



Scrutiny Co-ordination Committee

Time and Date

10.00 am on Wednesday, 20th March, 2013

Place

Committee Rooms 2 and 3 - Council House

Public Business

1. **Apologies and Substitutions**

2. **Declarations of Interest**

3. **Minutes** (Pages 5 - 10)

(a) To agree the minutes of the previous meeting held on 20th February, 2013

(b) Matters Arising

10.05 a.m.

4. **Houses in Multiple Occupation** (Pages 11 - 20)

Briefing Note of the Scrutiny Co-ordinators

10.55 a.m.

5. **Comments from the Health, Social Care and Welfare Reform Scrutiny Board (5), Welfare Reform Sub-Group on the Advice Services Review Consultation** (Pages 21 - 24)

Briefing Note of the Welfare Reform Sub-Group

11.45 a.m.

6. **Charities Information** (Pages 25 - 26)

Briefing Note of Scrutiny Co-ordinator

11.55 a.m.

7. **Reports Back on the Work of Outside Bodies**

(a) Coventry Learning Disabilities Partnership Board 2012 (Pages 27 - 40)

Report of Councillor Mrs Lucas

(b) Coventry Older People's Partnership (Pages 41 - 48)

Report of Councillor Mrs Lucas

- (c) Coventry Partnership 2011-12 (Pages 49 - 52)
Report of Councillor J Mutton
- (d) Coventry Association for International Friendship (Pages 53 - 54)
Report of Councillor Lakha
- (e) The Coventry Law Centre (Pages 55 - 56)
Report of Councillor Mrs Bigham
- (f) Museum of British Road Transport Trust (Coventry) Limited (Pages 57 - 60)
Report of Councillor McNicholas
- (g) Coventry Venture Capital Ltd (Pages 61 - 62)
Report of Councillor Duggins

12.05 p.m.

- 8. **Scrutiny Co-ordination Committee Work Programme 2012/2013** (Pages 63 - 70)
Report of the Scrutiny Co-ordinator
- 9. **Outstanding Issues**
Outstanding Issues are included in the Work Programme.
- 10. **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.
- 11. **Meeting Evaluation**
To evaluate the effectiveness of the meeting

Private Business

Nil

Bev Messinger, Director of Customer and Workforce Services, Council House Coventry
Tuesday, 12 March 2013

- Notes: 1) The person to contact about the agenda and documents for this meeting is Suzanne Bennett Democratic Services, Council House, Coventry, telephone 7683 3072, alternatively E-mail: suzanne.bennett@coventry.gov.uk
- 2) Council Members who are not able to attend the meeting should notify Suzanne Bennett no later than 9.00 a.m. on the day of the meeting, giving their reasons for absence and the name of the Member (if any) who will be attending the meeting as their substitute.
 - 3) Scrutiny Board Members who have an interest in a report referred to this meeting,

but who are not Members of this Committee, are invited to notify the Chair by 12 noon 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

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

20th February, 2013

Scrutiny Co-ordination

Committee Members Present: Councillor Mrs Bigham (Chair)
Councillor Blundell
Councillor Clifford (substitute for Councillor Mrs Abbott)
Councillor Mrs Fletcher
Councillor Howells
Councillor Lakha
Councillor Skipper (Deputy Chair)
Councillor Welsh

Deputy Chairs of Scrutiny Boards Present:

Councillor Heatherton

Employees Present:

P. Deas (City Services and Development Directorate)
G. Holmes (Chief Executive's Directorate)
L. Knight (Customer and Workforce Services Directorate)
S. Lal (Customer and Workforce Services Directorate)
B. Messinger (Director of Customer and Workforce Services)
H. Peacocke (Customer and Workforce Services Directorate)
D. Pearce (Customer and Workforce Services Directorate)
L. Read (Customer and Workforce Services Directorate)

Apologies:

Councillor Abbott
Councillor Foster
Councillor J. Mutton
Councillor M. Mutton

Public Business

80. Declarations of Interest

There were no declarations of interest made.

81. Minutes

The minutes of the meeting held on 23rd January, 2013 were signed as a true record. Further to Minute 69 headed 'Advice Services Review', the Committee were informed that the Welfare Reform Sub-Group would be meeting on 28th February, 2013 to consider the Advice Services Review. In relation to Minute 72 headed 'Census 2011 – Identifying Ward Level Census Data', the Working Group were due to meet on 25th February, 2013 and regarding Minute 73 headed 'Establishment of an Olympic Legacy Scrutiny Panel', the first meeting of the Panel was scheduled for 6th March, 2013.

82. Overview and Scrutiny Management – Agreement of Urgent Item Relating to Home Energy Conservation Act 1995

The Chair, Councillor Bigham, informed the Committee that she would be attending the Joint Meeting of the Cabinet Members (Neighbourhood Action, Housing, Leisure and Culture) and (Sustainability and Local Infrastructure) on 14th March, 2013 for the 'Home

Energy Conservation Act 1995' report to agree the reason for urgency and that Call-in should not apply. The reason for urgency was that approval of the report needed to be submitted to the Secretary of State by 31st March, 2013.

83. Report Back on the Work of Outside Bodies – Coventry and Warwickshire Local Partnership Ltd

The Committee considered a report of Councillor John Mutton, Cabinet Member (Policy, Leadership and Governance) which detailed the work of the Coventry and Warwickshire Local Enterprise Partnership (LEP) during the previous twelve months, this included the LEP becoming an incorporated company; details of its membership; and how it operated in practice. The benefits to the City Council of this appointment were highlighted. Councillor Mutton was unable to attend the meeting in support of his report.

The report indicated that the Coventry and Warwickshire LEP was developed in response to the Government's reforms to sub-national economic development and was established due to the strong economic linkages evidenced across this geographical area and to successful partnership working in economic development.

From September, 2012 the LEP became an incorporated company meaning it could enter into contracts in its own name and incur its own liabilities and assets. It was now a Company limited by guarantee. Its Board of Directors consisted of eight Directors drawn from the private sector and eight from the public sector. The Chair of the Board was Sir Peter Rigby with Councillor Mutton being the Vice-Chair. Further membership details were set out in the report. The objectives and purpose of the Company were also detailed.

An explanation was provided on how conflicts of loyalty and any conflicts of interest were dealt with, as set out in the Articles of Association of the LEP.

The Committee noted that there were eight established LEP Business Groups which had recently been revamped and energised. An Appendix to the report set out the membership of these Groups.

Progress over the past twelve months was highlighted which included securing £24.4m of Regional Growth Fund (RFG) Round 3 funding; consolidating the RFG3 funding to create a £36.2m funding pot; and new premises in Warwick Town Centre. Future work included giving a clear focus on key schemes and innovation assets significant to the economy such Gateway; NUCKLE; M40 (12); Stoneleigh; Friargate City Centre South; and MIRA. Attention was drawn to the initial success of the Coventry and Warwickshire City Deal which moved the region forward to the next stage of City Deal status and to the negotiations now to be undertaken with Government Departments prior to any funding being released. The deal aimed to create 30,000 jobs across the region providing training and apprenticeships opportunities for engineers.

The Committee questioned the officer on a number of issues and responses were provided, matters raised included:

- The positive aspects of the appointment of the new Chair of the Board
- Further information on conflicts of interest
- The options for strengthening links with Cabinet Members
- Details about the funding opportunities available from City Deal

- Clarification about the availability of minutes from Board and Business Group meetings (to be provided following the meeting)
- The resources 'in kind' provided by the City Council to support the LEP
- Details about the objectives/plans for the Business Groups and the frequency of meetings
- Attendance details for the Council representatives.

RESOLVED that:

(i) The partnership's transition to an incorporated company limited by guarantee, now operating as The Coventry and Warwickshire Local Enterprise Partnership Ltd, be noted.

(ii) The work of the Partnership and its benefits to the City be noted.

(iii) The Director's for the City Council be noted.

84. Business Services Review

The Committee considered a briefing note of the Director of Customer and Workforce Development reviewing the effectiveness of Business Services twelve months after implementation and informing of the findings of the Business Services Evaluation. A copy of the Evaluation report was attached at an appendix. The Committee also received a presentation highlighting the key findings of the evaluation.

Following the Fundamental Service Review of Administration and Business Support Services, the new service 'Business Services' was implemented across the whole of the Council between April and October, 2011 restructuring the old administrative and support functions. Part of the implementation was a comprehensive evaluation of the first year of operation, measuring progress against key deliverables and principles as set out in the original project plan.

The presentation set out what had been achieved including savings of £2.4m; the deletion of 108 admin posts; a reduction of the transferred workforce from 645 FTE to 537 FTE; the creation of a completely new service and management structure; greater efficiencies through centralisation; proactive sickness management; the multi-skilling of staff through existing training; and the development of baseline performance management information.

The Committee were provided with a number of facts and figures of interest along with the feedback from customers and Business Services employees. Just 3.39% of customers responded to the Customer Survey, with 44% of Business Services staff responding to the Employee Survey. 67% of these employees agreed that their work was challenging and interesting while 52% felt under pressure.

The challenges that were faced were outlined which included a pre-recruitment freeze which led to huge gaps in areas; skilled/experienced staff being allowed to leave in the first round of voluntary redundancies; and inheriting a range of staff performance/capability/sickness issues. Attention was drawn to the level of resistance to change from across the organisation. The Committee were also informed of what could have done better during the implementation of this new service and the lessons to be learned,

particularly for other reviews.

The Evaluation report set out a series of recommendations which aimed to build the foundations of the future shape the service and assist in securing additional savings.

The Committee questioned the officers on a number of issues and responses were provided, matters raised included:

- Where most of the savings had been made
- Why there was so much resistance to change and how could Members offer support to reduce resistance
- The implications for the service of the review of the Council's buildings
- The expectations of new employees
- The importance of communication and listening to concerns
- The issue of flexibility with staff being able to move around to cope with peaks and troughs in workloads
- Further information concerning the issue of the Child Protection backlog of case conference minutes that had reduced through flexible resourcing.

RESOLVED that:

(i) The recommendations set out in the Evaluation report be endorsed and supported.

(ii) A progress report on the recommendations be submitted to a future meeting in approximately six months.

85. Electoral Registration and Democratic Engagement

The Committee considered a briefing note of the Director of Customer and Workforce Services which summarised the results of the 2012 annual audit for the register of electors in the City, and increasing registration together with democratic engagement issues such as Local Democracy week activities and following up from lessons from other cities participating in the 2012 Kiel conference, which the Lord Mayor attended.

The annual audit (or 'annual canvass') for the register of electors was conducted between July and early October, 2012, having been brought forward by the Secretary of State for the Cabinet Office. This timetable made it challenging to register students who were just starting their new academic year at the end of the registration period. The report set out the steps required to be undertaken by the Electoral Registration officer and highlighted the key activities undertaken. The Committee were informed that a 94% registration rate was achieved, which was the second highest level in Coventry following on from the record response rate of 95% in 2011. A total of 237,464 electors were registered, compared to 237,680 the previous year. Coventry's performance compared well against other West Midlands authorities, the details of which were set out in an Appendix attached to the briefing note.

The Committee noted that public awareness was conducted as per the agreed strategy, consisting of press releases, a website campaign, twitter and Facebook campaigns.

To deal with the challenge of registering students, Council tax data was used early on to

identify those properties registered as occupied by students. Canvass teams in areas with the greatest number of student properties were given a list of these and an extra weekend to canvass. Additional letters were provided to leave at student properties where they were unable to gain a response.

Further appendices provided information on individual Wards including the changes in the number of properties and electors in each polling district over the last twelve months; the response rates by ward and by polling district including comparisons with the 2011 return rates; and some general statistics comparing 2011 to 2012.

Reference was made to the actions taken to increase voter registration in 2012 and mention was made of the support provided by the two universities and Whitefriars Housing Association. The actions to be taken in the 2013 canvass were also detailed.

Local Democracy Week took place between 15th and 19th October, 2012, with the objective of the week being to promote engagement in democratic processes through Mayoral functions and events. Successful events included Lord Mayors for the day; Lord Mayor's Charity Quiz; a Year 12 debating competition; and a virtual Council.

A Lord Mayor's delegation from the Council attended the 2012 International City Forum in Kiel, Germany which was the subject of a report to the Committee at their meeting on 8th August, 2012 (Minute 16/12 refers). The Forum involved an exchange of information and best practice from 13 cities on democracy in the community. The Committee requested further information about the responses from other attendees to establish if any lessons could be learnt.

An appendix to the briefing note summarised the practices reported by the 13 cities who had listed a number of initiatives for citizen involvement. The Council's response included many of the initiatives used by the other cities and the Council actively encouraged civic engagement and public participation in decision-making. The Council also led the way with initiatives such as CovJam, the Council's virtual Council event and the Local Democracy Week with a programme of events aimed at young citizens of Coventry. Additional initiatives mentioned by other cities were also highlighted.

