



Scrutiny Co-ordination Committee

Time and Date

10.00 am on Wednesday, 17th April, 2013

Place

Committee Rooms 2 and 3 - Council House

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

- (a) To agree the minutes of the previous meeting held on 20th March, 2013
(Pages 5 - 12)
- (b) Matters Arising

10.05 a.m.**4. Review of Corporate Communications Strategy** (Pages 13 - 32)

Presentation by the Assistant Director, Communications

10.35 a.m.**5. Work of the Coventry Partnership**

Following the discussion at the last meeting on the Outside Body reports on the Coventry Partnership and some of its sub groups, the Assistant Director Policy, Partnerships and Performance will give a presentation to the meeting. This will cover the work of the Partnership, priorities and its relationship with other partnership bodies in the city and sub-region and seek Members' views on future direction.

Presentation by the Assistant Director Policy, Partnership and Performance

11.05 a.m.**6. Progress on the Olympic Legacy Scrutiny Panel** (Pages 33 - 46)

Briefing note of the Scrutiny Co-ordinator

11.15 a.m.**7. Reports Back on the Work of Outside Bodies**

- (a) Birmingham Airport Holdings Limited (Pages 47 - 48)

Report of Councillor McNicholas

- (b) University of Warwick Science Park Foundation and University of Warwick Business Innovation Centre Ltd (Pages 49 - 50)

Report of Councillor Kelly

- (c) Albany Theatre Trust (Pages 51 - 54)

Report of Councillor Kershaw

- (d) Coventry Refugee and Migrant Centre (Pages 55 - 56)

Report of Councillor Chater

- (e) Coventry and Solihull Waste Disposal Company Ltd Shareholders Panel (Pages 57 - 58)

Report of Councillor Harvard

- (f) Voluntary Action Coventry (Pages 59 - 62)

Report of Councillor Clifford

- (g) West Midlands Pensions Committee (formerly West Midlands Superannuation Committee) (Pages 63 - 64)

Report of Councillor Bains

- (h) Local Government Association General Assembly (Pages 65 - 66)

Report of Councillor J Mutton

- (i) Coventry Citizens Advice Bureau (Pages 67 - 68)

Report of Councillor Ruane

- (j) The Belgrade Theatre Trust (Pages 69 - 70)

Report of Councillor Welsh

- (k) Coventry Heritage and Arts Trust (Pages 71 - 72)

Report of Councillor A S Khan

- (l) West Midlands Fire and Rescue Authority (Pages 73 - 80)

Report of Councillor Walsh

11.25 a.m.

- 8. **Scrutiny Co-ordination Committee Work Programme 2012/2013** (Pages 81 - 90)

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, 9 April 2013

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

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

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.

Liz Knight

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SCRUTINY CO-ORDINATION COMMITTEE

20th March, 2013

Scrutiny Co-ordination

Committee Members Present: Councillor Mrs Bigham (Chair)
Councillor Blundell
Councillor Hetherton (Substitute for Councillor Welsh)
Councillor Mrs Fletcher
Councillor Foster
Councillor Howells
Councillor Lakha
Councillor Mrs M Mutton
Councillor Skipper (Deputy Chair)

Other Members Present:- Councillor Maton (For Minute 94 below)
Councillor Taylor (For Minute 94 below)
Councillor Welsh (For Minute 95 below)

Officers Present:- P. Barnett (Chief Executive's Directorate)
S. Bennett (Customer and Workforce Services Directorate)
V. Castree (Chief Executive's Directorate)
T. Darke (City Services and Development Directorate)
N. Hart (Chief Executive's Directorate)
C. Hickin (City Services and Development
G. Holmes (Chief Executive's Directorate)
J. Newton (City Services and Development Directorate)
J. Nichols (City Services and Development Directorate)
A. West (Chief Executive's Directorate)

Apologies: Councillor Mrs Abbott
Councillor Welsh (For the main part of the meeting)

Public Business

92. Declarations of Interest

There were no Disclosable Pecuniary Interests declared.

93. Minutes

The Minutes of the meeting held on 20th February, 2013 were signed as a true record.

94. Houses in Multiple Occupation

The Committee considered a Briefing Note which clarified the current position in Coventry in relation to Houses in Multiple Occupation (HIMO's) and which identified current and potential powers held by the Local Authority to address some of the concerns that have been raised about HIMO's.

Over the last six months, residents in some areas of the City have increasingly been raising concerns they have over HIMO's These issues have included anti-social behaviour,

noise, rubbish, parking and housing quality. The Chair of the Planning Committee, Councillor Maton, who attended the meeting, had requested that the Committee look at these issues in detail. Specifically, that the Committee 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. Information contained in the Briefing Note had been gathered from a variety of sources, including the Census and consultation had taken place with 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.

The Committee also received representations from Kevin Noble and George Moore, members of the public who spoke on behalf of residents in Earlsdon and Gosford Park, both of which areas are affected by HIMO's. Councillor Taylor also attended and spoke on this issue.

The Committee discussed this issue and questioned officers on aspects of the Briefing Note, including:-

- Planning Enforcement available, including the use of an Article 4 Regulation, which would enable Planners to limit the number of HIMO's in a given area.
- Economic and political factors which were impacting on the increase in the number of HIMO's and whether this increase reflected a national trend.
- Housing needs in the City and how these needs were being addressed.
- The impact that HIMO's have on the local community and residents.

The Committee noted that a Joint Strategic Housing Market Assessment was currently being undertaken which would be looking at housing needs across the region.

The Committee welcomed the contribution made to the meeting by Mr Noble and Mr Moore.

RESOLVED that a Task and Finish Working Group be established to consider this issue in more depth, the membership of that Working Group to be determined by the Chair, Councillor Mrs Bigham, and that appropriate invitees to that Working Group include local residents affected by this issue.

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

Further to Minute 96/12, the Committee considered a Briefing Note which provided feedback on the Advice Services Review from the Welfare Reform Sub-Group of the Health, Social Care and Welfare Reform Scrutiny Board (5). 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 in.

In summary, the Sub-Group's conclusions and issues raised were as follows:-

- 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.

- 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.
- 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.
- There was a request for further assurance around how need had been determined in local areas in the neighbourhood advice services model.
- 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.
- 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.
- 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.
- 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.
- 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.
- 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.
- 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.

- 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.
- 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.

RESOLVED:-

- 1) That the content of the briefing Note be noted.**
- 2) That the comments detailed in the Briefing Note be forwarded onto the relevant officers and Cabinet Member as part of the consultation process.**
- 3) That the Scrutiny Co-ordination Committee receive the report to be considered by the Cabinet Member on this issue in due course and that further information be received on the outcome of the consultation.**

96. Charities Information

The Committee considered a Briefing Note which identified 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. This followed on from a piece of work on Outside Bodies by a Scrutiny Co-Ordination Committee Task and Finish Group where Members were concerned that there were charities within the City that have monies to support vulnerable people, but that information on what was available was patchy and piecemeal. A short Task and Finish Group had been established to identify how best to gather and disseminate information on the various grant giving charities within the City.

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. However, the Task and Finish Group 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 postcard. The Task and Finish Group also suggested that on the web page there 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 charity.

RESOLVED that the Scrutiny Co-ordination Committee support the following recommendations for the Cabinet Member (Community Safety and Equalities):-

- 1) That 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) That 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) That 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) That the leaflet/postcard is distributed to organisations that will come into contact with those people who are experiencing financial hardship and elected Members.

