



Scrutiny Co-ordination Committee

Time and Date

10.00 am on Wednesday, 10th October, 2012

Place

Committee Rooms 2 and 3 - Council House

Public Business**1. Apologies and Substitutions****2. Declarations of Interest****3. Minutes**

(a) To agree the minutes of the meeting held on 12th September 2012 (Pages 3 - 8)

(b) Matters Arising

4. Exclusion of Press and Public

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

5. Implications of New Transparency Regulations for Scrutiny (Pages 9 - 10)

The Director of Customer and Workforce Services will report orally at the meeting.

6. Scrutiny Co-ordination Committee Work Programme 2012/2013 (Pages 11 - 16)**7. Outstanding Issues****8. Heatline - Outcome of Procurement, Project Update and Cross Cutting Impact (Pages 17 - 20)**

Briefing Note of the Director of City Services and Development

9. Any Other Items of Public Business

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

Private Business**10. Coventry's District Heating Scheme, Heatline - Outcome of Procurement Process (Pages 21 - 32)**

Report of the Director of City Services and Development

11. Any Other Items of Private Business

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

Bev Messinger, Director of Customer and Workforce Services, Council House Coventry

Tuesday, 2 October 2012

- Notes: 1) The person to contact about the agenda and documents for this meeting is Michelle Salmon, Democratic Services, Council House, Coventry, telephone 7683 3065, alternatively E-mail: michelle.salmon@coventry.gov.uk
- 2) Council Members who are not able to attend the meeting should notify Michelle Salmon no later than 9.00 a.m. on the day of the meeting, giving their reasons for absence and the name of the Council Member (if any) who will be attending the meeting as their substitute.
- 3) Scrutiny Board Members who have an interest in any report referred to this meeting, but who are not Members of this Committee, have been invited to notify the Chair by 12 noon on the day before the meeting that they wish to speak on a particular item. The Member must indicate to the Chair their reason for wishing to speak and the issue(s) they wish to raise.

Membership: Councillors F Abbott, L Bigham (Chair), J Blundell, C Fletcher, K Foster, D Howells, R Lakha, M Mutton, T Skipper (Deputy Chair) and D Welsh

By invitation Councillors L Harvard

Please note: a hearing loop is available in the committee rooms

If you require a British Sign Language interpreter for this meeting
OR if you would like this information in another format or
language please contact us.

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SCRUTINY CO-ORDINATION COMMITTEE

12th September 2012

Scrutiny Co-ordination

Committee Members Present: Councillor Mrs Abbott
Councillor Mrs Bigham (Chair)
Councillor Blundell
Councillor Mrs Fletcher
Councillor Foster
Councillor Lakha
Councillor M. Mutton
Councillor Skipper (Deputy Chair)
Councillor Welsh

Employees Present: M. Checkley (Community Services Directorate)
G. Holmes (Chief Executive's Directorate)
J. Parry (Assistant Chief Executive)
M. Salmon (Customer & Workforce Services Directorate)
D. Shiner (Community Services Directorate)
A. West (Chief Executive's Directorate)

Apologies: Councillor Howells

Public Business

26. Declarations of Interest

There were no declarations of interest made.

27. Minutes

- (a) The Minutes of the meeting held on 8th August 2012 were signed as a true record.
- (b) Further to Minute 15/12 headed 'Overview and Scrutiny Management', Members noted that a Briefing Session on the Call-in process had been arranged for all Members of the Council to be held at 4.00 pm – 5.00 pm on 19th September 2012.

28. Overview and Scrutiny Management

Cabinet Item of Urgent Public Business - Expansion of Frederick Bird Primary School

The Committee received a copy of a report of the Director of Children, Learning and Young People that had been considered by Cabinet at their meeting on 14th August 2012 relating to the expansion of Frederick Bird Primary School. The Committee noted that the Chair of the Scrutiny Co-ordination Committee had attended the Cabinet meeting and agreed that the decision was urgent and that call-in should not apply. In accordance with paragraph 4.5.3.1 of the Council's Constitution, the report is presented to the Scrutiny Co-

ordination Committee to inform them of the reasons for urgency. The reason for urgency was that the increase in reception intake at Fredrick Bird Primary School from 3 to 4 Forms of Entry (FE) needs to be approved ready for the start of the new school term on Monday 3rd September, 2012. The consultation on the City Council's school size policy to increase the maximum size of a primary school from 3 to 4 FE needs to start at the beginning of September in order to inform the formal consultation on the expanding primary school programme for September 2014 for recommendation to Cabinet in October 2012.