The Committee questioned the officers on a number of issues and responses were provided, matters raised included:

- The encouragement given to Council employees to register
- Further details about the actions being undertaken in the 2 Wards and 18 polling districts that were below the targets for response rates
- The actions taken to deal with houses in multiple occupation

RESOLVED that the report and the actions taken regarding registration and democratic engagement be noted.

86. Report Back on the Work of Outside Bodies – West Midlands Councils

The Committee considered a report of Councillor John Mutton, Cabinet Member (Policy, Leadership and Governance) informing of the work of West Midlands Councils over the preceding twelve months along with details of attendance by the two City Council representatives.

The report highlighted the changing role of the West Midlands Councils and indicated that the Council was now working more closely with other local authorities at a sub-regional level through the Coventry, Solihull and Warwickshire Sub-Regional Programme and with the other West Midlands Metropolitan Councils through the West Midlands Joint Committee. The Committee noted that each local authority was currently being asked to consider a number of options for membership of West Midlands Councils. A further report on future membership was to be submitted to the future meeting of the Council.

RESOLVED that the Council review its membership of West Midlands Councils.

87. Report Back on the Work of Outside Bodies – West Midlands Joint Committee

The Committee considered a report of Councillor John Mutton, Cabinet Member (Policy, Leadership and Governance) informing of the work of the West Midlands Joint Committee over the preceding twelve months along with details of attendance by the three City Council representatives. The report also highlighted the benefits to the Council of this appointment emphasising that it was a legislative requirement that the Council was a member.

RESOLVED that the Council continue to make appointments to this body.

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

The Committee considered their Work Programme for the current municipal year.

RESOLVED that the Work Programme be updated to include a report on the Coventry Partnership and a Progress Report on the Recommendations in the Business Services Review (Minute 84 above refers).

89. Outstanding Issues

The Board noted that all outstanding issues had been included in the Work Programme for the current year.

90. Meeting Evaluation

The Committee evaluated the meeting which was viewed as fine. The request for information about the levels of all posts being taken out when Services were reviewed was reiterated.

91. Any Other Items of Public Business.

There were no other items of public business.

Private Business

Nil

Note: The meeting closed at 12.25 p.m.



Briefing note

To: Scrutiny Co-ordination Committee

Date: 20th March 2013

Subject: Houses in Multiple Occupation

1 Purpose of the Note

- 1.1 To clarify the current position in Coventry on Houses in Multiple Occupation (HIMO's), using the latest data.
- 1.2 To identify current and potential powers held by the local authority to address some of the concerns that have been raised about Houses in Multiple Occupation.

2 Recommendations

- 2.1 Scrutiny Co-ordination Committee is recommended to:
 - 1) Note the content of the report
 - 2) Identify recommendations to address the issues raised in the report and in discussion at today's meeting.

3 Information Section

3.1 Background

- 3.1.1 Over the last six months residents in some areas of the city have increasingly been raising concerns they have over Houses in Multiple Occupation (HIMO's). These issues have included anti-social behaviour, noise, rubbish, parking and housing quality.
- 3.1.2 The Chair of Planning Committee, Councillor Maton, requested that Scrutiny Co-ordination Committee looked at these issues in detail. Specifically that the Board looks at data to gain a view as to the numbers and locations of HIMO's and to identify what powers the local authority already has, and could have, to help address some of these concerns.
- 3.1.3 Officers gathered data from a variety of sources, including the Census and have consulted with officers from a number of Council teams including Public Safety and Housing, Planning and Community Safety. Information was also gathered on enforcement powers available through both public protection and planning legislation for local authorities.

3.2 National and Local Context

- 3.2.1 The UK is in the midst of a housing crisis. There are few affordable properties available to buy and the numbers of new mortgages approved, especially for first time buyers, is low. However, the number of buy-to-let mortgage loans approved in 2012 reached its highest level since 2008 as record rent prices encourage landlords to expand their property portfolios. This means that those who would have traditionally bought their own property are being forced to stay in rented accommodation for longer than they might like and in some cases, are in shared properties as this makes the rent more affordable. In addition, welfare changes that could increase demand for private rented sector and possibly shared accommodation.

3.2.2 Table 1 (over) demonstrates how tenure has changed significantly in Coventry between the 2001 and 2011 Census, with the proportion of people living in private rented accommodation having increased significantly.

Table 1:

| Census Data showing Housing Tenure | Coventry 2001 % | Coventry 2011 % | Change % |
|--|-----------------|-----------------|----------|
| Owned: Owned outright | 30.4 | 29.3 | -1.1 |
| Owned: Owned with a mortgage or loan | 38.2 | 31.3 | -6.9 |
| Shared ownership (part owned and part rented) | 0.7 | 0.6 | -0.1 |
| Social rented: Rented from council (Local Authority) | 8.3 | 5.4 | -2.9 |
| Social rented: Other | 9.9 | 11.6 | 1.7 |
| Private rented: Private landlord or letting agency | 8.7 | 19.0 | 10.3 |
| Private rented: Other | 3.9 | 1.6 | -2.3 |
| Living rent free | n/a | 1.2 | - |

3.2.3 There is also a perception that some of those HIMO's which create problems are occupied by students. However, it is important to recognise that there are many types of occupant in HIMO's and rented accommodation. These concerns relate both to the issues raised in 3.1.1 and impact on neighbourhoods, for example when properties are empty during vacations.

3.2.4 There has been an increase in student numbers, particularly in the last 5 years, but student presence in an area can be a positive and many students do undertake roles which help to support the local community. Economically, the student contribution to the City is important. It was estimated by a Centre for Cities study, that undergraduate students in 2008 in Coventry, contributed £432,321,120 to the local economy.

3.2.5 Alongside this increase in student numbers, there has also been an increase in purpose built student accommodation. Since 2006, there have been 1,137 bed spaces built and a further 3,354 have been granted planning permission.

3.3 Definitions of HIMO

3.3.1 There are different definitions of HIMO.

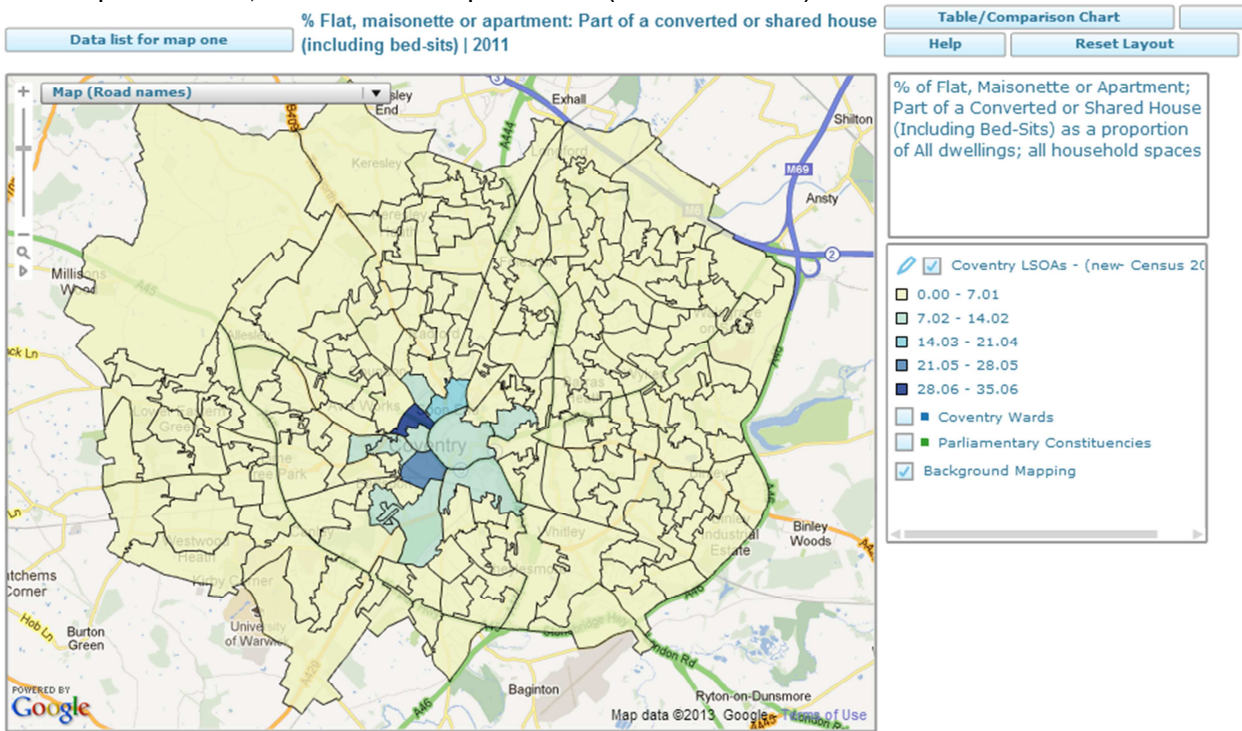
| Type of HIMO | Definition | City Council Department Responsible |
|--|---|-------------------------------------|
| A HIMO which requires a Mandatory License | Three or more storeys (including occupied basements, attics, flats above shops and in converted buildings) AND occupied by five or more people living as two or more households AND includes shared amenities such as kitchens, bathrooms and toilets. | Environment and Housing Enforcement |
| Large houses in multiple occupation | Defined as 7 or more bedrooms and requires planning permission. | Planning |

3.3.2 Smaller shared houses that do not fall into the categories above do not need any planning permission or license.

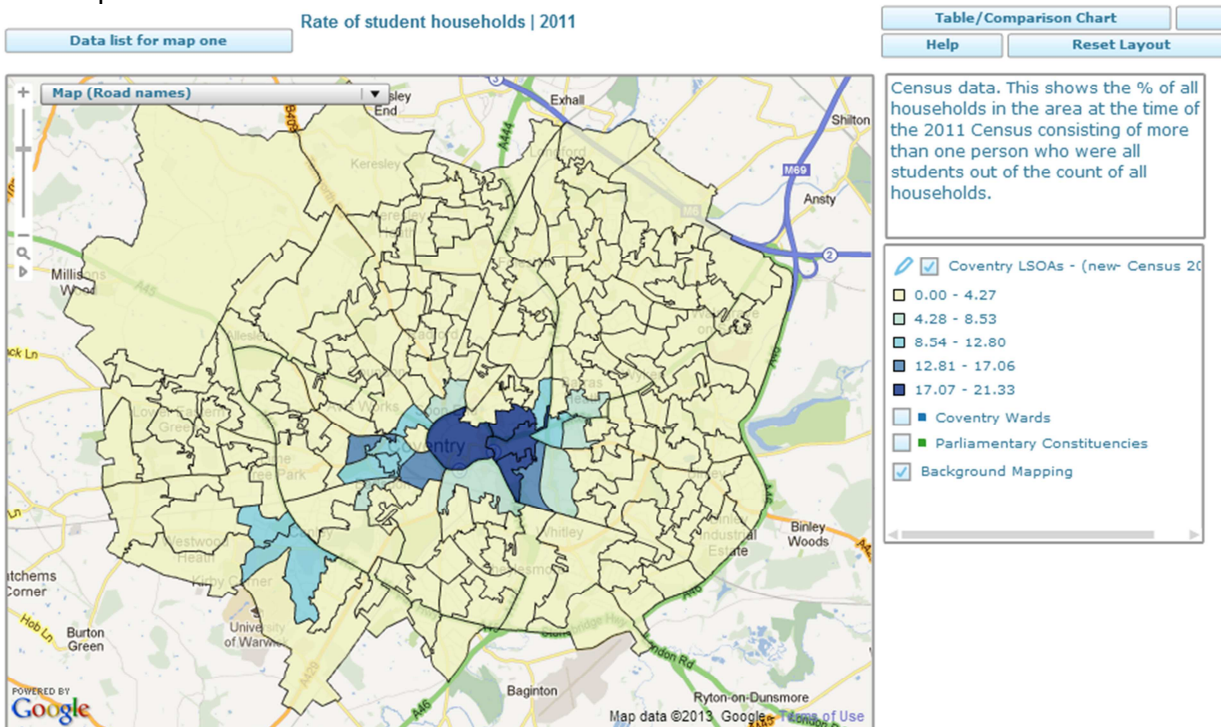
4 What the data is telling us

4.1 Using a number of data sets, it has been possible to compare the locations of student houses and shared houses against reported incidences of fly-tipping, noise complaints and domestic refuse reports. From this the correlation, or r-score, can be calculated where 1 is fully correlated 0 is completely random. An r-score of over 0.6 would suggest there is a strong correlation between the two, however this does not mean that there is necessarily a causal link, in that one does not necessarily cause the other.