97. Report Back on the Work of Outside Bodies – Coventry Learning Disabilities Partnership Board 2012

The Committee considered a report of Councillor Mrs Lucas, (Cabinet Member Health and Community Services) informing of the work of the Coventry Learning Disabilities Partnership Board over the preceding twelve months along with details of attendance by the City Council representatives. The Board's terms of reference were appended to the report. The report also highlighted the benefits to the Council of this appointment.

RESOLVED that:-

- 1) The 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) 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.

98. Report Back on the Work of Outside Bodies – Coventry Older People's Partnership

The Committee considered a report of Councillor Mrs Lucas, (Cabinet Member Health and Community Services) informing of the work of the Coventry Older People's Partnership Board over the preceding twelve months along with details of attendance by the City Council representatives. The Partnership's terms of reference were appended to the report. The report also highlighted the benefits to the Council of this appointment.

RESOLVED that:-

- 1) The Cabinet Member (Health and Community Services) and Shadow

Cabinet Member (Health and Community Services) provide their support of the work of the Coventry's Older People's Partnership through their continued appointment to the Older People's Partnership.

- 2) The 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.**

99. Report Back on the Work of Outside Bodies – Coventry Partnership 2011- 2012

The Committee considered a report of Councillor J Mutton, informing of the work of the Coventry Partnership over the preceding twelve months along with details of attendance by the City Council representatives. The report also highlighted the benefits to the Council of this appointment.

RESOLVED that the Council continues its membership of the Coventry Partnership.

100. Report Back on the Work of Outside Bodies – Coventry Association for International Friendship

The Committee considered a report of Councillor Lakha informing of the work of the Coventry Association for International Friendship over the preceding twelve months along with details of attendance by the City Council representative. The report also highlighted the benefits to the Council of this appointment.

RESOLVED that the City Council continues to work with the 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 a Council Member.

101. Report Back on the Work of Outside Bodies – The Coventry Law Centre

The Committee considered a report of Councillor Mrs Bigham, informing of the work of the Coventry Law Centre over the preceding twelve months along with details of attendance by the City Council representatives. The report also highlighted the benefits to the Council of this appointment.

RESOLVED that the City Council continue to nominate two elected Members to the Coventry Law Centre due to the nature of its work and the level of financial support that the Council supplies.

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

The Committee considered a report of Councillor McNicholas, Lead Member, Transportation, informing of the work of the Museum of British Road Transport Museum over the preceding twelve months along with details of attendance by the City Council representatives. The report also highlighted the benefits to the Council of this appointment.

RESOLVED:-

- 1) **That the report and the work undertaken by the Coventry Transport Museum be noted.**
- 2) **That the City Council continue to appoint Members to the Museum of British Road Transport Trust (Coventry) Limited on an annual basis.**

103. Report Back on the Work of Outside Bodies – Coventry Venture Capital Ltd

The Committee considered a report of Councillor Duggins, informing of the work of the Coventry Venture Capital Ltd over the preceding twelve months along with details of attendance by the City Council representatives. The report also highlighted the benefits to the Council of this appointment.

RESOLVED that the City Council continues to appoint a Director to the Board of Coventry Venture Capital Ltd and also authorises that same person to exercise the Council's vote at Company Member meetings.

104. 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 noted

105. Outstanding Issues

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

106. Meeting Evaluation

The Committee evaluated the meeting which was viewed as successful and particularly welcomed the contribution made to the meeting by members of the public in relation to Minute 94 above "Houses in Multiple Occupation".

107. Any Other Items of Public Business.

There were no other items of public business.

Private Business

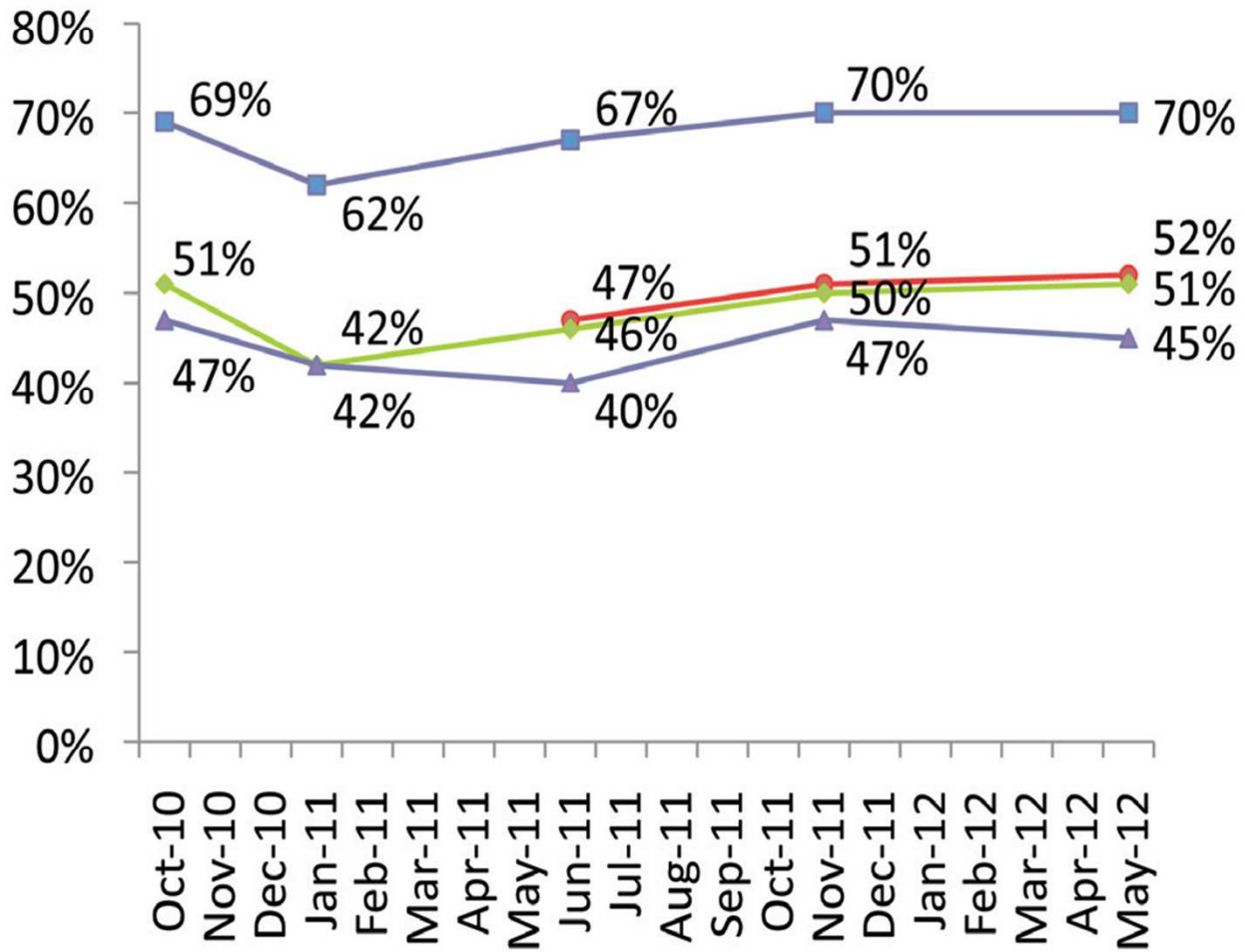
Nil

Note: The meeting closed at 12.10 p.m.