29. Tackling Fuel Poverty in Coventry

The Committee considered a report of the Director of City Services and Development that had been considered by the Cabinet Member (Sustainability and Local Infrastructure) and Cabinet Member (Neighbourhood Action, Housing, Leisure and Culture) (their minute 3/12 referred), that reviewed the nature and extent of fuel poverty in Coventry, and detailed key initiatives being implemented to tackle the problem. It looked at changing national policy framework and future opportunities. Further reports would be presented throughout the financial year making recommendations for the Green Deal and Energy Company Obligation (ECO) and proposing that a report be submitted in response to the requirements of the Home Energy Conservation Act 1995.

In 2012, the City Council approved a Climate Change Strategy for Coventry. The approval process highlighted the connections between carbon reduction, energy efficiency, fuel poverty and the adverse effects of cold homes. The Strategy set out a vision for Coventry which included improving home energy efficiency and reducing fuel poverty.

A household was defined as being in fuel poverty when more than 10% of income had to be spent to achieve an adequate level of warmth. The causes of fuel poverty were inadequate thermal insulation, inefficient and uneconomic heating systems, low household income and high fuel prices. Latest figures from the Department of Energy and Climate Change indicated that in 2010, 21.1% of households in Coventry were in fuel poverty, compared with 19% in England, the worse situations being in some of the City's deprived neighbourhoods. Neighbourhood-level Government statistics were often presented by geographical areas known as Lower Super Output Areas (LSOAs), each LSOA typically comprised 5-600 homes. Of the 197 LSOAs for Coventry, 68 had fuel poverty levels of 25% or more, 8 had levels of 30% or more, and the worst had a level of 36.8%. The correlation between fuel poverty and deprived neighbourhoods was evident, with problems particularly acute where low-income households were living in older, poorly-insulated houses. The effects impacted various physical and mental health consequences, limited educational attainment and exacerbated child poverty. A map of fuel poverty distribution across Coventry was attached as an appendix to the report and a further appendix to the report provided an overview of the findings of the 2011 Marmot report, a report that examined the health impacts of cold homes and fuel poverty.

Owner occupied and privately rented homes made up 81% of the City's housing stock. A private sector stock condition survey was commissioned this year that included research into home energy efficiency and fuel poverty and the results are awaited.

The report provided details of Initiatives that were being implemented to tackle fuel poverty in Coventry, which included:

- Community Energy Saving Programme (CESP) Schemes
- City-wide Free Home Insulation Scheme
- Data Matching to Promote Take-up of Warm Home Discount, Free Home Insulation and Free Home Energy Assessments
- Keeping Coventry Warm Project
- The Warm Front Scheme.

The report also outlined Tackling Fuel Poverty through the Green Deal, a major new energy efficiency initiative being introduced by the Government towards the end of 2012. It would be complemented by the Energy Company Obligation for low income households and for houses that were hard to treat due to solid brick walls or walls with narrow cavities. Green Deal and ECO presented a new opportunity to tackle fuel poverty in Coventry, based on a 'pay as you save' model. Green Deal would enable energy efficiency measures to be installed without up-front costs and finance would be made available to householders who chose to take out a Green Deal Plan with repayments made by instalments attached to household electricity bills.

A sub-regional approach to the Green Deal and ECO was being developed under the direction of the Coventry and Warwickshire Local Enterprise Partnership. Details of four delivery options identified for appraisal, each conferring a different level of local authority leadership and influence, were set out in the report and an appendix set out ten strategic aspirations proposed for Coventry and Warwickshire.

