



Coventry City Council

Communities and Neighbourhoods Scrutiny Board (4)

Time and Date

10.00 am on Thursday, 2nd July, 2026

Place

Diamond Rooms 1 and 2 - Council House

1. **Apologies and Substitutions**
2. **Declarations of Interest**
3. **Minutes** (Pages 3 - 6)
 - a) To agree the Minutes of the previous meeting held on 12th of March 2026.
 - b) Matters arising
4. **Severe Weather Emergency Protocol Update** (Pages 7 - 10)

Briefing note of the Director of Care, Health and Housing.
5. **Work Programme 2026/2027** (Pages 11 - 18)

Briefing note of the Scrutiny Coordinator.
6. **Any other items of public business which the Chair decides to take as matters of urgency because of the special circumstances involved**

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

Wednesday, 24 June 2026

Note: The person to contact about the agenda and documents for this meeting is Asher Veness Email: asher.veness@coventry.gov.uk

Membership: Councillors N Akhtar (By Invitation), P Akhtar (By Invitation), M Fogden, P Hetherington (By Invitation), A Hopkins, M Lapsa, D McCann, S Nazir and E M Reeves (Chair)

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Asher Veness

Email: asher.veness@coventry.gov.uk

Coventry City Council
Minutes of the Meeting of Communities and Neighbourhoods Scrutiny Board (4)
held at 10.00 am on Thursday, 12 March 2026

Present:

Members: Councillor M Ali (Chair)
 Councillor R Bailey
 Councillor B Christopher
 Councillor G Lewis
 Councillor E Ruane
 Councillor T Sawdon
 Councillor R Thay
 Councillor G Lloyd (Sub T Khan)
 Councillor G Hetheron (By Invitation)

Employees (by Service Area):

City Services and S Elliot, M Adams, D O'Shaughnessy
Commercial

Law and Governance E Jones, A Veness

Public Business

61. Declarations of Interest

There were no declarations of interest.

62. Minutes

The minutes of the meeting held on 29th of January 2025 were agreed and signed as a true record.

There were no matters arising.

63. CCTV in Taxis Task and Finish Group - Addendum

The Board considered a briefing note from the Director of Law, Governance and Safer Communities that gave information on additional recommendations from the CCTV in Taxis Task and Finish Group.

At their meeting on the 29th of January 2026, the Communities and Neighbourhoods Scrutiny Board (4) agreed recommendations from a task and finish group established to consider whether the Council should require taxis to have CCTV as part of Licensing requirements.

Whilst the task and finish group was considering recommendations, the Government launched a consultation on Local Transport Authorities and the licensing of taxis and private hire vehicles 2026 to run until 1 April 2026.

The consultation focused on identifying the right level of regulation for taxis and whether LTA's should be responsible for taxi and PHV licensing as was proposed in the English Devolution White Paper.

Members of the T&F group recommended to the Cabinet Member for City Services that the Council formally respond to the consultation and that the task and finish group were to consider the consultation before it goes to Council.

The task and finish group met one more time on the 2nd of March 2026 to consider the draft response to the government's consultation. The comments and recommendations can be found in section 2 of the report.

The board requested that officers consider the issue of GDPR for CCTVs in Taxis and who the data controller would be.

RESOLVED The Communities and Neighbourhoods Scrutiny Board (4) made the following recommendations to the Cabinet Member for City Services:

- 1) Consider the following inclusions to the consultation response:**
 - a. Amend section 4 of the consultation response to address concerns about the impact of shifting to Local Transport Authority (LTA) control and ensure consistency with the position on environmental policies and incentive schemes.**
 - b. Weave the argument for mandatory CCTV throughout the consultation response.**
 - c. Append the letter sent to government ministers regarding CCTV to the consultation response.**
 - d. Make it clear that the current legislation governing taxi licensing is not fit for purpose, is out of date and requires updating as it doesn't fit with modern practices.**
- 2) Take the issue of mandatory CCTV in taxis to the upcoming Taxi Forum in April for discussion with drivers, emphasising both passenger and driver protection.**
- 3) Consider that the Council amend licensing policy to incorporate mandatory CCTV in taxis.**

64. Food Waste Collections

The Board considered a briefing note from the Director of City Services that provided an update on the plans for the introduction of a separate food waste collection service across the city.

