



### **Scrutiny Co-ordination Committee**

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#### **Time and Date**

2.00 pm on Thursday, 9th April, 2026

#### **Place**

Diamond Rooms 1 and 2 - Council House

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#### **Public Business**

1. **Apologies and Substitutions**

2. **Declarations of Interest**

3. **Minutes** (Pages 3 - 18)

- a) To agree the minutes of the meeting held on 12<sup>th</sup> March 2026.
- b) Matters arising.

4. **Elective Home Education Task and Finish Group** (Pages 19 - 26)

Recommendations from the Education and Children's Services Scrutiny Board  
(2) Task and Finish Group.

Briefing Note from Scrutiny Co-ordinator

5. **Recommendations from School Attendance Task and Finish Group**  
(Pages 27 - 32)

Recommendations from the Education and Children's Services Scrutiny Board  
(2) Task and Finish Group.

Briefing Note from Scrutiny Co-ordinator

6. **Parking Services Updates and Future Priorities** (Pages 33 - 40)

Briefing Note from Parking Manager

7. **Offline Support for Residents** (Pages 41 - 48)

Briefing Note from Director of Digital Services

8. **Scrutiny Co-ordination Committee Work Programme and Outstanding Issues 2025/2026** (Pages 49 - 58)

## 9. Any Other Items of Public Business

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

### Private Business

Nil

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

Monday, 30 March 2026

Note: The person to contact about the agenda and documents for this meeting is Lara Knight, Governance Services - Telephone: 024 7697 2642 E-mail: [lara.knight@coventry.gov.uk](mailto:lara.knight@coventry.gov.uk)

### Membership:

Councillors M Ali, A Jobbar, L Kelly, Lepoidevin, G Lloyd (Chair), J McNicholas (Deputy Chair), C Miks, G Ridley and R Singh

### By Standing Invitation:

Councillors P Akhtar, G Duggins, AS Khan, EM Reeves

### By Invitation for Agenda Items 4 and 5

*Education and Children's Services Scrutiny Board (2) Task and Finish Group Members:*

Councillors: M Mutton and S Nazir

Cabinet Member for Education and Skills – Councillor Dr K Sandhu

### By Invitation for Agenda Item 6

Cabinet Member for City Services – Councillor P Hetherton

### By Invitation for Agenda Item 7

Cabinet Member for Adult Services – Councillor L Bigham

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**Coventry City Council**  
**Minutes of the Meeting of Scrutiny Co-ordination Committee**  
**held at 2.00 pm on Thursday, 12 March 2026**

Present:

Members: Councillor G Lloyd (Chair)  
Councillor J McNicholas (Deputy Chair)  
Councillor A Jobbar  
Councillor L Kelly  
Councillor J Lepoidevin  
Councillor C Miks  
Councillor R Singh

Other Members

(By Standing Invitation): Councillor S Gray (Substitute for Councillor EM Reeves)

Members of the Education and Children's Services Scrutiny Board (2)  
(By Invitation): Councillor J Birdi  
Councillor J Gardiner  
Mr D Jackson (Co-opted Member)

Cabinet Members and Deputy Cabinet Members  
(By Invitation) Councillor S Agboola – Deputy Cabinet Member for Housing and Communities  
Councillor K Caan – Cabinet Member for Public Health, Sport and Wellbeing  
Councillor J O'Boyle – Cabinet Member for Jobs, Regeneration and Climate Change  
Councillor Dr K Sandhu – Cabinet Member for Education and Skills

In attendance: J Martin – E.ON

Employees (by Service Area):

Care, Health and Housing P Fahy (Director of Care, Health and Housing),

Children and Education Services R Sugars, C Webb

Finance and Resources A Proctor

Law and Governance O Aremu, L Knight, A West

Regeneration and Economy T Fawcett, J Hunt, R Palmer, P Singh, S Weir

Apologies:

Scrutiny Co-ordination Committee: Councillors M Ali, G Ridley and EM Reeves

Education and Children's Services Scrutiny Board (2): Councillors M Mutton and A Tucker  
S Hanson and G Vohra (Co-opted Members)

Health and Social Care Scrutiny Board (5): Councillors F Abbott, L Harvard, M Lapsa, B Mosterman

Cabinet Members: Councillors G Duggins and P Hetherton

## Public Business

### 57. Declarations of Interest

Councillor L Kelly declared a disclosable pecuniary interest in the matter referred to in Minute 62 below, headed "Strategic Energy Partnership Annual Business Plan 2026/27". She withdrew from the meeting for the consideration of this matter.

Councillor J Lepoidevin declared another interest in the matter referred to in Minute 60 below, headed One Strategic Plan, insofar as it related to Special Educational Needs. She remained in the meeting and took part in the consideration of this matter.

### 58. Minutes

The Minutes of the meetings held on 15<sup>th</sup> January and 5<sup>th</sup> February 2026 were agreed and signed as true records.

There were no matters arising.

### 59. Exclusion of Press and Public

**RESOLVED that, the press and public be excluded under Section 100(A)(4) of the Local Government Act 1972 for the consideration of the following private reports on the grounds that the reports involve the likely disclosure of information defined in the Paragraphs of Schedule 12A of the Act as indicated, and that in all circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information:**

<b>Minute Number</b>	<b>Report Title</b>	<b>Paragraph(s) of Section 12A of the Act</b>
70	UKBIC Business Plan 2026/27	3
71	Business Planning Cycle 2026/27 for Coventry Municipal Holdings Group	3



include academy trust CEOs, headteachers and education colleagues from across the city.

The Strategy outlined in the One Strategic Plan is in line with the Department for Education (DfE) statutory requirements to:

- Spend capital funding efficiently
- Safeguard the quality of places in the system
- Utilise spare capacity in the estate where it exists.

The Committee noted that the Capital allocations to meet projected shortfalls in provision are provided by the DfE to all Local Authorities based on the data provided in the annual School Capacity return (SCAP). Demand for places, minus the supply of places, is multiplied by a cost per pupil place to inform the final allocation. The return informs the DfE of the expected change in pupil numbers over the medium term, the current capacity of schools to meet those numbers, and the planned changes to that capacity. Funding is also secured via S106 contributions from housing developers in response to new housing estates. The proposed program of work is fully funded utilising existing resources as set out within the education capital programme.

From the 2021/22 academic year, there has been a large increase in the number of pupils moving into the city in-year. The impact of this in-year movement has been that more places are required in schools than originally forecast, using up spare capacity and, in some year groups, causing sufficiency pressures. In response a review and update forecast methodology has taken place and additional school expansions identified. Since September 2024, in-year growth has decreased and a range of growth expectations to inform forecasts and ensure sufficient supply of school places continues to be factored.

Due to the increase in the in-year pupil numbers indicated, bulge classes have been introduced in nine primary schools across the city in years 1 to 5. This increase in demand has also required expansions in secondary schools, particularly in years 7 and 8. These measures have helped address immediate pressures on school capacity. However, further expansion is necessary to ensure sufficient school places are available to meet future forecast demand. Ongoing planning and funding would be essential to maintain access to quality education as the pupil population changes. Three secondary school expansions are planned for September 2027 at President Kennedy, Westwood and Cardinal Wiseman. Work is underway to deliver additional space required on the existing school sites. These expansions are subject to planning consent and delivery of building works.

The Committee and Scrutiny Board (2) members were able to ask questions, received answers and made comments in respect of the following:

- Why proposals are to build primary schools rather than primary, secondary and SEND schools;
- In some cases, schools are surrounded by housing and are not able to expand, why are expansion not located in new areas;
- Where have the additional staff come from in respect of bulge classes, particularly in relation to SEND;

- What skillset is required to ensure adequate support for children with SEND;
- Whether the in-year increase is in particularly key stages or universal across education;
- What the plan is for additional school places in the Eastern Green area;
- When Woodlands School opens for SEND children, will it be filled or partly filled by children already in SEND schools and how many additional spaces will be available compared to the current SEND provision;
- What confidence can be placed on the projected calculations for required school places in the Eastern Green area;
- In light of public perception about the need for additional schools, how long will it be before the additional schools highlighted will be available.
- Is there confidence that S106 lands are secure for educational purposes and won't need to be given back in 5 years.

During the course of the discussions on the report, it was agreed that additional information considered by Scrutiny Board (2) in respect of SEND and the all Members seminar in relation to education matters, be circulated to all Committee Members.

**RESOLVED that, the Scrutiny Co-ordination Committee note the report and confirm that there are no comments or recommendations from the Committee to the Cabinet.**

## 62. **Coventry: City of Movement Strategy 2026-2031**

The Scrutiny Co-ordination Committee considered a report of the Director of Care, Health and Housing, that set out the Council's proposed City of Movement Strategy 2026-2031.

The Health and Social Care Scrutiny Board (5) were invited to attend the meeting for the consideration of this matter.

The Committee noted that the report was also due to be considered but the Cabinet at its meeting scheduled for 17<sup>th</sup> March 2026.

A co-produced joint Coventry: City of Movement Strategy had been developed, led by the Sport, Physical Activity and Wellbeing Team. The new Strategy is intended to enable the City Council and its partners to progress further, following the Coventry Sports Strategy 2014-2024 and the Physical Activity Framework 2019-2024, through creating a greater joined up system between health, sport, physical activity and movement with the concept of 'movement' at its core.

It was noted that significant progress has been made in Coventry as a result of the delivery of the previous strategies and the City has much to be proud of, including:

- Invested over £100m into sport and physical activity facilities;
- Invested into parks and green spaces to support physical activity in local communities;
- Coventry was awarded European City of Sport in 2019;

- The Council and CV Life developed and launched the Go CV card giving reach to over 130,000 people in the City;
- Coventry has also been identified as one of the 27 Place Partners set to benefit from a share of Sport England's place-based investment funding.

Improvements were also seen in activity levels between 2018 and 2022 through the household survey, with a higher proportion of adults in Coventry participating in active travel. It was recognised that more needed to be done with those aged 35-54, being the most inactive age group and with children being more inactive than compared to England overall, but improving.

Extensive engagement has taken place with over 70 organisations across Coventry in order to ensure that the new Strategy responds to the needs of the community. This is in addition to a survey of residents, which elicited 1,398 responses, gathering insight on local people's current movement habits and the barriers preventing them from being more active, which were primarily related to time, motivation and other commitments meaning people have limited time to participate in physical activity.

Three strategic schemes were developed for the Strategy, which have been supported by partners across the City and as an outcome of the Council's work with Knight, Kavanah and Page, a firm of consultants that have worked with the authority on the production to this and other sports strategies. The three strategic themes are:

- Active System: Connecting Better
- Active People: Movement for Everyone
- Active Place: A Place of Movement

The report explained how the impact of the Strategy would be evaluated, through a mixed method approach, emphasising the need for continuous learning and the participation / co-production with local residents.

The Committee and Scrutiny Board (5) members were able to ask questions, received answers and made comments in respect of the following:

- The importance of transport links and appropriate parking at sports facilities.
- Recognition that different age groups have different needs
- How the success of the Strategy will be assessed.
- How to make better use of the facilities within the city.
- What funding is available for what the Strategy wishes to achieve.
- Whether there is a clear initiative for each group that is identified as not being sufficiently active.
- How the Strategy will link to the Key Performance Indicators within the One Coventry Plan.
- Ensuring that the activities available are activities that people want to do.
- How closely employees work with parks and social subscribers through the Strategy.

