform the future delivery model, which seeks to incorporate several key service improvements.

Recommendations:

Cabinet is requested to recommended that Council:

- 1) Approve the procurement of adults Short Term Home Support provision and delegate authority to the Director of Adults and Housing, following consultation with the Cabinet Member for Adult Services, for the award of contracts following completion of the tender process.

Council is recommended to:

- 1) Approve the procurement of adults Short Term Home Support provision and delegate authority to the Director of Adults and Housing, following consultation with the Cabinet Member for Adult Services, for the award of contracts following completion of the tender process.

List of Appendices included:

Appendix 1 - Equality Impact Assessment (EIA)

Background papers:

None

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?

Yes – Date to be confirmed

Report title: Short-Term Home Support Services.

1. Context (or background)

- 1.1. Short Term Home Support (STHS) is a key feature in the delivery of good Health and Social Care Services. The service is provided by three main providers since 2017 (and one contingency provider since 2020) operating primarily in geographical zones within the City with the ability to work across zones as required. The service supports adults to acquire or reacquire daily living skills to remain residing independently in their own homes following illness, injury or hospital discharge. The service operates seven days a week between the hours of 07:00 and 23:00.
- 1.2. The service is also accessed by Coventry and Warwickshire Partnership Trust (CWPT) as part of their Urgent Care Response (UCR) service with an allocation of up to 100 hours per week for this purpose.
- 1.3. There is an additional element to the service, the mobile night carers, which is delivered by three double crewed vehicles across the City between the hours of 22:00 and 07:00. This has a primary aim of enabling a number of people (35 as of 15th March 2023) who need a limited amount of night-time support to remain in their own homes as an alternative to admission to a residential care home.
- 1.4. Effective STHS impacts across the health and social care economy through increased independence, a key policy objective for Health and Social Care, and reducing the demand for ongoing care and support services. The current contracts specify, in accordance with National Institute for Health and Care Excellence (NICE) guidance, that 70% of people going through the service should leave without the need for ongoing support. Current performance as of 15th March 2023 is that 70.1% of people going through STHS do not require an ongoing service.
- 1.5. Where providers have performed less well during the life of the contracts this has been largely related to staffing recruitment and retention issues, which is a national problem in the care sector. One impact of reduced staffing is care staff providing direct support (doing for) rather than enabling people to do tasks for themselves as enabling people will invariably take much longer. Recruitment programmes are in place and, through the procurement process we will seek to reduce the impact of this by broadening the scope of provision with less reliance on such a small pool of providers.
- 1.6. There are approximately two hundred service users receiving support any one time in the service. The support is normally limited to a maximum of six-weeks and is not chargeable to the recipient of the service until a social worker has completed a Care Act Assessment to determine the person's ongoing care and support needs.
- 1.7. The current STHS day contracts were awarded in February 2017 with an additional provider commissioned in 2020 to assist with a spike in activity brought about through Covid -19. The mobile night carers service contracts were awarded in 2019. The Urgent Community Response element commenced in 2022.
- 1.8. Existing contracts are monitored by the Adults Commissioning Team to ensure compliance with contractual and regulatory requirements for operation as a home support provider. Feedback on the effectiveness of providers, and the experience of service users, from Council Occupational Therapists and Social Workers also provides important information of effectiveness which informs contract monitoring. The services are also inspected by the Care Quality Commission as the regulator for health and social care services. A weekly Multi-

Disciplinary Team is held between council and provider staff to track progression and discharge from the service at the optimum time.

- 1.9. Demand for the service fluctuates week by week and has increased from 1995 hours per week as originally commissioned in 2017 to circa 2600 hours per week (peaking at 2,800) during this financial year due to the increased demand to support hospital discharges and more people in the community to prevent hospital admission.
- 1.10. There have been changes within adult social care since the current contracts were awarded which include:
 - The way infection and prevention control are managed since the Pandemic to reduce risk associated with COVID-19 and other infectious diseases.
 - All regulated providers working with people with learning disabilities and autism now having to undertake Oliver McGowan mandatory training. The training is named after Oliver McGowan, whose tragic death highlighted the need for health and social care staff to have better training to understand the health and care needs of people with Learning Disabilities and/or Autism.
 - The introduction of Integrated Care Boards (ICBs) and the corresponding drive for closer working and/or further integration between health and care.
- 1.11. Although some changes have been implemented during the life of the current contracts, as would be expected over a contract period of seven years, this re-commissioning gives the council an opportunity to implement several key service improvements including:
 - Improving service capacity through increasing the number of providers from three to six, enabling a more local focus and providing contingency in the event of one or more providers struggling to maintain supply e.g. as a result of staffing shortages.
 - Increasing the number of providers will also help to increase capacity for the service to respond to same day requests for packages of support to prevent hospital admission (referrals from the community) - and reducing the time it takes to secure discharge (referrals from the hospital)
 - Providers will be required to demonstrate through the tendering process how staff are employed to support recruitment and retention. This will include (as is current) a detailed breakdown of their hourly rates to include compliance with national living wage (as a minimum) and inclusion of travel time.
 - Additionally, the Council will seek to identify how many staff are employed on salaried staff contracts and how many are on zero-hours contracts, with recommendations not to use zero-hours contracts where possible. However, some provider staff within the care sector do prefer flexible zero-hour contracts because it allows them to fit work around their family or study commitments. Setting targets for salaried contracts within the new contracts would be problematic and provider engagement has confirmed this through workshops held in December 2022. Most providers have indicated that a mix of both types of contracts are preferable to suit the flexibility need for their businesses and their staff.
 - Strengthen relationships with hospital discharge and community teams to improve the person's experience of hospital discharge and avoidance of hospital admission. This is in line with current improvement programmes that seek to secure same day discharge

activity and reduce the time people wait. Co-location of provider staff and health and social care practitioners will be the main driver for this improvement.

- Support providers with engaging with services in the community such as voluntary sector provision to help meet wider support needs.
- Working with providers to help them with access to training for care staff, with the aim of improving quality and consistency of care to include greater digital approaches to service delivery. This is emerging within the care and support market with an increasing number of providers using electronic scheduling and case management systems.
- Improved efficiency with impact on time from referral to commencement of services and ensuring optimum length of reablement support through improved flow creating capacity for supporting more service users within the same financial envelope.
- Strengthened contractual requirements around social value e.g. recruiting locally and consideration of environmental impacts of the service.
- The requirement to engage with a wider range of health and care professionals as may be required to support the potential for closer integration and alignment of services.

1.12 The contracts being proposed are for a period of seven years and it is to expected that further changes will be required over the life of the contracts in order to keep pace with changing demand and service requirements. In order to ensure that the flexibility exists within these contracts provision will be made to implement changes as service requirements evolve. Such changes are most likely to arise from improvements in how we work with health organisations to provide improved outcomes to people and as a result of potential changes to the policy framework for social care.

1.13 Managing the new Contracts

1.14 Once operational the new contracts will be monitored on a quarterly basis to include key performance indicators (KPIs) that include the percentage of people not requiring ongoing support after a period of STHS. Contract monitoring will be undertaken by the Council's Commissioning Team with feedback from Occupational Therapists, Social Workers, service users, families and carers, and CQC reviews. Providers that fail to achieve a minimum target for performance will need to provide explanation and remedial action plans for their contract in agreement with the Commissioning Team. Other targets to support skills and expertise amongst the staff will be reviewed to include recruitment and retention and recruiting from communities that are reflective of Coventry.

1.15 Providers will be monitored to ensure that the Council is achieving value for money and any persistent underperformance will be taken through contract breach measures and may face contract termination. Having six providers better enables the Council to take a stronger approach to underperformance by having enough capacity if the Council must end a contract as a last resort. This will be supported by commissioning visits to provider premises to inspect contractual, performance, training and compliance documentation during Commissioning Team reviews and inspections and feedback from service users, families and other key stakeholders. Contract monitoring will also be supported from performance data in line with minimum numbers of people (70%) exiting the service without the need for a sequential service and 20% of people exiting with a reduced level of need.