Local authorities had a duty under the Home Energy Conservation Act 1995 (HECA) to prepare reports on energy conservation measures for submission to the Secretary of State, for which Government had recently issued revised guidance on reporting arrangements under the new policy context of the Green Deal and ECO. The guidance referred to the significance of the local authority role in addressing fuel poverty and delivering carbon reduction plans, and highlighted that they were uniquely placed to act as catalysts for change using their position to improve the energy efficiency of all tenures of residential accommodation. Under the new guidance, the Council would be required to produce and submit a first report by 31 March 2013 that set out what it considered 'practicable and cost effective and likely to result in significant improvement in the energy efficiency of residential accommodation'. Significant improvements should, where appropriate, be achieved through 'the Green Deal/ECO, Renewable Heat Incentive and other initiatives' and through 'measures which an authority had developed to implement energy efficiency improvements cost-effectively in residential accommodation by using area based/street by street roll out involving local communities and partnerships'. Measures were defined as including 'information, advice, education, promotion, any available financial assistance, making grants and loans and carrying out works'.

The Government required local authorities to submit progress reports every two years to be published on the Council's website for public access and the web link sent to the Secretary of State. Guidance suggested that reports could cover: Local energy efficiency ambitions and priorities; measures to take advantage of the Green Deal/ECO, Renewable Heat Incentive and other initiatives; area based/street by street measures; and the delivery timeframe and partnership arrangements.

The Cabinet Member (Sustainability and Local Infrastructure) and Cabinet Member (Neighbourhood Action, Housing, Leisure and Culture) had acknowledged the progress made so far in addressing fuel poverty in the City, agreed that officers undertake further work to appraise potential options for the effective delivery of Green Deal and ECO and agree to receive two subsequent reports; one to present more detailed recommendations in relation to the Green Deal & ECO and the second a Home Energy Conservation Act report for approval for submission to the Secretary of State.

The Committee questioned the officers on aspects of the report and discussed the following:

- Fuel Charges applied to pre-payment meters for fuel
- The availability of Public Health resources
- Private landlord responsibilities
- The promotion of energy efficiency initiatives
- Energy company cold - calling
- Working with Energy Companies and attracting them into the City
- City Council branding of energy efficiency initiatives
- Stock conditions and characteristics

The Committee requested that further information relating to the fuel charges that are applied to pre-payment meters, be circulated to Members. They also requested that officers prepare a 'checklist' of energy efficiency schemes and the criteria for eligibility and that this be made available to Members. The Committee outlined the need to promote the energy efficiency initiatives available to Members of the public, to advise them of their eligibility for the schemes and to encourage 'take-up'. Members suggested that a guide for members of the public be made available through media publications e.g. Citivision.

RESOLVED that the Scrutiny Co-ordination Committee supported the recommendations approved by Cabinet Member (Sustainability and Local Infrastructure) and Cabinet Member (Neighbourhood Action, Housing, Leisure and Culture) and agreed that the Committee would maintain an over view of the work being undertaken to address fuel poverty in the City and that Scrutiny Boards would undertake detailed work on the issue.

30. Outside Bodies Task and Finish Group

The Committee considered a briefing note of the Outside Bodies Task and Finish Group that informed the Committee of the outcome of the work of the Group.

At its meeting on 11th July 2012, the Scrutiny Co-ordination Committee agreed that a group of Members would look at the current list of outside bodies which were required to report to Committee and identify how the process could be made more meaningful. The group, comprising Councillors Bigham (Chair), Abbott, Lakha, Skipper and Taylor, was tasked with looking at the criteria for appointments to outside organisations, where reports back should be considered and whether other organisations should be included.

The Group agreed that the following criteria be applied to those outside bodies that reported to Scrutiny Co-ordination Committee:

- i) The Council funds the organisation through a grant of some sort.
- ii) The Council has a financial interest in the organisation
- iii) The organisation has a strategic role beneficial to the Council

If the outside body was of relevance to the work of the Council, but sat very clearly under the remit of a specific Scrutiny Board, the outside body report was referred to the relevant Scrutiny Board. The list, attached as an appendix to the Briefing Note, was therefore sorted into the following headings:

- i) Report to Scrutiny Co-ordination Committee
- ii) Report to a specific Scrutiny Board
- iii) No report required

The Group identified that there was no clear consistent criteria for identifying which organisations the Council appointed Members to, there were several outside bodies that were no longer functioning or had been merged with other organisations, and there were organisations that the Council had a financial interest in but had no Elected Member representation on, or reporting routes to Elected Members.