- Ensuring that repair and refurbishment works are managed in areas that enable people to be active.

During the course of the discussions on the report, it was requested that the closest KPIs from the One Coventry Plan be added to the Strategy before the matter is submitted to the appropriate Scrutiny Board for review.

In addition, it was agreed that an additional recommendation be submitted to the Cabinet for their consideration, requesting that it ensures the City of Movement Strategy explicitly recognises and reflects the needs of all age groups, and that the Strategy is fully inclusive for residents of all ages.

**RESOLVED that, the Scrutiny Co-ordination Committee:**

- 1. Support the strategic direction outlined in the presentation.**
- 2. Recommends that the Cabinet ensures the City of Movement Strategy explicitly recognises and reflects the needs of all age groups, and that the Strategy is fully inclusive for residents of all ages.**

**63. Strategic Energy Partnership Annual Business Plan 2026/27**

The Scrutiny Co-ordination Committee considered a report of the Director of Regeneration and Economy, that set out the Strategic Energy Partnership (SEP) Annual Business Plan for 2026/27.

The Committee noted that the report would also be considered by the Coventry Shareholder Committee at its meeting scheduled for 17<sup>th</sup> March 2026.

The fifteen-year SEP between the Council and E.ON, started in September 2023, is the first of its kind in the UK, and aims to transform energy use in the city for the benefit of local communities, businesses and the wider economy. The Council's relationship with E.ON is already starting to support the development of ground-breaking projects, with funding from E.ON, public sector grant, as well as other sources.

The SEP is continuing its focus on innovation to deliver affordability to residents, clean local energy enabling energy security in the city, jobs and skills opportunities and investments to benefit communities. The partnership will build on the successes of the past two and a half years, and continue to accelerate delivery of real impact for Coventry, including:

- Affordability – through innovative trials, and home improvement programmes, helping tackle fuel poverty and reducing household bills, while making homes warmer and healthier.
- Clean energy generation – building a solar farm, scaling up solar installations on schools, council buildings, and other rooftops in the city, enabling energy security reducing reliance on volatile global energy markets.
- Skills and opportunity – contributing to a thriving local green economy, creating new jobs and apprenticeships, tackling green skill-gaps with a

deliberate focus on engaging local people, businesses and educational institutions.

- Community investment – through Community Benefit Fund, supporting projects like education initiatives, community centre retrofit and community growing projects in green-deprived areas.

Through making homes warmer and healthier, scaling up clean energy generation, creating more green jobs and focussing on community benefits, together the SEP will continue to build a more affordable, cleaner, healthier and prosperous Coventry for everyone. Annual investment by the SEP is expected to grow from £3.9m in 2025-26, to £9.8m in 2026-27 and £20.7m in 2027-28 for currently planned investments alone.

The Appendix to the report provided a summary of the Annual Business Plan for 2026/27, including inputs from the Coventry Energy Plan, a summary of annual investment, SEP strategic goals for 2026/27, key projects, links to wider Council programmes and next steps.

The Committee sought and received clarification that the SEP partnership with E.ON did not preclude the Council from working with other energy providers and partners.

**RESOLVED that, the Scrutiny Co-ordination Committee consider and note the report and confirm that there are no additional recommendations for the Coventry Shareholder Committee.**

#### 64. **Coventry and Warwickshire Growth Hub - Future Direction**

The Scrutiny Co-ordination Committee considered a report of the Director of Finance and Resources, that set out details of the proposed changes to the Coventry and Warwickshire Growth Hub in order to establish a new West Midlands Growth Hub.

The Committee noted that the report would also be considered by the Coventry Shareholder Committee at its meeting scheduled for 17<sup>th</sup> March 2026.

The Coventry and Warwickshire Growth Hub (CWGH) was established in 2014 and was integrated as part of a successful Coventry and Warwickshire economic area, providing a one-stop centre for local businesses, with advice and guidance on the most appropriate support for their needs.

During the closure process of the Coventry and Warwickshire Local Enterprise Partnership (CWLEP) in 2023, the LEP Board, including the Local Authorities across the sub-region, determined that the CWGH should continue as a legacy of the CWLEP. As a result, the joint (50/50) shareholders of the CWGH are Coventry City Council (CCC) and Warwickshire County Council (WCC).

An Economic Development Functions Review for the West Midlands was undertaken, following agreement at the West Midlands Combined Authority (WMCA) Board meeting in November 2024. This was driven by concerns about the West Midlands business support landscape being fragmented, making it confusing and ineffective for business. It was proposed that a new model would

rationalise public funded support and connect it to the rest of the business support ecosystem.

Key recommendations from the review were agreed at the WMCA Board meeting on 14<sup>th</sup> November 2025, which included the formation of a new Economic Delivery Vehicle providing a new consolidated, networked approach to economic development, designed to avoid duplication, overlap and fragmentation.

A key part of these proposals was the establishment of a new West Midlands Growth Hub (WMGH) to lead delivery of a new service for up to 1,500 business in the region with high growth potential. Given the strength of the CWGH it is proposed that the organisation is best positioned to be the platform for the WMGH, which would continue to be based in Coventry.

It was emphasised that Coventry businesses would still receive the support they require and that knowledge and best practice developed at the CWGH would be applied across the West Midlands.

Similarly, Warwickshire businesses would still benefit from a Growth Hub service in Warwickshire and, by continuing close working relationships between the teams at CCC and WCC, the important Coventry and Warwickshire business geography would still be served in a coherent way.

The report further set out details of the proposed changes required to CWGH in order to establish the new WMGH along with proposed delegated authority to complete due diligence and make the required changes.

The Committee sought and received clarification that the service to Coventry businesses would not deteriorate as a result of the expansion across the West Midlands area and that an annual report on the service would continue to be submitted to the appropriate Scrutiny Board.

**RESOLVED that the Scrutiny Co-ordination Committee consider and note the Coventry and Warwickshire Growth Hub transition proposals and confirm that there are no additional recommendations for the Coventry Shareholder Committee.**

65. **UKBIC Business Plan 2026/27**

The Scrutiny Co-ordination Committee considered a report of the Director of Finance and Resources, that provided an update on the business planning for the 2026/27 financial year for UKBIC.

A corresponding private report detailing confidential financial matters was also submitted for consideration (Minute 70 below refers).

The Committee noted that the report would also be considered by the Coventry Shareholder Committee at its meeting scheduled for 17<sup>th</sup> March 2026.

UKBIC is a state of the art battery manufacturing research and development facility, funded by £114m from the UK Government (through Innovate UK, part of UK Research and Innovation) and an £18m loan from the West Midlands

Combined Authority (WMCA). The facility is operated by UKBIC Ltd which is owned by the Council. The Council is also the accountable body for the grant funding used to establish the facility.

UKBIC Ltd and has two Council directors who sit on the board, including the Chair. The remaining board seats are made of up of the UKBIC Managing Director and Finance Director, a representative from Government's Advanced Propulsion Centre (APC) and independent battery / automotive industry experts. In addition, a Battery Innovation Programme Director attends the board as an observer.

It was noted that the Council does not provide any ongoing funding for UKBIC, but did provide a one-off short term £500k loan in 2021, which is being repaid within expectations and due to be fully repaid by 2027. New terms were agreed for the WMCA loan for UKBIC in March 2025. The first capital repayment was due to be made in December 2025, but the loan has now been restructured into an interest-only basis with interest payments due to commence in 2027/28. The £18m capital is due to be repaid to the WMCA in 2032. The loan is secured against UKBIC's land and buildings.

The principal activity of the company is to provide focused capabilities to enable industry, via open access, to scale up and commercialise advanced battery technologies central to the development and manufacture of batteries.

**RESOLVED that, the Scrutiny Co-ordination Committee considers and notes the report on UKBIC's 2026/27 business plan and confirm that there are no additional recommendations for the Coventry Shareholder Committee.**

66. **Business Planning Cycle for 2026/27 for the Coventry Municipal Holdings Group**

The Scrutiny Co-ordination Committee considered a report of the Director of Finance and Resources, that provided an update on the business planning for the 2026/27 financial year for Coventry Municipal Holdings Limited.

A corresponding private report detailing confidential financial matters was also submitted for consideration (Minute 71 below refers).

The Committee noted that the report would also be considered by the Coventry Shareholder Committee at its meeting scheduled for 17<sup>th</sup> March 2026.

Coventry Municipal Holdings Limited (CMH) was incorporated in November 2021 as an intermediary parent company within the Council's group structure. CMH is required by the Group Governance Arrangement to present the group business plan for approval by the Coventry Shareholder Committee. The Business Plan covers the following companies:

- Coombe Abbey Park Limited (CAPL), the company that operates Coombe Abbey Hotel via a long lease from the Council, and subsidiaries:
  - No Ordinary Hospitality Management (NOHM) undertakes management contracts for third parties and provides the trading name for operations within the hospitality and leisure sector.

- Coombe Abbey Park Limited (LACo) a Teckal Company set up to enable contracts to be directly awarded by the Council.
- Coventry Technical Resources (CTR) provides resourcing solutions to the Council via contractual arrangements.
- Coventry Regeneration Limited (CR), set up during the construction of Coventry Arena and continues trading with minimal transactions to preserve historic tax assets which may be usable in the future.
- No Ordinary Hotels Ltd (effectively a dormant company) continues operation to preserve the brand name.
- Tom White Waste Limited (TWW), a commercial company that was previously one of the Council's largest local competitors prior to acquisition, and subsidiaries:
  - A&M Metals and Waste supports the waste Management and recycling activities of the parent company. The company has ceased trading and management plan is to liquidate the company in the foreseeable future.
  - Tom White Waste (LACo), a Teckal company set up to enable contracts to be directly awarded by the Council.

The vision for CAPL is for Coombe Abbey Hotel to be a destination of choice for families, business, and events both regionally and on the national stage, creating outstanding memorable experiences whilst delivering sustainable financial returns to its shareholders. This is supported by four strategic priorities for the 26/27 financial year detailed within the report.

Further improvements in profitability will be required to ensure the company's sustainability over the medium term. CAPL has been in a negative net assets position since March 2024, and despite improvements this will remain negative for the near future.

The 26/27 budget includes income due to the Council of £1.3m, including £0.85m from the hotel and other property leases, interest payable on commercial loans of £0.45m and a profit share from catering concessions of £0.03m.

The Business Plan details several capital investments required to stimulate revenue growth and protect the fabric of the hotel building. This represents the most significant capital investment by the company in recent years. CAPL are proposing to use company resources repair the hotel building flat roof, replace the goods lift and replace the heating in the Park Priory bedroom block. CAPL are seeking debt financing to deliver the further capital investments detailed in the Private report. The proposed loan terms for these projects have been modelled over a 10-year term at a commercial rate of interest, with repayments due to commence once the assets are operational. The detailed terms of the finance are subject to approval.

The vision of TWW is to be a conscious brand with a mission to make a positive environmental and social impact whilst creating shareholder value for distribution into the local community. The strategic priorities for the 26/27 financial year were detailed within the report:

TWW have seen a significant temporary increase in revenues due to contracts with Birmingham City Council. This is being managed on an exceptional basis with

performance separated out from core business when management monitors performance.