In October 2023 the Government announced the new Simpler Recycling Reforms introducing a requirement for all households to receive a weekly separate collection of food waste from April 2026.

The council received funding of £2,691,322 to cover the costs of vehicles, containers and other expenses related to the implementation of the service.

Ongoing revenue funding to cover the additional costs of delivering the service was received as part of the overall budget settlement for 2026/2027.

The new service was to commence for all Coventry residents from September 2026. Officers emphasised the importance of education and appropriate preparation for the incoming changes and noted the hiring of a new Waste Education Team to assist in this.

In considering the briefing note, the Board questioned officers and the Cabinet Member, received responses, and discussed matters as summarised below:

- Concerns about collections from flats - 5-litre caddies will be provided to all flats, with some larger caddies available to encourage use. Individual circumstances will be considered.
- Missed collections and concerns about food waste sitting for too long, especially affecting hygiene - it was confirmed that communications will clarify acceptable bags/liners.
- Issues for elderly residents highlighted that assisted collections are available and will continue
- Anaerobic Digestion (AD) capacity and location – whether there is sufficient AD capacity, referencing historic issues. It was noted that there were contracts in place with regional providers (e.g., Severn Trent), that facilities can handle 45,000 tonnes, with no current capacity issues and that food waste generates electricity and fertiliser.
- Concerns about contamination, e.g., kitchen peelings wrongly placed in garden waste and that communications will emphasise putting the right waste in the right bin. Importance of tackling contamination and promoting resident buy-in emphasised
- That garden waste and food waste are processed differently; messaging will highlight sustainability benefits. Home composting will continue to be promoted.
- Discussion around the 5-day collection cycle:
 - Current service runs Tuesday–Friday, excluding bank holidays.
 - Food waste service expected to move to Monday–Friday.
 - Communication will be key given potential confusion.
- Challenges around transition from 4-day to 5-day working:
 - Need to recruit for new patterns.
 - Balancing staff welfare (climate impacts, long days) with service needs.
 - Union implications noted.
- Queries about whether residents want the service, however food waste collection is statutory, unlike garden waste.

- Strong calls for simplified messaging for residents with a preference for implementing changes in one go, rather than incrementally.

RESOLVED that the Communities and Neighbourhoods Scrutiny Board (4) recommend that the Cabinet Member for City Services:

- 1) **Note their support of the actions undertaken to date and the further activities scheduled for completion prior to the implementation of the new service.**
- 2) **Ensure that clear communication and messaging of the new food waste collection is shared with residents.**
- 3) **Food waste collection be added to the work programme to include KPIs as an update once rollout of the new service has taken place.**

65. **Work Programme 2025/2026**

RESOLVED that the Communities and Neighbourhoods Scrutiny Board (4) note the Work Programme and request an item be added concerning Selective Licensing for the following municipal year.

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

There were no items of public business.

(Meeting closed at 11.25 am)



Coventry City Council

Briefing note

To: Communities and Neighbourhoods Scrutiny Board (4)

Date: 2nd July 20206

Subject: Severe Weather Emergency Protocol Update

1 Purpose of the Note

- 1.1 The Housing and Homelessness Service attended the Communities and Neighbourhoods Scrutiny Board (SB4) on the 23 October 2025 to set out the changes to the Severe Weather Emergency Protocol in Coventry and the rationale for these changes. Members of the committee requested a follow up report to be added to the programme updating the Board on the annual statistics of SWEP, to ensure there had been no negative impact on vulnerable people from the changes to the policy.