2. Options considered

2.1. Option 1: (Preferred Option) Tender for Procurement of Redesigned Short Term Home Services.

It is recommended that a tender commences for the procurement of STHS support to:

- Support a redesign of the services to meet the challenges that the Council is experiencing / has experienced since the services were last tendered e.g. capacity and other improvements as outlined in paragraph 1.10.
 - Enable recommissioning of services for a period of seven years (four years plus three-year extension arrangements) but ensure that the contracts allow for changes or updates so that the service develops with any required modification and supports any future development to health and social care integration and performance. This has been a feature of existing contracts whereby the mobile night carers and CWPT services were both implemented after the initial contracts were awarded in 2017 and will continue to be part of the recommissioned service.
 - Enable people in most need to live independent and fulfilled lives in their local communities and support to providers on recruitment and retention initiatives.
 - Support safe and timely discharges from hospital for people to return to their own home with a focus on same day delivery
 - Enable the further reduction in hospital admission and admissions to residential and nursing homes.
 - Help people to reach or regain their maximum potential so that they can do as much as possible for themselves
- 2.1.1 The recommissioning will also aim to ensure sufficiency of capacity to deliver the service and added service resilience by increasing the number of providers, taking on board service user feedback in relation to quality of support.
- 2.1.2 The six providers will each cover three wards. The current contracts were aligned to the former Clinical Commissioning Group (CCG) General Practitioner (GP) clusters (areas), which in some cases meant that you had more than one provider in a ward. This sometimes made it difficult to allocate packages on borders between providers. The former CCG GP clusters no longer exist and a review of the increase in weekly hours means that there is now a case for equitable allocation aligned to revised areas.
- 2.1.3 The proposed allocation allows for the growth of the service since 2017 to be more equally distributed. The service will be commissioned between 435 and 561 hours per week for each of the six providers. Three providers only will deliver the mobile night carers service on the higher 561 hours per week total. At present there is no evidence to suggest a requirement to increase night hours or providers or an increase in activity linked to Urgent Care Response.

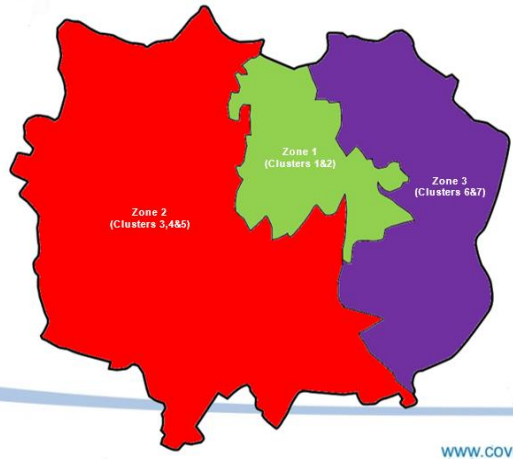
2.1.4 The maps below illustrate the current and proposed geographical coverage for each contracts/provider.

Current Short Term Zones & Mobile Night Carers

- Meridian Health and Social Care
Zone 1 (Clusters 1 & 2)
- Radis Community Care
Zone 2 (Clusters 3, 4 & 5)
- Green Square Accord Group
Zone 3 (Clusters 6 & 7)

Days:
Each provider delivers between 585 – 665 block funded STHS hours p/w

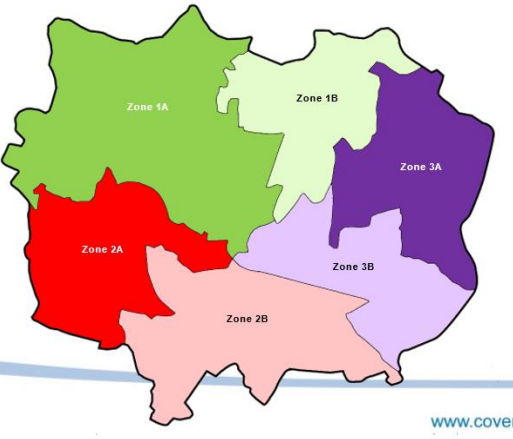
Nights:
Each provider supplies a double crewed mobile between 22:00 & 07:00 each night



www.coventry.gov.uk

Proposed New Short Term Zones

- TBA
Zone 1A
Bakewell, Sherbourne & Radford
- TBA
Zone 1B
Longford, Holbrook & Foleshill
- TBA
Zone 2A
Woodlands, Whitnort & Westwood
- TBA
Zone 2B
Cheylmsom, Earlsdon & Warbody
- TBA
Zone 3A
Henley, Upper Stoke & Wyken
- TBA
Zone 3B
St Michaels, Lower Stoke & Birstley

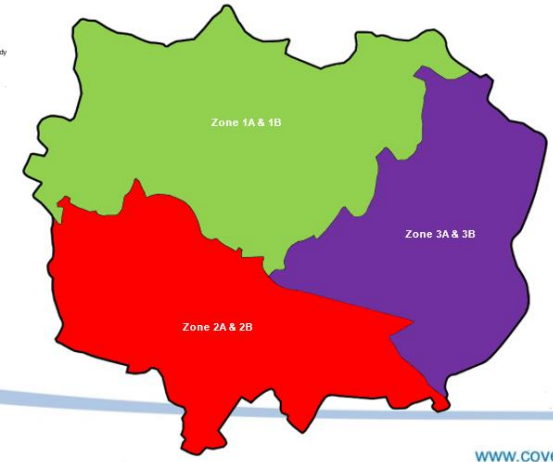


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Proposed New Short Term Mobile Night Carers

- TBA
Zone 1A & 1B
Bakewell, Sherbourne, Radford, Longford, Holbrook & Foleshill
- TBA
Zone 2A & 2B
Woodlands, Whitnort, Westwood, Cheylmsom, Earlsdon & Warbody
- TBA
Zone 3A & 3B
Henley, Upper Stoke, Wyken, St Michaels, Lower Stoke & Birstley

Nights:
Each provider supplies a double crewed mobile between 22:00 & 07:00 each night



www.coventry.gov.uk

- 2.1.5 The STHS day service will be paid partly on block (guaranteed hours) and partly on actual average hours delivered. The rationale for this is to generate tendering encouragement and a degree of financial stability on what is a low volume service. This approach also supports market stability. The block levels will be set at 300 hours per week for each zone. Block will only be paid once the 300 hours mark has been reached by each provider. Contractual hours above 300 hours will be paid on actual averaged hours on a week-by-week basis. The combination of block and averaged hours also enables flexibility and ensures that the council is not paying for services that have not been delivered, which could be the case if the whole contract was awarded as a block. Mobile Night Carers will be paid as block as is currently the arrangements.
- 2.1.6 Providers tendering to deliver this service will have to robustly evidence how they can respond to peaks in demand such as before public holidays and winter pressures. Any significant changes to hours will follow established Council finance and contractual processes.

2.2 Option 2: (not recommended) Tender Under Current Contract Specification

Whilst there is no legally compliant option not to tender there is the possibility that the Council could retender the service under the current specification.

This option is not recommended. It would not support the improvements planned and outlined in this report, the mandatory nature of the Oliver McGowan training and some of the infection prevention initiatives that need to be reflected within the specifications and contracts. Due to the value and importance of future requirements it is also appropriate to test the market to ensure best value for public funds is achieved. There is also a requirement to increase the number of providers in the City to ensure sustainability and sufficiency within the local market.