4.2 Map 1 - % Flat, Maisonette or apartments (Shared House)

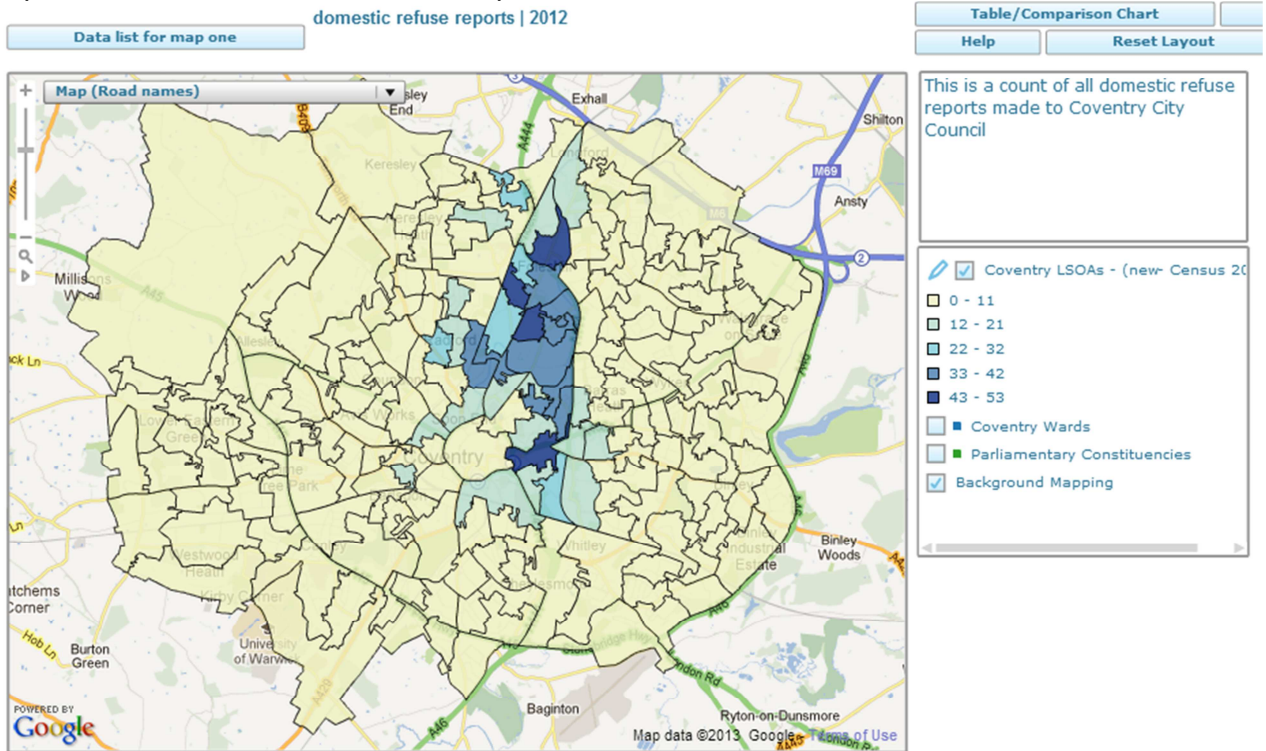


4.3 Map 2 – Rate of student households



4.4 Correlation between domestic refuse reports and shared and student housing

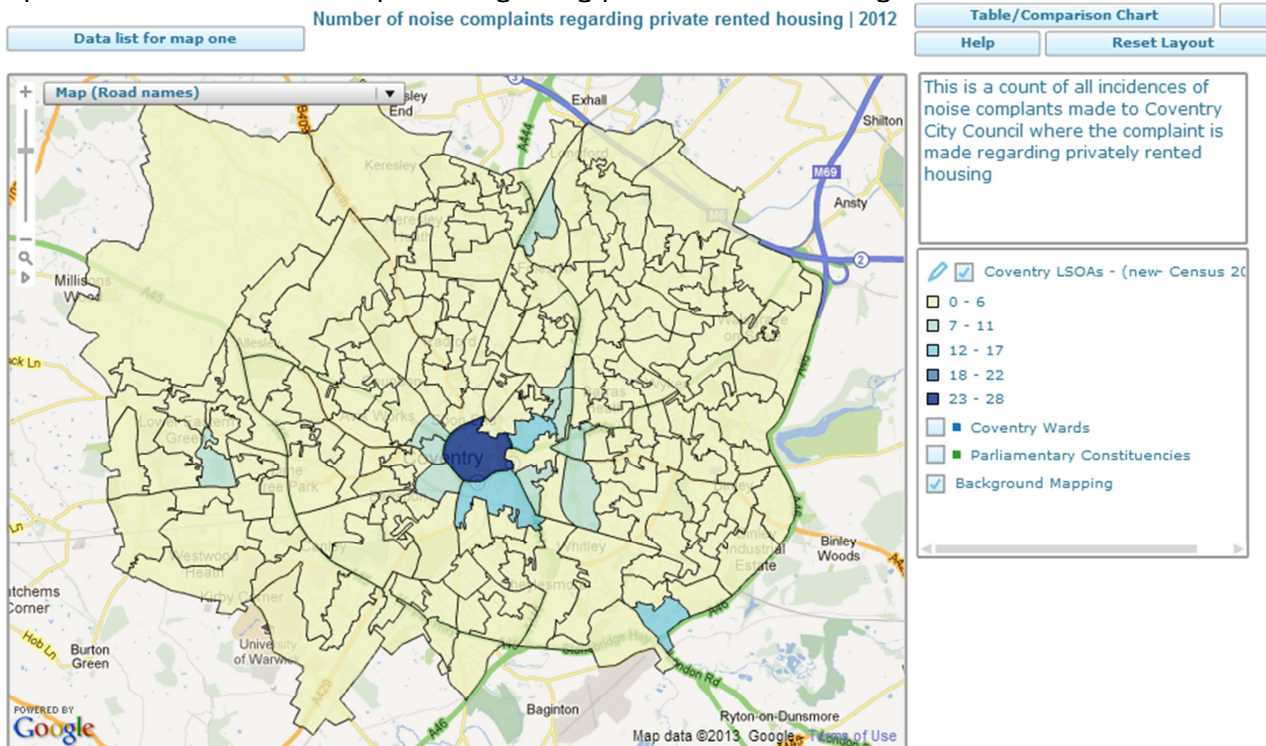
4.4.1 Map 3 – locations of domestic refuse reports



4.4.2 There is very little correlation between either housing type and domestic refuse reports received by the Council. The r-scores are $r=0.21$ for shared housing and $r=0.3$ for student housing. For example, there are 12 Lower Super Output Area's (LSOA's) where reports are over 30 and student homes are less than 4%.

4.5 Correlation between noise complaints and shared and student housing

4.5.1 Map 4 – Number of noise complaints regarding private rented housing 2012

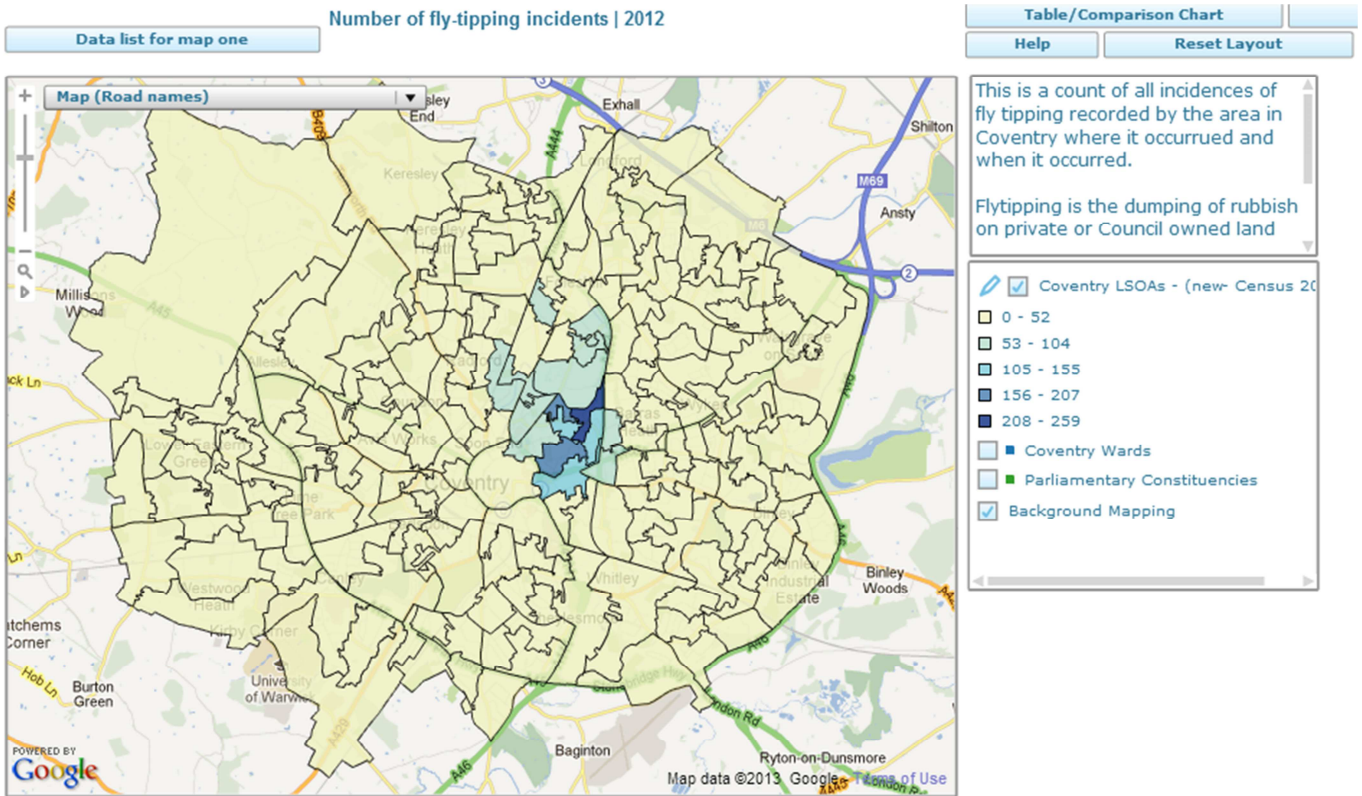


4.5.2 The correlation with noise complaints is stronger, although not completely correlated. For shared houses it is $r=0.45$ and for student areas $r=0.61$. The area with the most noise complaints, as would be expected, is the city centre.

4.5.3 The number of late night establishments and the concentration of the night time economy in the City Centre, could explain the higher number of noise complaints in this location.

4.6 Correlation between fly tipping and shared and student housing

4.6.1 Map 5 – Number of Fly-tipping incidents 2012

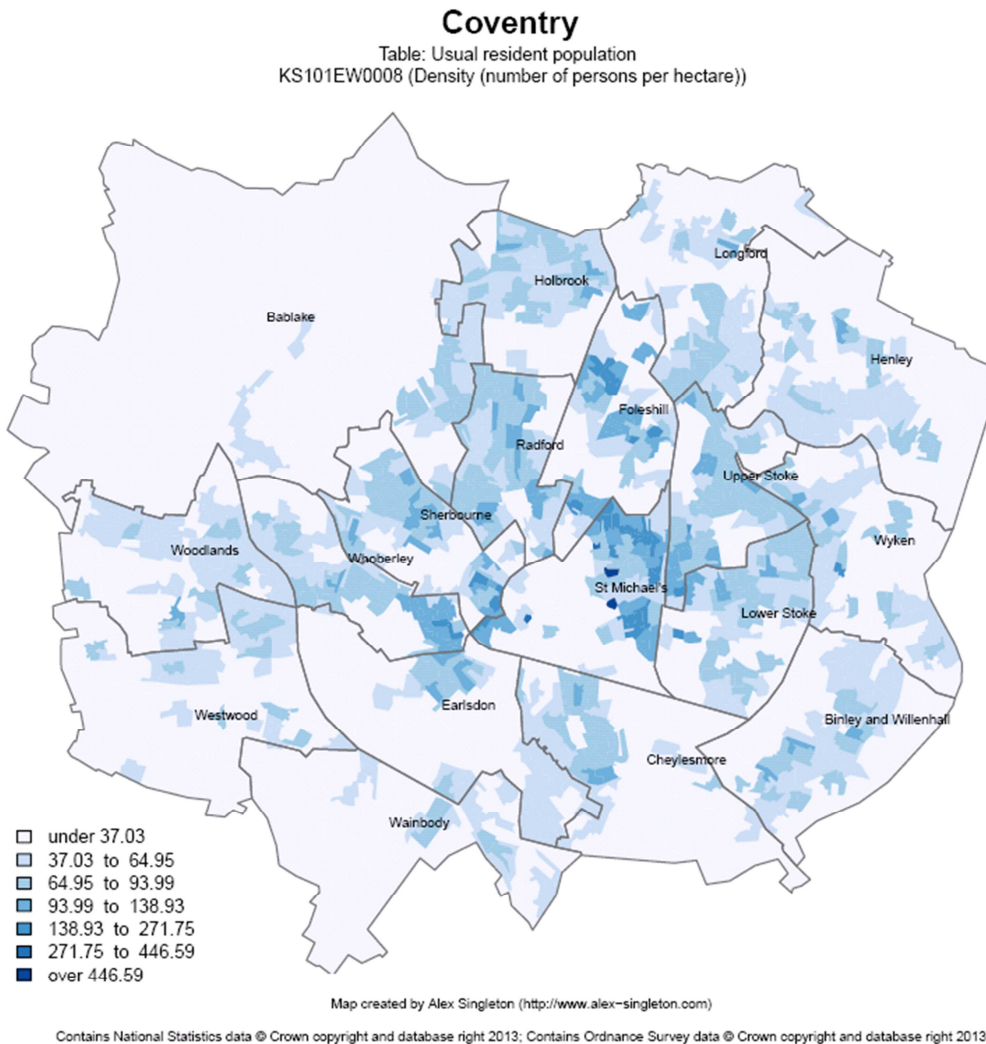


4.6.2 The correlation here with both types of housing is once again weak at $r=0.24$ and $r=0.37$ respectively.

Population density

4.6.3 A stronger correlation, than both shared and student accommodation, can be shown between housing density and incidents of both fly tipping ($r=0.47$) and domestic refuse reports ($r=0.41$). However these are still not strong correlations. Housing density from the 2011 census can be seen on Map 6 below.