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Communications and events



- Satisfied with the way your local council(s) runs things
- They are efficient and well run
- ◆ They give local people good value for money
- ▲ They take account of residents' views when making decisions

SEPTEMBER 2012

Coventry City Council's telephone survey asks 1,100 residents a series of questions to seek their views on what it is like to live in Coventry, their lifestyles, and their views about services provided by the Council. It is planned that this survey will take place every six months. This infographic sets out some of the key messages from the telephone survey conducted in September 2012.



COVENTRY TELEPHONE SURVEY



COUNCIL SERVICES

87%



of residents are satisfied with refuse collection and recycling services

7 in 10



residents are satisfied that the Council keeps the city clear of litter and refuse

46%



are satisfied with roads and pavements*

34%



say that roads and pavements are getting worse

ABOUT THE COUNCIL

71%



agree that the Council is working for the future of Coventry

71%



are satisfied with the way the Council runs things

54%



agree that the Council provides value for money

56%*



say they are informed about Council services and benefits

HEALTH & WELLBEING

9 in 10



residents feel safe in their neighbourhood in the day & 7 in 10 feel safe after dark

1/3



of residents say they eat at least five portions of fruit & vegetables every day

20%



are concerned about people using or dealing drugs

18%



are concerned about people being drunk or rowdy in public space

OUR VALUES

65%



of residents say they are proud of Coventry

2/3 2012

say that co-hosting the Olympics has increased their pride in Coventry

52%



say the Council promotes the interests of local residents

47%



say the Council seeks people's views about issues in their local area

Why we're here



To ensure we promote the council, its policies, services and events to a local, regional and national audience in the most efficient and effective ways possible

Our approach to communications is to:

- Use our key messages consistently and with clarity
- Communicate consistently, clearly, relevantly and frequently - listening as well as informing

Our priorities



To:

- Focus on our most effective and most commonly used communications tools
- Use social media innovatively and effectively
- Work with employees through two way communications to encourage employee advocacy and pride
- Achieve a cross-council, one organisation approach to all communications, getting the best possible value for money
- Work with partners to promote Coventry - the city

A brief history



- 2008/9 – team centralised, including events
- In 2007/8 – £1.3m total budget for all spending on marketing/communications/publicity (excluding staff costs) across directorates
- Centralised all budgets, then reduced to total budget of £380,000 for 2013/14 (including £40k from CVOne destination marketing)
- 2013/14 – further c£150k a year saved through review of team

Communications review 2012 - objectives



- Capitalise on inhouse design – income generation opportunities
- Retain and develop events programme
- Embed use of social media
- Maintain and develop flexible approach
- Balance specialist comms and generic functions
- £100k plus savings target
- Peer review findings
- Political priorities
- **abc** programme

Peer review



Summer 2012 - Westminster, Nottingham, Waltham Forest

- More consistent evaluation
- Review campaign planning processes and consider scoring system (based on business outcomes) for annual priority campaigns
- Develop process of feeding back communications/campaigns results to senior management and cabinet
- Look at ways to measure impact of social media and develop policy to continue to position Coventry as industry best practice
- Investigate drop in awareness/satisfaction of Citivision magazine
- Develop e-newsletter database and template and email marketing capability
- Explore shared working opportunities with neighbouring local authorities

Coventry City Council Chief Executive's Directorate (CXD) Directorate Scorecard 2011-14 Refreshed July 2012: Measures

Vision and Objectives	Coventry proud to be a city that works...			
	for jobs and growth	for better pavements, streets and roads	to support & celebrate our young people	to protect our most vulnerable residents
abc transformation programme	Place plan	Events programme	Public health	Sub-regional programme
Values	We're proud to do this by...			
	being honest, fair and transparent when we make decisions	working with residents, communities and partners to get things done	celebrating all that's good about our city and its future	
Supporting decision-making	Partnership working	Communications	Equalities and Community Cohesion	
				<ul style="list-style-type: none"> - Annual Scrutiny Report - Consultation linked to decisions - Council Plan & SCS reporting - Guidance on national policy
The way we work	We will transform the council to enable us to deliver our vision and objectives by...			
	reviewing and improving services	using resources effectively	supporting councillors and staff	
	<ul style="list-style-type: none"> - Feedback on revised organisational developments at a Directorate level - Policies and procedures reviewed and rationalised within the Directorate 	<ul style="list-style-type: none"> - Savings target for Directorate achieved - Energy use reduction target for Directorate met - Directorate carbon footprint reduced 	<ul style="list-style-type: none"> - % of appraisals carried out - Average sickness absence days - Average days spent training by mandatory courses, conferences, away day, type - Reported accidents and assaults - Health and safety themes covered 	

Planning and strategies



- Year ahead forecast on marketing spend through communications budget bids – agreed centrally and corporately. Matched to political priorities
- Year ahead forward planning of major marketing campaigns/events/initiatives
- All major campaigns have a communications strategy – strategic approach with focused action plan, resource allocation etc

Day to day



- Daily – media scanning, media enquiries, social media updates (Twitter and Facebook), Beacon (intranet) news updates, Beacon daily bulletin, website updates, press releases
- Weekly/fortnightly – Members’ Bulletin, media planner (key current comms issues)
- Monthly/bi-monthly/quarterly – core brief (update for employees), Meeting the Challenge (seminars for senior managers), Proud of our People internal recognition scheme, **abc** update
- Leaflets, booklets, guides, posters, banners, roundabout signage

Facebook

- Shares news, service updates, photos and videos
- Immediate way of finding out what people think about a topic
- Over 28,000 'likes' of Coventry

<http://www.facebook.com/coventrycc>



- We share news, service updates, photos and videos - nothing is automated.
- We encourage conversations, and respond to direct questions.
- We don't post more than once a day / a few times a week.
- We signpost to information already available online.
- Day-to-day used as an additional channel – not the only channel.

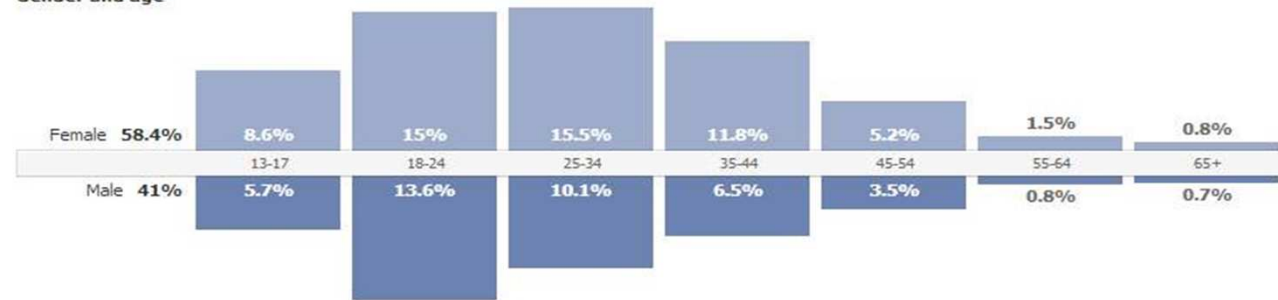
Twitter

- Shares updates in 140 characters
- Useful for quick or time-sensitive events
- Good way for us to engage directly with residents and vice-versa
- 10,500 'followers'

<http://www.twitter.com/coventrycc>

People Who Like Your Page (Demographics and Location) See Likes

Gender and age



Countries

25,171	United Kingdom
650	United States of America
252	India
177	Australia
149	Spain
130	Poland
128	Ireland
127	France
102	Pakistan
100	Italy
96	Canada
89	Germany

Towns/cities

18,613	Coventry, England
744	London, England
426	Birmingham, England
368	Nuneaton, England
321	Bedworth, England
288	Rugby, England
217	Leicester, England
131	Leamington Spa, England
121	Warwick, England
111	Nottingham, England
101	Manchester, England
96	Kenilworth, England

Languages

18,909	English (UK)
8,326	English (US)
346	Polish
144	French (France)
89	Slovak
89	Spanish
75	Italian
61	Spanish (Spain)
53	German
46	Czech
41	Turkish
34	Romanian

See Your Ad Here

The Davis Cup comes to Coventry's Ricoh Arena as GB take on Russia over three days startin...