3. Results of consultation undertaken

- 3.1. Formal public consultation was not undertaken however in developing the proposals within this report engagement has taken place with the provider market through a face-to-face workshop. Service user and carer engagement has also taken place via a survey that has been widely advertised and hosted on the Council's website. Telephone engagement to complete the survey has been undertaken with service users. Council Social Worker and Occupational Therapy input have also fed into proposals.
- 3.2 Engagement with service users suggested that most people (c 76%) of a total 54 respondents were positive about their experiences of STHS in terms of meeting their needs. 40 respondents rated the service as very good or good overall. However, around 3 in 10 people who responded stated that timing of visits was not always convenient. This was because some respondents wanted quite time specific calls, which are not always possible due to the nature of the service e.g., if their carers are late due to traffic, poor weather or are delayed at a previous call. The Council allows a tolerance of approximately thirty mins around a suggested start time but does use time specific calls where there is a strict need to support with medication e.g., at a very certain times Several comments were made about additional support that would help and follow up work is in place to ensure that needs identified are addressed as appropriate and these are being taken into account to inform current and future delivery.

Provider engagement indicated a continuing appetite for provision of this service and interest not only from existing providers but also from potential new entrants to this segment of the market.

4. Timetable for implementing this decision

Subject to Cabinet approval a tendering process will commence in May 2023 for new contracts to commence from 1st February 2024.

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

5.1. Financial Implications

5.1.1. STHS is a key component of service delivery within Adult Social Care. Hours can vary week by week depending upon demand in the service and based on expected hours of delivery (including the mobile night service) is estimated to cost circa £3.359m per annum based on estimated costs at implementation.

5.1.2. Service costs are heavily influenced by the national rate set each year for National Living Wage and future annual inflationary increases will be reflective of changes to the national rate.

5.1.3. The STHS service is funded by a mixture of existing council core funding, health funding through the Better Care Fund, funding from the Urgent Care Service as well as a number of grants.

5.2. Legal Implications

5.2.1 The Care Act 2014 provides the legal framework for the provision of adult social care. The provisions of that Act include general duties to promote individual wellbeing, prevent and / or reduce the need for care and support and to promote integration with health services. The provision of STHS is consistent with those duties and one means by which the Council is enabled to meet its statutory obligations under the Act, towards the citizens of Coventry.

5.2.2 The proposed procurement must be compliant with both the Public Contracts Regulations 2015 (PCR) and the Council's Standing Orders for Contracts. Given the nature of the procurement, the 'Light Touch' procurement regime under PCR regulations 74 – 76 is available.

5.2.3 The Council has a legal obligation under section 149 of the Equality Act 2010 to have due regard to the need to eliminate discrimination, advance equality, and foster good relations between those with a protected characteristic and those who do not share it. These matters have formed an integral part of the decision-making processes in relation to the continuation of the Dementia strategy. The Council continues to engage with service users and representative groups, and use the information and views gathered in its consultation and equality impact to achieve accessible and inclusive service provision

6. Other implications

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

The updated recommissioning of the service will contribute towards the Council's One Coventry Plan by directly:

Helping residents to maintain their independence through the STHS following period of hospital admission, illness or injury.

Protecting the most vulnerable in Coventry through exercising their choice and control to remain in their own homes following illness or injury.

Supporting the economy by contracting locally where possible, encouraging new businesses including SMEs, employee-owned enterprises and stimulating the contracted adult social care market.

6.2. How is risk being managed?

There is an established project team to manage risks and an ongoing performance and issues meeting that is held monthly. Tendering risks will be managed through statutory procurement guidelines.

There is a potential risk that insufficient providers of good quality tender to deliver this service. Soft market testing and a workshop has been held, however, with several potential new entrants to the market showing interest alongside several existing providers. Provider feedback was that this type of delivery is of interest to them, especially working in a more integrated way with health and social care partners to keep people healthy at home.

6.3. What is the impact on the organisation?

None

6.4. Equalities / EIA?

A separate EIA has been completed and appended to this report. It is expected that the service will continue to have a positive impact in enabling people to live as independently as possible. Positive impacts are anticipated in relation to people aged 65+ and those with disabilities due to the enabling nature of the service. Greater tailoring of the service to cater for people of different racial backgrounds, religions and beliefs is expected to have a positive impact.

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

The contract will include requirements in relation to reducing the environmental impact of the services.

6.6. Implications for partner organisations?

At this stage it is not proposed that short term home support services are jointly commissioned with the Integrated Care Board, however, arrangements will be sufficiently flexible to allow such a joint approach during the lifetime of the contract. The service will be designed to enable the possibility of support to people exiting virtual wards (acute health services delivered in the person's own home). This approach and future proofing the contracts would enable the potential scope for developing 'wrap around care' This is a home first approach where low risk patients can be discharged more quickly into the community and release hospital beds for use. This approach could relieve pressure on A&E departments where a transfer is needed to a hospital ward for treatment. This will build upon existing arrangements that support Urgent Care Response (UCR).

Report author:**Name:** Jason Bejai**Title:** Commissioning Manager**Service:**

Adult Social Care

Tel and email contact:

Tel: 024 7697 7231

Email: Jason.bejai@coventry.gov.uk

Enquiries should be directed to the above person

Contributor/approver name	Title	Service Area	Date doc sent out	Date response received or approved
Contributors:				
Lara Knight	Governance Services Co-ordinator	Law and Governance	20.03.23	22.03.23
Jon Reading	Head of Commissioning and Quality	Strategic Commissioning, Adult Social Care	14.03.23	15.03.23
Sally Caren	Head of Adult Care and Support	Adult Social Care	15.03.23	16.03.23
Neil Byrne	Service Manager	Strategic Commissioning, Adult Social Care	14.03.23	15.03.23
Gurbinder Singh Sangha	Corporate and Commercial Lead Lawyer	Law and Governance	20.03.23	20.03.23
Janice White	People Team Leader, Legal Services	Law and Governance	20.03.23	20.03.23
Names of approvers for submission: (officers and members)				
Ewan Dewar	Head of Finance	Finance	15.03.23	15.03.23
Julie Newman	Chief Legal Officer	-	20.03.23	20.03.23
Pete Fahy	Director of Adult Services and Housing	-	15.03.23	20.03.23
Barrie Hastie	Interim Chief Executive (Section 151 Officer)	-	20.03.23	20.03.23
Councillor M Mutton	Cabinet Member for Adult Services	-	20.03.23	20.03.23

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Title of EIA		Short Term Home Support
EIA Author	Name	Jason Bejai
	Position	Commissioning Manager
	Date of completion	010/03/2023
Head of Service	Name	Jon Reading
	Position	Head of Service – Commissioning and Quality (Adult Social Care)
Cabinet Member	Name	Cllr Mal Mutton
	Portfolio	Adult Services

EIA	<ul style="list-style-type: none"> • Having identified an EIA is required, ensure that the EIA form is completed as early as possible. • Any advice or guidance can be obtained by contacting Jaspal Mann (Equalities), Mamta Kumar (Equalities), Alicia Philips (Health Inequalities), Lisa Young (Health Inequalities), Laura Waller (Digital Inclusion).
Sign Off	<ul style="list-style-type: none"> • Brief the relevant Head of Service/Director/Elected Member for sign off • Have the EIA Form ready for consultation if it is required • Amend according to consultation feedback and brief decision makers of any changes
Action	<ul style="list-style-type: none"> • Implement project / changes or finalise policy/strategy/contract • Monitor equalities impact and mitigations as evidence of duty of care

PLEASE REFER TO [EIA GUIDANCE](#) FOR ADVICE ON COMPLETING THIS FORM

SECTION 1 – Context & Background

1.1 Please tick one of the following options:

This EIA is being carried out on:

New policy / strategy
 New service
 Review of policy / strategy
 Review of service
 Commissioning



Other project *(please give details)*

1.2 In summary, what is the background to this EIA?

This EIA is submitted with regards to recommissioning of short term home support (STHS)

Short Term Home Support (STHS) is a key feature in the delivery of good Health and Social Care Services. The service supports adults to acquire or reacquire living skills to remain residing independently in their own homes, a key policy objective for Health and Social Care. The service is integral to reducing delayed discharges from acute hospitals, including over the difficult winter period and was an important feature during the Covid-19 Pandemic.