2 Recommendations

- 2.1 The Communities and Neighbourhoods Scrutiny Board (4) are recommended to:
- 1) Consider the content of the briefing note
 - 2) Provide any comments or feedback on the SWEP process and the amendments
 - 3) Identify any further recommendations to the Cabinet Member

3 Coventry SWEP 2025-2026

- 3.1 Coventry reviews its Severe Weather Emergency Protocol (SWEP) each spring, using the previous year's information to inform planning for the following year. This is done in collaboration with partner agencies via face to face and online meetings. We collaborated with The Salvation Army, Coventry Refugee and Migrant Centre, Kairos Women Working Together, Langar Aid and Probation Services.
- 3.2 Following feedback from MHCLG and through discussion across the West Midland Combined Authority's (WMCA) Rough Sleeping Task Group it was apparent that Coventry's SWEP numbers were significantly higher than comparable areas. The data clearly showed that although SWEP is intended to accommodate people rough sleeping a large number of people who utilised it in Coventry were never found rough sleeping either in previous years or after their SWEP placement had ended. We therefore reviewed approaches used elsewhere and engaged partners

in discussions on implementing a new model. During the 2025-2026 SWEP period, 62 of the 96 people who used SWEP were found rough sleeping on at least one occasion.

- 3.3 As a result, Coventry adopted a two-tier SWEP model, based on advice from MHCLG who were confident that the Coventry team proactively support rough sleepers and knew that the increased numbers of people who present when SWEP is activated created significant operational pressures, reducing the team's capacity to focus on people sleeping rough. The criteria that SWEP is enacted when the Met Office state that the temperature in the city will 'Feel like Naught degrees centigrade' remained the same.
- 3.4 Tier 1 prioritises known rough sleepers already identified by the Rough Sleeping Outreach Team, triggered by 'feels like' 0 on the first night. When SWEP is activated for more than three consecutive nights, Tier 2 is implemented, extending access to individuals believed to be rough sleeping by partner agencies but not previously known to services.
- 3.5 The aim was to ensure the delivery of SWEP in 2025–2026 was more efficient and targeted at people sleeping rough, with improved engagement and operational performance.

4 Delivery - What We Did

- 4.1 The delivery of the SWEP during winter 2025–2026 reflects a clear shift in both scale and approach compared to previous years. Overall, the service supported significantly fewer individuals, operating across fewer nights. A total of 96 people were accommodated across 40 nights, compared to 342 people across 60 nights in 2024–2025. This represents a 72% reduction in people supported and a 33% reduction in provision, a lot of which is a result of the number of nights that SWEP was activated.
- 4.2 Despite this reduction in scale, SWEP delivery was notably more efficient. The number of individuals who did not attend after being offered a space (DNAs) fell sharply from 101 in the previous year to just 14. This suggests that referral processes were more targeted and that placements were better aligned with need. The number of DNAs in 2024/25 resulted in significant work being undertaken for these individuals who never accessed SWEP even though they had been referred in for the service. Feedback from operational partners supports this, highlighting clearer processes, more consistent decision-making, and a smoother overall delivery model.
- 4.3 Demand patterns, during the Winter period, continue to follow a seasonal trend, with January remaining the peak period for need. However, unlike previous years where demand remained consistently high through to March, usage in 2025–2026 declined more rapidly after the January peak due to less incidents of cold weather.

5 Who was Supported

- 5.1 The profile of individuals accessing SWEP has also shifted. Notably, 47% of those supported were new to rough sleeping services, suggesting that SWEP is increasingly acting as a first point of contact for people experiencing homelessness. This presents a clear opportunity for earlier intervention and prevention. At the

same time, a smaller but significant group—approximately 13.5% of users—had restricted eligibility for housing support, meaning they have very limited or no options for move-on accommodation due to their current immigration status. This group continues to present repeatedly across SWEP periods, highlighting an ongoing systemic challenge. All this group are continuously encouraged to engage with specialist advice to secure a remedy to their immigration status which could include returning to their country of origin, access the asylum system (if possible) or resolve their immigration status so they can remain in the country and access public services.

- 5.2 Partners reported challenges around managing late presentations where people approach late in the day or after services are closed and noted that some services were unclear on when SWEP was activated. This approach was intentional, reflecting previous experience where open access led to high volumes of referrals without sustained engagement or positive outcomes. In previous years people either did not attend or did stay overnight but didn't engage with support to end their homelessness during office hours.