RESOLVED that the Scrutiny Co-ordination Committee:

- (1) Agreed the amended list of outside bodies that report to Scrutiny Boards, as set out in the appendix to the Briefing Note.**
- (2) Requested that Officers timetable the required outside bodies reports on the appropriate Scrutiny Work Programmes.**
- (3) Agreed that the list of outside bodies that report to Scrutiny is reviewed on an annual basis in accordance with the criteria specified in the Briefing Note.**
- (4) Agreed the following recommendations to Cabinet Member (Policy, Leadership and Governance):**

The Cabinet Member (Policy, Leadership and Governance) is recommended to:

- (i) Ensure all outside bodies that the Council appoints to are up to date, still in existence and operational. This should be subject to a bi-annual review.**
- (ii) Identify whether there are organisations that the Council has a financial interest in but have no Elected Members representation and to identify how these organisations can best report to Elected Members.**

31. Scrutiny Co-ordination Committee Work Programme 2012/2013

The Committee noted the Work Programme for the Municipal Year 2012/13.

32. Outstanding Issues

There were no outstanding issues.

33. Meeting Evaluation

The Committee evaluated the meeting, commenting that it had been very informative.

Members agreed that future presentations should provide Members with a brief overview of the subject matter and concentrate on a question and answer session. Comments given by members would be used to ensure the efficiency and effectiveness of future meetings.

34. Any Other Public Business

Jos Parry

The Committee noted that Jos Parry, Assistant Chief Executive, was due to retire at the end of September after 22 years with the City Council. Members expressed their thanks for her services to the Authority and wished her a long and happy retirement.

Private Business

Nil

(Meeting closed at: 11.35 p.m.)

Coventry City Council

Presentation to the Scrutiny Co-ordination Committee 10 October 2012

The Implications for Scrutiny of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012

1. Key Decisions:

The Council is required to give at least 28 clear days' notice before Cabinet makes a Key Decision (Regulation 9)

The Notice must be available at the Council's offices and published on the Council's website. It must state what the decision is about and when it is proposed to make the decision.

General Exception for Key Decisions (Regulation 10)

Where it is not practical to give 28 clear days' notice of the intention to make a key decision then the decision may still be taken if:

- (a) The Director of Customer and Workforce Services has informed the Chair of the relevant Scrutiny Board by notice in writing of the matter at least 5 clear working days before the decision is made or, if the Chair is not available, each member of the relevant Scrutiny Board.
- (b) The Director of Customer and Workforce Services must make a copy of the notice available to the public at the offices of the Council and published it on the Council's website.
- (c) As soon as possible after that, she must make available at the offices of the Council and publish on the Council's website a notice setting out the reasons why we did not give 28 clear days' notice.

Special Urgency for Key Decisions (Regulation 11)

If we intend to make a Key Decision with less than 5 clear days' notice then we must obtain the agreement of the Chair of the relevant Scrutiny Board that the decision is urgent and cannot reasonably be deferred.

(Where the Chair of the relevant Scrutiny Board is not available, agreement must be obtained from the Lord Mayor, or the Deputy Lord Mayor if he/she is not available.)

As soon as possible after getting agreement, we must publish a notice at the Council's offices and on the Council's website stating why this is urgent and cannot reasonably be deferred.

2. Private Reports: (Regulation 5)

Where Cabinet intends to consider any report in private we must give 28 clear days' notice.

A published notice will set out the reasons why the report should be considered in private and the public may make representations if they feel the matter should be considered in public. The notice will be published at the Council's offices and on the Council's website.

At least 5 clear days before a private meeting, the Cabinet will publish a further notice of the intention to hold the meeting in private. This notice will include details of any representations received as to why the meeting should be open to the public and the Council's response to any such representations.