1.3 Who are the main stakeholders involved? Who will be affected?

- Coventry City Council
- Integrated Care Board (ICB)
- Coventry and Warwickshire Partnership Trust (CWPT)
- Providers of adult social care STHS
- Individuals in receipt of STHS

1.4 Who will be responsible for implementing the findings of this EIA?

Jason Bejai – Commissioning Manager

SECTION 2 – Consideration of Impact

Refer to guidance note for more detailed advice on completing this section.

In order to ensure that we do not discriminate in the way our activities are designed, developed and delivered, we must look at our duty to:

- Eliminate discrimination, harassment, victimisation and any other conflict that is prohibited by the Equality Act 2010
- Advance equality of opportunity between two persons who share a relevant protected characteristic and those who do not
- Foster good relations between persons who share a relevant protected characteristic and those who do not



2.1 Baseline data and information

Please include a summary of data analysis below, using both your own service level management information and also drawing comparisons with local data where necessary (go to <https://www.coventry.gov.uk/factsaboutcoventry>)

Short Term Home Support (STHS) is a key feature in the delivery of good Health and Social Care Services. The service supports adults to acquire or reacquire living skills to remain residing independently in their own homes following illness, injury or hospital discharge.

Effective STHS impacts across the health and social care economy through increased independence, (a key policy objective for Health and Social Care), reducing demand for services and managing whole life cost of care.

There are approximately one-hundred service users receiving support any one time. The service is time limited to six-weeks during which there is no charge for service users .

The current contracts were awarded in February 2017 and expire in October 2023.

The service was originally commissioned at 1995 hours per week but has risen to an approximately 2600 hours per week during the last three years mainly during the pandemic and because of increasing winter pressures. The services are for adults 18+ with a large percentage used by adults that are 65+

General Data: Coventry City Population and Workforce
Age

The number of older people within the City is increasing, with this group expected to accelerate and outpace other groups. Coventry City Council [population and demographics](#) data indicates there are 55,846 people aged 65+ in Coventry, around 16% of Coventry’s population and a 9% increase since 2011. By 2029, the city should expect to have an additional 8900 people aged over 65 and an additional 2000 aged over 85.

The population of adults aged 18-65, alongside the general population of Coventry, also continues to increase; Census 2021 data notes an increase of 8.7% for the 15-64 age range.

Coventry also has an aging care workforce. Data from Skills for Care* indicates the average age of a worker in adult social care is 43 years; 66% are aged between 25-54, 24% above 55 and only 11% are under 25.

Diversity

33% of Coventry's population are BME, with the city expected to become even more diverse; half of Coventry pupils (52%) are from BME backgrounds. In respect of Coventry’s* social care workforce, 26% of individuals are from a BME background. Only 15% of the workforce are male.

*Information is in respect of Coventry and Warwickshire ICS data via [Skills for Care](#), February 2023

2.2 On the basis of evidence, complete the table below to show what the potential impact is for each of the protected groups.

- Positive impact (P),
- Negative impact (N)



- Both positive and negative impacts (PN)
- No impact (NI)
- Insufficient data (ID)

**Any impact on the Council workforce should be included under question 2.6 – not below*

Protected Characteristic	Impact type P, N, PN, NI	Nature of impact and any mitigations required
Age 0-18	NI	STHS does not cover this age group
Age 19-64		<p>This group could be positively impacted.</p> <p>Developing a revised and updated STHS service offer from the local authority will benefit service users and enable people to remain healthy and well in their own homes.</p> <p>The recommissioned and updated service will be better able to meet the varied needs of individuals in receipt of care. It will also support recruitment and retention of provider staff amongst this age range, which has struggled since the beginning of the pandemic in 2020. At times provider staff turnover was over 29%, which is one in every three new staff members leaves within twelve weeks. With increased recruitment and retention, we expect to improve both the quality and the continuity of care recieved.</p> <ul style="list-style-type: none"> •
Age 65+	P	<p>This group could be positively impacted.</p> <p>The majority of individuals in receipt of STHS in Coventry are over 65. This demographic will therefore be the user group most commonly affected by anticipated improvements to the stability and quality of STHS in the city and experience improved care outcomes.</p>
Disability	P	<p>This group could be positively impacted.</p> <p>The updated STHS service should positively benefit individuals with a disability supported by adult social care STHS providers. The revised service specification will specifically outlines plans to better support people with disabilities to remain in their own homes.</p> <p>Key elements of the new service will focus on reablement and enablement for people to reaquire or develop new skills following injury, ilneesss or condition specific disabilities.</p>



		<p>For some individuals with a disability, e.g. a learning disability, the potential impact of this on staff retention and continuity of care and support may be significant; it can be particularly distressing for individuals when their support offer or individual staff members change. We therefore hope to keep continuity of this care by retaining staff who have supported individuals for prolonged periods of time and learnt an individual's communication methods and preferences, and therefore increase the health and wellbeing of people in receipt of support.</p> <p>The 2021 census survey indicated 1 in 5 of the working age population are classed as disabled and a national disability employment rate of 52.7% (compared to 81% for non-disabled people).</p> <p>In Coventry, 8.4% of residents identified as being disabled and were limited a lot; 10% identified as disabled and limited a little.</p>
Gender reassignment	NI	
Marriage and Civil Partnership	NI	
Pregnancy and maternity	NI	
Race (Including: colour, nationality, citizenship ethnic or national origins)	P	<p>The recommissioning of STHS is expected to impact this group positively.</p> <p>There is some evidence that some BAME groups may be more likely than others to have care needs. For example, disability-free life expectancy is lowest for Pakistani and Bangladeshi groups (source Gov.uk) and health-related quality of life score for older adults are lower amongst many ethnic minority groups relative to the White British group, according to the 2017 GP patient survey (source Gov.uk). By recommissioning STHS it may have particular benefits for some BAME groups and thereby encourage equality of opportunity for those who share a protected characteristic and those who do not.</p> <p>People from BAME communities form 31.4% of the social care workforce (source WM ADASS). The Council will work to ensure that at least a proportion of any newly contracted service is representative of Coventry's community and people in receipt of services.</p>
Religion and belief	P	This group could be impacted positively.



		<p>Some people with different religions or beliefs may have different social care needs. For example, some people may face language or cultural barriers to accessing services, while other people may have special dietary requirements or needs to mark religious days. Likewise, people of different backgrounds or faiths may not believe a career in care is open to them or be aware of the career paths available.</p> <p>Through the council's current recruitment initiatives for the contracted provider workforce, we hope to attract a range of individuals from different cultural backgrounds and beliefs into the adult social care workforce. We envisage (alongside facilitating jobs and recruitment) that this will bring different perspectives into the care workforce and assist in providers delivering support in line with an individual's religious preferences and beliefs by carers with shared faiths and experience.</p>
Sex	NI	<p>STHS does not treat people differently based on their sex or gender. There are however various factors which may mean that women are more likely to benefit from STHS.</p> <p>Women are more likely than men to be disabled. In the 2019 to 2020 Family Resources Survey, 24% of females reported having a disability compared to 19% of males.</p>
Sexual orientation	NI	<p>The new service is aimed at specific types of reabling and enabling. It is provided irrespective of sexual orientation.</p>