6 Outcomes

- 96 individuals were accommodated whilst SWEP was active
- 40 people moved into accommodation
- 18 people are still sleeping rough
- 13 people's whereabouts are unknown
- 10 people went to prison
- 7 people already had accommodation available to them and returned to it
- 2 people had mental health sections/placements
- 2 people are sofa surfing
- 1 person went into hospital
- 1 person moved out of area for reconnection
- 1 person moved back to hometown
- 1 person has since deceased

7 In Summary

- 7.1 SWEP in 2025–2026 has transitioned from a high-volume emergency response to a more targeted and controlled service aimed specifically at people sleeping rough. This has resulted in better use of resources, improved engagement, and a more consistent delivery model. However, it also highlights emerging challenges around access, communication, and the need to respond more effectively to both new rough sleepers and individuals with no recourse to public funds. SWEP is there as a response to support people who are rough sleeping and we can see that previously it is used by many others. It can provide opportunities to engage people earlier, but when the Rough Sleeping Team do this, it takes attention away from those people sleeping out at night now and reduces the input for the people the service is targeted at.

7.2 This year numbers of people approaching out of hours was manageable and allowed us to be more flexible than we could when these numbers of referrals and approaches were much higher.

8 Looking Ahead to 2026-2027

8.1 Looking ahead, the focus for 2026–2027 will be on supporting people to access SWEP during the day strengthening access routes, clearer communication with partners, and developing targeted responses for key groups, including new rough sleepers and those with restricted eligibility. Ensuring the right balance between efficiency and accessibility will be critical to maintaining both value for money and effective support for those most in need.

8.2 Meetings will take place with partners during the Summer of 2026 to ascertain their thoughts about the changes and what learning we should take into planning for SWEP next winter.

John Toman – Rough Sleeping Manager

Sophie Hall – Housing & Homelessness Commissioning & Partnerships Lead

Jim Crawshaw – Head of Housing & Homelessness



Coventry City Council

Briefing note

To: Community & Neighbourhoods Scrutiny Board (4)

Date: 2nd July 2026

Subject: Community & Neighbourhoods Scrutiny Board (4) Work Programme 2026-27

1 Purpose of the Note

- 1.1 To provide committee members an opportunity to discuss potential items for the work programme 2026-27

2 Recommendations

- 2.1 The Community and Neighbourhoods Scrutiny Board (4) is recommended to:
- 1) Consider the draft work programme attached at Appendix 1
 - 2) Identify and agree any additional items for the work programme 2026-27

3 Background and Information

- 3.1 The work programme provides a schedule of items for meetings over the coming municipal year. The draft work programme for the Community and Neighbourhoods Scrutiny Board (4) for 2026-27 is attached at Appendix 1.
- 3.2 Scrutiny work programmes are working documents and will adapt and change over the year to react to Members' requirements. Any item agreed at this meeting does not preclude any future amendments to the work programme.
- 3.3 The remit of the Board covers the portfolios of the following Cabinet Members:

Cabinet Member for City Services:

- Highways, Drainage and Lighting
- Licensing Policy (Hackney Carriage and Private Hire)
- Public Realm
- Street Services (Ground Maintenance, Refuse (domestic and commercial), Street Cleaning)
- Waste Management
- Flood Management
- Environment
- Bereavement Services
- Traffic Management and Road Safety
- Average Speed Cameras
- Parking Policy and Operations

and the **Cabinet Member for Housing and Communities:**

- Archives
- Arts
- Heritage
- Museums
- Conservation
- Mutuels
- Community and Voluntary Sector Relations
- Community Centres
- Refugees and Asylum Seekers
- Welfare Advice Services
- Housing and Homelessness
- Planning Policy

4 Health Inequalities Impact

4.1 There is no impact on health inequalities for these recommendations, but Members may want to consider how identified work programme items may impact on health inequalities.