If it is not possible to give 28 clear days' notice, the meeting will only be held in private if the Chair of the relevant Scrutiny Board agrees that the meeting is urgent and cannot reasonably be deferred. (Where the Chair of the relevant Scrutiny Board is not available the agreement of the Lord Mayor will be sought (or Deputy Lord Mayor if the Lord Mayor is not available).

As soon as possible after this the Council will publish a notice setting out the reasons why the meeting is urgent and cannot reasonably be deferred.

Additional Rights of Access to Documents for Members of Overview and Scrutiny Boards and Scrutiny Co-ordination Committee (Regulation 17)

The Regulations retain the previous rights of Scrutiny Board Members to access reports with a requirement to provide any documents requested. These regulations introduce a deadline, as soon as is practicable and in any case no later than 10 clear days after receipt of the request. (The Council generally provides these documents as soon as they are requested.)

Publication of Notices

The Council is no longer required to publish a statutory forward plan. Instead, we now publish a Notice of Key Decisions and Private Reports, which can be viewed at: <http://moderngov.coventry.gov.uk/documents/s5796/Notice%20of%20Key%20Decisions%20and%20Private%20Reports.pdf>

Other statutory notices published in accordance with the Regulations are also available at <http://www.coventry.gov.uk/meetingsanddecisions>. Examples of copies of the notices published by the Council in respect of urgent Key Decisions for Cabinet on 9 October 2012 can also be viewed at this location and will be discussed further at this presentation.

For further information or assistance regarding the Meetings and Access to Information Regulations 2012 please contact:

Ms. Helen Abraham, Assistant Director, Democratic Services at extension 3080 or email: Helen.abraham@coventry.gov.uk or

Ms. Christine Forde, Assistant Director, Legal Services, extension 1587 or email: Christine.forde@coventry.gov.uk

Mr. Adrian West, Assistant Director, Policy and Performance, extension 2286 or email: Adrian.west@coventry.gov.uk

Hugh Peacocke, Governance Services Manager, Extension 3080 or email: Hugh.peacocke@coventry.gov.uk

Scrutiny Co-ordination Committee

Work Programme 2012/13

For more details on items, please see pages 2 onwards

11th July 2012

- Outside bodies reports back
- Customer Management -Progress report on recommendations of Task and Finish Group
- Coventry Community Safety Partnership Annual Strategic Assessment
- Transformation Programme Partnership Progress Report

8th Aug 2012

- i-Cov post implementation review
- Household survey findings
- Population and Demography 2011 Census

12th Sep 2012

- Fuel Poverty
- Outside bodies progress
- Increasing Primary School Places

10th Oct 2012

- Heatline update on progress

7th Nov 2012

- Section 106 and Community Infrastructure Levy

12th Dec 2012

- Council Plan Six Month Performance Report
- Half-yearly report on Agency workers (to be monitored)
- Half-yearly report on Sickness absence (to be monitored)
- Benefits half-yearly progress report
- Medium Term Financial Strategy

23rd Jan 2013

- Business Services review
- Progress on recommendations from Task and Finish group on Services to Schools
- LEP – structure and reporting process
- Advice Services review

20th Feb 2013

- Electoral Registration Audit 2012 and changes to registration process

20th Mar 2013

- Outside Bodies - Charities

17th April 2013

Date to be identified

- Review of Communications Strategy
- Transformation Programme Partnership Progress Report

Information to be monitored

- Procurement Strategy progress report
- Half-yearly report on Agency workers
- Half-yearly report on Sickness absence
- Revenues and Benefits Performance
- Delegated Write-Offs 2011/12
- Council Tax Payment Date Change

If required meetings:

24th October 2012; 21st November 2012; 9th January 2013; 6th February 2013; 6th March 2013; 3rd April 2013.