HEALTH INEQUALITIES

2.3	<p>Health inequalities (HI) are unjust differences in health and wellbeing between different groups of people which arise because of the conditions in which we are born, grow, live, work and age. These conditions influence our opportunities for good health, and result in stark differences in how long people live and how many years they live in good health.</p> <p>Many issues can have an impact: income, unemployment, work conditions, education and skills, our living situation, individual characteristics and experiences, such as age, gender, disability and ethnicity</p> <p>A wide range of services can make a difference to reducing health inequalities. Regardless of where people work. Effective home support whether STHS or long term home support (LTHS) and effective strategies can help to reduce health inequalities.</p>
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<p>Please answer the questions below to help identify if the area of work will have any impact on health inequalities, positive or negative.</p> <p>If you need assistance in completing this section please contact: Alicia Philips or Lisa Young in Public Health for more information. More details and worked examples can be found at https://coventrycc.sharepoint.com/Info/Pages/What-is-an-Equality-Impact-Assessment-(EIA).aspx</p>	
Question	Issues to consider
<p>2.3a What HIs exist in relation to your work / plan / strategy</p>	<ul style="list-style-type: none"> • Explore existing data sources on the distribution of health across different population groups (<i>examples of where to find data to be included in support materials</i>) • Consider protected characteristics and different dimensions of HI such as socio-economic status or geographical deprivation
	<p>Response:</p> <p>Not all people who access STHS are known to Adult Social Care. The service is free and usually lasts for up to six weeks. People who finish on STHS and require an on-going sequential service that is council funded will have met eligibility criteria under The Care Act 2014, specifically that their needs relate to a physical or mental impairment effecting a number of aspects of their daily life. STHS are designed to support individuals in meeting their health and wellbeing outcomes – including health inequalities - and meet individual support needs in a tailored way. Such care is delivered equitably, fairly and in a proportionate way, recognising the individual need of the person.</p> <p>Inequalities may also be faced by provider staff, or potential staff, in accessing care roles; language barriers, accessibility issues and cost of transport to interviews or work ,for example, may prevent individuals accessing careers in the care sector.</p>
<p>2.3b How might your work affect HI (positively or negatively).</p> <p>How might your work address the needs of different groups that share protected characteristics</p>	<p>Consider and answer below:</p> <ul style="list-style-type: none"> • Think about whether outcomes vary across groups and who benefits the most and least, for example, the outcome for a woman on a low income may be different to the outcome for a woman a high income • Consider what the unintended consequences of your work might be
	<p>Response:</p>



<p>The service works to achieve outcomes including impact based on keeping people health and well in their own homes.</p>
<p>Potential outcomes impact on specific socially excluded or vulnerable groups eg. people experiencing homelessness, prison leavers, young people leaving care, members of the armed forces community.</p> <p>Service Users: The health of people in receipt of the services may benefit in a positive way through improved quality of life, resulting in better outcomes.</p> <p>Provider staff: There may be positive impact on the health of provider staff. The Council has and will continue to work with providers to ensure best use of funding within the financial envelope available. Any effect of this on provider staff will likely be positive in relation to:</p> <ul style="list-style-type: none"> ➤ Increased job security ➤ Fair recruitment practices (supported by CCC) ➤ Payment of the NLW or above ➤ Good working conditions <p>The council will work with the home support market to understand the benefits of access to green travel / electric vehicles and investigate options to facilitate this, in turn reducing both fuel costs and the carbon footprint of this method of care delivery.</p> <p>The Council will also be supporting on recruitment events to assist in diversifying the workforce; Skills for Care data states only 15% of the workforce are male and 26% of the general workforce are BAME. Such statistics are not reflective of the city's demographics and by assisting in recruitment in this area we hope providers will be in a stronger position to meet the cultural needs of the service users they support. Examples of events which have taken place so far have included job fayres specifically supporting refugee and migrant workers into adult social care employment.</p> <p>Future events are planned to be held in a range of wards / areas across the city to eliminate barriers in respect of transport, enable ease of access by different communities and create links between local people and local businesses; likewise, events aimed specifically to support unpaid carers and individuals with a disability are also planned.</p>



2.4 Next steps - What specific actions will you take to address the potential equality impacts and health inequalities identified above?

The new services will be tendered (following Cabinet approval) in the new financial year (April 2023). Specific provider and service user engagement activities will also be continued by the Council the impact of these will be used to ensure that new services are fit for purpose and designed to meet needs of people as outlined in this EIA.

DIGITAL INCLUSION

2.5	<p>The Covid-19 pandemic accelerated the uptake of digital services nationally, whereby people who are digitally enabled have better financial opportunities, can access new information and are better connected to others (Lloyds Consumer Digital Index, 2021). However, for those who are digitally excluded, the digital divide has grown during the last two years, and without intervention people will be left behind with poorer outcomes across health and social care. Some people are more likely to be excluded including: older people, people from lower income households, unemployed people, people living in social housing, people with disabilities or people who’s first language is not English (NHS Digital.)</p> <p>Some of the barriers to digital inclusion can include lack of:</p> <ul style="list-style-type: none"> • Access to a device and/or data • Digital skills • Motivation to get online • Trust of online safety <p>Digital exclusion is not a fixed thing and may look different to different people at different times.</p> <p>It is important that the council and it’s partners in health consider how we can reduce digital inequalities across STHS services. One possible way is the development of virtual wards across the life of STHS services. This would support efficient hospital discharge and encourage digital take up.</p> <p>Please answer the questions below to help identify if the area of work will have any impact on digital inequalities, positive or negative.</p> <p>If you need assistance in completing this section please contact: Laura Waller (<i>Digital Services & Inclusion Lead, CCC</i>). More details and worked examples can be found at https://coventrycc.sharepoint.com/Info/Pages/What-is-an-Equality-Impact-Assessment-(EIA).aspx</p>
Question	Issues to consider
2.5 What digital inequalities exist in relation to your work / plan / strategy?	<ul style="list-style-type: none"> • Does your work assume service users have digital access and skills? • Do outcomes vary across groups, for example digitally excluded people benefit the least compared to those who have digital skills and access?



	<ul style="list-style-type: none"> • Consider what the unintended consequences of your work might be.
	<p>Response:</p> <p>Our Market Sustainability Plan includes reference to the following areas which may require mitigations to reduce the potential for digital inequalities:</p> <ul style="list-style-type: none"> - Digital switchover: individuals in receipt of the support of assistive technology may experience a possible disturbance when switched over from analogue to digital. This is a national programme and control over this by the Council is minimal. - Knowledge of digital technologies and systems to support a move towards a more digitalised care offer: We are aware provider staff may not necessarily have the skills to support a move to a more digital based care offer and its associated systems. - Advertisement of recruitment fayres: Digital advertisement of our recruitment initiatives e.g. advertising job fayres / recruitment days, job descriptions and advertisements, are publicised online.
<p>2.5b How will you mitigate against digital inequalities?</p>	<ul style="list-style-type: none"> • If any digital inequalities are identified how can you reduce these? For e.g. if a new service requires online registration you may work with partner organisations to improve digital skills and ensure equitable processes are available if someone is unable to access online.
	<p>Response:</p> <ul style="list-style-type: none"> - Digital switchover: We will work with providers and relevant stakeholders to ensure, as much as possible, both individuals and providers effected by the switch are informed and able to remain safe should an issue arise. - Digital technologies / digital support offer: Support and 'digital champion' training will be offered to providers via the Coventry Connects digital training scheme to ensure staff are appropriately skilled in an effective, sensitive manner. - Advertisement of recruitment fayres: To supplement digital advertisement, posters / paper advertisement and conversations will be utilised to ensure as many people are aware of up coming events. Paper information will also be available during events, including the ability to complete paper job applications (online application options also available) at job fayres the day.