4.6.4 Map 6 – Coventry population density – number of persons per hectare



4.6.5 However, it may be that problems are underreported to the Council, and there is more of a link than the data demonstrates. Residents should be encouraged to report problems to Coventry Direct on 0500 834 333

5 Local Authority powers

5.1 Planning Team

- 5.1.1 Planning can grant or refuse, planning permission for the building of HIMO's with 7 or more bedrooms.
- 5.1.2 Section 215 notices - where the condition of land is adversely affecting the amenity of the area, the Local Planning Authority may serve a notice under Section 215 of the Town and Country Planning Act 1990 requiring the proper maintenance of land. The Section 215 Notice will specify the steps that the Authority requires to be taken in order to remedy the condition of the land. The Council does currently issue Section 215 notices when appropriate.
- 5.1.3 An Article 4 regulation would enable Planners to limit the number of HIMO's in a given area. This would likely be for properties of 4, 5 and 6 bedrooms. However, the regulation needs to be advertised for 12 months before introduction and will only apply to new planning applications. The article cannot be applied retrospectively. This Article has been applied by a number of Councils, including Oxford City Council and Warwick District Council

5.2 Environment and Housing Enforcement

- 5.2.1 **HIMO Management Orders (for 5 or more bedrooms)** - in certain circumstances the council is able to step into the shoes of the landlord and take over the management of the HIMO through Interim and Final Management Orders. Where a HIMO is required to be licensed and there is no prospect of it being licensed or where the conditions within the HIMO are such that the health and safety risk to the occupiers is unacceptable, the council is required to make an Interim Management Order. The Council can use the rent from tenants to carry out repairs and any surplus will be returned to the landlord when the management order ends.
- 5.2.2 **Prevention of Damage by Pests Act 1949** – to remove anything that is likely to cause harbourage of rodents
- 5.2.3 **Environment Protection Act 1990**: to abate anything that is either causing or likely to cause a statutory nuisance or is prejudicial to health, a notice is served on the Landlord to resolve it.
- 5.2.4 **Noise** - The Council can respond to and investigate complaints of noise nuisance arising from domestic and commercial premises under the Environmental Protection Act 1990. Formal action is only possible where officers witness noise that they consider to be a statutory nuisance. To be a statutory nuisance the noise must be causing serious disruption to everyday activities such as watching television or sleeping. There must also be proof that the noise is a regular occurrence, for this reason one off events are unlikely to be a statutory nuisance. Upon witnessing a statutory noise nuisance it is the Council's normal policy to first issue the perpetrator with a warning letter. If the noise persists and officers witness a statutory nuisance again, generally within 4 weeks of the first nuisance, then the offender will be served with a noise abatement notice which legally requires the offender to stop causing a nuisance. If the notice is not complied with and officers witness further nuisance on more than one occasion, the Council will seek to prosecute the offender.
- 5.2.5 **Anti-Social Behaviour** - The wide definition of anti social behaviour means that the action taken as a result of a report of anti social behaviour can range from surveillance and warning letters to a clean-up and additional youth activities. In general, if the offenders are known, the response will include an element of the following:

- Warning Letters - are sent to advise perpetrators or parents / guardians when there recorded incidents of anti-social behaviour. The letter advises that failure to stop the anti-social behaviour will result in legal action.
- Joint Visits - Joint visits are carried out by the City Council, Police Officers, Housing Associations and other partnership agencies. Individuals causing problems are advised of the legal actions, which are being considered and that evidence gathering has begun.
- Acceptable Behaviour Contracts (ABC) - An ABC is a written agreement between an individual who has been involved in anti social behaviour and agencies such as the City Council, Housing Associations and the Police. The contract specifies a list of acts that the individual has been involved in and which they agree not to continue. Failure to comply to an ABC may lead to legal action.
- Anti Social Behaviour Orders (ASBO) - ASBOs can be issued against persistent offenders and, in order to protect the community from their behaviour places restrictions on their behaviour - like banning them from an area, from association with other named individuals or gathering in a group. It is a criminal offence to breach an ASBO and a breach of the order can lead to imprisonment.

6 Other concerns which have been raised

- 6.1 Parking -Often houses where there are multiple occupants may have several cars. This can put pressure on parking space in the local area. This can be exacerbated by the fact that shared houses tend to be in the areas of the city which rely on on-street parking. Coventry City Council has created a number of Residents' Parking Schemes. These schemes are designed to protect on-street parking spaces outside people's houses, in areas where parking facilities are limited, and problems are caused as a result of parking by commuters and shoppers. Leicestershire County Council, who administer a scheme in Loughborough, for example, charge £40 per permit annually with only two permits per household issued (although there is a £10 discount if your car is a low emission vehicle). Warwick University strongly encourage the use of public transport to get onto the campus and discouraged driving by charging for parking.
- 6.2 Lettings Boards/Signs – In areas where there are many privately rented properties, not just HIMO's or smaller shared houses, there can be an abundance of To Let signs in front gardens which can have a detrimental affect on the look of a neighbourhood. Newcastle City Council last month approved a request to the Secretary of State for permission to ban the display of letting boards under the 2007 Town and Country Planning Control of Advertisements Regulation. Currently estate agents and landlords are allowed to put up boards advertising properties providing they meet certain conditions. If conditions are not met, enforcement action can be taken to remove boards from streets, however this can be time consuming. At Nottingham Council and Westminster Council they have applied for a 'Regulation 7 Direction' of the Town and County Planning (Control of Advertisements) Regulations 1992 to be used to control the display of such estate agents boards and to prevent the build-up of visual clutter.
- 6.3 Delegated Powers – Although Coventry City Council uses Section 215 powers, they are not currently delegated. This means that to enact them, officers need to report to the Chair of Planning Committee. In other local authorities, power is delegated to officers, up to a certain point. It has been suggested that the delegation of powers to appropriate Heads of Service in both Planning and Public Safety and Housing, would increase the use of this particular statute.
- 6.4 Selective Licensing - There is also an option to consider a selective licensing scheme. Selective Licensing is a regulatory tool provided by Section 80 of the Housing Act 2004 and allows local housing authorities to designate areas suffering from either significant

and persistent anti-social behaviour and/or low housing demand for selective licensing; a designation can only be in force in a designated area for a maximum of 5 years. It has to be an area of low demand for properties due to the location or have high levels of ASB. Landlords will require a licence for any properties that they rent out within a designated area and the licence will contain a series of conditions that the licence holder will be required to comply with. These conditions relate to the management of the property, fire safety and anti-social behaviour. Considerable work needs to be undertaken before an area is designated.

- 6.5 Additional Licensing – This can be done by HIMO type or by area. For example, in Oxford and Croydon, all properties occupied by three or more people in two or more households are licensable HIMO's regardless of the number of storeys. Charnwood Borough Council have gone one step further and imposed licensing on shared houses which are occupied by more than one household and who share one or more amenities.
- 6.6 The cost of licences must not exceed the cost of undertaking the licensing process, so licensing cannot be a revenue raising exercise.
- 6.7 Accreditation Schemes – Until April 2012, the City Council ran an accreditation scheme (CAPS), which was a way of engaging landlords and encouraging them to invest in their properties. It also gave the Council a database of landlords which they would not have had otherwise. Accreditation schemes can either be for the landlord or the property. The one in Coventry was a free property accreditation scheme, where the property received additional star ratings for additional facilities e.g. energy efficiency measures. There are also landlord accreditation schemes, such as the Midland Landlord Accreditation Scheme, which accredits the landlord; it requires landlords to attend training at a small fee and undertake continual professional development
- 6.8 Coventry's scheme was stopped as part of the Housing Fundamental Service Review for financial reasons as it wasn't statutory. The voluntary nature of it meant there were questions over its effectiveness as not all landlords participated. The aim was to improve the housing stock, but good landlords tend to do this anyway. Responsible landlords invest in their properties to improve their star rating, but an accreditation scheme doesn't impact on those landlords who need to do the most to improve their properties as they don't participate in such schemes
- 6.9 There are schemes that landlords are able to join such as the Midlands Landlord Accreditation Scheme, managed by Homestamp, a Consortium of Local Authorities (including Coventry City Council), the Fire and Police Service, Birmingham University, two landlord associations and a few large portfolio private landlords. Birmingham and Wolverhampton as well as other West Midlands regional Councils support this scheme. Warwick University, up until 1st April 2012, insisted that all student properties managed under its head leasing scheme be accredited under either Coventry's or Warwick District Council's property accreditation scheme.
- 6.10 The main aims of the schemes are to enable tenants to identify safe properties and responsible landlords and also to enable landlords to accredit their properties, and to enable them to access training and advice.
- 6.11 Other contributory factors - Areas in the city with most reported noise nuisance, fly tipping and rubbish are also the areas that are the most deprived in the city. These tend to be the areas where the housing available is low rent, high density and with a larger proportion of rented properties available. This type of housing therefore attracts not only students, but single young people, transient, new communities, and households and families on lower incomes. There would seem to be a stronger correlation between economic disadvantage and the issues raised in this report than with any specific type of housing tenure, type of resident, or density of housing.

6.12 Underreporting – this report reflects the current situation in the City, as has been reported. Therefore, in order to build up the most accurate picture, residents need to be encouraged to report problems directly to Coventry Direct on 0500 834 333.

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Coventry City Council

Briefing note

To: Scrutiny Co-ordination Committee
Date: 20th March 2013

Subject: Comments from the Health, Social Care and Welfare Reform Scrutiny Board (5), Welfare Reform Sub-group on the Advice Services Review Consultation

1 Purpose of the Note

- 1.1 To provide the Scrutiny Co-ordination Committee with detailed feedback on the Advice Services Review from the Welfare Reform Sub-group of the Health, Social Care and Welfare Reform Scrutiny Board (5).

2 Recommendations

- 2.1 Scrutiny Co-ordination Committee is recommended to:
- 1) Note the content of the briefing note,
 - 2) Forward further comments onto the relevant officers and Cabinet Member as part of the consultation process,
 - 3) Agree to receive further information on the outcome of the consultation.

3 Information/Background

- 3.1 At their meeting on 20th February 2013, Scrutiny Co-ordination Committee received information about the Advice Services Review consultation. At that meeting it was agreed that Scrutiny Board 5's Welfare Reform Sub-group would discuss the proposals in further detail at their next meeting and report back to Scrutiny Co-ordination Committee before the consultation period ended.
- 3.2 The Welfare Reform sub-group met on 28th February 2013 to look at the proposals in detail. Members present for the meeting were:
- Cllr Welsh (chair)
 - Cllr Bigham
 - Cllr Chater
 - Cllr Clifford
 - Cllr Galliers
 - Cllr Hetherington
 - Cllr Lancaster
 - Cllr Sandy
 - Cllr Taylor
- 3.3 The Sub-group held a wide ranging discussion around the current levels of advice service provision in the City, the consultation currently under way and the proposals contained within it. In summary the Sub-Group's conclusions and issues raised are as follows:
- 3.3.1 That broadly the Sub-group welcomed the consultation and supported the objectives of a model of service delivery which meets the needs of the wider community, and emphasises the needs of the priority neighbourhoods. Further that the emphasis on quality of service and on a new relationship based on the City

Council being clearer in defining the objectives and outcomes from services with providers was welcomed.