Scrutiny Co-ordination Committee Work Programme 2012/13

Meeting Date	Work programme item	Lead Officer	Brief Summary of the issue	Source
11th July 2012	Outside bodies reports back	Adrian West	Members appointed by the Council to outside bodies are responsible for reporting annually to the Committee on the work of the body. However, the Committee can decide each year which bodies it wishes to receive reports on and this report will offer options about this.	
	Customer Management - Progress report on recommendations of Task and Finish Group	Shokat Lal/ Kevin Malone	The Scrutiny Co-ordination Committee endorsed the recommendations of this Group, one of which was to ask for a further report in 6 months' time (June/July 2012).	Meeting of the SCRUCO on 20 th December, 2011
	Coventry Community Safety Partnership Annual Strategic Assessment	Mandie Watson/ Sara Roach	The Chair of Scrutiny Board 4 requested that Scrutiny Co-ordination Committee considered the Community Safety Partnership Annual Strategic Assessment, due to the wide ranging implications across different scrutiny boards.	Meeting of Scrutiny Board 4 on 28 th March 2012
	Transformation Programme Partnership Progress Report	Mike Coult	Scrutiny Co-ordination Committee oversees scrutiny engagement with the Council's Transformation Programme. The Board will receive regular reports on progress of both the whole programme and individual reviews in order to identify and co-ordinate any areas for further scrutiny work.	Discussions at previous meetings of the SCRUCO
8 th Aug 2012	i-Cov post implementation review	Bev Messinger/ Kevin Malone	The abc 12 month post implementation review to identify successes and lessons learned, also to identify where there have been savings and efficiencies made. Also to update the Board on recruitment to vacancies.	
	Household survey findings	Faye Nichols/ Jenni Venn	To review the key findings from the most recent household survey, and the census to identify any issues for the scrutiny work programme as appropriate.	Report to Cabinet Member
	Population and Demography 2011 Census	Faye Nichols/ Jenni Venn	To review the key findings from the most recent household survey, and the census to identify any issues for the scrutiny work programme as appropriate.	Briefing note

Meeting Date	Work programme item	Lead Officer	Brief Summary of the issue	Source
12 th Sep 2012	Fuel Poverty	Michael Checkley	Following on from the presentation of the Climate Change Strategy the Board requested further information on what the city was doing to address fuel poverty and the associated consequences. Cabinet Member (Sustainability and Local Infrastructure) will also be receiving a report on this item.	Meeting 29/2/12
	Outside bodies progress	Gennie Holmes	To report back from the working group established at the meeting at the 11 th July meeting, to rationalise the criteria for receiving reports from Outside Bodies to Scrucro	Meeting 11/7/12
	Increasing Primary School Places	Ashley Simpson	This item was considered by Cabinet on 14 th August 2012. The Chair attended the meeting and agreed that the decision was urgent and that Call-in should not apply. In accordance with paragraph 4.5.3.1 of the Council's Constitution, the report is presented to the Scrutiny Co-ordination Committee, it being responsible for the overall co-ordination of the overview and management of the Scrutiny function, to inform them of the reasons for urgency. This does not delay the implementation of the decision.	Cabinet 14/8/12
10 th Oct 2012	Heatline update on progress	Andy Williams	The Board requested an update on progress on the implementation of the Heatline project to monitor the risk register and ensure the project is progressing as required	SB4 Meeting 29/2/12
7 th Nov 2012	Section 106 and Community Infrastructure Levy	Mark Andrews	To look at the efficiency of the spend for S106 monies, including what has been spent, what hasn't yet been spent and whether the Council has had to return any. Also the changes through the introduction of the CIL and whether this will have an impact on income	Scrucro first meeting 13/6/12
12 th Dec 2012	Council Plan Six Month Performance Report	Carol Dear	The half year performance report for 2012/12 which identified baseline performance information for a key set of headline indicators and looks at the progress that has been made during the first 6 months of this years plan	
	Half-yearly report on Agency workers (to be monitored)	Jane Crawley	A regular update on progress on reducing the reliance and therefore the spend on agency staff across the Council	Regular item