Following the Council's acquisition of TWW's main operational site in January 2025 and an initial payment free period, the Council received £0.15m in annual lease income during 25/26 and £0.6m will be received during 26/27.

The investment in new recycling plant for the MRF is due to be commissioned in May 2026, providing additional processing capacity and producing a high quality recyclate output.

CTR provides resource solutions to the Council either via direct employment or via contract as required. The commercial posts in CTR have supported a range of projects including the Children's Services Transformation Programme, the Care Facility Project and City Services. The CTR budget assumes no additional posts will be added and inflationary costs will be up to 5% per annum. The forecast cost base, including a 10% profit margin, is £0.245m for 2026/27. This is budgeted to be recovered via revenue from contracts within the Council.

The Committee noted that when the Council disposed of its shares in Arena Coventry Limited (ACL) for "2.7m in 2014, the funds from the transaction were received by CTR. This cash remains on the company balance sheet and can be paid to the Council as a dividend when required.

**RESOLVED that, the Scrutiny Co-ordination Committee:-**

- 1. Notes the Business Plans for the CMH Group for the financial year 2026/27.**
- 2. Confirm that there are no additional recommendations for the Coventry Shareholder Committee.**

**67. Friargate JV Project Limited - Business Plan 2026 - 2030**

The Scrutiny Co-ordination Committee considered a report of the Director of Property Services and Development, that set out the business plan and financial update in respect of Friargate JV Company.

A corresponding private report detailing confidential financial matters was also submitted for consideration (Minute 72 below refers).

The Committee noted that the report would also be considered by the Coventry Shareholder Committee at its meeting scheduled for 17th March 2026.

Friargate JV Project Limited (the Company) was incorporated on 17<sup>th</sup> December 2018 as a jointly owned property management and development trading company between the Council and Friargate Holdings 2 Limited, with each party holding equal shares. The aim of the Company centres on developing a property portfolio consisting of both commercial and residential properties that is available for sale or rent in accordance with the Friargate Masterplan.

The business of the Company is governed by a Shareholders Agreement which sets out the governance arrangement between the Shareholders in relation to a number of matters including the review of the Company against the Business Plan.

The Company has operated under an initial business plan focussed on acting commercially to bring forward the development of the whole of the Friargate Masterplan prioritising the construction of the first phase of development consisting of:

- The delivery of four commercial buildings and a hotel; and
- Where possible, to act in good faith to bring forward the wider development of the Friargate Masterplan in an expeditious manner.

The report set out the Business Plan for the period between 2026-30, which provides for the Company's vision and broad strategic objectives, and monitoring and assurances on the financial position to secure the ongoing viability of the Company.

The Business Plan states that the Company will act commercially to bring forward development in accordance with the Friargate Masterplan Objectives in order to:

- a) Maximise on every commercial opportunity available;
- b) Trade in such a manner that acts in the best interests of the Company;
- c) Optimise the financial return to the Shareholders;
- d) Make a positive contribution to the delivery of commercial and residential schemes to meet commercial and housing needs in all segments of the market.

**RESOLVED that, the Scrutiny Co-ordination Committee note the report and confirm that there are no additional recommendations for the Coventry Shareholder Committee.**

**68. Sherbourne Recycling Business Plan 2026/27, Update to the Waste Services Agreement and Shareholder Agreement**

The Scrutiny Co-ordination Committee considered a report of the Director of Finance and Resources, that provided an oversight of the Business Plan for Sherbourne Recycling Limited (SRL) and an update on the Waste Services Agreement in place between the Council and SRL, along with proposed changes to the Shareholder Agreement.

A corresponding private report detailing confidential financial matters was also submitted for consideration (Minute 73 below refers).

The Committee noted that the report would also be considered by the Coventry Shareholder Committee at its meeting scheduled for 17th March 2026.

SRL was incorporated in February 2021 after the successful completion and contract award for the design and construction of a Material Recycling Facility (MRF) located in Coventry. The Council and seven other local authorities (North Warwickshire Borough Council, Nuneaton and Bedworth Borough Council, Rugby Borough Council, Stratford-on-Avon District Council, Solihull Metropolitan Borough

Council, Walsall Council and Warwick District Council) jointly own the company and are customers of the facility since it became operational during 2023.

The proposed changes to the Shareholder Agreement will:

- Enable the appointment of an independent non-executive Chair to the Board of Directors, which will further enhance the governance of the company, as it embarks on its next phase of business growth and development. This change will also make future provision to bring additional skills into the boardroom where needed; and
- Provide future provision for an additional three independent board directors, if and when needed.

The proposed change would also look to amend board voting rights from one vote at a Board meeting weighted according to the relevant proportion of shares held to one vote per board member and to include voting rights for the independent Chair and Managing Director.

The Committee noted that, as a company evolves and matures, it's common for board composition and governance arrangements to be reviewed and developed over time. Shareholder voting rights, Shareholding equity percentages and reserved matters would not change because of this decision.

**RESOLVED that, the Scrutiny Co-ordination Committee note the report and confirm that there are no additional recommendations for the Coventry Shareholder Committee.**

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

There were no other items of public business.

70. **UKBIC Business Plan 2026/27**

Further to Minute 65 above, the Scrutiny Co-ordination Committee considered a private report of the Director of Finance and Resources, that set out the commercially confidential matters relating to an update on the business planning for the 2026/27 financial year for UKBIC.

**RESOLVED that, the Scrutiny Co-ordination Committee considers and notes the report on UKBIC's 2026/27 business plan and confirm that there are no additional recommendations for the Coventry Shareholder Committee.**

71. **Business Planning Cycle 2026/27 for Coventry Municipal Holdings Group**

Further to Minute 66 above, the Scrutiny Co-ordination Committee considered a private report of the Director of Finance and Resources, that set out the commercially confidential matters relating to an update on the business planning for the 2026/27 financial year for Coventry Municipal Holdings Limited.

**RESOLVED that, the Scrutiny Co-ordination Committee:-**

- 1. Notes the Business Plans for the CMH Group for the financial year 2026/27.**
- 2. Confirm that there are no additional recommendations for the Coventry Shareholder Committee.**

**72. Friargate JV Project Limited - Business Plan 2026-2030**

Further to Minute 67 above, the Scrutiny Co-ordination Committee considered a private report of the Director of Property Services and Development, that set out the commercially confidential matters relating to the business plan and financial update in respect of Friargate JV Company.

**RESOLVED that, the Scrutiny Co-ordination Committee note the report and confirm that there are no additional recommendations for the Coventry Shareholder Committee.**

**73. Sherbourne Recycling Business Plan 2026/27, Update to the Waste Services Agreement and Shareholder Agreement**

Further to Minute 68 above, the Scrutiny Co-ordination Committee considered a private report of the Director of Finance and Resources, that set out the commercially confidential matters relating an oversight of the Business Plan for Sherbourne Recycling Limited (SRL) and an update on the Waste Services Agreement in place between the Council and SRL, along with proposed changes to the Shareholder Agreement.

**RESOLVED that, the Scrutiny Co-ordination Committee note the report and confirm that there are no additional recommendations for the Coventry Shareholder Committee.**

**74. Any Other Items of Private Business.**

There were no other items of private business.

(Meeting closed at 4.47 pm)

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Coventry City Council

## Briefing note

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**To: Scrutiny Co-ordination Committee**

**Date: 9<sup>th</sup> April 2026**

**Subject: Elective Home Education Task & Finish Group**

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

- 1.1 To inform Scrutiny Co-ordination Committee on the work undertaken by Elective Home Education (EHE) Task & Finish Group and to outline the recommendations based on its findings.

### **2 Recommendations**

2.1 Scrutiny Co-ordination Committee are recommended to:

- 1) Recommend that the Cabinet Member for Education and Skills:
  - a) Write to the Secretary of State for Education to highlight Coventry's effective, relationship-based home education practice and emphasise the additional burdens the new Children's Wellbeing Bill will place on Local Authorities.
  - b) Engage directly with colleges on expanding 14-16 provision for EHE pupils and use influence to support establishment of Coventry-based provision.
- 2) Add a review of 14–16 and post-16 provision for EHE students, identifying gaps and opportunities to expand access to qualifications to the Education and Children's Services Scrutiny Board work programme for 26/27.
- 3) Note and promote Coventry's strong safeguarding approach, including effective multi-agency working, its above-minimum offer to families, and the resource implications of rising EHE numbers.

### **3 Information and Background**

- 3.1 The Education and Children's Services Scrutiny Board established a Task and Finish Group to examine the growing number of children and young people being electively home educated in the city, understand the reasons behind this trend, and review how effectively the Council and partners are supporting these families. The Board requested that Scrutiny Co-ordination Committee consider the recommendations to enable additional time for scrutiny to take place.
- 3.2 The group aimed to identify practical improvements, highlight gaps in policy or practice, and ensure that Coventry fulfils its statutory responsibilities while supporting positive outcomes for children.

3.3 Several local and national factors contributed to the decision to set up the group:

- Rising numbers of EHE registrations following the pandemic and continuing year on year growth.
- Increased complexity of cases, with more children leaving school due to anxiety, unmet SEND needs, bullying concerns, or dissatisfaction with school provision.
- National focus on attendance, inclusion and safeguarding, with government guidance placing stronger expectations on local authorities.
- Resource pressures within the EHE service preventing deeper casework and proactive visits.
- Concerns from schools and elected members about off rolling, hidden disengagement, and inconsistent support pathways for families.

3.4 Membership of the task and finish group was:

- Cllr L Kelly (Chair)
- Cllr M Mutton
- Cllr S Nazir

## **4 Activity Undertaken by the Group**

4.1 Reviewed the scoping document which can be found in **Appendix A**.

4.2 Education Services officers provided detailed evidence on the support offered to home-educating families, outlining Coventry's proactive and partnership-based approach. This includes early engagement, multi-agency information-gathering, and constructive communication with families, with officers emphasising that Coventry frequently exceeds statutory minimum expectations and is recognised for strong practice and positive relationships with home educators.

4.3 The group examined quantitative data on EHE numbers, trends, and case characteristics, noting continued growth in the cohort and a shift toward families choosing EHE due to unmet needs or adverse experiences in school. Members also considered data on repeat cases where children return to mainstream education and later withdraw again, highlighting opportunities for earlier intervention and improved support pathways.

4.4 Members reviewed EHE safeguarding processes, including the referral information provided by schools at deregistration—such as risks of exclusion, exploitation concerns, and involvement with professionals—and how the local authority assesses these risks. The group considered the step-by-step escalation process for non-responsive families, including missing education notices and attendance visits, and explored how safeguarding concerns determine whether a child remains on the home education register.

4.5 The group explored the legal powers and limitations relating to refusing home education, with officers confirming that local authorities cannot refuse EHE unless there is clear evidence that education is unsuitable or not being provided. Members discussed the limited ability to enter homes, the circumstances under which police or social care can intervene, and how these constraints shape case management and safeguarding responses.