2.6 How will you monitor and evaluate the effect of this work?



The Council will be required to produce an updated winter Market Sustainability Plan where we will reflect on the impact of our recommissioning and outline plans for future development, especially across the winter period where pressures and risk to the market and individuals are most prevalent due to heightened hospital discharge demand.

2.7 Will there be any potential impacts on Council staff from protected groups?

No

You should only include the following data if this area of work will potentially have an impact on Council staff. This can be obtained from: Nicole.Powell@coventry.gov.uk

3.0 Completion Statement

As the appropriate Head of Service for this area, I confirm that the potential equality impact is as follows:

- No impact has been identified for one or more protected groups
- Positive impact has been identified for one or more protected groups
- Negative impact has been identified for one or more protected groups
- Both positive and negative impact has been identified for one or more protected groups

4.0 Approval

Signed: Head of Service:	Date: 20.03.2023
Name of Director: Pete Fahy	Date sent to Director: 20.03.23
Name of Lead Elected Member: Cllr Mal Mutton	Date sent to Councillor : 20.03.23



Email completed EIA to equality@coventry.gov.uk



Public report

Council

20th June 2023

Name of Cabinet Member:

Cabinet Member for Policy and Leadership – Councillor G Duggins

Director Approving Submission of the report:

Chief Legal Officer

Ward(s) affected:

Not Applicable

Title:

Appointment of Deputy Chair of Licensing and Regulatory Committee

Is this a key decision? No

Executive Summary:

At the Annual General Meeting of the Council on 18th May 2023, appointments were made to Council committees.

This report seeks approval to a change of appointment of the Deputy Chair of the Council's Licensing and Regulatory Committee.

Recommendation:

That Council appoints Councillor Rachel Lancaster to the role of Deputy Chair of Licensing and Regulatory Committee in place of Councillor Becky Gittins, with immediate effect.

List of Appendices included:

None

Useful background papers:

None

Has it or will it be considered by Scrutiny?

No

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

No

Will this report go to Council?

Yes – 20th June 2023

**Report title:
Appointments**

1. Context (or background)

- 1.1 At the Annual General Meeting of the Council on 18th May 2023, appointments were made to Council committees for 2023/24.
- 1.2 The Licensing and Regulatory Committee is a committee of the Council, and its role and responsibilities are set out in the Council's constitution.

2. Options considered and recommended proposal

- 2.1 It is proposed that Councillor Rachel Lancaster is appointed as Deputy Chair of Licensing and Regulatory Committee in place of Councillor Becky Gittins for the Municipal Year 2023/24 with immediate effect.

3. Results of consultation undertaken

Not applicable

4. Timetable for implementing this decision

The appointments to the bodies will take effect from the date of the Council Meeting.

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

- 5.1 Financial implications

Not applicable

- 5.2 Legal implications

Not applicable

6. Other implications

Not applicable

Report author:

Name and job title:

Adrian West
Head of Governance

Service Area:

Law and Governance

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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:				
Michelle Salmon	Governance Services Officer	Law and Governance	07/06/23	07/06/23
Names of approvers: (Officers and Members)				
Barry Hastie	Chief Operating Officer (Section 151 Officer)	-	07/06/23	07/06/23
Julie Newman	Chief Legal Officer	-	07/06/23	07/06/23
Councillor G Duggins	Leader of the Council	-	07/06/23	07/06/23

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Council

20th June 2023

Name of Cabinet Member:

Leader of the City Council – Councillor G Duggins

Director Approving Submission of the report:

Chief Legal Officer

Ward(s) affected:

None

Title:

Annual Report from the Leader to the Council on Key Decisions made under Special Urgency Provisions 2022/2023

Is this a key decision?

No

Executive Summary:

The Leader must submit to the Council at the first ordinary meeting after the Annual Meeting a report of Key Decisions made in the previous year where the Special Urgency provisions were used. This applies where it is not practicable to give notice at least 5 clear days in advance before a Key Decision is made.

The Leader is reporting that there were no such cases during the 2022/2023 Municipal Year.

Recommendation:

That the City Council notes the Annual Report from the Leader on the use of Special Urgency provisions in the past year.

List of Appendices included:

None

Background Papers:

None

Other useful documents:

- The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012
- The City Council's Constitution

Has it been or will it be considered by Scrutiny?

No

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

No

Will this report go to Council?

Yes – 20th June 2023

**Report title: The Annual Report from the Leader to the Council on Key Decisions
Made under Special Urgency Provisions 2022/2023**

1. Context (or background)

- 1.1 The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 set out Special Urgency provisions to be used where it is impracticable to give at least 5 clear days' notice of the intention to make a Key Decision. The provisions detail a specific process to be followed, which includes seeking the agreement of the appropriate Scrutiny Chair or, if that person is unavailable, the Chair of the Council, that the matter to be considered is urgent and could not be reasonably deferred.
- 1.2 The Leader of the Council must submit an Annual Report to the Council containing details of each Key Decision taken during the period since the last report was submitted where the making of the Key Decision was agreed as urgent. The Council's Constitution requires that this report be presented at the first ordinary meeting of the Council after the Annual Meeting.
- 1.3 During the 2022/2023 Municipal Year, there were no such cases where the Council did not give at least 5 clear days' notice before making a Key Decision.

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

2.1 Financial implications

None

2.2 Legal implications

The Leader must make this report to Council in order to meet statutory requirements and comply with the Council's Constitution.

3. Other implications

3.1 How will this contribute to the One Coventry Plan?

This report is evidence that the Council has met its statutory requirements and given at least 5 clear days' notice of Key Decisions made in the past year.

3.2 How is risk being managed?

By presenting this Report to Council the Leader avoids any reputational risk that could arise from failure to meet the Council's statutory and constitutional requirements.

3.3 What is the impact on the organisation?

None

3.4 Equalities / EIA

None

3.5 Implications for (or impact on) Climate Change and the environment

None

3.6 Implications for partner organisations?

None

Report author:

Michelle Salmon

Name and job title:

Governance Services Officer

Service:

Law and Governance

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Enquiries should be directed to the above person.

Contributor/approver name	Title	Service	Date doc sent out	Date response received or approved
Contributors:				
Adrian West	Head of Governance	Law and Governance	26/05/23	07/06/23
Names of approvers for submission: (Officers and Members)				
Julie Newman	Chief Legal Officer	Law and Governance	26/05/23	06/06/23
Sarah Harriott	Corporate Governance Lawyer	Law and Governance	26/05/23	26/05/23
Councillor G Duggins	Leader of the Council	-	07/06/23	07/06/23

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Council

20 June 2023

Name of Cabinet Member:

N/A

Director Approving Submission of the report:

Interim Chief Executive (Chief Operating Officer)

Ward(s) affected:

City wide

Title:

Exercise of Emergency Functions

Is this a key decision?

N/A

Executive Summary:

This report informs Council of the following decisions to exercise emergency functions undertaken by the Interim Chief Executive (Chief Operating Officer), in accordance with the Constitution and after consultation with the Leader of the Council, Councillor G Duggins:-

- a) To accept a grant of £2,565,696 from the Department for Levelling Up, Housing and Communities (DLUHC)
- b) To accept a grant of £23,855,688.70 from the Department of Energy Security and Net Zero ("DESNZ") (formally known as the Department for Business Energy and Industrial Strategy).

List of Appendices included:

None

Background papers:

Copies of the signed decisions have been published on the Council's website at:

<https://edemocracy.coventry.gov.uk/ecCatDisplay.aspx?sch=doc&cat=13299>

Other useful documents

None

Has it been or will it be considered by Scrutiny?

No

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

No

Will this report go to Council?