Scrutiny Co-ordination Committee Work Programme 2012/13

Meeting Date	Work programme item	Lead Officer	Brief Summary of the issue	Source
	Half-yearly report on Sickness absence (to be monitored)	Jon Venn	A regular update on progress on reducing staff sickness across the Council	Regular item
	Benefits half-yearly progress report	Helen Harding	A regular update on progress on performance in the benefits service	
	Medium Term Financial Strategy	Paul Jennings	To set the Council's Medium term Financial Strategy	Forward planner
23rd Jan 2013	Business Services review	Bev Messinger	To review the effectiveness of the new Business Service 12 months after implementation	
	Progress on recommendations from Task and Finish group on Services to Schools	David Haley Carl Pearson	As per recommendation 9 agreed by Cabinet on 29/11/11, the Board will receive an update on progress on the recommendations from the task and finish group on Services to Schools – to report in Sept/Nov 12	Cabinet 29/11/11
	LEP – structure and reporting process	Martin Yardley	To look at the progress of the Local Economic Partnership, it's creation as an entity and its governance and reporting requirements	Scruco first meeting 13/6/12
	Advice Services review	Jan Nichols	To look at the review of advice services in the city, and how these changes will be managed.	Scruco first meeting 13/6/12
20th Feb 2013	Electoral Registration Audit 2012 and changes to registration process	Helen Abraham Liz Read	To report on progress on increasing electoral registration and to assess the impact of the changes required to the registration process. Also an update regarding the issues raised by the Lord Mayors visit to Kiel – an analysis of the questionnaire to see if there are lessons to be learned in improving civic participation in local decision making	Scruco first meeting 13/6/12 and on 8/812
20th Mar 2013	Outside Bodies - Charities		What funds are available to people in the city, how they are accessed and how people find out information about them.	Scruco first meeting 13/6/12
17th April 2013				
Date to be identified	Review of Communications Strategy		A review of how effective the Council Communication strategy is, particularly post-Olympics and the management restructure	
	Transformation	Adrian	Scrutiny Co-ordination Committee oversees scrutiny	Discussions at

Meeting Date	Work programme item	Lead Officer	Brief Summary of the issue	Source
	Programme Partnership Progress Report	West/Carl Pearson	engagement with the Council's Transformation Programme. The Board will receive regular reports on progress of both the whole programme and individual reviews in order to identify and co-ordinate any areas for further scrutiny work.	previous meetings of the SCRUCO
Information to be monitored	Procurement Strategy progress report	Liz Welton	At its meeting in February 2012 the Board made recommendations to the Cabinet Member that there should be targets identified for the procurement of SME firms. The Chair requested an update on progress on these targets.	SB1 6/2/12
	Half-yearly report on Agency workers	Jane Crawley	A regular update on progress on reducing the reliance and therefore the spend on agency staff across the Council	Regular item
	Half-yearly report on Sickness absence	Jon Venn	A regular update on progress on reducing staff sickness across the Council	Regular item
	Revenues and Benefits Performance	Helen Harding	A regular update on progress on performance in revenues and benefits	Regular item
	Delegated Write-Offs 2011/12	Helen Harding	To receive a 12 month update of the position	CM (Strategic Finance and Resources)
	Council Tax Payment Date Change	Helen Harding	To receive a 12 moth update of the position	CM (Strategic Finance and Resources)
Items allocated to another Board	Young people, Crime and Unemployment	Dawn Ford	The Scrutiny Co-ordination Committee received a briefing note on 4th January containing information on the co-ordination of work with young people to address employment, training and risk of anti-social and criminal behaviour. The Board requested an update on progress in this area of work in six months time (June/July 2012)	Meeting of the Scrutiny Co-ordination Committee on 4 th January 2012



Coventry City Council

Briefing note

To:
Scrutiny Co-ordination Committee

Date: 10 October 2012

Subject:
Heatline – Outcome of Procurement, Project Update and Cross Cutting Impact

1 Purpose of the Note

- 1.1 To provide Scrutiny Co-ordination Committee with an overview of the economic, social and environmental benefits of the Heatline project and to give it an opportunity for comment or recommendations.

2 Recommendations

- 2.1 To note the progress that has been made in delivering this project
- 2.2 To identify any cross cutting areas that the project may impact on and ensure the right linkages are put in place to maximise the wider benefits of the scheme.