8 likes, 2 comments, 1 share

Promote Your Page

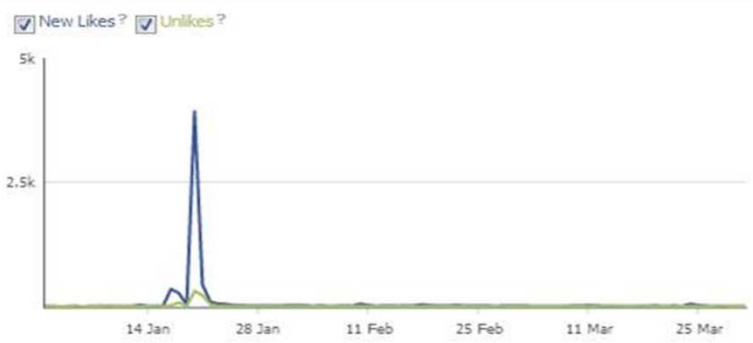
- Brian
- C-Car
- Chris
- Clima
- Emma
- Fern
- Garet
- Harry
- Jack I
- John
- Joy C
- Marc
- Naom
- Nicole
- Susta
- Tracy

Coventry Timeline Liked Adverts Manager

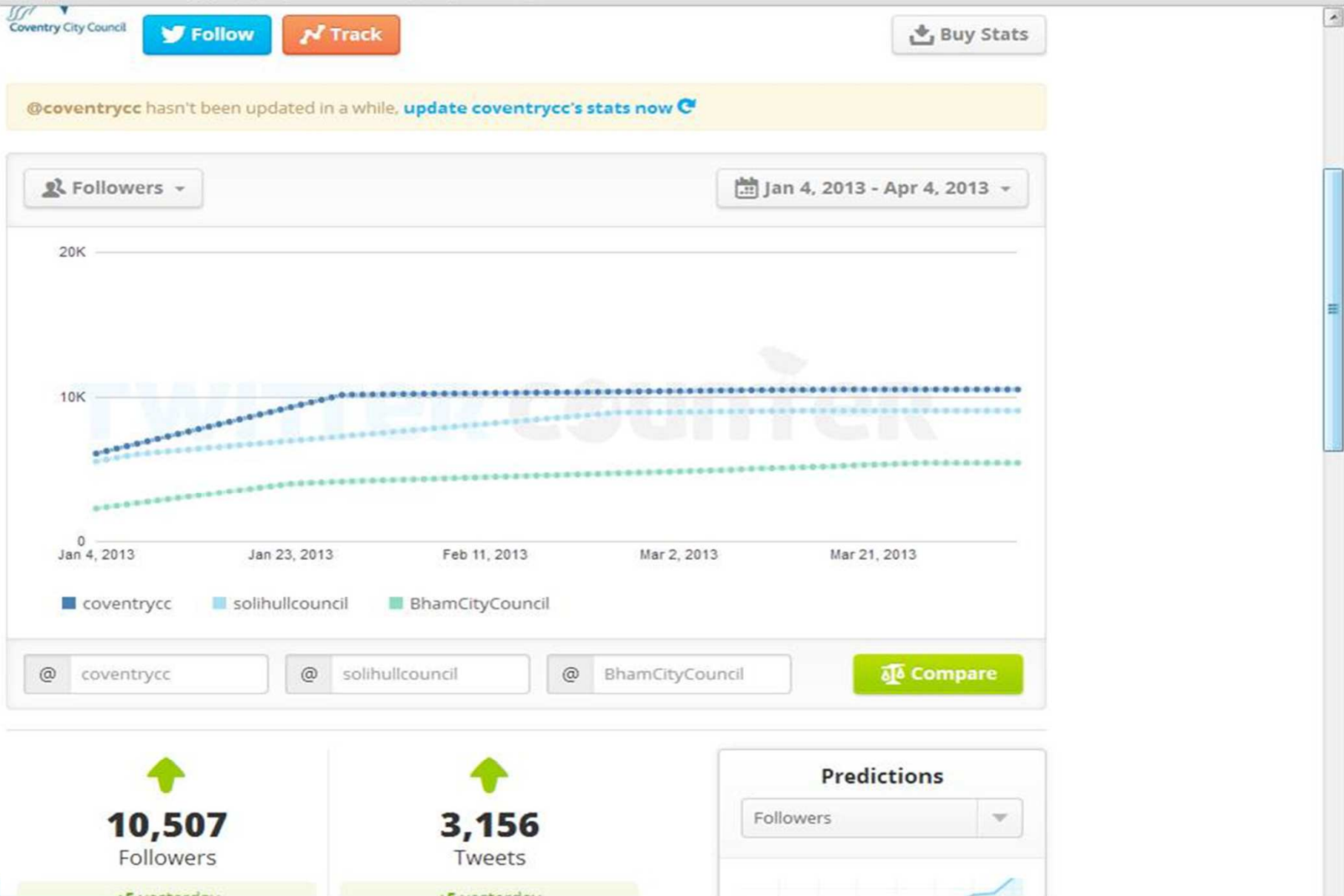
100 Italy	111 Nottingham, England	46 Czech
96 Canada	101 Manchester, England	41 Turkish
89 Germany	96 Kenilworth, England	34 Romanian
79 Romania	85 Northampton, England	33 English (Pirate)
70 Slovakia	67 Bristol, England	32 Russian
58 New Zealand	55 Wolverhampton, England	26 Arabic
58 Malaysia	54 Liverpool, England	25 Hungarian
49 Turkey	50 Solihull, England	24 Lithuanian
36 Greece	50 Derby, England	22 Portuguese (Portugal)
32 Bulgaria	48 Cleveland, Ohio	20 Greek
32 United Arab Emirates	48 Tile Hill	19 Bulgarian

Show Less

Where Your Likes Came From



- Like sources?
- 3,715 Mobile?
 - 1,644 On Page?
 - 125 Page Browser?
 - 104 Search Results?
 - 96 Facebook Recommendations?
 - 67 Timeline?
 - 64 Friend Referrals?
- Show All



We also use You Tube...