- 3.3.2 There were some concerns about whether the risk to neighbourhood advice services' other external funding streams, which may be used for match funding, has been considered.
- 3.3.3 The Sub-group requested that further consideration be given for the final model of delivery to include a limited capacity for vulnerable individuals to be seen in their own homes.
- 3.3.4 There was a request for further assurance around how need had been determined in local areas in the neighbourhood advice services model.
- 3.3.5 The indicative model of neighbourhood presence in the consultation was queried – particularly around how much reach a service that was not present in localities more than once or twice per week would have.
- 3.3.6 Members questioned whether the cost of hiring venues for the delivery of neighbourhood advice services had been factored into the new neighbourhood model of working.
- 3.3.7 There was concern about the possibility of overlap or duplication with the Neighbourhood Service Provision Grant and the Prevention, Volunteering and Marketing Grant. The Sub-group wanted assurance that there would be flexibility so that the benefits can be made from joint working across delivery areas.
- 3.3.8 The Sub-group queried if consideration had been made in the costs assessment of the fact that the management posts in neighbourhood advice centres often undertake a much wider reaching and multi-tasking role than just advice centre management, and therefore may not be quite so straightforward in predicting savings.
- 3.3.9 The risk of private sector sponsored national charities bidding for the Neighbourhood Service Provision Grant was raised and the Sub-group was reassured that officers were focused on securing local provision of this service. Members stressed the importance of support being made available to encourage and facilitate local organisations to apply for any grants or funding.
- 3.3.10 A number of Members questioned the ring-fenced, grant funding model which is being proposed. Members want to be confident that funding is shared equitably and efficiently across the City and without bias to particular organisations. It was suggested an alternative funding mechanism could be to identify the cost of each type of advice across the city which could be used as an average unit of funding that could then be allocated against agreed plans to deliver a specific number and type of sessions.
- 3.3.11 Members with a detailed knowledge of their locality advice services were minded to submit a separate response to the consultation and the Sub-Group supported this response being made.
- 3.3.12 There was concern that additional services within neighbourhood advice centres, which may provide complementary activities i.e. credit union, training courses, employment services, that may be impacted or cease, due to the removal of advice funding.
- 3.3.13 A general concern was expressed that in the light of impending welfare reforms, the current proposals may result in a reduction in capacity for advice services in the City. The Sub-group was particularly mindful of the short timescale for some of these changes and wished to ensure that the appropriate capacity was addressed as the Review progresses.

7th March 2013.

Briefing Note Author:

Peter Barnett

Health Development Service Manager / Scrutiny Co-ordinator

Community Services Directorate.

Tel: 02476 831145

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Coventry City Council

Briefing note

To: Scrutiny Co-ordination Committee
Date: 20th March 2013

Subject: Charities Information

1 Purpose of the Note

- 1.1 To identify recommendations for the Cabinet Member (Community Safety and Equalities) to enable residents of the city in financial need, and those organisations that support them, to easily find information about charitable organisations that can offer goods as well as direct financial support.

2 Recommendations

- 2.1 Scrutiny Co-ordination Committee are recommended to support the following recommendations for Cabinet Member (Community Safety and Equalities)
- 1) A page is created on the Council website providing links to other organisations that can provide goods and direct financial support to those who are in financial need.
 - 2) In developing the page, any opportunities for partnership working should be taken advantage of, such as those with the Community Support Grant, the DWP and Voluntary Action Coventry.
 - 3) Resources are identified for the on-going management of the web-page and the production of a small leaflet/postcard providing information about the web page and.
 - 4) The leaflet/postcard is distributed to organisations that will come into contact with those people who are experiencing financial hardship.

3 Information/Background

- 3.1 Following on from a piece of work on Outside Bodies by a Scrutiny Co-ordination Committee Task and Finish Group in July and August of 2012, Elected Members were concerned that there are charities within the city that have monies to support vulnerable people, but that the information on what is available is patchy and piecemeal.
- 3.2 At their meeting on 7th November 2012, Scrutiny Co-ordination Committee agreed to establish a short task and finish group to identify how best to gather and disseminate information on the various grant giving charities within the city. Members on this group were Cllrs Bigham, Fletcher and Lakha. Cllr Abbott gave her apologies.
- 3.3 A small group of officers, with representation from Neighbourhood Action, Communications, Community Services, and the Citizen's Advice Bureau, got together to discuss what were the key issues to consider to be able this work to happen and to start gathering information available.
- 3.4 On 20th February the task and finish group met to identify how best to take this work forward. The group agreed that the recommendations should go to the Cabinet Member (Community Safety and Equalities)
- 3.5 Members noted that there used to be list of charitable organisations that was circulated free through the Coventry Evening Telegraph, but this no longer happened. There is no current central point for all the information to be gathered together.

- 3.6 Members discussed the fact that information about charities and support available is piecemeal and dependant on the individual worker or Councillor that people go to for information. They were aware that there is information available for funding groups and organisations, from Heart of England and the Funding Helpdesk etc, but these do not necessarily cover individuals in need.
- 3.7 The task and finish group were clear that access to the information needed to be “self-service”, in line with current Council policy and that the information should be provided on line.
- 3.8 However, Members were also aware that not everyone, especially those in financial difficulty, has access to an internet connection, which is why they considered it important that organisations who may have face to face contact with people in need, also had access to the Council web page address, via a small leaflet or post card. This means the organisation could support access to the web information, in order to direct the person in need to sources of support.
- 3.9 Members also suggested that on the web page should be information for how charities could get their link onto the site and also information for people to be able to donate goods or money to the charities.

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Coventry City Council

Public report

Report to

Scrutiny Co-ordination Committee

Report of

Councillor Mrs Lucas

Title

Report Back on the Work Of Outside Bodies – Coventry Learning Disabilities Partnership Board 2012

1 Purpose of the Report

This report sets out details of the work of the Coventry Learning Disabilities Partnership Board over the preceding twelve months and details of attendance by the City Council's representatives.

2 Recommendations

It is recommended that:

- 2.1 Cabinet Member (Health and Community Services) and Shadow Cabinet Member (Health and Community Services) provide their support of the work of the Coventry Learning Disabilities Partnership Board through their continued appointment to the Learning Disabilities Partnership Board.
- 2.2 The Cabinet Member (Health and Community Services) and Shadow Cabinet Member (Health and Community Services) attend Partnership Board meetings in person/through a substitute or receive a briefing on content and actions decided upon, where attendance is not possible.

3 Information on Work of Outside Body

- 3.1 The Learning Disabilities Partnership Board consists of representatives that can contribute to and inform the priorities for adults with a learning disability initiated by Valuing People and Valuing People Now. The constitution of the board includes the City Council, Clinical Commissioning Group, Coventry and Warwickshire Partnership Trust, Self-Advocates, family carers and provider services including the voluntary sector. The Terms of Reference for the Partnership are attached.
- 3.2 The Learning Disabilities Partnership Board is the mechanism to engage key stakeholders in the undertaking of annual reporting, the governance, and where required, sign off, of the annual reporting requirements in demonstrating local progress on meeting the Health and Wellbeing priorities of citizens of Coventry with a Learning Disability. It also enables the City Council and Health to engage in dialogue with people with Learning Disabilities and

their carers about the key issues facing the City Council and Health as well as the issues that are important to members of the Board. Annual Returns include:

- The Partnership Board Self-Assessment
- The NHS Health Self-Assessment

3.3 Key areas of work and topics covered by the Coventry Learning Disabilities Partnership Board during the last twelve months have included:

- Action planning to address areas for improvement highlighted in the Learning Disabilities Health Self-Assessment.
- Participation in consultation processes e.g. Coventry's draft Health and Wellbeing Strategy and Direct Payments Policy.
- How the quality of support provided to people with Learning Disabilities living in Coventry is monitored.
- Safeguarding, commissioning and monitoring.
- Advising on safeguarding in place post Winterbourne
- Hate and Mate Crime.
- Health updates and discussion on a range of themes, with involvement from Coventry and Warwickshire Partnership Trust, Grapevine and Community Learning Disabilities Nurses

3.4 For 2013, Coventry's Learning Disabilities Partnership Board will contribute to:

- Coventry's response to failings identified at Winterbourne View Hospital and how the Department of Health and the Association of Directors of Adult Social Services (ADASS) recommendations are being taken forward locally
- a review of Coventry's Learning Disabilities Strategy
- Finalising the action plan to address areas for improvement highlighted within the Learning Disabilities Health Self-Assessment
- the Commissioning Plan for people with Learning Disabilities
- discussion and activity relating to current budget pressures facing the City Council and partner organisations.

4 Benefits to the City Council of the Appointment

The City Council directly benefits from leading and having a strong presence on the Coventry Learning Disabilities Partnership Board. As it is an established group of multiple stakeholders it is a valuable mechanism for open and on-going dialogue regarding health and social issues as they affect people with Learning Disabilities. Without the group it would be difficult to have this dialogue and would risk the City Council becoming more remote from the people it serves.

5 Attendance Record and Remuneration for the Appointment

| Date of Board meeting | In attendance |
|---------------------------------|-----------------------------------|
| 26 th January 2012 | Cllr Lepoidevin and Cllr Clifford |
| 29 th March 2012 | Cllr Clifford |
| 31 st May 2012 | |
| 26 th July 2012 | Cllr Noonan and Cllr Clifford |
| 22 nd August 2012 | |
| 27 th September 2012 | |
| 29 th November 2012 | |

5.1 Where the Cabinet Member (Health and Community Services) and Shadow Cabinet Member (Health and Community Services) have been unable to attend a Partnership meeting a briefing on any key issues discussed or identified has been provided.

5.2 There is no remuneration attached to these appointments.

List of background papers

Proper officer:

Author:

Councillor Mrs Lucas

(Any enquiries should be directed to the above)

Other contributors:

Michelle McGinty – Head of Citizen Involvement, Carers and Partnerships

Pete Fahy – Assistant Director, Community Services

Mark Godfrey – Assistant Director, Adult Social Care Strategic Operations

Zandrea Stewart – Head of Mental Health and Learning Disabilities Services

Jon Reading – Head of Strategic Commissioning.

Papers open to Public Inspection

1. Description of paper

Coventry Learning Disabilities Partnership Board “How we will work” Terms of Reference

Coventry Learning Disabilities Strategy 2010 - 2013

Location Community Services Directorate

2. Description of paper

Schedule of City Council Appointments to outside Bodies

Location CH60

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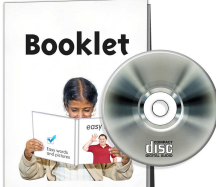
How we will Work (Terms of Reference)

Updated July 2010



1. Aim

The aim of the Partnership Board is to ensure all people with learning disabilities have more independence and more opportunities to live a fuller life. The Partnership Board will ensure that we have a person-centred approach to all activities and that we deliver the agenda of "Valuing People Now". This will be achieved by working in partnership with people with learning disabilities, carers and all staff and agencies in the City.

| | |
|---|---|
| | <p>2. What we have to do:</p> |
|  | <p>influence plans for people with learning disabilities and family carers in Coventry</p> |
|  | <p>check we have the right services and support available and that they are working the way we want</p> |
|  | <p>make sure that we have plans for change and that change can happen</p> |
|  | <p>pass information to everyone about the development of services and opportunities</p> |
|  | <p>make sure that everyone knows what is happening and what they have to do</p> |

3. How we will do this



We will set up work groups or sub groups when needed to write plans or complete pieces of work that the Board agrees are a priority.



quality



family carers



person centred planning



health



employment



minority ethnic groups



communication



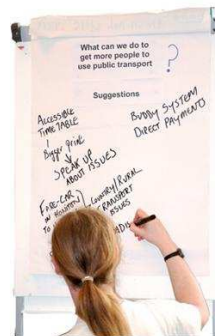
transport



transition



housing



workforce development

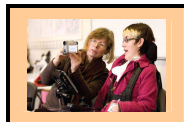


modernising day opportunities



Learning Disability Strategy 2010-2013

The Partnership Board has written the strategy (or plan) to improve the lives of people with learning disabilities. The Strategy has these areas as our priority:



Chapter 1:
Including Everyone



Chapter 2:
Personalisation – starting with the Individual and their family



Chapter 3:
Having a life



Chapter 4:
People as citizens



Chapter 5:
Making it happen



Making sure things have happened

The Strategy will be reviewed annually



Making sure people have a voice

We want to make sure that people with learning disabilities and family carers have a voice. We will make sure that people are able to attend and take part in the Partnership Board meetings. We support the setting up of networks so that we can share information.



4. Membership

- 4 representatives of people with learning disabilities (City Wide Forum)
- 3 representatives from family carer groups (LD Carer Forum)
- 2 representatives from the Local Authority
- 1 representative from the NHS Coventry
- 1 representative from Coventry & Warwickshire Partnership Trust
- 2 representatives from the voluntary and independent provider forum
- 2 city councillors

Support and facilitation through the Valuing People Co-ordinator

Representatives from each of the Forums to elect their own representatives annually and to provide information to the Valuing People Co-ordinator.

Within the meeting everyone is equal.

Our membership will be reviewed every year to make sure that we have the right people to do the work we need to do and this includes looking at attendance by members.

Substitution of members

Each of the above group of representatives may have someone who comes to the meeting in their place, either for one meeting or possibly for several meetings.

Each group of representatives will consider if they wish to do this and provide the Valuing People Co-ordinator with the name (or names) of the person (or people) who may stand in on their behalf.

It is the responsibility of each group of representatives to make sure that the person, who has agreed to stand in for them, has the information they need to do this.



5. How we will do our business

Chairing the Board meeting

We have two co-chairs. These are:

- one person from the Local Authority
- one of the representatives of people with learning disabilities



How often we meet

We meet every month (except August and December) unless the Board decide to review this.



Setting the Agenda for meetings

The Partnership Board agendas will have a theme for each meeting.