Appendix 1: SB4 Work Programme 2026-27

Gennie Holmes
Scrutiny Co-ordinator
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Last updated 22 June 2026

Please see page 2 onwards for background to items

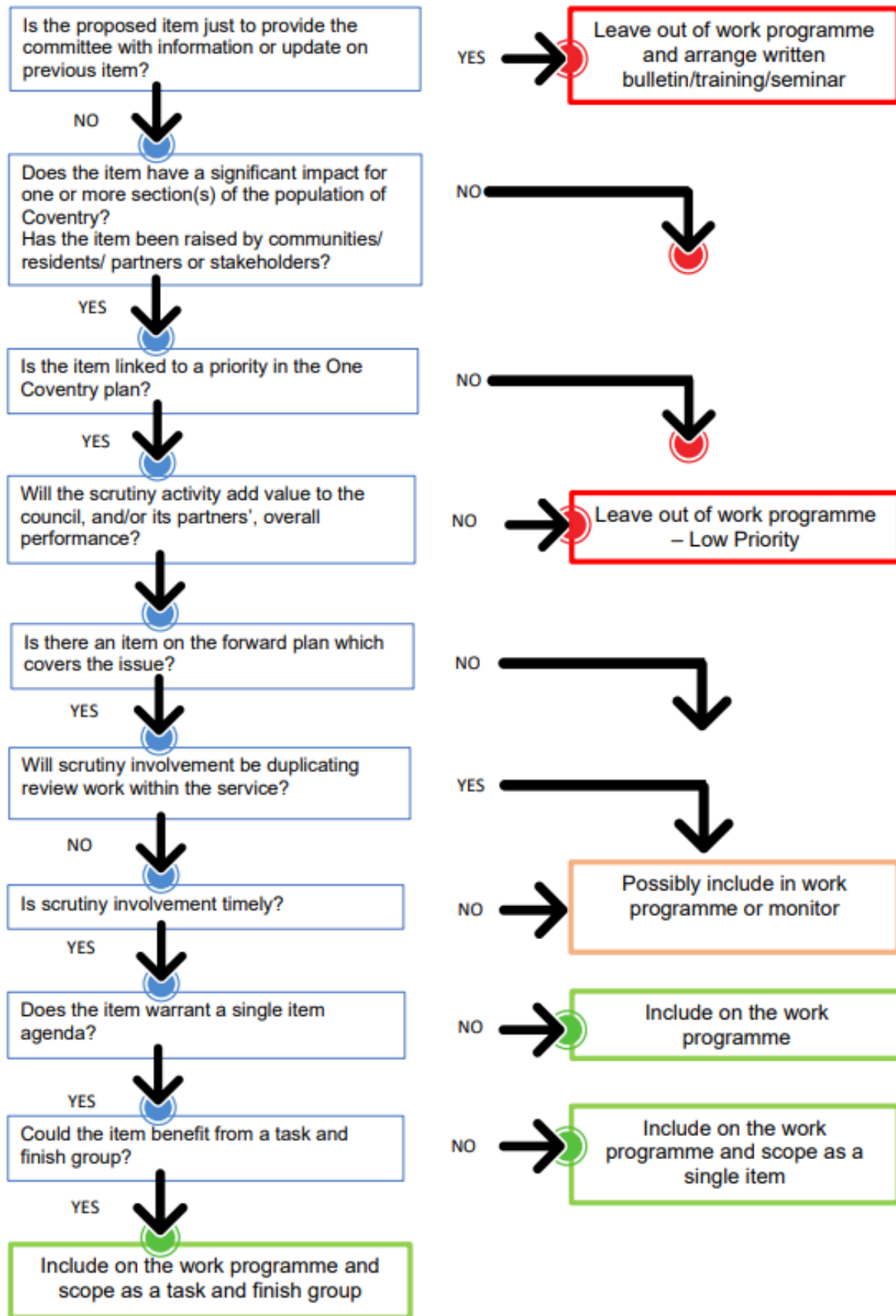
| |
|---|
| 2 July 2026 |
| Introduction to Scrutiny Severe Weather Emergency Protocol (SWEP) |
| 3 September 2026 |
| Cabinet Member Priorities |
| 22 October 2026 3 December 2026 28 January 2027 4 March 2027 Potential 2026/27 |
| Housing Strategy Community Growing Sites in Coventry Pot-Holes and Road Surface Quality Gully Cleaning Programme Food Waste Collections Road Safety and Parking Enforcement Supported Exempt Accommodation Heritage Strategy Planning Performance – Planning and Infrastructure Bill Empty Property Strategy Additional Licensing Scheme progress report Fly-tipping Performance 25-26 Litter picking |