- 4.6 The group considered the criteria used to assess “suitable education,” noting that suitability is judged flexibly and individually for each child. Officers explained that while English and maths are strongly encouraged, there is no statutory curriculum requirement, and that assessments take into account wider indicators such as social development, physical activity, personal progress, and the safety and appropriateness of the home learning environment.
- 4.7 Members reviewed case studies and heard lived-experience testimony illustrating the diversity of EHE journeys, including families who choose EHE for philosophical reasons and those who feel driven to EHE due to unmet needs, anxiety, or difficulties with school SEND support. Case studies highlighted both positive relationships with the local authority and significant challenges, such as the financial burden of exams and tutoring and mistrust arising from past negative educational experiences.
- 4.8 The group reviewed national guidance and statutory duties, considering how Coventry’s current practice aligns with expectations around safeguarding, monitoring suitability, and supporting families. Officers also outlined anticipated shifts arising from the Children’s Wellbeing Bill, which is expected to introduce more formalised monitoring requirements and increase responsibilities on both local authorities and families.
- 4.9 Members identified key barriers affecting EHE practice, including capacity constraints within the local authority, inconsistent early help pathways for families, and varied experiences within schools—particularly around SEND and behaviour—which often influence decisions to withdraw children. These findings highlighted the need for clearer system pathways and adequate staffing to support a growing and increasingly complex EHE cohort.
- 4.10 The group examined financial barriers facing home-educated children, particularly the high cost of private exam entry fees and tutoring. Members recognised that limited access to affordable GCSEs significantly restricts young people’s progression onto higher-level college courses, even when they are academically capable, and discussed the inequity created by reliance on privately funded routes to qualifications.
- 4.11 The group assessed the potential impact of the Children’s Wellbeing Bill, noting concerns about increased administrative requirements for families, potential reductions in activity providers willing to accept home-educated children, and the significant increase in workload for the local authority. Officers highlighted that additional staffing may be required to maintain current support levels and ensure that families continue to receive constructive, relationship-based engagement.
- 4.12 Members reviewed the current offer for 14–16-year-old home-educated learners, noting that most funded provision is located outside Coventry, such as at Nuneaton College, and that local options remain limited. The group considered ongoing work to establish a satellite provision within Coventry and acknowledged how gaps in local access—combined with high private exam costs—create barriers to securing GCSEs and vocational pathways for EHE young people.

## **5 Conclusion**

- 5.1 The Task and Finish Group formed its recommendations by drawing together key evidence presented throughout its meetings. The update from the Elective Home Education (EHE) Coordinator highlighted Coventry’s strong, relationship-based approach, effective safeguarding practice, and the challenges created by rising EHE

numbers and the forthcoming Children’s Wellbeing Bill. This context shaped the group’s view that Coventry’s model should be recognised nationally and that the Education Secretary should be asked to ensure proportionate expectations and provide clearer powers and a compulsory national register.

- 5.2 The lived experiences shared by Cllr R Reeves as Home Educator emphasised barriers faced by families—particularly the cost of exams, social isolation, and concerns about the Bill—which reinforced the need for national clarity and local action to support accessible pathways for qualifications. Evidence on emerging 14–16 provision informed the recommendation for the Cabinet Member to work proactively with colleges to expand and secure provision.
- 5.3 To ensure continued oversight of qualifications access and college engagement, members agreed that Scrutiny Board 2 should add a focused work programme item for 2026/27. Finally, given the consistent emphasis throughout the meeting on effective safeguarding and multi-agency working, the group agreed to highlight Coventry’s strong practice and the need to build capacity as EHE numbers grow.

## **Appendix 1: Scoping Document**

Elan Jones  
Scrutiny Co-ordinator  
Law and Governance  
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## Scrutiny Scoping Document

<b>Title of Review topic</b>	
Elective Home Education	
<b>Objectives</b>	
What does the Board/Task and Finish Group hope to achieve by considering the topic?	The Task and Finish Group aim to strengthen Coventry's approach to Elective Home Education by ensuring an effective balance between safeguarding, parental rights, statutory duties, and practical support for children and families. The review will focus on understanding current practice, identifying areas for improvement, and shaping recommendations that place the wellbeing of children at the centre.
What will be the indicators of success?	<ul style="list-style-type: none"> <li>• A clear, evidence-based understanding of Elective Home Education (EHE) in Coventry - Including an accurate analysis of local trends, reasons for EHE, and the characteristics and needs of children who are electively home educated.</li> <li>• Identification of gaps, risks, and areas for improvement - Including safeguarding, equality and diversity considerations, and any operational or statutory risks associated with current practice.</li> <li>• Effective engagement with key witnesses and evidence sources - Such as officers, the Home Education Coordinator, and any relevant external partners, to ensure that findings are robust, balanced, and well-informed.</li> <li>• Production of clear, realistic and actionable recommendations – focussing on support for families, and ensuring alignment with statutory responsibilities, forthcoming national reforms, and local strategic priorities.</li> <li>• Improve understanding of roles and responsibilities - Ensuring that expectations of the local authority, schools, and families are transparent, lawful, and consistently applied.</li> </ul>
When will the review be evaluated?	
<b>Scope</b>	
What will be included in the scope of the review?	<p>The scope of the review will include all matters relating to children whose parents elect to educate them outside of formal school settings. The Task and Finish Group will examine the local authority's current approach to Elective Home Education (EHE), with a specific focus on statutory responsibilities, oversight arrangements, safeguarding considerations, and the support provided to families. The review will encompass an assessment of local trends, patterns of engagement, and the operational and strategic challenges associated with EHE.</p> <p>The review will also include evidence gathering from officers, the Home Education Coordinator, and any other relevant</p>

	witnesses to ensure a comprehensive understanding of practice, risks, and opportunities for improvement. Consideration will be given to equality and diversity implications, the effectiveness of current communication and engagement processes, and the alignment of Coventry's approach with national guidance and anticipated legislative changes.
What will be excluded from the scope?	<p>The review will not consider matters that fall outside the Council's statutory responsibilities in relation to Elective Home Education. This includes:</p> <ul style="list-style-type: none"> <li>• Decisions made by parents regarding their choice to home educate The Task and Finish Group will not assess, challenge, or influence the motivations or personal reasons behind a family's decision to electively home educate.</li> <li>• The quality or content of education delivered within the home The Group will not evaluate teaching practices, curriculum content, or educational outcomes within individual home-education environments, except where required for safeguarding or statutory oversight.</li> <li>• Individual casework or family-specific circumstances The review will not examine or comment on individual cases, disputes between families and schools, or any personal circumstances relating to specific children or young people.</li> <li>• Wider educational policy areas not directly related to EHE</li> <li>• Proposed national legislative changes beyond the Council's control While the Group may consider the implications of anticipated policy changes (e.g., a national register of children not in school), it will not make recommendations on matters determined by national legislation or government policy.</li> </ul>
Does the review link with any existing strategies or policies? Is this currently being reviewed/refreshed?	DFE Statutory Guidance
<b>Methodology</b>	
How will the review be carried out? e.g. surveys, site visits, select committees etc.	<p>The review will be conducted through a structured programme of evidence-gathering activities designed to develop a comprehensive understanding of Elective Home Education (EHE) in Coventry. The Task and Finish Group will adopt a mixed-methods approach, combining qualitative and quantitative evidence to ensure a balanced and robust assessment. The methodology will include:</p> <ul style="list-style-type: none"> <li>• Officer Evidence Sessions</li> </ul>

	<ul style="list-style-type: none"> <li>• Review of Local Data and Trends</li> <li>• Examination of Policy and Legislative Frameworks</li> <li>• Stakeholder Insights</li> <li>• Comparative Practice Review</li> <li>• Identification of Risks, Barriers and Equality Considerations</li> </ul>
<b>Barriers and Risks</b>	
What are the barriers and risks to the review?	The review may be affected by limited or incomplete data on Elective Home Education, difficulties engaging families who may be reluctant to work with the local authority, and constraints arising from statutory limits on what the Council can require from home-educating parents. Safeguarding risks can be harder to identify due to reduced visibility of children educated at home, and operational capacity pressures may limit officers' ability to contribute. The review must also consider equality and diversity implications and navigate challenges in coordinating with external partners who may use different systems or thresholds.
How can these be managed/ overcome?	The barriers and risks can be managed by strengthening data-sharing across services, improving communication and engagement with families, and ensuring the review stays focused on the agreed remit. Clear multi-agency coordination, particularly around safeguarding, will help reduce risks linked to reduced visibility of children educated at home. Operational pressures can be mitigated by planning evidence sessions carefully and prioritising key tasks. Recommendations should align with current legal powers and anticipated national reforms to ensure they are realistic and actionable.
<b>Equality and Diversity</b>	
Does the review have any potential implications for Equality and Diversity?	The review may have implications in the following areas: <ol style="list-style-type: none"> <li>1. Disproportionate Impact on Certain Groups</li> <li>2. Access to Support and Services</li> <li>3. Risk of Unintended Discrimination</li> </ol>
<b>Timescales and reporting procedure</b>	
List any key dates/events which might impact on the timescales of the review	
Anticipated number of meetings	1 or 2?
Scrutiny Board portfolio	Education and Children's Services Scrutiny Board

Cabinet Member portfolio	The Cabinet Member for Education and Skills, Councillor K Sandhu
Anticipated reporting date to Scrutiny Board	26/03/2026
Anticipated reporting route – Cabinet Member/Cabinet	
Report of.....	
Comms involvement	
Task and Finish Group Members	Cllrs Mutton, Kelly (Chair), Nazir



Coventry City Council

## Briefing note

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**To: Scrutiny Co-ordination Committee**

**From: The Schools Attendance Task and Finish Group of the Education and Children's Services Scrutiny Board (2)**

**Date: 9 April 2026**

**Subject: Recommendations from School Attendance Task and Finish Group**

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

- 1.1 To inform Scrutiny Co-ordination Committee of the recommendations arising from the School Attendance task and finish group (T&F) of the Education and Children's Services Scrutiny Board (2).

### **2 Recommendations**

- 2.1 That Scrutiny Co-ordination Committee recommend:

1) The Cabinet Member for Education and Skills

- a. support officers to interrogate the available data to identify groups disproportionately affected by or at risk of severe persistent absence in order to identify appropriate early interventions to support those pupils and families.
- b. Focus services on early intervention and transition points, maximising the opportunities and resources provided through the proposals in the 'Every Child Achieving and Thriving' white paper and other strategies such as the Belonging Approach and Best Start in Life

- 2) That the Education and Children's Services Scrutiny Board (2) receive a further report in 12 months' time to monitor progress on attendance data and update on the above recommendations.

### **3 Information and Background**

- 3.1 At their meeting on 27 November 2025, the Education and Children's Services Scrutiny Board (2) agreed to establish a task and finish group to look in more depth at the issues affecting school attendance. The Board requested that Scrutiny Co-ordination Committee consider the recommendations to enable additional time for scrutiny to take place.
- 3.2 The task and finish group met twice to look in more detail at what the available data was saying about school attendance, as well as support offered to schools to encourage attendance.