The Co-chairs and the Valuing People Co-ordinator will meet twice a year to plan ahead.

The City Wide Forum will set the agenda, plan and run the meetings for at least 2 meetings a year.

During the Partnership Board we will look at what is not working well and have discussions on how to improve.

We will hear real life stories.



During the meeting

The meeting will be accessible to everyone and:

- we will use traffic light cards
- have accessible presentations and information in advance
- give presenters guidelines about accessible information



Taking and producing minutes

The administrative support to the Valuing People Co-ordinator will take the minutes if the meeting.

The minutes and the next agenda will be sent out to everyone at least a week before the next meeting and where possible copies of presentations.

Making decisions

To make sure that we make fair decisions there must be at least one representative from each group on the Board.

Letting other people on the Board know if they have a reason why they should not be part of voting or making a decision (conflict of interest)

Sometimes someone may have "an interest" in one of the areas that we may talk about or make a decision on. Everyone has a responsibility to tell the Board about this and not take part in that decision or vote.

These "interests" include:

- 1) any connection with an organisation contracted to provide services by the Local Authority or NHS Coventry
- 2) any personal relationships or connections where could benefit from a decision
- 3) any connection with a financial interest



Private business

Sometimes we may listen to information that does not give the name of a person, but the person could be identified. This information should remain with the Board members and not shared outside of the meeting.

Sometimes some of our decisions may be about an organisation, their contract, or an individual person

that we need to keep confidential. This information is only for members and the discussion or decision is not to be included in the minutes that are copied to our wide distribution list.



Requests for money

All requests for money that the Board is asked to think about must be in writing. If a small amount of money is requested this can be short summary, but more detailed information will be required for larger amounts.



Partnership Board Website and Email

We will put our minutes onto the website:

<http://coventry.ldpb.info> Email ldpb@coventry.gov.uk



Visitors to the Board

We will invite people to come to the Board and give us a talk or presentation about their work. This also includes the sub groups. People who may need to hear about the different discussions will also be invited to attend the meeting for those items on the agenda and this includes sub group chairs and other sub group representatives.



Self advocates on the Board can invite a friend/parent/carer to observe a meeting.

Family carers are welcome to observe Partnership Board meetings and should inform the Valuing People Co-ordinator.

One Partnership Board a year will be open to other people to observe.

People wishing to attend the Board to observe our meeting must make a request to the Board through the Valuing People Co-ordinator.



Contact Details



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Partnership to Lead

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Coventry City Council

Public report

Report to

Scrutiny Co-ordination Committee

Report of

Councillor Mrs Lucas

Title

Report Back on the Work Of Outside Bodies – Coventry Older Peoples Partnership

1 Purpose of the Report

This report sets out details of the work of Coventry's Older Peoples Partnership over the preceding twelve months and details of attendance by the City Council's representatives.

2 Recommendations

It is recommended that:

- 2.1 Cabinet Member (Health and Community Services) and Shadow Cabinet Member (Health and Community Services) provide their support of the work of Coventry's Older People's Partnership through their continued appointment to the Older People's Partnership.
- 2.2 Cabinet Member (Health and Community Services) and Shadow Cabinet Member (Health and Community Services) attend Partnership meetings in person/through a substitute or receive a briefing on content and actions decided upon, where attendance is not possible.

3 Information on Work of Outside Body

- 3.1 The Older People Partnership consists of representatives from the City Council, Health, older people, informal/family carers and the voluntary sector. The Terms of Reference for the Partnership are attached. These have recently been reviewed following changes to the composition of the group and the structures to support it. Essentially, the group provides a mechanism for the City Council and Health to engage in a dialogue with Older People about the key issues facing the City Council and Health as well as the issues that are important to members of the partnership.
- 3.2 The Partnership provides a mechanism to engage and consult with stakeholders on issues of major significance as well as informing the progression of discrete pieces of work.
- 3.3 Key areas of work progressed through the Older People's Partnership during the last twelve months have included:
 - Support of Older People's Week 2012 which ran from 1 to 8 October 2012 with a theme of "The Big Skills Share" and offered a series of activities to older people in Coventry to encourage social activity and the learning of new skills.

- Involvement in the Keeping Coventry Warm project, which aims to improve quality of life throughout the winter months for Coventry's older population and other vulnerable groups, focussing on those that reside in deprived communities, the socially isolated or those with long term conditions and associated co-morbidities.
- Sharing views, and engaging in discussion, with colleagues from University Hospital Coventry and Warwickshire (UHCW) on "Care in Hospital".
- Discussing the introduction of a new forum to enable older people's views to be heard - Coventry Older People's Voices forum.
- Participating in consultation processes e.g. Coventry's Draft Health and Wellbeing Strategy and City Council Day Opportunities.
- Sharing views and engaging in discussion about plans for a Dementia Strategy in Coventry.
- Attendance and active involvement in Coventry's Safeguarding Adults conference with a theme of "Dignity in Practice".

3.4 For 2013, the Older Peoples Partnership will contribute to:

- a programme of work being initiated by Coventry University, and supported by Age UK and the City Council for Coventry to become an Age Friendly City.
- engagement and consultation relating to meeting the challenge of budget pressures faced the City Council and partner organisations.
- the progression of the Older People priority as contained in the Coventry Health and Well-Being Strategy.

4 Benefits to the City Council of the Appointment

The City Council directly benefits from leading and having a strong presence on the Older People's Partnership. As it is an established group of multiple stakeholders it is a valuable mechanism for open and on-going dialogue regarding health and social issues as they affect older people. Without the group it would be difficult to have this dialogue and would risk the City Council becoming more remote from the people it serves.

5 Attendance Record and Remuneration for the Appointment

| Date of Partnership meeting | In attendance |
|-------------------------------|-----------------------------------|
| 6 th February 2012 | |
| 2 nd April 2012 | Cllr Lepoidevin and Cllr Clifford |
| 25 th June 2012 | Cllr Lucas |
| 20 th August 2012 | |
| 3 rd December 2012 | |

- 5.1 Where the Cabinet Member (Health and Community Services) and Shadow Cabinet Member (Health and Community Services) have been unable to attend a Partnership meeting a briefing on any key issues discussed or identified has been provided.
- 5.2 There is no remuneration attached to these appointments.

List of background papers

Proper officer:

Author:

Councillor Mrs Lucas - Cabinet Member (Health and Community Services)
(Any enquiries should be directed to the above)

Other contributors:

Michelle McGinty – Head of Citizen Involvement, Carers and Partnerships
Pete Fahy – Assistant Director (Community Services)

Papers open to Public Inspection

Description of paper

Terms of Reference for the Coventry Older Peoples Partnership

Location Community Services Directorate

Description of paper

Schedule of City Council Appointments to outside Bodies

Location CH60

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Terms of Reference for the Coventry Older People's Partnership

1. Vision statement

The Older People's Partnership will listen to; be influenced by and led through partnership with older people and their carers, supporting them to get a visibly better quality of life, health, wellbeing and independence.

The Older People's Partnership will do this through:

- Generating and using new and existing ideas: building on Coventry's proud history of taking risks for the common good.
- Working in an effective and pioneering way with committed resources to get the best value for money and to make a significant difference.

2. What we will do

1. **Contribute to the establishment and implementation of a shared vision and action plans** that relate to existing and emerging strategies for older people and their carers who live in the city of Coventry, taking account of national, regional and local priorities.
2. **Communicate with, consult and involve** older people, their carers and other key stakeholders using a variety of methods. With further responsibility for promotion of best practice and service innovation.
3. **Help to ensure there is good joint working** by influencing and providing input to joint commissioning strategies and other strategic plans for older people in the city which have a multi-agency dimension.
4. **Promoting partnership working** by contributing to work to address gaps in service and helping to ensure optimum use of resources.

3. How we will do this

1. **Identifying and agreeing a set of priorities for the Partnership** including targets, milestones and timescales. Also receiving regular updates on performance against national and local indicators for key areas that relate directly to older people and their carers taking

appropriate decisions about any agreed action required by the members of the Older Peoples Partnership as a result.

2. **Ensuring a focus on action and making a difference** by contributing to or leading on the development of specific action plans and timetables that ensure progress is made by achieving 'quick wins' and measurable outcomes. This may include commissioning specific research activity where this will help the work of the Older Peoples Partnership, local action plans and strategies.
3. **Establishing a clear structure and ways of working** for implementing the work of the Older Peoples Partnership, with clear Terms of Reference and working arrangements, including the establishment of task and finish groups whenever appropriate to carry out particular tasks.

4(a) Membership: Role of Older People's Partnership members

Older Peoples Partnership members are responsible for representing the organisations, groups or bodies that they are associated with, including Coventry City Council (Community Services and Public Health), Coventry and Rugby Clinical Commissioning Group (CCG), University Hospitals Coventry and Warwickshire NHS Trust, Coventry and Warwickshire Partnership Trust, the Management Bodies of Voluntary Sector Partners, carer and user groups and forums. The representative must have the authority to speak for / take decisions at the Partnership on behalf of their organisation or group to move the work of the partnership ahead.

Older Peoples Partnership members must be able to attend meetings as scheduled, contribute to meeting discussion and feedback/share the work of the Partnership (as appropriate) with those that they represent outside of meetings. Where it is not possible for a member of the OPP to attend a meeting, if possible a substitute should be identified to attend or apologies must be given.

The Older People's Partnership will strengthen communication and working relationships with the Coventry Health & Wellbeing Board through Coventry's Healthwatch, as well as the Coventry Partnership, ensuring appropriate Partnership member representation at key meetings as required.

4(b) Membership: Older People's Partnership members

The Partnership should be made up of:

10 representatives of older people (primarily from Older Peoples Voice/ Forum) and /or representatives from family carer groups (OP Carer Forum)

4 representatives from the Local Authority including the Partnership Co-Chair, the Head of Citizen Involvement, Carers and Partnerships (CICP) and Public Health Older Person's lead
2 representatives from the NHS, including Coventry and Rugby CCG and UHCW
1 representative from Coventry & Warwickshire Partnership Trust
8 representatives from the voluntary sector (primarily from the health and social care forum)
2 city councillors, including the Cabinet Member for Health and Community Services/Health and Health and Wellbeing Board Member representative*.
1 representative from Coventry University
1 representative from LINK/Healthwatch

Requests for people to join the OPP should be made to the co-chairs.

The membership list is indicative only to ensure an appropriate balance of representatives and contribution.

5. Reporting and linking up the work of the Older Peoples Partnership

The Older Peoples Partnership is not formally accountable to any existing organisation or body but must report annually to the City Council's Scrutiny Co-ordination Committee on the value of the work done by the Partnership and its contribution to the Council Plan. In addition, the Older People's Partnership will report on the progress of its work and will seek to work collaboratively with other relevant Boards and groups that may include*:

- Coventry Safeguarding Adults Board
- Coventry Health and Wellbeing Board
- Coventry Partnership
- Healthwatch (post April 2013)
- A Bolder Community Services Programme Board
- Disability Equality Advisory Panel

*Note that this list is not exhaustive.

6. Older People and Carer involvement

The Partnership will act as a mechanism for older people and family/informal carers of older people to express their views about matters concerning older people.

The Partnership will work with local forums, User-led organisations and LINK/Healthwatch.

The Partnership will also consider the possibility of introducing its own website to share information about its role and work and to publish Partnership papers.

7. Frequency and location of meetings

The Older Peoples Partnership will meet between four and six times per year, at a City Council venue (subject to availability and accessibility requirements).

8. Older Peoples Partnership Co-ordination

Older People's Partnership meetings will be chaired by the Assistant Director (Community Services) from the City Council with a co-chair nominated by the Partnership. The co-chair will be an individual who is not employed by a statutory organisation.

Overall responsibility for ensuring the Older People's Partnership is working effectively and influencing the lives of older people in the city lies with the Head of Citizen Involvement, Carers & Partnerships.

The Involvement, Access & Partnerships Officer working with the Citizen Involvement Workers will work with the Older Peoples Partnership to ensure that:

1. Partnership meetings have clear agendas, that action notes and other records are kept as required, that all reports requested are prepared to timetable and standard, and are distributed to members one week in advance of each meeting.
2. The Partnership is properly co-ordinated, and works effectively.
3. Reports on work that has been completed or influenced by the Partnership are produced and made available when required.



Coventry City Council

Public report

Report to

Scrutiny Co-ordination Committee

Report of

Councillor John Mutton

Title

Report Back on the Work Of Outside Bodies – Coventry Partnership 2011 - 12

1 Purpose of the Report

- 1.1 This report sets out details of the work of Coventry Partnership over the preceding twelve months and details of attendance by the City Council's representatives.

2 Recommendations

- 2.1 It is recommended that the Council continues its membership of the Coventry Partnership.