- Video sharing
- 20,000 views

...and Flickr

- Photo and video sharing
- Half a million views of our photos
- Each masterplan photo seen 5,000 times

Priorities for the coming year



- Embedding new ways of working
- Public health
- **abc** programme – getting the message across about difficult decisions
- Welfare reform – working in partnership
- City centre – events and regeneration



Coventry City Council

Briefing note

To: Scrutiny Co-ordination Committee

Date: 17th April 2013

Subject: Progress on the Olympic Legacy Scrutiny Panel

1 Purpose of the Note

- 1.1 The purpose of the note is to update Scrutiny Co-ordination Committee on the progress made by the Olympic Legacy Scrutiny Panel

2 Recommendations

- 2.1 Scrutiny Co-ordination Committee is requested to:

- 1) Note the content of the scoping document covering the work of the Olympic Legacy Scrutiny Panel (Appendix 1)
- 2) Note the content and recommendations in the Cabinet Report - Creating and Olympic Legacy for Coventry – Coventry Ambassadors (Appendix 2)
- 3) Agree to receive further updates as the work of the panel progresses.

3 Information/Background

- 3.1 At his meeting on 30th November 2012, the Cabinet Member (Policy, Leadership and Governance) recommended that an Olympic Legacy Scrutiny Panel was established to develop proposals for a lasting Olympics legacy for Coventry. This was agreed at full Council on 4th December 2012.
- 3.2 The panel was established by the Scrutiny Co-ordination Committee at their meeting on 23rd January 2013. This group has so far met twice and identified the recommendations in this report to provide a legacy for the Coventry Ambassadors. This group as a further meeting planned for the 24th April to identify recommendations for other aspects of the Olympic legacy.
- 3.3 The group has agreed the scoping document (Appendix 1) for the work they are doing and are very aware of the potential overlap with other Cabinet Advisory Panels such as the Tourism Strategy, the City-wide Events Strategy and the Sport Vision Strategy.
- 3.4 One of the first areas for discussion has been the legacy of the Coventry Ambassadors. Due to the need to identify budget during this financial year (2012/13), recommendations will be presented to the final Cabinet meeting of the municipal year on 16th April 2012. The report can be found at Appendix 2.
- 3.5 Other areas of work that the panel will be considering are the Community Games and city dressing.

Gennie Holmes
Scrutiny Co-ordinator
gennie.holmes@coventry.gov.uk
024 7683 1172

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Olympic Legacy Scrutiny Panel Terms of Reference

Title of Review topic	
Olympic Legacy Scrutiny Panel	
Objectives	
What does the Board/Task and Finish Group hope to achieve by considering the topic?	To develop proposals for a lasting Olympic legacy for Coventry
What will be the indicators of success?	A set of recommendations to Cabinet Members
When will the review be evaluated?	6 months after recommendations are accepted
Scope	
What will be included in the scope of the review?	<ul style="list-style-type: none"> a) Coventry Ambassadors – legacy challenge: how do we continue to support, train and develop the city's greatest asset – its people – to continue and enhance the Coventry Ambassadors scheme? b) Community Games - legacy challenge: how do we continue to support and develop the Community Games initiative with no funding allocated for 2013/14 onwards? c) City look and feel – legacy challenge: how do we continue to enhance the look and feel of the city in the future? d) Plus any other area of Olympic legacy that the panel feel should be considered, that aren't being considered else where.
What will be excluded from the scope?	Areas of Olympic legacy covered by the Cabinet Advisory Panels on City Events and Tourism – particularly regarding c) City look and feel
Methodology	
How will the review be carried out? e.g. surveys, site visits, select committees etc.	The review will use a variety of different methods including evidence from people who were involved in the planning and delivery of the Olympics in the City, as well as information already available such as the evaluation report. The Panel will seek advice from City Council officers, officers of partner organisations, as well as to call witnesses from interested groups, as deemed necessary.
Barriers and Risks	
What are the barriers and risks to the review?	<ul style="list-style-type: none"> i. The risks to the review are overlap with other groups which are in operation in similar areas and scope creep ii. The current financial situation of the Council
How can these be managed/ overcome?	<ul style="list-style-type: none"> i. By clear communications with the other advisory panels to ensure there is no overlap, as well as clear terms of reference for each group ii. Ensuring that any recommendations are realistic in terms of financial requirements and that finance is considered at all stages
Equality and Diversity	
Does the review have any potential implications for Equality and Diversity? (race, gender (including transgender), disability, sexual orientation, age, religion or belief, poverty, looked after children)	Any equality implications will be considered throughout the process and an assessment of any equality impact will be completed
Timescales	
List any key dates/events which might impact on the timescales of the review	Dependant on committee timescales and those of key partners such as Coventry University for the Ambassadors.
Anticipated number of meetings	3/4
Anticipated reporting date	Dependant on committee timetables

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Cabinet

16th April 2013

Name of Cabinet Member:

Policy, Leadership and Governance – Councillor John Mutton

Director Approving Submission of the report:

Chief Executive

Ward(s) affected:

All

Title:

Creating an Olympic Legacy for Coventry – Coventry Ambassadors

Is this a key decision?

No

Executive Summary:

One of the key contributors to the success of London 2012 in Coventry was the Coventry Ambassadors programme. It was funded, developed and managed by a partnership including Coventry City Council, Coventry University, and supported by Voluntary Action Coventry and CSW Sport, and further developed the model first developed by Coventry University for the international Children's Games in 2005.

330 Coventry Ambassadors (575 applicants) were recruited and trained to welcome visitors to the city and provide visit and tourist information (being based at key city centre locations and in the last mile leading up to the City of Coventry Stadium).

83% of Coventry Ambassadors said that they had personally gained from the experience (such as feeling appreciated, increasing confidence, gaining experience, pride and making new friends). 97% of Ambassadors rated their experience as very good or excellent, 100% stating they would consider volunteering again and 99% said they would recommend the Coventry Ambassadors to family and friends.

Since the Olympics, the work of the Coventry Ambassadors has continued through the in-kind support of Coventry University and the strong working partnership developed across key organisations in the city has resulted in the development of an innovative proposal from Coventry University which would help to continue the development of the Coventry Ambassadors so they can play a key role in future events for the city, promoting the city to visitors and residents alike and helping the city's future bids for major sporting events.

Recommendations:

Cabinet is recommended to:

- (1) Support the development of the Coventry Ambassadors scheme as part of a new social enterprise model to be developed by Coventry University
- (2) Support the funding proposal to provide initial grant funding for the scheme up to £20,250, which will be met from existing Council budgets
- (3) Agree in principle that an Elected Member is identified at the Council's Annual General Meeting to represent the Council as a director on the board of the social enterprise company.

List of Appendices included:

Presentation on Coventry Ambassadors as part of a social enterprise developed in partnership with Coventry University

Other useful background papers:

Establishment of an Olympic Legacy Panel – Scrutiny Co-ordination Committee 23rd January 2013

London 2012 in Coventry – Evaluation report - Cabinet Member (Policy, Leadership and Governance) 30 November 2012

London 2012 in Coventry – Legacy of the Games – Cabinet Member (Policy, Leadership and Governance) 30 November 2012

Coventry Ambassadors project impact report – by Coventry University

Has it been or will it be considered by Scrutiny?

No – however Scrutiny Co-ordination Committee will consider the progress of the Olympic Legacy Scrutiny Panel at their meeting on 17th April 2013.

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

Yes

Scrutiny Co-ordination Olympic Legacy Scrutiny Panel 22nd March 2013

Will this report go to Council?