Yes – 20 June 2023

Report title: Exercise of Emergency Functions

1. Context (or background)

- 1.1 Part 2M of the City Council's Constitution provides for the Scheme of Functions delegated to Employees including the Chief Executive/Head of Paid Service.
- 1.2 Paragraph 3.8(a) of Part 2M of the Constitution enables the Chief Executive, following consultation with the Leader, to make decisions required in an emergency.
- 1.3 On 14 March 2023 and 27 April 2023 respectively, the Interim Chief Executive (Chief Operating Officer) was satisfied that the following decisions were required to be taken pursuant to the emergency provision and that the circumstances constituted an emergency as the signing of the grant funding letters was time critical:-
 - a) Acceptance of a grant in the sum of £2,565,696 from the Department for Levelling Up, Housing and Communities (DLUHC) to ensure the recent humanitarian schemes offering sanctuary to Afghan and Ukrainian peoples provided sufficient longer-term accommodation to those they support; mitigated the increased pressures on local authority homelessness and social housing resources arising as sponsorship/family placements/bridging accommodation arrangements for Ukrainian refugees comes to an end and; concurrently support wider local authority housing and homelessness responsibilities to UK nationals.

The decision was critical to the Council's ability to provide housing needs within Coventry.

- b) Acceptance of a grant in the sum of £23,855,688.70 from the Department of Energy, Security and Net Zero (DESNZ) (formally known as the Department for Business, Energy, and Industrial Strategy) in respect of the Social Housing Decarbonisation Fund Wave 2.1. In conjunction with Citizen Housing Group Limited, the grant funding, together with Citizen's own investment, will deliver energy efficiency measures to approximately 2,000 social housing properties in Coventry. Works on the homes will predominately improve the fabric and ventilation of a property including cavity/external wall insulation, increased loft insulation, improved windows and doors and improving ventilation to reduce the potential for mould.

The decision was critical to support the energy efficiency improvements to houses in Coventry.

- 1.4 The above decisions, including the reasons for the decisions taken, have been published on the City Council's website.
- 1.5 If appropriate, further reports on matters arising from these decisions will be considered by the relevant Council body.

2. Options considered

- 2.1 The Interim Chief Executive (Chief Operating Officer) agreed that the circumstances constituted an emergency and was satisfied that the decisions to be taken pursuant to this emergency provision were critical to the Council's ability to deliver housing needs and improve social housing in the City.

3. Results of consultation undertaken

- 3.1 In accordance with the Constitution, the exercise of emergency functions was undertaken in consultation with the Leader of the Council, who confirmed his agreement to the course of action.

4. Timetable for implementing this decision

- 4.1 In light of the urgent nature of the matter detailed in paragraph 1.3 above, the decisions were implemented immediately.

5. Comments from Interim Chief Executive (Chief Operating Officer) and the Chief Legal Officer

Financial implications

Where decisions made involve the receipt of grants and making of expenditure, this has been identified in the decision summary. The City Council maintains detailed records and forecasts of the financial impacts. Alongside regular financial management activity, the financial implications are included within the Council's financial monitoring reports

Legal implications

Part 2M of the City Council's Constitution provides for the Scheme of Functions delegated to Employees, including to the Chief Executive/Head of Paid Service. Paragraph 3.8 of Part 2M enables the Chief Executive, in consultation with the Leader, to make decisions in an emergency.

Report author:

Name and job title:

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Law and Governance

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Adrian West	Head of Governance	Law and Governance	23/05/23	12/06/23
Names of approvers for submission: (officers and members)				
Barry Hastie	Interim Chief Executive (Chief Operating Officer – Section 151 Officer)	Finance	26/05/23	09/06/23
Julie Newman	Chief Legal Officer	Law and Governance	26/05/23	01/06/23
Councillor G Duggins	Leader of the Council	-	01/06/23	09/06/23

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Council

20 June, 2023

Name of Cabinet Member:

Cabinet Member for Children and Young People - Councillor P Seaman

Director Approving Submission of the report:

Chief Legal Officer

Ward(s) affected:

City wide

Title:

Statement of Assurance (Director of Children's Services)

Is this a key decision?

N/A

Executive Summary:

This report informs Council of the interim arrangements being put in place following the departure of the current Director of Children's Services and provides a Statement of Assurance as to how, on an interim basis, the statutory responsibility of the Director of Children's Services under Section 18 of the Children Act 2004 will be met.

List of Appendices included:

Assurance Document for fulfilment of the Director of Children's Services (DCS), – **Updated June 2023.**

Background papers:

A copy of the signed decisions have been published on the Council's website at:

<https://edemocracy.coventry.gov.uk/ecCatDisplay.aspx?sch=doc&cat=13299>

Other useful documents - None

Has it been or will it be considered by Scrutiny? - No

Has it been or will it be considered by any other Council Committee, Advisory Panel or other body? No

Will this report go to Council? Yes – 20 June, 2023

Report title: Statement of Assurance (Director of Children's Services)

1. Context (or background)

- 1.1 In May 2023 the Director for Children's Services (DCS) (who holds the statutory role under Section 18 Children Act 2004), resigned his post. Under his leadership, Children's Services had moved from a service requiring improvement to a service that is deemed by the inspectors to be Good. He is therefore leaving the organisation with the service in a secure position.
- 1.2 The DCS reports to the Chief Partnerships Officer (CPO) whose role is to drive forward the One Coventry Plan working with partners to deliver for the residents of Coventry. The One Coventry Leadership Team (OCLT) is the driver for these changes led by the Chief Partnerships Officer and Chief Operating Officer. The DCS sits on OCLT enabling a unified cross directorate approach which allows for a collective oversight of an integrated service for children.
- 1.3 The resignation of the DCS has coincided with the appointment of a new Chief Executive for the City Council. It is therefore considered that interim arrangements for the DCS should be put in place pending the arrival of the new Chief Executive and her further consideration as to what arrangements she considers would best serve the organisation on a permanent basis moving forward.
- 1.4 Interim arrangements are being put in place for approximately six months for a comprehensive recruitment process to take place. The appointment of a new DCS will be made by an Appointments Panel.
- 1.5 Therefore, on a temporary basis, an Interim Director of Children's Services has been internally recruited who will be responsible for Children's Social Care including Child Protection, Youth Justice and Early Help services.
- 1.6 Further, on an interim basis, the Chief Partnerships Officer will be the statutory Director of Children's Services under Section 18 Children Act 2004 to discharge the education and children's social services functions of the local authority.
- 1.7 A Statement of Assurance is appended to this report and has been prepared to outline these arrangements and provide assurance as to how the statutory functions of the Director of Children's Services will be met.

2. Options considered

- 2.1 There is a statutory responsibility for the local authority to have an officer designated as the Director of Children's Services responsible for education and children social care.

3. Results of consultation undertaken

- 3.1 The efficacy of more permanent arrangements will be subject to peer challenge and review, as part of the process of securing continuous sector-led improvement in the quality of services. This will include listening to the young people of Coventry to establish their experiences and confidence in the new arrangements.

4. Timetable for implementing this decision

4.1 The new arrangements will be put in place from the 30th June following the departure of the current Director of Children's Services

5. Comments from Interim Chief Executive (Chief Operating Officer) and the Chief Legal Officer

Financial implications

There are no financial implications in respect of this report.

Legal implications

A local authority in England must appoint an officer as the Director of Children's Services for the purposes of discharging functions relating to education and children's social care

Local authorities will, as a matter of course, want to ensure their structures and organisational arrangements enable them to:

- fulfil their statutory duties effectively (including ensuring that children, young people and families receive effective help and benefit from high educational standards locally);
- be transparent about responsibilities and accountabilities,
- support effective interagency and partnership working.

A local authority should carry out effective assurance checks, integrated as part of their usual decision-making and scrutiny work, of their structures and organisational arrangements. Once any new arrangements are in place, local authorities should review their arrangements regularly to satisfy themselves that they continue to be effective.