## **4 Meeting 1**

- 4.1 Members discussed the latest attendance data for Coventry schools, highlighting improvements in overall attendance, persistent and severe absence rates, and comparisons with national and regional figures. Including:
- Attendance Rate Improvements
  - Persistent and Severe Absence
  - Comparative Analysis
  - Cohort-Specific Trends
  - Ethnicity and Disproportionality
- 4.2 Members also discussed the analysis of absence reasons and coding including:
- Authorised and Unauthorised Absence Breakdown
  - Use of Absence Codes
  - Reduced Timetables and Exclusions
  - Data Recording and Parental Engagement
- 4.3 Officers also outlined the structure and operations of the local authority attendance team, statutory and traded offers, and the processes for supporting schools and families. Including:
- Attendance Team Structure
  - Statutory and Traded Offers
  - Early Help and Legal Intervention
  - Best Practice Sharing and Equity of Support
- 4.4 Also discussed was the process of the extended non-attendance at school panel (ESNAP), its procedures, and its role in supporting schools and students with prolonged absence and potential outcomes and recommendations of the panel

## **5 Meeting 2**

- 5.1 This meeting was to follow up the actions identified at Meeting 1, including:
- Autumn Term Absence Analysis
  - Severe Absence Cohort Investigation
  - School Case Study Collection
  - Coding Reasons for Absence Review
- 5.2 The T&F also heard evidence from the Head at All Saint's Primary school covering:
- Relationship-Building with Families
  - Direct Support and Flexibility
  - Managing Unauthorised Absence and Honesty
  - Use of Fines and Cultural Considerations
  - Supporting Children with Complex Needs
- 5.3 Other issues discussed at the meeting were transitions to secondary schools and the challenge of maintaining relationships with families.
- Transition Challenges: Participants noted that transitions from primary to secondary can disrupt established relationships, with secondary schools often lacking the informal parental engagement seen in primary, which can impact attendance and support for vulnerable students.

- Belonging Strategy Development: Plans to co-produce a belonging approach with local authority officers and headteachers, aiming to embed relational practices across all settings and ensure that policies and protocols are viewed through the lens of belonging.
- Consistency in Relational Practice: The need for all staff, including supply teachers, to consistently apply relational approaches
- Parental Engagement in Secondary: The lack of routine positive communication between secondary schools and parents, suggesting that more proactive engagement could help address entrenched absence issues and support transitions.

5.4 Early intervention was also identified as a key factor in supporting good attendance including:

- Early Years Focus: The importance of more resources to be directed towards early years education to enable early identification and support for children at risk of persistent absence
- White Paper and Policy Alignment: The implications of the education white paper, including proposals for funding changes and the integration of various government initiatives, with a focus on ensuring that resources are used effectively and consistently across the system.
- Pilot Models and Family Support: Plans for pilot models, such as the family valued approach which aims to provide earlier and more holistic support to families, with the intention of preventing escalation to severe absence.
- Role of Family Support Workers: The value of family support workers, attached to schools, who could help build trust and address barriers to attendance more effectively.

5.5 The task and finish group also requested that more analysis of the data was undertaken and that a further report be prepared for next municipal year.

## Appendix 1: Scoping Document

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## Scrutiny Scoping Document

<b>Title of Review topic</b>	
School Attendance	
<b>Objectives</b>	
What does the Board/Task and Finish Group hope to achieve by considering the topic?	The review aims to undertake a comprehensive examination of the challenges associated with school attendance across the city. It will assess the effectiveness of current interventions, evaluate the support provided to schools, and identify additional evidence-based approaches that could further improve attendance outcomes.
What will be the indicators of success?	<p>Success will be demonstrated through the development of clear, well-informed recommendations to the Cabinet Member.</p> <p>These recommendations will acknowledge that individual schools retain statutory responsibility for their own attendance management while identifying areas where the Council can strengthen guidance, support, and strategic oversight.</p>
When will the review be evaluated?	The review will be evaluated through ongoing monitoring of attendance data by SB2, ensuring sustained oversight and the ability to track progress against agreed actions.
<b>Methodology</b>	
What will be included in the scope of the review?	The review will encompass all schools within the city, including primary, secondary, and special schools, to ensure a holistic understanding of attendance patterns and challenges across different educational settings.
What will be excluded from the scope?	Elective Home Education will not be included within this review, as it is subject to a separate dedicated Task and Finish exercise.
Does the review link with any existing strategies or policies? Is this currently being reviewed/refreshed?	The review aligns with a range of statutory frameworks and national guidance, including <i>Working Together to Improve School Attendance (August 2024)</i> , the <i>Education Act 2002</i> , the <i>Children and Families Act 2014</i> , the Section 19 Policy, and other relevant statutory guidance. These documents collectively shape the expectations placed on local authorities and schools in improving attendance.
How will the review be carried out? e.g. surveys, site visits, select committees etc.	<p>The review will be delivered through a combination of:</p> <ul style="list-style-type: none"> <li>• Analysis of current attendance data and trends.</li> <li>• Examination of the Council's current offer to schools, including support resources and intervention pathways.</li> <li>• Engagement with Headteachers to gather frontline insight into barriers, good practice, and opportunities for improvement.</li> <li>•</li> </ul>

<b>Barriers and Risks</b>	
What are the barriers and risks to the review?	<ul style="list-style-type: none"> <li>• A key risk relates to the limited timeframe remaining within the municipal year, which may constrain the depth of investigation or limit the number of stakeholders who can be engaged within available timescales.</li> <li>• Any updates to national attendance guidance or statutory responsibilities (e.g., changes linked to the 2024 Attendance Guidance) may impact the relevance of emerging findings.</li> <li>• A short review period may reduce the ability to examine all relevant themes (e.g., SEND attendance, persistent absence, early help pathways) in detail.</li> </ul>
How can these be managed/overcome?	<ul style="list-style-type: none"> <li>• The review will focus on what can realistically be achieved before the election period, prioritising areas where the evidence base is strongest and where recommendations can be made with confidence.</li> <li>• Track policy developments throughout the review and adapt scope or recommendations if required.</li> <li>• Reference the most up-to-date guidance in the final report.</li> <li>• Prioritise the highest-impact areas based on data and risk.</li> <li>• Consider setting out additional topics for follow-up work in the next municipal year.</li> </ul>
<b>Equality and Diversity</b>	
Does the review have any potential implications for Equality and Diversity?	<ul style="list-style-type: none"> <li>• Potentially – to consider whether any demographic groups are more affected by poor attendance</li> </ul>
<b>Timescales and reporting procedure</b>	
List any key dates/events which might impact on the timescales of the review	
Anticipated number of meetings	2-3
Scrutiny Board portfolio	SB2
Cabinet Member portfolio	Education and Skills
Anticipated reporting date to Scrutiny Board	
Anticipated reporting route – Cabinet Member/Cabinet	
Report of.....	
Comms involvement	
Task and Finish Group Members	Gardiner, Mutton (Chair), Vohra (co-opted)



Coventry City Council

## Briefing note

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**To:** Scrutiny Co-ordination Committee

**Date:** 9 April 2026

**Subject:** Parking Services updates and future priorities

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### 1 Purpose of the Note

- 1.1 The purpose of this report is to update the Communities and Neighbourhoods Scrutiny Board on current operational arrangements, performance, and strategic priorities within Coventry City Council's Parking Services, with a particular focus on the various enforcement functions and the management of the Council operated car parks.

### 2 Recommendations

- 2.1 It is recommended that the Communities and Neighbourhoods Scrutiny Board (4):
- 1) Note the actions and initiatives currently being implemented to address key parking and traffic enforcement priorities.
  - 2) Make recommendations as appropriate to the Cabinet Member for Policing and Equalities and the Cabinet Member for City Services.

### 3 Information and Background

- 3.1 Parking Services delivers a wide range of functions, including:

- Civil Parking Enforcement
- CCTV camera enforcement
- Car Park Management
- Resident Parking Schemes
- Penalty Charge Notice (PCN) processing, recovery, and appeals.

- 3.2 The enforcement activities referred to above operate under the Traffic Management Act 2004 and result in penalty charge notices being issued to offenders which incur fines and generate an income for the Council.

Penalty charge levels are set by Government, and the charge level depends on the type of offence. The fine is reduced by 50% if it is paid within a discount period (normally 14 days) and the level of fines is:

- High level charge - £70

- Low Level charge - £50

3.3 Surpluses generated from enforcement activities are ringfenced and may only be used to fund the service, highways improvements, or traffic safety schemes.

Councils must not use civil parking enforcement to raise revenue to support the general fund.

#### 4 Civil Parking Enforcement

4.1 The parking enforcement function was established in Coventry during 2005 following the decriminalisation of parking offences and the transfer of responsibilities from West Midlands Police. The Police now retain only limited powers relating to dangerous and obstructive parking outside the scope of Traffic Regulation Orders (TROs).

4.2 Parking enforcement forms an integral part of the Council's wider transport strategy, helping to maintain traffic flow, support public transport, and improve road safety. The primary aims of Coventry's parking enforcement regime are to:

- Improve road safety.
- Improve access for public transport and emergency services.
- Deter inconsiderate and dangerous parking by educating drivers.
- Improve traffic flows.
- Reduce congestion and improve air quality.

4.3 Enforcement is restricted to areas covered by Traffic Regulation Orders (TROs), such as yellow lines, parking bays, bus lanes, taxi ranks, disabled bays, and school keep clear markings etc.

4.4 Pavement parking remains a key challenge for Parking Services and is a significant hazard for pedestrians, particularly wheelchair users, those with prams, and visually impaired people. While no citywide ban exists, restrictions may apply where a TRO is in place. However, legislative changes are expected to be introduced by the DfT later this year. This will set out the powers available to local authorities to tackle unnecessary obstruction of pavements caused by vehicle parking. It should be noted that this will not result in a city-wide ban on all pavement parking.

4.5 Parking enforcement is a contentious issue due to rising vehicle ownership, which impacts congestion, accessibility, and environmental sustainability.

4.6 Civil Enforcement Officers (CEOs) i.e. traffic wardens, perform the function and work rotating shift patterns to ensure coverage across 364 days a year between 7.30am to 10pm.

4.7 In most circumstances, CEOs conduct a standard five-minute observation period before issuing a penalty charge notice (parking ticket) to vehicles that are parked in contravention of the restriction e.g. on single or double yellow lines. However, in certain situations, no observation period is necessary and 'instant tickets' are issued e.g. parking on the red route or on yellow zigzags outside schools.

Observations periods are used to collect evidence of a contravention taking place. An observation period is subtly different to a 'grace period.'

Under the legislation, the enforcement authority must allow a ten-minute grace period before issuing a penalty notice to a vehicle that is parked in a designated parking place e.g. in a car park, beyond the permitted parking period. This applies to on and off-street parking places.

- 4.8 Our Civil Enforcement Officers work partly in a responsive way and partly in a planned way. Members of the public can report parking contraventions by phone, or online and this helps to inform patrols and better target illegal parking.
- 4.9 CEOs are the public-facing element of enforcement operations. They provide a visible presence and maintain public contact. Their key responsibilities and duties include monitoring parking compliance, encouraging considerate behaviour, educating the public, issuing PCNs, and checking/repairing equipment.
- 4.10 CEOs are required to operate professionally and efficiently, often under challenging circumstances, including confrontational situations and exposure to verbal and physical assaults— which is a growing issue nationally.
- 4.11 We occasionally get comments from the public that they don't see a Civil Enforcement Officer on patrol when they have called about an issue but unless there is another call ongoing most of the time, we can evidence that an officer did attend the call and relay what action was taken.
- 4.12 The service currently faces pressures in terms of staff resources, and the recruitment of Civil Enforcement Officers has been a significant and persistent challenge for many years. This is because the role is often perceived as low-status and involves working under difficult circumstances, including exposure to conflict and unsocial working hours.
- 4.13 Recently, these challenges have been compounded by high sickness absence rates amongst the CEOs. Currently there are eleven vacant Civil Enforcement Officer positions in Parking Services, and this will increase during the next few months.
- 4.14 Staff shortages, whether due to vacancies or sickness, continue to have a negative impact on service performance which has the potential for reputational and financial damage to the Council.
- 4.15 Parking Services is no longer actively trying to recruit to the vacancies but instead, is using temporary staff provided through a specialist agency contractor to back-fill the vacancies. This helps to ensure continuity of service, provide resilience, and is helping to drive improvements in service delivery and performance.