No

Report title: Creating an Olympic Legacy for Coventry – Coventry Ambassadors

1. Context (or background)

- 1.1 The city of Coventry played a unique role in helping to deliver a successful London 2012 Olympic Games. As a co-host city for the Olympic football tournament, home of the regional Cultural Olympiad project Godiva Awakes and host for a torch relay evening event and Paralympic Flame event, Coventry was the centre for more Olympics activity than any other city outside London.
- 1.2 Throughout the period leading up to, during and after the Olympics officers have monitored and evaluated the impact of games related initiatives and activity which has shown that from an overall investment of less than £5million contributed by Coventry City Council (including public realm work) London 2012 in Coventry helped to deliver an overall benefit to the city and surrounding area of over £50million.
- 1.3 One of the key contributors to the success of London 2012 in Coventry was the Coventry Ambassadors programme. It was funded, developed and managed by a partnership including Coventry City Council, Coventry University, and supported by Voluntary Action Coventry and CSW Sport, and further developed the model first developed by Coventry University for the international Children's Games in 2005.
- 1.4 330 Coventry Ambassadors (575 applicants) were recruited and trained to welcome visitors to the city and provide visit and tourist information (being based at key city centre locations and in the last mile leading up to the City of Coventry Stadium).
- 1.5 The London 2012 in Coventry – Legacy of the Games report which went to the Cabinet Member (Policy, Leadership and Governance) on 30th November recommended that an Olympic Legacy Scrutiny Panel be established to develop proposals for a lasting Olympics legacy for Coventry. This recommendation was agreed by full Council on 4th December 2012.
- 1.6 The panel was established by the Scrutiny Co-ordination Committee at their meeting on 23rd January 2013. This group has so far met twice and identified the recommendations in this report to provide a legacy for the Coventry Ambassadors. This group will continue to meet to identify further recommendations on other aspects of the Olympic legacy.
- 1.7 As reported to the Cabinet Member (Policy, Leadership and Governance) on 30th November 2012 in the London 2012 in Coventry – Evaluation, the Coventry Ambassadors were a key contributor to the success of London 2012 in Coventry. 83% of Coventry Ambassadors said they had personally gained from the experience, 97% rated their experience as very good or excellent, 100% said they would consider volunteering again and 99% would recommend the Coventry Ambassadors to family and friends.
- 1.8 The Coventry Ambassadors supported days 44 and 45 of the Olympic torch relay, 12 matches of Olympic football and the Paralympic Flame Celebration event. In total 14,000 hours were volunteered during 2012. As well as supporting events during the Olympics the Ambassadors have since supported the Coventry Half-Marathon and will be involved with the Davis Cup at the Ricoh.
- 1.9 Based on the average hourly pay rate in Coventry, this equates to £163,800 of volunteer time during the Olympics from the Ambassadors, £208,932 of volunteer time in total for all 2012 events.

- 1.10 The Coventry Ambassadors have since been recognised for their achievements by a Coventry Community Cohesion Award and a Queen’s Diamond Jubilee Volunteering Award.
- 1.11 Another notable success was the Young Ambassadors project, delivered by Positive Youth Foundation by a social enterprise (Positive Youth Foundation) established in May 2012 by staff formerly employed by Coventry City Council. Twelve young people were recruited aged 15-18 from a list of young people who had been referred from one of the referral agencies using Positive Future’s services.
- 1.12 The young ambassadors involved in this project took on a number of roles. They volunteered as Sports Makers and welcomed visitors to the city as part of their role and helped to deliver mini-Olympic events across a number of sites in the city
- 1.13 Two of the young people involved as Opportunity 2012 Young Ambassadors were recruited to join the Youth Advisory Group for the national Positive Futures programme. They were invited to London to discuss their experiences of the programme and the project lead believed that they were able to do this because of the confidence they had developed through being involved in Opportunity 2012.
- 1.14 Three of the Opportunity 2012 participants are now taking NGB Level 1 coaching qualifications in football and cricket with funding offered through the County Sports Partnership.
- 1.15 Participants stated that they had been inspired by their experiences in Opportunity 2012. In particular they all wanted to continue being volunteers in their communities and to have more contact with other young people. Importantly they all wanted to be positive role models to younger people in their communities to help inspire other young people to achieve in the future. The volunteers felt that they were already achieving this within the coaching sessions that they delivered.
- 1.16 In addition to their roles as Sports Makers and as sports coaches the young ambassadors were involved as volunteers in running a football tournament for young people across the city. The young ambassadors were referees and league facilitators on the day.
- 1.17 There is a desire and willingness from the Coventry Ambassadors to continue to do more events for the city, and more than 80 Ambassadors attended a focus group consultation on legacy planning. The key findings were that Ambassadors wanted to:
 - support all types of events at the Ricoh Arena
 - take on more responsibilities such as skills audits, training and supporting the tourism offer.
 - keep the Coventry Ambassadors name and identity. The pink and purple colours were preferred and they wanted to retain the association with what had happened during the Olympics – they were proud of the legacy.
 - Continue under the management of Coventry University.
- 1.18 Coventry University played a key role in setting up and supporting the Coventry Ambassadors programme and are currently supporting the programme on behalf until a decision is made on the future of the programme. It is currently managed by a steering group with representation from Coventry University, Coventry City Council, CSW Sport and Voluntary Action Coventry (VAC). It is envisaged that all partners would continue to support the programme.

2. Options considered and recommended proposal

- 2.1 Option 1 – Do nothing. This option was not considered. The Coventry Ambassadors programme was one of the Olympic Games’ greatest success stories, benefiting the Ambassadors themselves, visitors to the city and residents. There is enormous good-will and enthusiasm from the Ambassadors to continue their work. If the Coventry Ambassadors were not to continue, a valuable award winning resource to the city would be lost.
- 2.2 Option 2 – Bring the Coventry Ambassadors in-house to be managed and delivered by the Council. This option was not considered as this would take significant resource and capacity which the Council are unable to offer. Insufficient management and development time could result in the collapse of the programme, with similar outcomes as Option 1.
- 2.3 Option 3 (recommended) to:
- 1 Support the development of the Coventry Ambassadors scheme as part of a new social enterprise model to be developed by Coventry University
 - 2 Support the funding proposal to provide initial grant funding for the scheme, which will see costs met from existing Council budgets
 - 3 Agree in principle that an Elected Member is identified at the Council’s Annual General Meeting to represent the Council on the board of the social enterprise.
- 2.4 This option is recommended because:
- 2.4.1 A social enterprise model means that the programme would raise income itself, rather than rely on external grants and funding programmes. Any surplus generated would be invested back into the programme.
 - 2.4.2 The social enterprise would be a joint venture between key partners in the city, with a Board of Trustees, led by Coventry University. It is proposed in recommendation 3) that an elected member represents the Council on the Board of trustees. There would be representation from:
 - Coventry University x3
 - Coventry Sports Foundation
 - Coventry Youth Council
 - Coventry University Students Union
 - Coventry Ambassador
 - Coventry City Council

This list is not exhaustive and is a suggestion by Coventry University and will be developed with the board to reflect the appropriate skills required. The volunteers would remain supported in partnership by CSW Sport and VAC.
 - 2.4.3 This model would enable the Coventry Ambassadors to be developed further and expand their training offer/qualifications, the events they can support and also will enable the development of the legacy and enthusiasm of potential new recruits, including young people.
 - 2.4.4 The social enterprise model would have a flexible charging structure which would enable there to be a variety of charges dependant on the organisation being supported. There would be different fees depending on whether it was a large national event at the Ricoh or a smaller community event. The larger events would enable the subsidy of community events.
 - 2.4.5 In its initial stages the programme would require a set funding amount from the Council in order to initiate the programme. In return, the Council could expect the Ambassadors to support a set amount of events over the coming year. This would include Godiva Festival, Christmas Lights Switch on, Join In 2012 celebration event, Coventry Half Marathon, Godiva Awakes, Corporate games.