3 Information on Work of Outside Body

- 3.1 The Coventry Partnership is Coventry's Local Strategic Partnership (LSP). The Partnership commenced in January 2002 and is now in its tenth year. During that time the Partnership has achieved a great deal and still does, through bringing together Coventry's key public, private, community and voluntary organisations to work and collaborate on a range of work, where the main aims are to improve quality of life for local people in the city, raise their aspirations and narrow the gap between the most disadvantage communities and the rest of the city.
- 3.2 It is still a statutory requirement for every local authority to develop a Sustainable Community Strategy setting out the vision and priorities for its local area through an LSP. "Coventry – the next twenty years" is Coventry's third Sustainable Community Strategy for the City. The strategy was reviewed through a wide consultation process in 2011 to ensure that the priorities set in 2008 are still the right ones for the city.
- 3.3 The Coventry Partnership's structure encompasses a range of partnerships and groups which work to identify local priorities by co-ordinating and collaborating with partners to achieve agreed outcomes. The Chair of the Partnership rotates on an annual basis, during 2011/12 the Chair was Dave Walton, Assistant Director for Operations, West Midlands Fire Service and has recently changed to Charlie Gibbons, Chief Executive of Coventry Citizens Advice Bureau, for 2012/13.
- 3.4 The primary area of activity for the Partnership during 2012/13 is the impact of Welfare Reform in Coventry. The Partnership is bringing together a range of member organisations from public, voluntary, community and private sector to ensure that local people have the appropriate support and information they need to deal with the changes that are happening and so that partners understand the impacts of changes on each others organisations. A

cross-organisation working group has been set up and information workshops have already been organised for people with disabilities. During 2013 the partners will continue to work together to keep people informed about the changes and assess the impact on local communities.

- 3.5 The Coventry Local Public Service Board (CLPSB) set up within the Coventry Partnership's structure undertakes the performance management for the Partnership. After reviewing the Sustainable Community Strategy in 2011 the Council vision of: *Coventry a city that works to.....* was adopted by the Coventry Partnership, but with the following four key objectives for the three years 2011 – 2014:
- To create growth, jobs and enterprise particularly in high manufacturing and green technologies
 - To make the city more vibrant
 - To reduce health inequalities
 - To ensure all children and young people met their full potential both educational and opportunities
- 3.6 Reports on progress against these four objectives are reported to the CLPSB and published on the Coventry Partnership website.
- 3.7 As resources are becoming tighter and the policy context within which the Partnership is working is changing there is a greater need for better partnership working; flexibility and innovative approaches to service delivery. The Coventry Partnership is responding to these changes by bringing partners together to develop new approaches and delivery models - including streamlining the Partnership itself.
- 3.8 The Coventry Partnership's annual Conference 2011 focused on a multi-agency approach to raising aspirations, celebrating opportunities and exploring the way forward for 16+ year olds. This was closely followed by a 'Your Choice Your Future' event organised by the Coventry Partnership and Local Enterprise Partnership in response to concerns around increasing levels of youth unemployment for Coventry's 16-24 year olds, the event saw 1,100 young people attended.
- 3.9 Continuing on the success of 2011 the Coventry Partnership in collaboration with Business in the Community and Wates Construction held a 'Your Future Your Choice' careers event for year 9 Business Class schools at the Ricoh arena on 27th November, 2012. Over 35 businesses from across the sub-region joined forces to raise the career aspirations of 1200 young people. The event provided interactive workshops and taster sessions from sectors including engineering and manufacturing, construction, public sector, business and services and further education.
- 3.10 The Partnership has actively looked to address its four key objectives and has co-ordinated and worked jointly with partners on a number of activities and promotions. In the past 12 months this has included: the delivery of "*Money Matter Events*" direct to communities to develop financial literacy; the promotion and holding of the third Cohesion Awards; the co-ordination and promotion of the Big Lunch, worked with the Council to provide information to residents through Citivision; coordinated and managed the process for the 'SORTED' Big Lottery Fund success which has drawn in £1m over the next three years to give advice and support on debt management for young people. The Partnership was also responsible for the organisation and promotion of the Paralympic Flame Event in the City Centre as part of London 2012.

3.11 The Partnership along with the Council signed the Armed Forces Community Covenant in June this year and represents the City on its sub-regional steering and funding groups. The Partnership has and will continue to promote the fund widely across the City.

4 Benefits to the City Council of the Appointment

4.1 The Coventry Partnership brings together organisations from the public; private, voluntary and community sectors to work together to improve the social economic and environmental well being of people in Coventry and to strive to improve the delivery of public services. The Partnership is well placed to ensure that a cross-agency response to emerging issues in the City can be developed quickly – the most recent example being the development of a response to the impact of welfare reform. This is particularly important in areas such as Economy and Jobs, Equalities, Housing, and Welfare Reform where the Council is not the lead party in delivering the services.

5 Attendance Record and Remuneration for the Appointment

5.1 Council representation on the Coventry Partnership during 2011/2012 was:-

Councillor Mutton
Councillor Duggins
Councillor McNicholas
Councillor Foster
Councillor Blundell
Councillor Taylor

5.2 Attendance at Coventry Partnership Board meetings during April 2011 - Mar 2012 was:-

Councillor Mutton
Councillor Duggins
Councillor McNicholas 2
Councillor Foster
Councillor Blundell 3
Councillor Taylor 4

5.3 There is no remuneration associated with the appointment

List of background papers

Proper officer: Councillor John Mutton, Leader of the Council

Author: Councillor John Mutton

Telephone 024 7683 1000

(Any enquiries should be directed to the above)

Other contributors:

Dawn Ford - Coventry Partnership and Communities Manager - Telephone: 024 7683 4356

Jenni Venn, Assistant Director Corporate Policy - Telephone: 021 7683 3741

Papers open to Public Inspection

Description of paper

Location CH60

Schedule of City Council Appointments to outside Bodies

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Coventry City Council

Public report

Report to

Scrutiny Co-ordination Committee

Report of

Councillor Lakha

Title

Report Back on the Work Of Outside Bodies – Coventry Association for International Friendship

1 Purpose of the Report

- 1.1 This report sets out details of the work of Coventry Association for International Friendship over the preceding twelve months and details of attendance by the City Council's representatives.

2 Recommendations

- 2.1 Continue to work with CAIF (Coventry Association for International Friendship) to promote community links as part of the policy of the City Council for Peace and Reconciliation by continuing the appointment of Council Member.

3 Information on Work of Outside Body

CAIF is working mainly with the residents to residents of the cities which are twinned with Coventry with the purpose of keep the initiative of Peace and Reconciliation. Apart from that CAIF also links with other cities from time to time for the same.

Some of the activities are as under -

- 3.1 Regular Newsletters to all members
- 3.2 Cultural exchanges (visits and hosting)
- 3.3 A Drama group from Dresden visited and performed "Miss Julie" at The Criterion Theatre Earlsdon and were hosted by members of CAIF(April)
- 3.4 A visit from the Kiel Hebbelschule Choir to perform with the Nightingales Choir and were hosted by members of CAIF and the Nightingales(April)
- 3.5 3 CAIF representatives made a cultural visit to Tallinn with members of the Kiel group (June).
- 3.6 4 members from Coventry Rhode Island visited Coventry (November) and were hosted by CAIF members.
- 3.7 11 CAIF members went to Vannes in Brittany (August) with a follow up Social evening at the Tricketts (October)
- 3.8 Regular Fundraising Coffee Mornings hosted by Pat Trickett for nominated Charities, including this year the Alzheimer Charity and Macmillan Cancer Research.

3.9 All members are invited to regular meals out including July 4th at The Cottage Earlsdon to celebrate 50 years of CAIF and to express our thanks to John Moore and Ben Freeman for their dedicated service to the Association and December 12th will be a Christmas meal at The Cottage Earlsdon.

3.10 Concerts

3.11 Concerts by The Nightingales - directed by Pat Trickett (affiliated to CAIF)

3.12 Peace Month Concert (16th November)

4 **Benefits to the City Council of the Appointment**

City Councils continues to promote Coventry as City of Peace and Reconciliation through direct links with people to people internationally.

5 **What Financial Contribution Does the Council Make to this Organisation**

Service contract for 2012/13 £1250.

6 **Attendance Record and Remuneration for the Appointment**

6.1 Coventry City Council's representative on the Coventry Association for International Friendship is Councillor Lakha and he attended all 4 meetings held.

6.2 There is no remuneration associated with the appointment.

List of background papers

Proper officer:

Author:
Councillor Ram P Lakha OBE
(Any enquiries should be directed to the above)

Telephone: 024 7683 3730

Other contributors:

None

Papers open to Public Inspection

Description of paper

Schedule of City Council Appointments to outside Bodies

Location: CH59



Coventry City Council

Public report

Report to

Scrutiny Co-ordination Committee

Report of

Councillor Linda Bigham

Title

Report Back on the Work Of Outside Bodies – The Coventry Law Centre

1 Purpose of the Report

- 1.1 This report sets out details of the work of The Coventry Law Centre over the preceding twelve months and details of attendance by the City Council's representatives.

2 Recommendations

- 2.1 Coventry City Council should continue to nominate two elected members due to the nature of its work and the level of financial support that the Council supplies.

3 Information on Work of Outside Body

(From the web-site)Coventry Law Centre is a charity employing Solicitors and paralegals to offer free legal advice and representation in the areas of , Community Care, Discrimination, Employment, Family, Housing, Immigration and Asylum, Money and Debt, Public Law and Welfare Benefits to the people of Coventry.

This can be found in the on-line report below:

<http://www.covlaw.org.uk/clc/downloads/impact%20report%202011-12.pdf>

4 Benefits to the City Council of the Appointment

- 4.1 By attending members can set direction, scrutinise accounts, and take part in the election of trustees.

5 What Financial Contribution Does the Council Make to this Organisation

- 5.1 The City Council 2011-2012 made a contribution of £513,729.00

6 Attendance Record and Remuneration for the Appointment

- 6.1 Coventry City Council's representatives for the Coventry Law Centre are Councillors Mrs Bigham and Foster. Both Councillor Mrs Bigham and Councillor Foster attended the AGM held in October. Councillor Mrs Bigham attended 7 out of a possible 8 meetings of the Board of Trustees which she has been elected to.
- 6.2 There is no remuneration associated with the appointment.

List of background papers

Proper officer:

Author:

Telephone: 024 7683 4847

Councillor Bigham

(Any enquiries should be directed to the above)

Other contributors:

None

Papers open to Public Inspection

Description of paper

Location: CH59

Schedule of City Council Appointments to outside Bodies



Coventry City Council

Public report

Report to

Scrutiny Co-ordination Committee

Report of

Councillor McNicholas – Lead Member, Transportation

Title

Report Back on the Work Of Outside Bodies – Museum of British Road Transport Trust (Coventry) Limited

1 Purpose of the Report

- 1.1 This report sets out details of the work of the Coventry Transport Museum (CTM) over the preceding twelve months and details of attendance by the City Council's representatives on the Museum of British Road Transport Trust (Coventry) Limited .

2 Recommendations

- 2.1 That Members note the report and the work undertaken by the Transport Museum.
- 2.2 That Scrutiny Co-ordination Committee continue to appoint Members to the Museum of British Road Transport Trust (Coventry) Limited on an annual basis.

3 Information on Work of Outside Body**3.1 Museum Collections**

In January 2012 the Transport Museum's reserve collection was relocated into larger, more watertight premises. This location is shared with the Jaguar Heritage Collection and the Belgrade Theatre. In addition to this, the collections are now better assessed via a new software system. This allows a better assessment of whether collections should be retained, relocated to another museum or sold.

3.2 PR and Marketing

Much of the groundwork put into place during 2011/12 paid dividends during 2012 as visitor numbers again reached a new record high (421,468 visits in 2011/12). A great deal of work has been done by the team to improve the recognition and reputation of the Museum, both locally and nationally, to increase visitors and secondary, retail sales.

A brand new museum guide was launched in April 2012 and this has generated £42,000 of income. This has covered the cost of the reception staff who were employed to sell the guide and, through improved customer engagement at the point of entry, has given the museum valuable visitor data which has helped guide the Museum's marketing strategy. This strategy has focused more on the use of social networking and a much enhanced range of printed material, alongside radio and television features and Museum staff attendances at some of the largest exhibitions in the country.

The above, enhanced marketing work has resulted in significant growth in the Museum's profile across many fronts which, in turn, has increased the amount of positive feedback received. As an example, the travel information website TripAdvisor awarded the Museum a Certificate of Excellence and users of the website rate the Museum as the best visitor attraction in Coventry.

3.3 Exhibitions and Events

The temporary exhibitions programme continues to grow with exhibition plans now in place up until the end of 2014. These exhibitions are designed specifically to attract new audiences that might not otherwise visit the Museum, with subject matter that is not necessarily connected to the core theme of Coventry transport heritage or transport heritage at all. These exhibitions are becoming increasingly popular and have increased visitor numbers and popularity.

The museum has been invited to attend a number of prestigious events and exhibitions including the Silverstone Classic and the NEC Classic Car Show which are attended by many thousands of people from all over the world.

Both of the Museum's own festivals, The Coventry Festival of Motoring and Coventry Festival of Cycling have also grown in size and popularity, helping to improve the Museum's profile and presence in the sector.