## **5 CCTV camera-based enforcement**

- 5.1 The use of CCTV cameras for parking and traffic enforcement purposes is limited to the following situations:
  - School Keep Clear zigzags.
  - Red routes
  - Bus lanes and bus gates
  - Moving traffic contraventions

The camera enforcement systems used for these activities must be accredited and certified by the Secretary of State as 'type approved.' Each use case is explored further below:

### **5.1.1 School Keep Clear zigzags**

School gate parking is a significant issue and concern to the public, which is the same across the UK. As with the standard parking patrols, Parking Services have scheduled patrols of schools on a planned basis with increased targeted patrols that have the highest issues of parking offences.

There are more than 130 schools in Coventry, many of which experience similar parking challenges during morning drop-off and afternoon pickup times. As a result, available staffing resources must be allocated carefully to provide coverage across the city.

In addition to traditional foot patrols by Civil Enforcement Officers—whose presence acts as a visible deterrent to unlawful parking—Parking Services also uses a mobile ANPR enforcement vehicle to support the management of school related parking issues. Each year, this combined approach results in the issuance of hundreds of penalty notices to vehicles that stop on the yellow zigzag markings outside school entrances, where such behaviour poses significant safety risks to both road users and children. There are hundreds of others who park unlawfully nearby on double yellow lines.

New static CCTV enforcement cameras have recently been installed at four schools to further enhance enforcement of School Keep Clear yellow zigzag lines. These cameras are currently undergoing final system testing prior to going live.

### **5.1.2 Red route enforcement**

Parking Services uses static CCTV cameras to enforce sections of the city's red routes, e.g. Far Gosford St. Red routes indicate a 'no stopping at any time' restriction and are intended to ensure the free flow of traffic.

During 2025, additional red routes were installed across Coventry. Red routes are notoriously difficult to enforce effectively using foot patrolling CEOs. Consequently, more CCTV cameras are needed to ensure more effective enforcement during 24/7, and it is expected that additional cameras will be bought for the purposes of enforcing the city centre red routes.

Recently, four new CCTV cameras have been installed for the purposes of red route enforcement in The Burges (x2) and King William Street (x2).

The new cameras are currently being tested prior to 'go-live.'

Parking Services has recently bid for funding for ten additional CCTV cameras for the purposes of red route enforcement. If the bid is successful, the enforcement cameras will be deployed throughout the city centre to tackle illegal parking during 24/7.

### **5.1.3 Bus lane and bus gates**

This type of enforcement began in Coventry during 2011.

The use of bus lane enforcement cameras helps to reduce bus journey times and improve the reliability of bus services. Bus lanes can also significantly help reduce traffic congestion and air pollution.

Although there are circa fifty bus lanes throughout Coventry, some of which have been in operation for years, the Council currently chooses to enforce just seven of these locations where access for public transport would otherwise be problematic.

During September 2025, a new bus gate was installed at Greyfriars Rd near the junction with Warwick Rd.

### **5.1.4 Moving Traffic contraventions**

Coventry City Council adopted enforcement powers for this type of activity during 2024, and now enforced certain moving traffic offences that historically were only enforceable by the Police.

These powers enable Councils to address unsafe manoeuvres and congestion-related issues through targeted camera-based enforcement. This includes:

- access restrictions
- banned right or left turns
- blocking a yellow box junction
- travelling the wrong way in a one-way street
- no entry zones
- illegal U turns
- driving in pedestrian zones
- driving in bus and pedal cycle lanes
- one way traffic
- goods vehicles exceeding maximum weight limits

To date, Coventry City Council has used CCTV cameras to undertake moving traffic enforcement of 'school street' access restrictions at five schools in Coventry.

A 'school street' restriction is an active travel and traffic management scheme that improves road safety and air quality outside schools. The aim is to encourage walking, wheeling, cycling, and scooting to schools by closing specific roads to create safer and healthier car free environments outside schools at the start and end of the school day at key times. This helps reduce congestion and air pollution in the area by minimising the volume of vehicles entering the road or surrounding roads, making it easier and safer to walk or cycle to school.

These measures can also help to address traffic and parking pressures and problems experienced by people living close to a school due to school gate parking.

Camera based enforcement will be introduced at another three school streets during the spring 2026 as part of Phase 3 of the School Streets programme. This initiative will be expanded in future years as funding streams become available.

- 5.2 The Table 1 shows the current locations of the static CCTV cameras that Parking Services uses for the purposes of parking and traffic related enforcement.
- 5.3 The use of CCTV enforcement cameras has proven to be effective in changing driver behaviours, which in turn improves road safety and the environment. It is expected that the use of CCTV cameras for these purposes will increase during the next few years.

Parking	Bus lanes / gates	Moving Traffic
Far Gosford St red route	Gosford St	Cardinal Wiseman School
King William St red route	Hale St / Burges	Knights Templar School
Burges red route	Sky Blue Way	Ravensdale School
St John's CofE School	Stoney Rd	Southfields School
Allesley Hall School	Tile Hill Lane	Stanton Bridge School
St Christopher's School	Hales St (Whittle Arches)	
Frederick Bird School	Greyfriars Rd	

Table 1

- 5.4 The number of penalty charge notices issued across each of the above activity areas is set out in Table 2.

Year	Parking Enforcement (000's)	Bus Lane Enforcement (000's)	Moving Traffic (000's)	Total Enforcement (000's)
<b>2025/2026 Est.</b>	<b>63</b>	<b>58</b>	<b>17</b>	<b>Forecast. 138</b>
2024/2025	62	36	n/a	98
2023/2024	52	41	n/a	92
2022/2023	48	25	n/a	73
2021/2022	45	26	n/a	71
2020/2021	20	20	n/a	40
2019/2020	45	65	n/a	110

Table 2

## **6 Car Park Management**

- 6.1 The Council currently operates nineteen public car parks, fourteen of these are in the city centre. The total capacity in the Council's car parks is circa 3,000 spaces.
- 6.2 There are other privately operated public car parks in the city centre, e.g. Belgrade Plaza, Lower Precinct, Skydome, Coventry University, and a few small NCP car parks which have space for a further c.3,000 cars. The total provision in the city's public car parks is c.6,000 spaces.
- 6.3 The Council's car parks, which are managed by Parking Services, are commercial assets and generate a significant income to the Council. These facilities help support the economic generation and prosperity of the city centre and are integral to the wider transport plans.
- 6.4 Several car parks were closed following the COVID19 pandemic in 2021. Subsequently whereas three new car parks, (Station, Salt Lane, and New Union Street) were either constructed or refurbished.
- 6.5 During 2025, the Barracks and City Arcade car parks were also closed pending the City Centre South redevelopment scheme.
- 6.6 More recently, Salt Lane car park - which opened to the public in 2019, has been plagued with anti-social behavioural issues including, drug-taking, rough sleepers, littering and graffiti for the past few years and Council staff are often power-less to tackle the issues.
- 6.7 In addition, the customer lifts have been subject to regular vandalism often rendering them out of service which has severely hampered and impacted access for customers with limited mobility, especially wheelchair users and parents with young children in push chairs.
- 6.8 Consequently, the Council has embarked on an improvement scheme of essential work that is needed to address issues with the aesthetics and general appearance / quality of the car park, together with the access and security arrangements to ensure the car park is fit for purpose and is a standard befitting of a premier car park in the heart of the city centre.
- 6.9 In summary, the ongoing programme of improvement work comprises:
  - Improved access controls
  - Improved site security systems
  - Additional CCTV surveillance cameras
  - Overhauling the lifts
  - Improved lighting
  - Improved accessibility and signage
- 6.10 Historically, Parking Services has operated the site at White Street as a coach park with provision for twenty-four coaches.
- 6.11 Due to a lack of demand for long-stay coach parking, and an increase in demand for car parking in the area, White St has recently been converted to a dual-purpose facility for both coaches and cars. This has resulted in a decrease in the coach

parking provision from twenty-four to twelve coaches and the installation of about fifty car park spaces. The new facility is expected to open to the public in April 2026

- 6.12 Parking Services has recently submitted a bid for funding to undertake improvements in several other car parks, to ensure they too remain of a suitable quality and are in good condition.
- 6.13 If the bid is successful, essential repairs will be conducted in West Orchards, Bishop St, Grove St, and Clay Lane car parks.

## **7 Summary of ongoing service initiatives**

- 7.1 The following summarises the key challenges and ongoing initiatives from across Parking Services:
- Reduce staff sickness absence rates in Parking Enforcement.
  - Ensure staff resource levels are suitable and sufficient to drive service standards and performance and to influence driver behaviours to improve road safety.
  - Prepare and plan for upcoming changes to pavement parking legislation.
  - Increase the use of CCTV cameras to ensure more effective and efficient enforcement of illegal parking, bus lane / gate restrictions, and banned moving traffic manoeuvres.
  - Improve the overall quality, security and standard of the Council's car parks with particular focus on Salt Lane and White St car parks.
  - Ensure the continued investment in parking facilities to ensure they are fit for purpose and improve the customer experience.

## **8 Health Inequalities Impact**

- 8.1 Tackling illegal parking and traffic manoeuvres through enforcement initiatives will help to reduce congestion and improve air quality by reducing pollution, whilst improving road safety.
- 8.2 A transition from petrol and diesel vehicles to low emission vehicles, and promoting active travel e.g. cycling or walking, will help to improve the air quality and generate public health benefits from increased physical activity.

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City Services  
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Coventry City Council

## Briefing note

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**To: Scrutiny Co-ordination Committee**

**Date: 09 April 2026**

**Subject: Offline Support for Residents**

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

1.1 Coventry City Council is committed to ensuring that all residents can access services equitably, regardless of their digital capability. While digital delivery enables efficiency and convenience, a significant number of residents continue to experience digital exclusion. We have established this pre-policy approach document which proposes to set out the Council's formal commitment to maintaining inclusive, accessible offline routes and providing appropriate support for residents who are unable or unwilling to engage digitally.

### **2 Recommendations**

2.1 Scrutiny Co-ordination Committee are recommended to:

- 1) Note the details of the pre-policy document appended to this report. (Appendix 1)
- 2) Make any relevant recommendations to the Cabinet Member.
- 3) Note that the relevant political governance and associated briefings will take place as this moves towards being endorsed for adoption as a formal council policy.

### **3 Information/Background**

3.1 Full details of the proposed policy approach are set out in the pre-policy document appended to this report. (Appendix 1) The proposed purpose of this future policy is to define the Council's approach to ensuring residents have fair and dignified access to services through both digital and offline channels.