- 2.4.6 Due to the role that could be taken by the Ambassadors, they would be able to play an integral part in any Events Strategy and Tourism Strategy once developed
- 2.4.7 The Ambassadors will also contribute to the themes of volunteering and events in the Sport Vision Strategy which is currently being developed. Emerging themes in the strategy would be directly supported through the development of the Coventry Ambassadors. These include the need to:
- inspire more people to volunteer, coach and be supporters of sport
 - provide a range of modern, accessible and high quality sports facilities in the city
 - attract high profile sporting events to the city and to celebrate sporting achievement
 - grow and promote sport in the city through effective partnerships
 - use sport to make Coventry a better place to live, work and visit

3. Results of consultation undertaken

- 3.1 The Coventry Ambassadors have already been included in the evaluation of the London 2012 in Coventry as seen in paragraph 1.3
- 3.2 There has also been a separate focus group with Ambassadors about the legacy programme and continuation, the outcome of which is described in paragraph 1.7

4. Timetable for implementing this decision

- 4.1 The Ambassadors are already contracted to support the CSW Summer School Games and will support the Davis Cup this summer. It is also important to secure the resources to establish the social enterprise model as soon as possible in order for the legacy to be delivered along with the events calendar through the summer.

5. Comments from Director of Finance and Legal Services

5.1 Financial implications

Resources for this proposal will be met within existing resources for events and communications held by the Chief Executive's Directorate. Some costs are being offset through in-kind contributions from the Council (including making venues available for training and other purposes, providing marketing and communications support). Specific costs include:

Volunteer training (200 placements/2 day course) £6,000

Volunteer food and refreshments £1,250

Volunteer uniform; £3,000

Volunteer expenses: £1,250

Total Volunteer training and development costs: £11,500

Volunteer co-ordination and event volunteer management:

Cost for 5 2-day events: £8750

In-kind contributions

Volunteer insurance/risk assessment – Coventry University

Volunteer vetting and barring – Coventry University

Volunteer recruitment/interviews/events – Coventry City Council/ Coventry University

Project marketing, media and production – Coventry City Council/ Coventry University

The total cost to the Council for 2013/14 would be £20,250, to include full volunteer support for five two-day events across the city during 2013/14

5.2 Legal implications

The social enterprise will be a company limited by guarantee operating as a Charitable Incorporated Organisation, with a small executive board of Trustees and then a wider Steering Committee of broader representatives.

A grant funding agreement will be established with the social enterprise and this will be monitored by Council Officers to ensure that the services as laid about in paragraph 5.1 are delivered within the funding levels.

The Council can use the general power of competence under the Localism Act 2011 to provide grant funding for this project.

6. Other implications

Any other specific implications

6.1 How will this contribute to achievement of the Council's key objectives / corporate priorities (corporate plan/scorecard) / organisational blueprint / Local Area Agreement (or Coventry Sustainable Community Strategy)?

The recommendations support the vision in the Corporate Plan, particularly "Coventry, proud to be a city that works for jobs and growth"

The specific objectives that these recommendations support are:

- Create jobs through the growth of business and investment in the city
- Help more residents get jobs
- Help residents improve their skills
- Young people to stay in education or find work or training

The recommendations will also support the values in the Corporate Plan, particularly "We will celebrate all that's good about our city and its future"

The specific objectives that these recommendations support are:

- Coventry is a welcoming city where diversity and cohesion is celebrated and valued
- The reputation of the city will be enhanced and it will be a place people are proud of
- The benefits to the city from hosting 2012 Olympics will be maximised

6.2 How is risk being managed?

The risks of this programme will sit with the Board of Trustees, which will have representation from the Council. The risks of not supporting these recommendations are that a valuable and well regarded programme is lost to the City, which could be a reputational risk to the Council and the 2012 Olympic legacy in Coventry.

A Grant Aid Agreement would be drawn up between the council and the new organisation to ensure the project is managed and developed effectively and in line with required expectations.

6.3 What is the impact on the organisation?

There should be no additional impact on the organisation.

6.4 Equalities / EIA

There will be no direct impact on the Equality Duty for the Council of this decision; however the development of the Coventry Ambassadors will increase access from all groups to

events and volunteer programmes. The Events and Volunteering Social Enterprise will have a comprehensive equal opportunities policy and training programmes do and will continue to cover equal opportunities issues.

6.5 Implications for (or impact on) the environment

None

6.6 Implications for partner organisations?

There will be an impact on Coventry University as the Council will be supporting the development and sustainability of the Coventry Ambassadors. Coventry University will take responsibility for supporting the development of the social enterprise.

Once established the enterprise will have strong representation from Coventry University across its key faculties and services. Recruitment of students as volunteers and as interns into the company will be managed by the University. CSW Sport will benefit from the enterprise through using the volunteers at their events such as school games. Local community groups will benefit through the use of the volunteers at their events either at low cost or no cost and through working with the ambassadors to up-skill local residents leaving a lasting legacy. Local sports clubs will also benefit through potential investment of surpluses generated by the social enterprise and used to target developments in participation in specific population groups. Through the Board structure key groups in the city such as young people, students and community groups will have increased representation and a say in how volunteering is developed.

Report author(s):

Name and job title:

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Scrutiny Co-ordinator**

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Contributor/approver name	Title	Directorate or organisation	Date doc sent out	Date response received or approved
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Fran Collingham	Assistant Director, Chief Executive's Directorate	CEX	26/3/13	27/3/13
Chris Boyce	Communication Resources Manager	CXD	27/3/13	27/3/13
Vince Mayne	Deputy Director of Student Services, Health and Well-being	Coventry University	26/3/13	27/3/13
Other members				
Names of approvers for submission: (officers and members)				
Finance: Paul Jennings	Finance Manager (Corporate Finance)	Finance & legal	28/3/13	28/3/13
Legal: Clarissa Evans	Commercial Team Manager	Finance & legal	26/3/13	4/4/13
Director: Martin Reeves	Chief Executive		27/3/13	
Members: Cllr John Mutton	Cabinet Member (Leadership, Policy and Governance)		26/3/13	26/3/13

This report is published on the council's website:

www.coventry.gov.uk/meetings

Appendices



Coventry City Council

Public report

Report to

Scrutiny Co-ordination Committee

17th April, 2013

Report of

Councillor McNicholas

Title

Report Back on the Work Of Outside Bodies – Birmingham Airport Holdings Limited

1 Purpose of the Report

- 1.1 This report sets out details of the work of Birmingham Airport Holdings Ltd 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 should continue to appoint a Director to the Board of Birmingham Airport Holdings Limited.