3 Information/Background

3.1 Project Update

- 3.1.1 The intention to award the contract to Cofely District Energy to deliver Heatline was published in April 2012, with financial, commercial and legal close achieved in July.
- 3.1.2 On 5 July, Coventry University withdrew from the project, citing it did not meet their legal, commercial and technical criteria. However, the University have indicated that whilst they are not in a position to continue with the project at this time, they may join the scheme at a later date as a customer, subject to agreement of acceptable terms.
- 3.1.3 On 31 July, the Council agreed a contract with Cofely to deliver a district heating network, initially supplying Council buildings, with a secured price and zero carbon source of heat for 25 years. In addition, the Cathedral's Chapter agreed to become a customer to Heatline.

3.2 Planning Application

- 3.2.1 Cofely submitted one of two planning applications for this scheme in mid September. The second is due at the beginning of November 2012. The first is for a thermal substation and

works compound on Whitefriars Lane. The second will be for two thermal stores and works compound within Grove St car park. Given the size and structure of the thermal stores, it is anticipated that this application will go to Planning Committee in January 2013.

3.3 Reporting to Council Committees

3.3.1 A report, detailing the outcome of the procurement, the programme of works and the pipe route will be taken through the political process as follows:

Meeting	Date
Cabinet Advisory Panel	21 st Sept 2012
Scrutiny Co-ordination Committee	10 th Oct 2012
Cabinet	20 th Nov 2012
Council	4 th Dec 2012

3.4 Benefits

3.4.1 The project meets the Council's aspirations and delivers financial savings for the Council over the 25-year contract period and a significant reduction in carbon. In addition, the Cathedral's Chapter confirmed its intention to become a customer of Heatline, despite the University's withdrawal

3.4.2 Beyond the financial benefits, the project achieves the following:

- A once in a lifetime opportunity to deliver District Heating in Coventry – the Homes and Community Agency (HCA) grant is unlikely to be available again and without it the scheme cannot happen
- Innovation and demonstration of joint working with 2 key City partners (Council and University)
- Cementing the City's green credentials by building on Coventry's ambition to become a low carbon city, cutting emissions by almost a fifth from 2005 to 2010¹ and being recognised as the 7th most sustainable city in Britain²
- Saving 2,000t of carbon per annum, with capacity to save over 25,000t as the scheme fully expands
- A vital enabler in driving down commercial and domestic emissions, helping to attract investment and jobs by the private sector, which increasingly recognises low carbon as being good for business.
- Heatline will provide a low cost "plug and play" solution to meet on-site carbon compliance as developments in the City Centre happen
- Job creation during construction and in the operational phase
- The possibility of reducing fuel poverty within Coventry by seeking to work with social landlords to look at the options of connecting to the Heatline Scheme

3.4.3 The Council's shareholding in CSWDCo will benefit as Heatline will enable the plant to get closer to achieving a 'Renewable' status, which in time may mean cost avoidance in terms of capital investment and potential taxes.

¹ Department of Energy Climate CO2 emission figures, Sept 2012

² Forum for the Future Sustainable Cities index 2010

3.5 Summary Programme of Works

3.5.1 A summary timetable for the construction and operation of the initial phase is detailed as below:

Period	Summary of Activity
Sept to Dec 2012	<ul style="list-style-type: none">• Detailed design – pipes, thermal substation and stores• Further ground surveys of the proposed route• Start retrofit work at the EfW Plant and heat transfer station• Submit planning applications• Construct thermal substation
Jan to March 2013	<ul style="list-style-type: none">• Install machinery and plant within thermal substation• Construct thermal stores• Begin work on the highway for the laying of pipe
April to August 2013	<ul style="list-style-type: none">• Connections into Council buildings and Cathedral• Install plant Council buildings and Cathedral• Testing of the network before going live in Autumn/Winter 2013
Sept 2013	<ul style="list-style-type: none">• Go live across the whole scheme

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By virtue of paragraph(s) 3, 4 of Part 1 of Schedule 12A of the Local Government Act 1972.

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