The Museum was also used as a venue for the BBC Flog It team. Five programmes that were recorded at the Museum were broadcast during the summer of 2012 and will be repeated for at least the next three years.

3.4 Staffing

A re-organisation of the Museum during the early part of 2012 saw the Museum's two Facilitators take over responsibility for education at the museum. This has led to a much improved offer for schools and a range of new sessions which has resulted in increased usage by schools, with many now opting to pay for the school activities on offer rather than conducting their own visit. The new STEM (Science, Technology, Engineering & Maths) related sessions have now been introduced – these are specifically aimed at teenagers which is a market that the Museum had previously struggled to engage with.

A Funding Manager was appointed in October 2011. This has enabled a funding strategy to be developed and this guides how the Museum works to increase both capital and revenue funding. For example, the Museum has received support from the Heritage Lottery Fund to support a £4.9m development plan for the Museum and the renovation of the former Grammar School adjacent to the Museum.

The Museum has actively encouraged applications from volunteers to help in both front and back of house areas. This has been very successful with over 26 people now assisting in the day to day operation of the museum.

3.5 Attendances

In terms of overall performance visitor numbers have been very strong, rising as follows in recent years:

2009/10 – 371,190

2010/11 – 375,602

2011/12 – 421,468

3.6 Cultural Trust Review 2012

Following conclusion of the Coventry Cultural Trusts Review 2012, Council approved the Review's recommendation that CTM and Coventry Heritage and Arts Trust (CHAT) merge into one new, cultural organisation in order to deliver efficiencies in the sector, safeguard the City's cultural offer and better join up and focus the offer. The review will be implemented across 2013, resulting in a managed transfer of CTM operations and staff into the new cultural organisation.

4 Benefits to the City Council of the Appointment

The City Council benefits from having representatives on the Museum of British Road Transport Trust (Coventry) Limited who act as independent directors and who ensure that the requirements of local people are properly represented.

5 Attendance Record and Remuneration for the Appointment

5.1 The City Council representatives on the Museum of British Road Transport Trust (Coventry) Limited are Councillor McNicholas, Councillor Williams and Councillor Sawdon. In the period from January 2012 to December 2012, five Board meetings were held. Councillor McNicholas attended three of the meetings he was entitled to attend, Councillor Williams and Councillor Sawdon attended one of the three meetings they were entitled to attend.

5.2 There is no remuneration associated with the appointment.

List of background papers

Proper officer:

Author:

Councillor J McNicholas

(Any enquiries should be directed to the above)

Telephone: 024 7683 1113

Other contributors:

Nil

Papers open to Public Inspection

Description of paper

Schedule of City Council Appointments to outside Bodies

Location

CH 59

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Coventry City Council

Public report

Report to

Scrutiny Co-ordination Committee

Report of

Councillor Duggins

Title

Report Back on the Work Of Outside Bodies - Coventry Venture Capital Ltd

1 Purpose of the Report

- 1.1 This report sets out details of the work of Coventry Venture Capital Ltd over the preceding twelve months and details of attendance by the City Council's representatives.

2 Recommendations

- 2.1 That the City Council continue to appoint a Director to the Board of Coventry Venture Capital Ltd and also authorise that same person to exercise the Council's vote at Company Member meetings.

3 Information on Work of Outside Body

- 3.1 The Coventry Venture Capital Fund was originally set up in the 1980s as a vehicle for the Council and the West Midlands Enterprise Board to make venture capital investments in new and growing companies.
- 3.2 In 1993 the £200,000 balance on the fund was invested by the Council in a new building at the University of Warwick Science Park, along with additional financing from West Midlands Enterprise Board.
- 3.3 Coventry Venture Capital jointly manages the property investment with the University of Warwick Science Park Limited. In return for the investment the Council received 5,000 preference shares in the Coventry Venture Capital Limited, representing 17.5% of the company.
- 3.4 The new building was originally leased to a Government education agency and this was extended in February 2010 until end August 2018. The lease was then assigned to another government agency, CAF/CASS, in 2011.
- 3.5 The Company has three directors: one nominated by the City Council and two by West Midlands Enterprise Ltd. The Company's business relates only to contractual arrangements and therefore the role of the Directors in practice is limited to ensuring that the Company complies with its legal obligations.

4 Benefits to the City Council of the Appointment

4.1 The appointments enable the Council to protect its interest in this Company. The Council receives rental income of £15,000 per annum, which is used to support the Council's regeneration work. This continues to represent a good return on the Council's original investment. The Company makes a small annual profit (£352 in 2011/12) and has net assets of £86k.

5 What Financial Contribution Does the Council Make to this Organisation

5.1 The Council made a contribution of £200,000 in 1993. In return for the investment the Council received 5,000 preference shares in Coventry Venture Capital Ltd, representing 17.5% of the company. The Council has made no other financial contributions to the company since that time.

5.2 In addition the Council receives rental income in the region of £15,000 per annum.

6 Attendance Record and Remuneration for the Appointment

6.1 Councillor Duggins is the Council's representative. He did not attend the annual general meeting on 30th October 2012 but voted by proxy.

6.2 There is no remuneration associated with the appointment.

List of background papers

Proper officer:

Author: Cllr George Duggins

Telephone: 024 7683 1003

(Any enquiries should be directed to the above)

Other contributors:

Sarfraz Nawaz – Finance Manager Special Projects Finance

Lisa Commane – Assistant Director Special Projects Finance

Papers open to Public Inspection

Description of paper:

Previous reports to Scrutiny Co-ordination Committee

Location: CH59

Schedule of City Council Appointments to Outside Bodies

Scrutiny Co-ordination Committee

Work Programme 2012/13

For more details on items, please see pages 3 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
- Medium Term Financial Strategy
- Transformation Programme Partnership Progress Report
- Benefits half-yearly progress report
- Revenue half-yearly progress report
- Report back on Civic visit to Jinan & Beijing, China

23rd Jan 2013

- Member Training and Development
- Progress on recommendations from Task and Finish group on Services to Schools
- Advice Services review
- Half-yearly report on Sickness absence
- Creation of an Olympic Legacy panel
- LGA Conference report
- Identifying Ward Level Census Data

20th Feb 2013

- Electoral Registration Audit 2012 and changes to registration process
- Business Services review
- LEP – structure and reporting process
- Outside Bodies Report – West Midlands Councils
- Outside Bodies Report – West Midlands Joint Committee

20th Mar 2013

- Outside Bodies - Charities
- Houses in Multiple Occupation
- Advice Services review consultation feedback
- Outside Bodies Report – Coventry Learning Disabilities Partnership
- Outside Bodies Report – Coventry Older People's Partnership
- Outside Bodies Report – Coventry Partnership

Outside Bodies Report – Coventry Association for International Friendship
Outside Bodies Report – Coventry Law Centre
Outside Bodies Report – Museum of British Road Transport
Outside Bodies Report – Coventry Venture Capital Ltd

17th April 2013

Review of Corporate Communications Strategy
Work of the Coventry Partnership

Information to be monitored

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

Next Municipal Year

Progress update on Services to Schools
Business Services Review – progress report
Review of Bailiffs Guidelines
Evaluation of process to inform Members of S106 agreement funds
Proposed structure for Community Infrastructure Levy

If required meetings:

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 | |
| | Medium Term Financial Strategy | Paul Jennings | To set the Council's Medium term Financial Strategy | Forward planner |

Scrutiny Co-ordination Committee Work Programme 2012/13

| Meeting Date | Work programme item | Lead Officer | Brief Summary of the issue | Source |
|---------------------------|---|-----------------------------|--|--|
| | Transformation Programme Partnership Progress Report | Adrian West/Carl Pearson | 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 |
| | Benefits half-yearly progress report | Tim Saville | A regular update on progress on performance in the benefits service | |
| | Revenue half-yearly progress report | Jan Evans | A regular update on progress on performance in the revenues service | |
| | Report back on Civic visit to Jinan & Beijing, China | Lord Mayor | A report back on the Lord Mayor's visit to China to attend the 2012 Jinan Cultural Sister Cities Cultural Exchange and Springs Dialogue. Paper only. | |
| 23 rd Jan 2013 | Member Training and Development | Helen Abraham | The Cabinet Member (Community Safety and Equalities) has requested that this report comes to Scrucoco before his Cabinet Member meeting on 31 st January 2013 | Cabinet Member (Community Safety and Equalities) |
| | 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 |
| | Advice Services review | June Morley | To look at the review of advice services in the city, and how these changes will be managed. | Scrucoco first meeting 13/6/12 |
| | Half-yearly report on Sickness absence | Jon Venn | A regular update on progress on reducing staff sickness across the Council | Agenda briefing 20/11/12 |
| | Creation of an Olympic Legacy panel | Adrian West | A briefing note to establish a panel to identify the way the city can take forward the benefits of the Olympics, as agreed by Cabinet Member (Policy, Leadership and Governance) meeting on 30/11/12 | Cabinet Member (Policy, Leadership and Governance) |
| | LGA Conference report | Sara Roach | A report from the LGA Safer Communities Conference: Partnership working in a new world | |
| | Identifying Ward Level Census Data | Tim Healey | A request for elected members to support the identification of specific information to further brief all members | |

| Meeting Date | Work programme item | Lead Officer | Brief Summary of the issue | Source |
|---------------------------|---|---------------------------|---|---|
| 20 th 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 |
| | Business Services review | Bev Messinger | To review the effectiveness of the new Business Service 12 months after implementation | |
| | 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 |
| | Outside Bodies Report – West Midlands Councils | | An annual report on the work of the outside body | |
| | Outside Bodies Report – West Midlands Joint Committee | | An annual report on the work of the outside body | |
| 20 th Mar 2013 | Outside Bodies - Charities | Gennie Holmes | Report of a task and finish group to identify what charities are available to residents and the best way to disseminate this information. | Scruco first meeting 13/6/12 |
| | Houses in Multiple Occupation | | To identify the issues and concerns regarding HIMO's at a city-wide level and to identify the current and potential powers that the local authority has to address these issues. | Chair of Planning and Scruco |
| | Advice Services review consultation feedback | Gennie Holmes | At their meeting on 23 rd January, Scruco referred the details consultation response to the Welfare Reform Sub-group of SB5. This information will then be fed into the wider consultation results. | Scruco 23/1/13 |
| | Outside Bodies Report – Coventry Learning Disabilities Partnership | | An annual report on the work of the outside body | |

| Meeting Date | Work programme item | Lead Officer | Brief Summary of the issue | Source |
|------------------------------------|---|---------------|--|--------------------------------------|
| | Outside Bodies Report – Coventry Older People’s Partnership | | An annual report on the work of the outside body | |
| | Outside Bodies Report – Coventry Partnership | | An annual report on the work of the outside body | |
| | Outside Bodies Report – Coventry Association for International Friendship | | An annual report on the work of the outside body | |
| | Outside Bodies Report – Coventry Law Centre | | An annual report on the work of the outside body | |
| | Outside Bodies Report – Museum of British Road Transport | | An annual report on the work of the outside body | |
| | Outside Bodies Report – Coventry Venture Capital Ltd | | An annual report on the work of the outside body | |
| 17th April 2013 | Review of Corporate Communications Strategy | | A review of how effective the Council Communication strategy is, particularly post-Olympics and the management restructure | |
| | Work of the Coventry Partnership | Dawn Ford | To look at the work of the Coventry Partnership and it’s sub-groups. | Chair and Deputy |
| 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 |
| | 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 month update of the position | CM (Strategic Finance and Resources) |

| Meeting Date | Work programme item | Lead Officer | Brief Summary of the issue | Source |
|----------------------------|---|---------------|--|----------------|
| | 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 | |
| | Half-yearly report on Sickness absence | Jon Venn | A regular update on progress on reducing staff sickness across the Council | |
| | Benefits half-yearly progress report | Tim Saville | A regular update on progress on performance in the benefits service | |
| | Revenue half-yearly progress report | Jan Evans | A regular update on progress on performance in the revenues service | |
| Next Municipal Year | Progress update on Services to Schools (to be monitored) | David Haley | An update on progress on how services are becoming more commercial in marketing themselves to schools and also progress on full-cost recovering where this hasn't already happened. Report expected June/July 2013 | |
| | Business Services Review – progress report | Bev Messinger | Progress report on the implementation of the recommendations from the evaluation report presented to Scruco on 20/2/13 | Scruco 20/2/13 |
| | Review of Bailiffs Guidelines | Helen Harding | A review of the policy which provides guidelines to how Council appointed bailiffs deal with vulnerable people, and how the Council monitor how the guidelines are adhered | Chair |
| | Evaluation of process to inform Members of S106 agreement funds | Mark Andrews | To evaluate the process for informing Members of S106 agreements in their wards. A revised process was requested by the Board at their meeting on 7 th November. A 6 month progress report is planned to come back in June 2013 | Scruco 7/11/12 |
| | Proposed structure for Community Infrastructure Levy | Mark Andrews | To look at the proposals for the Community Infrastructure Levy before going for wider consultation | Scruco 7/11/12 |