| Date | Title | Detail | Cabinet Member/ Lead Officer |
|---------------------------------|--|---|---|
| 2 July 2026 | Introduction to Scrutiny | | Scrutiny Coordinator |
| | Severe Weather Emergency Protocol (SWEP) | Report back following a refocus of the policy to ensure resources associated with SWEP are reaching those who it is intended for – requested at meeting 23 October 25 | Jim Crawshaw CM Housing and Communities |
| 3 September 2026 | Cabinet Member Priorities | Written Briefing Note of priorities to be circulated to the Board ahead of the meeting | |
| | | | |
| 22 October 2026 | | | |
| | | | |
| 3 December 2026 | | | |
| | | | |
| 28 January 2027 | | | |
| | | | |
| 4 March 2027 | | | |
| | | | |
| Potential 2026/27 | Housing Strategy | To look at local housing provision, including social housing number, as part of the Local Plan. To include social housing providers | Jim Crawshaw CM Housing and Communities |

| Date | Title | Detail | Cabinet Member/ Lead Officer |
|------|---|--|---|
| | Community Growing Sites in Coventry | To provide progress on implementation a year into the programme following an item at Scruco in February 2026 | |
| | Pot-Holes and Road Surface Quality | To include the National Highways Satisfaction Survey satisfaction survey data (5% below average) and the green score on the 2026 National Pothole Scorecard | Mark Adams CM City Services |
| | Gully Cleaning Programme | Requested following an item on Water Quality on 17/7/24. | Mark Adams CM City Services |
| | Food Waste Collections | A progress report following implementation of the collections | Sarah Elliot CM City Services |
| | Road Safety and Parking Enforcement | Referred from Scruco 5 th June 2025 – to include use of digital technology. To follow up on progress April 2024 Scruco actions and recommendations. Use of e-bikes and scooters will be considered by Scruco. | Paul Bowman CM City Services |
| | Supported Exempt Accommodation | Progress including recommendations from December 24 and January 25/ | Jim Crawshaw Pete Fahy CM Housing and Communities |
| | Heritage Strategy | Following an item on Conservation Areas the Board requested that the Cabinet Member consider funding prioritisation and allocation, for heritage assets as part of the new Heritage Strategy. | David Nuttall CM Housing and Communities |
| | Planning Performance – Planning and Infrastructure Bill | Looking at the content of the Planning and Infrastructure Bill and the implications for local government. To include overall performance against Government targets. Annual monitoring report (AMR). | Anne Lynch CM Housing and Communities |
| | Empty Property Strategy | To provide an update on Empty Property Strategy as due for renewal next year. To involve scrutiny as part of the consultation process. 26/27 | Davina Blackburn Adrian Chowns |

| Date | Title | Detail | Cabinet Member/ Lead Officer |
|------|---|--|------------------------------------|
| | Additional Licensing Scheme progress report | At their meeting on 21 st August, Scrucro requested that SB4 receive regular progress reports on numbers of HMO's licensed and enforcement – scheme review 2028. | Adrian Chowns, Davina Blackburn |
| | Fly-tipping Performance 25-26 | A further progress report following the item in October 25 | Adrian Chowns |
| | Litter picking | Update following the item considered April 2025 – to include suggestions from member of the public: Suggestions: - Target areas that are notorious, so they don't become "dumping grounds" causing possible greater expenditure to clean them up. - Ascertain whether street bins are effectively and efficiently dealt with. - Investigate whether the tip could be promoted more. - Work with Probation A city-wide campaign to make littering unacceptable. | Martin McHugh/ Sam Morris |

Work Programme Decision Flow Chart



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