Report author(s):

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Suzanne Bennett	Governance Services Co-ordinator	Law and Governance	01/06/23	12/06/23
Names of approvers for submission: (officers and members)				
Finance: Barry Hastie	Interim Chief Executive (Chief	Finance	07/07/2023	12/06/23

	Operating Officer)			
Kirston Nelson	Chief Partnerships Officer		07/06/23	07/06/23
Legal: Julie Newman	Chief Legal Officer	Law and Governance	07/06/23	12/06/23
Members: Councillor P Seaman	Cabinet Member for Children and Young People		08/06/23	12/06/23

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Assurance Document for fulfilment of the Director of Children Services (DCS), – Updated June 2023.

Introduction

In May 2023 the Director for Children Services (DCS) (who holds the statutory role under Section 18 Children Act 2004), resigned his post, under his leadership Children Services had moved from a service requiring improvement to a service that is deemed by the inspectors to be good. He is therefore leaving the organisation with the service in a secure position.

The DCS reports to the Chief Partnership Officer (CPO) whose role is to drive forward the One Coventry Plan working with partners to deliver for the residents of Coventry. The One Coventry Leadership Team (OCLT) is the driver for these changes led by the Chief Partnership Officer and Chief Operations Officer. The DCS sits on OCLT enabling a unified cross directorate approach which allows for a collective oversight of an integrated service for children.

The resignation of the DCS has coincided with the appointment of a new Chief Executive for the City Council. It is therefore considered that interim arrangements for the DCS should be put in place pending the arrival of the new Chief Executive and her further consideration as to what arrangements she considers would best serve the organisation on a permanent basis moving forward.

Interim arrangements

The City Council benefits from an experienced children's social care manager who has significant experience and knowledge and the ability to place young people at the heart of service delivery. On a temporary basis pending a permanent recruitment campaign an Interim Director of Children's Services has therefore been internally recruited who will be responsible for Children's Social Care including Child Protection, Youth Justice and Early Help services

The interim Director will report into the Chief Partnership Officer (CPO). The CPO has significant experience in leadership roles across the wider Children's Services arena and holds responsibility for ensuring that staff are supported and developed so that they are effective and competent in discharging the statutory functions across all those services working with and supporting children and Young People in both education and social care. The CPO has a key role in facilitating and promoting partnership working across the City, sits as part of the Strategic Leadership Team with strategic oversight across the City Council and co-chairs the One Coventry Leadership Team.

The Head of Paid Service for the Local Authority has a statutory responsibility to ensure that the Safeguarding Partnership arrangements are appropriate and fit for purpose and that the Chair(s) feel that they have sufficient resource and leadership support to discharge their responsibilities effectively.

Interim arrangements for the statutory role of DCS

On an interim basis the Chief Partnership Officer will be delegated as the statutory Director of Children Services under Section 18 Children Act 2004 to discharge the education and children's social services functions of the local authority.

Local Assurance and Governance Arrangements

Within the legal framework it is for individual local authorities to determine their own organisational structures in light of their local circumstances.

However, local authorities must ensure that there is a single officer responsible for both education and children's social care. In Coventry City Council this is achieved by an integrated approach sitting alongside the Council's key priority that ensures that the safety and the educational, social and emotional needs of children and young people are central to the local vision.

Given the breadth and importance of the children's services functions that the DCS covers, local authorities should give due consideration to protecting the discrete roles and responsibilities of the DCS before allocating to any additional functions other than children's services. Following the departure of the current DCS the interim arrangements proposed are for the Chief Partnership Officer to assume the DCS role, therefore consideration should be given for the potential for a dilution of the role in light of the breadth of the CPO's area of responsibility. However, the CPO will maintain strong line management responsibility with a unified cross directorate approach which allows for a collective oversight of an integrated service; held under the umbrella of the emerging One Coventry programme enabling Children's services to be at the heart of the Council's service delivery to its communities.

The CPO reports directly to the Chief Executive providing a clear and unambiguous line of responsibility; however direct access between leadership teams in Children's Services, the Chief Executive and Elected Members are in place creating robust local accountability. All directors are also part of the One Coventry Leadership Team providing an overview of the City Council's activity and providing the necessary degree of influence over it.

Political and Strategic alignment

The City Council is committed to working with local communities to improve the quality of life for Coventry people, this is central to the Council's plan and the values of the Council's Elected Members.

To achieve this ambition, the Council's Executive has designated lead Cabinet Members with portfolio responsibilities for Education and Skills and Children and Young People. The Cabinet member for Children and Young People is the lead member for Children's services (S19 Children Act 2004).

Each Cabinet Member portfolio holder has responsibility within their areas of responsibility to improve the quality of life for Coventry people, including to improve educational outcomes by working with schools to continue to improve standards (Cabinet member for Education and Skills). Improving health and wellbeing and reducing health inequalities by helping local residents lead healthier lifestyles including better mental health (Cabinet Member for Public Health and Sport). Protecting the most vulnerable people by keeping children safe and providing early intervention for families who need it (Cabinet Member for Children and Young People).

However, these individual portfolio responsibilities operate as a cohesive whole though a holistic approach overseen by the CPO and via joined up strategic oversight by the Cabinet.

A joint approach to service delivery through these internal arrangements alongside a partnership approach therefore enables a “One Coventry” approach to meeting the Council’s Plan.

Cohesive approach to delivery

Effective partnership working and interagency cooperation continues to be promoted and developed including via attendance at forums such as Health and Wellbeing Board, Local Safeguarding Boards for Children and Adults, Head teacher Forums, Youth Offending teams and Children and Adult Commissioning Boards.

Children’s social care has been on an improvement journey and the approach to unified Council delivery is part of sustaining improvement.

This Cohesive approach to both strategy and delivery between the Education and Children’s Social Care services enables an integrated approach to service delivery but with identified expert professional leadership.

Conclusion

Interim arrangements as outlined above are being put in place following the departure of the current Director for Children’s Services; it is envisaged that these arrangements will be in place for six months allowing for the new Chief Executive to consider the organisational structure moving forward and for a comprehensive recruitment process to take place.

The corporate governance arrangements, as outlined above, and the strength of individual and strategic collective oversight demonstrates a more conducive approach for the statutory roles to sit on a temporary basis with the Chief Partnership Officer who holds a wider holistic level of oversight.

Summary

This is now the sixth review of this local assurance, and it has been rewritten to take into consideration the interim arrangements following the departure of the current DCS. The efficacy of more permanent arrangements will be subject to peer challenge and review, as part of the process of securing continuous sector-led improvement in the quality of services. This will include listening to the young people of Coventry to establish their experiences and confidence in the new arrangements.

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Council Meeting

20 June 2023

Booklet 1

Written Questions

1.	<p>QUESTION SUBMITTED BY: Councillor M Lapsa</p> <p>TO BE ANSWERED BY: Councillor P Hetherton, Cabinet Member for City Services</p>
<p>TEXT OF QUESTION:</p> <p>“Can the cabinet member tell us what the clean-up cost of fly tipping was for the period 2021 to 2023?”</p>	

2.	<p>QUESTION SUBMITTED BY: Councillor G Ridley</p> <p>TO BE ANSWERED BY: Councillor G Duggins, Cabinet Member for Policy and Leadership</p>
<p>TEXT OF QUESTION:</p> <p>“Could the Cabinet Member for Policy and Leadership tell us when he expects the independent evaluation into the City of Culture year to be published?”</p>	

3.	<p>QUESTION SUBMITTED BY: Councillor S Keough</p> <p>TO BE ANSWERED BY: Councillor P Hetherton, Cabinet Member for City Services</p>
<p>TEXT OF QUESTION:</p> <p>“Could the Cabinet Member explain to residents on Bennetts Road in Bablake Ward why they have not had their bins collected for over three weeks?”.</p>	