Specifically, it is suggested that the Council commits to:

- Guaranteeing alternative access routes for residents who cannot or choose not to use digital channels.
- Providing offline options that are clear, consistent, and accessible.
- Ensuring support is available for residents who require temporary or ongoing assistance.
- Promoting digital inclusion as a continuous process, aligned with resident needs and life circumstances.

### **4 Health Inequalities Impact**

4.1 There are no Health Inequalities impacts directly related to this report.

**Appendix 1: Pre-policy approach – Offline Support for Residents**

**Paul Ward, Director of Digital Services, 024 7697 1381**

## **Pre-policy Briefing Note**

### **Offline Support for Residents**

#### **1 Introduction**

Coventry City Council is committed to ensuring that all residents can access services equitably, regardless of their digital capability. While digital delivery enables efficiency and convenience, a significant number of residents continue to experience digital exclusion. This policy sets out the Council's formal commitment to maintaining inclusive, accessible offline routes and providing appropriate support for residents who are unable or unwilling to engage digitally.

#### **2 Purpose**

The purpose of this policy is to define the Council's approach to ensuring residents have fair and dignified access to services through both digital and offline channels. Specifically, the Council commits to:

- Guaranteeing alternative access routes for residents who cannot or choose not to use digital channels.
- Providing offline options that are clear, consistent, and accessible.
- Ensuring support is available for residents who require temporary or ongoing assistance.
- Promoting digital inclusion as a continuous process, aligned with resident needs and life circumstances.

#### **3 Scope**

This policy applies to all customer-facing Council services, including commissioned services where the Council is the contracting authority. Internal processes are out of scope unless they directly affect resident access.

#### **4 Policy Principles**

The Council adopts the following principles:

- **Equity of Access:** Offline routes must provide an equitable and dignified alternative to digital channels.
- **Informed Choice:** Residents must be able to access offline and assisted-digital options without pressure to move online.
- **Accessibility by Design:** Services must meet the needs of disabled people, residents with low literacy, speakers of other languages, and proxy users.

- Person-Centred Support: Support for digital capability building must be offered sensitively and in line with individual preference.
- Continuous Improvement: Performance will be monitored through resident effort and satisfaction measures to support ongoing service improvement.
- Integration with #CovConnects: Digital inclusion activity will inform service design and ensure appropriate offline provision is maintained.
- Digital First (Where Appropriate): Digital design will be prioritised to support efficiency, while safeguarding the needs of residents who rely on offline routes.
- Evidence-Led Insight: Information gathered through structured applications will inform holistic support for financially vulnerable households.
- Clarity of Access: The Council will maintain accurate, accessible online information outlining all contact routes.
- Innovative Access: AI-enabled search tools will be considered to widen access for residents with language or literacy barriers.

## **5 Strategic Alignment**

### **One Coventry Plan 2022-2030**

The One Coventry Plan sets out our shared vision for a fairer, more prosperous and sustainable city and is centred around three delivery priorities:

- Improving outcomes and tackling inequalities within our communities
- Improving the economic prosperity of the city and regions
- Tackling causes and consequences of climate change

This Policy supports the ambitions set out within the Plan by:

- Providing clear and accessible online services, for those who can self-serve.
- Offering accessible, high-quality face to face and offline support to those who are unable to access services online or via the phone.
- Empowering residents to gain confidence and knowledge to move online where this is a barrier.

## **6 Equality, Diversity & Inclusion**

The Council is committed to ensuring that our services are equitable, fair and responsive to the diverse needs of our residents.

Coventry ranks second nationally for digital inclusion, yet significant pockets of digital exclusion remain. Vulnerable groups - including older adults, low-income families, and those with health or housing challenge - face barriers to accessing essential services. This policy seeks to address these barriers through clearly defining the offline support available to our residents.

## 7 Council Commitments

Permanent Offline Routes include:

### Telephone Access

- Maintain published service phone lines, with emergency out-of-hours provision where appropriate.
- Provide dedicated specialist lines (e.g. Adult Social Care, Housing, Education).
- Offer Text Relay services on Adult Social Care lines.
- Provide free telephone access points at Family Hubs across the city.

### Face-to-Face Access

- Deliver walk-in support at the Customer Service Centre, Family Hubs and Civic Centre.
- Assist with completing forms, navigating services, and supported online access.
- Prioritise residents with acute or vulnerable circumstances, including homelessness and safeguarding needs.

### Paper and Postal Access

- Provide printed materials and alternative formats on request, including large print, braille, and easy-read.
- Maintain Plain English, accessible form design.

## 8 #Cov Connects

#CovConnects is Coventry City Council's city-wide digital inclusion programme, working with public, private, voluntary and community sector partners to reduce digital exclusion and support equitable access to services.

- The programme plays a **dual role** within this policy:
- Enabling residents who *want* to build digital confidence and capability to do so

Ensuring that the Council's wider service design recognises, plans for, and sustains the needs of residents who rely on **offline or assisted-digital routes**, either permanently or at different points in their lives

## 8.1 Informing Policy and Service Design

#CovConnects provides ongoing insight into digital exclusion and resident experience, informing:

- Service reviews and transformation programmes
- Evidence based channel shift decisions
- Corporate policies and standards relating to access and inclusion

## 8.2 Device Access

The Council, through #CovConnects and its partners, supports access to appropriate devices where this enables residents to engage with services on their own terms.

This includes:

- Public access PCs at the Customer Service Centre, Libraries and Family Hubs
- Reused devices and connectivity distributed via the #CovConnects Device Bank to community, council and NHS services
- Library Laptop Loans, including provision through the Housebound Library Service

Access to devices is offered **alongside, not in place of, offline service routes**, recognising that not all residents are able or willing to use digital technologies.

## 8.3 Connectivity

Through partnership delivery, #CovConnects supports residents to access affordable and short-term connectivity where appropriate, including:

- Access to the National Databank via Digital Inclusion Hubs
- Loaned Mi-Fi devices through the Device Bank and Library Laptop Loan scheme
- Free guest Wi-Fi in council buildings
- Promotion of social tariffs through Cost-of-Living support

These measures are intended to reduce exclusion and hardship, while acknowledging that connectivity alone does not remove all barriers to access

## 8.4 Skills Confidence, and Assisted Support

#CovConnects recognises that digital inclusion is not solely a technical challenge, but a social and confidence-based one.

The programme supports:

- Digital Skills Champion training for council staff, particularly those in frontline and customer-facing roles
- Informal, community-based digital support delivered through partners
- Progression routes to accredited digital skills through Adult Education Services
- City-wide networks that strengthen the capacity of organisations providing offline and assisted-digital support

Assisted support is delivered in a **person-centred way**, respecting residents' choices and circumstances, and without placing pressure on individuals to move online

## 9 Service Standards (Design & Operation)

All services **must** meet these minimum standards:

### Access

- At least one phone and one face-to-face/paper route, prominently advertised online and in buildings.
- CCC website is kept up to date and written in Plain English.
- Translation tool is available across the website. Frontline staff provide support to access and translate the website as appropriate.

### Accessibility

- Step-free access, hearing loops, BSL/video relay, braille/tactile signage where feasible; quiet spaces for sensitive conversations.

### Resident Satisfaction

- Ease of access for paper forms, phone scripts, and in-person workflows is regularly tested through resident effort and satisfaction surveys, and any identified pain-points flagged with the relevant service area.

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# Agenda Item 8

SCRUCO Work Programme 2025-26

Last updated 26 March 2026

Please see page 2 onwards for background to items

<b>5 June 2025</b>
Cabinet Member Portfolio Priorities One Strategic Plan and Education Capital Programme 2024-2028 (Cabinet Report)
<b>3 July 2025</b>
Coventry Protocol for Addressing Adult Modern Slavery (Cabinet Report) The Re-Commissioning of Housing Related Support Services (Cabinet Report)
<b>21 August 2025</b>
One Coventry Plan Performance Report (Cabinet Report) Scrutiny Annual Report 2024-25 Local Government and Social Care Ombudsman Review Letter
<b>25 September 2025</b>
Scrutiny Work Programmes Communications Strategy
<b>30 October 2025</b>
SEP Progress 24-25 Shareholder Committee Performance Reports One Coventry Plan Performance – Deep Dive Review Recommendations
<b>20 November 2025</b>
Change (Transformation) Programme update City Centre PSPO progress update Supporting Benefit Claims
<b>11 December 2025</b>
WMCA Scrutiny Update WMCA Corporate Update
<b>15 January 2026</b>
Selective Licencing (Joint meeting with SB4)
<b>5 February 2026</b>
Complaints Reports Community Growing Spaces Creative Industries Strategy (Cabinet Report)
<b>12 March 2026</b>
Shareholder Reports (Shareholders Panel Reports) One Strategic Plan (Cabinet Report) Coventry City of Movement Strategy 2026-2031
<b>9 April 2026</b>
Pre-policy Approach – Offline Support for Residents T&F recommendations for Elective Home Education- SB2 T&F recommendations for School Attendance– SB2 Parking
<b>2025-26</b>
Domestic Abuse Climate Change Offender Management Regulation 19 Local Plan – representations and findings WMCA Integrated Settlement Sherbourne Recycling Plant – possible visit AI - Progress

SCRUCO Work Programme 2025-26

Child Poverty - Systemic Approach  
The Coventry Skills and Employment Board

**Future items  
2026-27**

PSPO reviews – 2027-28  
One Coventry Plan KPI's  
Communications Reputation and Insight  
Change (Transformation) Programme update  
Complaints Reports  
Youth Justice

SCRUCO Work Programme 2025-26

<b>Date</b>	<b>Title</b>	<b>Detail</b>	<b>Cabinet Member/ Lead Officer</b>
<b>5 June 2025</b>	Cabinet Member Portfolio Priorities	To invite Cllr Duggins and Cllr AS Khan to identify their priorities for the coming year, for Scrucoco to be able to identify future items and hold Cabinet Members to account	Cllr Duggins Cllr AS Khan
	One Strategic Plan and Education Capital Programme 2024-2028 (Cabinet Report)	To consider the Council's plan for school places. To invite members of SB2 included Co-optees. Mapping of in-year migration and home education and impact of forecast data	Cllr Sandhu R Sugars
<b>3 July 2025</b>	Coventry Protocol for Addressing Adult Modern Slavery (Cabinet Report)	A Cabinet Report to agree the protocol for Modern Slavery	Hebe Lawson D Blackburn Cllr AS Khan
	The Re-Commissioning of Housing Related Support Services (Cabinet Report)	A Cabinet Report to agree the requirements for the commissioned housing related support services from 1 <sup>st</sup> April 2026	Pete Fahy Cllr N Akhtar
<b>21 August 2025</b>	One Coventry Plan Performance Report (Cabinet Report)	To consider the annual performance report and recommend a further deep dive by scrutiny	Clare Boden-Hatton Cllr Duggins
	Scrutiny Annual Report 2024-25	To approve the report scheduled for Council in September	Cllr Lloyd
	Local Government and Social Care Ombudsman Review Letter	To note the letter from the Ombudsman and agree a further item in the Council's response.	Cllr Lloyd
<b>25 September 2025</b>	Scrutiny Work Programmes	An opportunity to have oversight of all scrutiny board work programmes	Scrutiny Team Cllr Lloyd
	Communications Strategy	To consider the refreshed Communications Strategy with the new Director in post – To include Internal comms to promote the One Coventry Priorities.	Carl Holloway Cllr Duggins
<b>30 October 2025</b>	SEP Progress 24-25		Rhain Palmer
	Shareholder Committee Performance Reports	To invite all scrutiny members to the meeting	

<b>Date</b>	<b>Title</b>	<b>Detail</b>	<b>Cabinet Member/ Lead Officer</b>
	One Coventry Plan Performance – Deep Dive Review Recommendations	To consider recommendations arising from the deep dive review of performance indicators	Cllr Lloyd G Holmes T Robinson
<b>20 November 2025</b>	Change (Transformation) Programme update	An update on progress following the item in November 2024	Cllr Brown C Boden-Hatton
	City Centre PSPO progress update	To provide information on the impact of the addition of e-bikes and e-scooters to the city centre PSPO in November 2023	Cllr AS Khan Davina Blackburn
	Supporting Benefit Claims	To look at work done to encourage residents to claim all benefits they are entitled to	Barrie Strain/ Cllr Brown
<b>11 December 2025</b>	WMCA Scrutiny Update	To update Committees on the role and work of WMCA’s Scrutiny function and to better support coordination and information sharing.	
	WMCA Corporate Update	An overview of key themes/topics that relate to the WMCA	
<b>15 January 2026</b>	Selective Licencing (Joint meeting with SB4)		
<b>5 February 2026</b>	Complaints Reports	When the Committee consider this issue, appropriate officers from service areas attend the meeting	Adrian LeCras Mandeep Chouhan Cllr Brown
	Community Growing Spaces	Members requested further information on plans to increase community growing spaces following the OCP deep dive session on Climate Change. Scrucos contribution will be represented in a Cabinet report for March	Rhian Palmer Cllr O’Boyle
	Creative Industries Strategy (Cabinet Report)		Salla Virman Cllr N Akhtar

SCRUCO Work Programme 2025-26

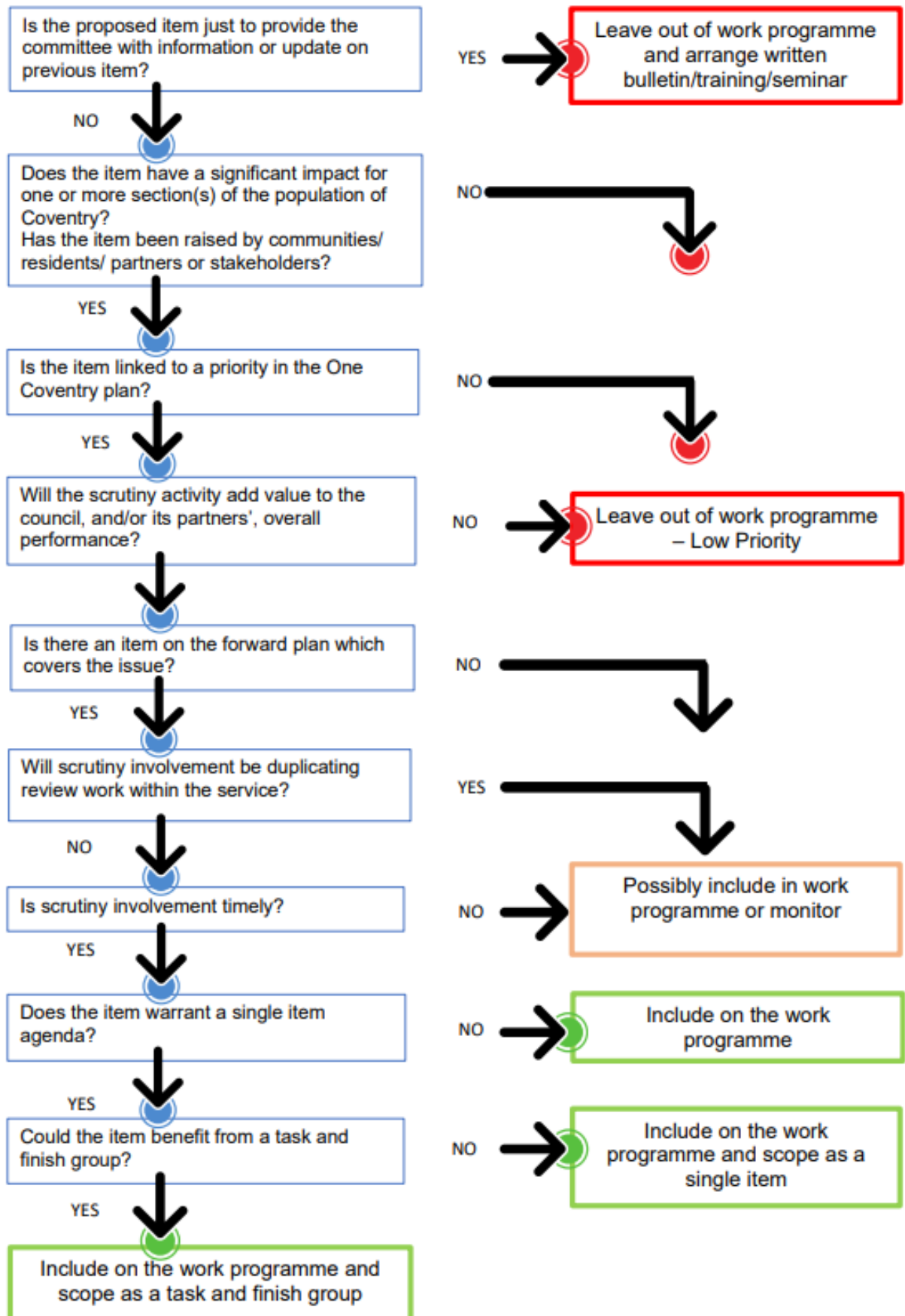
<b>Date</b>	<b>Title</b>	<b>Detail</b>	<b>Cabinet Member/ Lead Officer</b>
<b>12 March 2026</b>	Shareholder Reports (Shareholders Panel Reports)	Final published accounts of the organisations that the Council are shareholder for.	Cllr Duggins
	One Strategic Plan (Cabinet Report)	Meeting our statutory duty to provide sufficient school places and capital programme. To invite SB2 including co-optees.	Cllr Sandhu Rachael Sugars Chloe Webb Thomas Allen
	Coventry City of Movement Strategy 2026-2031	To consider the Cabinet Report with the final strategy – SB5 have contributed to the development of the strategy including the meeting on 2 April 20205	Jonathan Hunt Cllr Caan
<b>9 April 2026</b>	Pre-policy Approach – Offline Support for Residents	Draft proposals for a policy on Offline support for residents	Paul Ward Cllr Bigham
	T&F recommendations for Elective Home Education- SB2	Recommendations following on from the Task and Finish Groups	Cllr Kelly
	T&F recommendations for School Attendance– SB2	Recommendations following on from the Task and Finish Groups	
	Parking	An update item on SB4	Paul Bowman Cllr Hetherton
<b>2025-26</b>	Domestic Abuse	A regular update item on the progress of delivery on the Domestic Violence and Abuse Strategy – to include government policy and funding announcement	J Ross Cllr AS Khan Cllr P Akhtar
	Climate Change	To consider what the Council is doing to protect the city from the impact of climate change, including partners involved in the delivery and represented on the Climate Change Board, including Resilience and Adaptation, SEP and flood risk by ward. EV Charging points accessibility.	Cllr O’Boyle Colin Knight Rhian Palmer Bret Willers

<b>Date</b>	<b>Title</b>	<b>Detail</b>	<b>Cabinet Member/ Lead Officer</b>
	Offender Management	Following an item on Local Policing Update at their meeting 21 <sup>st</sup> February 24 the committee agreed to consider a further item on Offender Management	Cllr AS Khan Davina Blackburn
	Regulation 19 Local Plan – representations and findings	As agreed at their meeting on 18 <sup>th</sup> December the committee requested the representations and any findings on the consultation on the Regulation 19 Stage of the review of the Local Plan, to time with any Cabinet and Council report.	Cllr N Akhtar R Back
	WMCA Integrated Settlement	To look in more detail at the work that will be delivered though the integrated settlement from the devolution deal	Cllr Duggins Kim Mawby etc.
	Sherbourne Recycling Plant – possible visit	To scrutinise the delivery of the recycling plant, as majority shareholders.	Cllr Hetherton Mark Adams
	AI - Progress	A progress update on recommendations made at the meeting on 6 March 2025	Paul Ward Cllr Hetherton/Cllr Brown
	Child Poverty - Systemic Approach	To undertake a piece of work on the systemic approach to child poverty, ensuring cross-partner collaboration and consideration of generational worklessness and private sector involvement. Recommended as part of the OCP Deep Dive sessions. Links with the Marmot City framework and One Coventry Programme	Cllrs Caan, Sandhu, Seaman S Sen, A Duggal
	The Coventry Skills and Employment Board	Following a meeting with SB3 on the Progress Made Against Coventry Economic Development and Skills Strategies and Coventry & Warwickshire Economic Plan on 26 <sup>th</sup> November 25	Steve Weir / Cllr Sandhu
<b>Future items 2026-27</b>	PSPO reviews – 2027-28	To be considered by scrutiny as part of the 3-year review  A further update on the on the actions taken in relation to the City Centre Public Spaces Protection Order be submitted to the	Davina Blackburn

Date	Title	Detail	Cabinet Member/ Lead Officer
		Committee in 6-months' time (May/June 2026) – including alternative routes for e-bike food deliveries	
	One Coventry Plan KPI's	To not only review performance in the One Coventry Plan but to delegate KPI's to all scrutiny boards for consideration. Also to consider progress on identifying KPI's in other strategies/documents such as the CIPFA Code and aligning them.	Cabinet C Boden-Haton
	Communications Reputation and Insight	To provide progress on issues raised at the meeting on 25 September 2025 – <ul style="list-style-type: none"> <li>• Standardising community engagement across the council</li> <li>• Update on policy and public affairs</li> <li>• Review of the Council's website</li> <li>• Digital Exclusion Policy</li> </ul>	C Holloway C Boden-Hatton Cllr Duggins
	Change (Transformation) Programme update	An update on progress following the item in November 2025	Cllr Brown C Boden-Hatton
	Complaints Reports	When the Committee consider this issue, appropriate officers from service areas attend the meeting. Officers to provide case studies outlining the types of complaints that result in financial remedy payments, including real examples (appropriately anonymised) that illustrate why a payment was made and how the level of redress was determined.	Adrian LeCras Mandeep Chouhan Cllr Brown
	Youth Justice	A scrutiny session with the police and relevant partners to examine the impact of changes in police approach to knife crime, including the effectiveness of criminalisation versus diversion and early intervention, and invite Simon Foster (PCC) to attend. As part of the OCP Deep Dive sessions to better understand police investigation and prosecution policies. To bring police representatives session to discuss decision-making	Cllr AS Khan PCC Simon Foster S Sen C Heeley

Date	Title	Detail	Cabinet Member/ Lead Officer
		processes, trends in types of offences, and reoffending rates. To include more detailed data on offence types and outcomes.	

### Work Programme Decision Flow Chart



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