3 Information on Work of Outside Body

- 3.1 Coventry City Council, like the other six West Midlands Metropolitan District Councils, is a shareholder in Birmingham Airport Holdings Ltd. Birmingham Airport makes a significant contribution to the West Midlands region's economy, acting as an international gateway for business and tourism and providing a catalyst for investment and employment.
- 3.2 Following a period of uncertainty in the UK economy and beyond, Birmingham Airport saw a return to growth in 2011/12, predominantly in the recovery of the business sector with Lufthansa, KLM, Brussels and Turkish airways all experiencing double digit year on year growth. Birmingham Airport processed 8,599,112 passengers in 2011/12, an increase of 0.9% over the previous year. A number of new services were added by airlines operating out of Birmingham airport including additional flights to Rome; Milan and Venice; Budapest; Hamburg and Berlin.
- 3.3 Birmingham Airport declared a £8m profit after tax for 2011/12; with additional income from commercial sales compensating for a reduction in aeronautical income. Commercial sales were enhanced by the completion of the "One Terminal" project which included a new duty and tax free store and new high street branded outlets in the departure lounge. Dividends of £9.9m were paid to shareholders in 2011/12 of which the Council's share was £694k.
- 3.4 A new air traffic control tower was constructed in 2011/12 and is due to be fully fitted out and operational in 2013. In November 2012 work began on the construction of the 405 metres runway extension that will enable long haul flights from Birmingham to China; South America; South Africa and the west coast of the USA. The runway extension is due to open early in 2014.
- 3.5 The year also saw increased interest in the role that Birmingham Airport could play in the national airport strategy – in particular relieving the pressure of increasing demand in the

South-East. Lobbying of Government continues on the capacity for growth at Birmingham, including submissions to the independent Government commission on airport capacity. Putting Birmingham airport on the world map is a key strategy for the West Midlands region.

4 Benefits to the City Council of the Appointment

- 4.1 The performance and development of the airport Birmingham Airport Holdings Ltd is of significance to the regional and local economy and the company's financial performance and issuing of dividends is of direct financial importance to the City Council. The Council's shareholding is 5.79% of the company's ordinary shares.
- 4.2 The return on the City Council's investment in the airport is relatively low reflecting the fact that the airport has tended to invest profits into capital investment to sustain the airport as a successful business rather than providing dividends to its shareholders.
- 4.3 Membership of the Board gives the Council an opportunity to understand and influence the Company, voting as part of the group of seven West Midlands Districts Councils that own shareholdings in the company. It is recommended that the Council should continue to appoint a representative to the Board.

5 What Financial Contribution Does the Council Make to this Organisation

- 5.1 The Council is a shareholder in Birmingham Airport Holdings Ltd with a long term investment of £22.9m on the council's balance sheet, receiving dividend payments when they are made. In recent years dividend payments have reduced as a consequence of airport investment plans and no dividends were paid in 2010/11. In 2011/12 the Council received £694,000 in dividend payments.

6 Remuneration for the Appointment

- 6.1 There is no remuneration associated with this appointment.

List of background papers

Proper officer: Councillor John McNicholas

Author:

Telephone: 024 7683 3156

Councillor John McNicholas

(Any enquiries should be directed to the above)

Other contributors:

Chris West, Director of Finance and Legal Services

Jenni Venn, Assistant Director Policy Partnership and Performance

Paul Jennings, Finance Manager Corporate Finance

Lisa Commane, Assistant Director Special Projects Finance

Jane Murphy, Strategic Finance Manager

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

17th April, 2013

Report of
Councillor Kelly

Title
Report Back on the Work Of Outside Bodies – University of Warwick Science Park Foundation and University of Warwick Business Innovation Centre Ltd in 2012/13

1 Purpose of the Report

- 1.1 This reports sets out details of the work of University of Warwick Science Park Foundation and the University of Warwick Business Innovation Centre Ltd over the preceding twelve months and details of attendance by the City Council's representatives.

2 Recommendations

- 2.1 Scrutiny Co-ordination Committee recommends that the Council continues to make appointments to the Boards of the Foundation and the Innovation Centre in accordance with its Constitution, so long as the Council retains an interest in both companies

3 Information on Work of Outside Body

- 3.1 The City Council disposed of its company holdings, assets and other interests in the University of Warwick Science Park Ltd in February 2012 in accordance with the terms reported to Cabinet and Council in March 2011 and Directors of these interests resigned their posts on completion of the disposal. The Council retained a joint venture interest in the University of Warwick Business Innovation Centre Ltd, an off-site incubator at Binley Business Park and an interest in the Science Park Board Foundation, a charitable foundation established by the original parties to the Science Park. This report only deals with these two companies over the calendar year 2012.
- 3.2 Both organisations met twice during the year. The Foundation has agreed to disburse its resources in partnership with the University to widen participation in Higher Education and a programme has been set in place to identify projects that would support and benefit the Coventry and Warwickshire sub region. The Foundation has supported individual projects that aim to widen participation for Looked after Children, students with disabilities apprentices, and improve resilience in the teaching of maths. Interim reports and final evaluation reports are to be presented to the Foundation Board during the next 2 years.
- 3.3 The Innovation Centre reported a small operating profit but a loss overall on ordinary activities for a shorter accounting period (10 months ending 31/7/2012). The financial performance of the company is dependent on maintaining high occupancy levels at the centre and these have been impacted by the general economic environment and issues with heating and air conditioning at the centre, which have now been resolved. The

directors of the company are reviewing the options for the centre and its management during the course of the financial year.

4 Benefits to the City Council of the Appointment

4.1 The City Council is a member of the Foundation and a shareholder and largest investor in the Innovation Centre Company. Through its attendance the Council representatives, play a role in the corporate decision making of the company. The Council appoints 2 directors to the Board of the Foundation and these roles are currently performed by Councillor Lynnette Kelly and Councillor Tony Skipper, and one director to the Board of the Innovation Centre (BIC) Company, who is Councillor Kelly. The constitution of the companies allows for an alternate to represent the Council if either of the representatives is unavailable so that the Board is quorate.

The Foundation's funds are being utilised to support activities within Coventry and Warwickshire in proportion to our respective holdings.

No preference dividends for BIC have been paid to the Council. Debenture interest on the loan from the Council is payable annually, but in recent years elements of this have been deferred to enable to company to complete capital works necessary to ensure occupancy.

5 Attendance Record and Remuneration for the Appointment

5.1 The Foundation and Innovation Centre companies met twice in 2012 and the Councils representatives were present at both meetings.

5.2 There is no remuneration associated with the appointment.

List of background papers

Proper officer: Nigel Clews, Head of Property, City Development Directorate

Author: Councillor Kelly

Telephone 024 7683 3156

(Any enquiries should be directed to the above)

Other contributors:

None

Papers open to Public Inspection

Statements of Accounts published at Companies House

Description of paper

Location CH59

Schedule of City Council Appointments to Outside Bodies



Coventry City Council

Public report

Report to
Scrutiny Co-ordination Committee

17th April, 2013

Report of
Councillor D.Kershaw

Title
Report Back on the Work Of Outside Bodies – Albany Theatre Trust

1 Purpose of the Report

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

2 Recommendations

Councillor David Kershaw should continue to be nominated as a Director of the Albany Trust, to ensure active representation of the Local Authority in this critical area of cultural and educational developments in the City of Coventry. Also to oversee the continuing effective use of Local Authority grants.

3 Information on Work of Outside Body

Since its formation the Albany Trust has achieved the following :

- The theatre has been re-opened – over 80 volunteers have donated over £100,000 worth of time and expertise.
- £30,000 worth of labour of love donated by an experienced group of electricians – the electrics were in part unsafe and needed upgrading.
- Three groups per week of former offenders (eight per group) on 'Community Payback' supervised by the Probation Service since the start of December (twelve weeks). As a result a couple have been inspired to get involved in their own time.
- A grant of £38,000 from Coventry City Council and £30,000 from MCD (Coventry) Limited
- Matched by donations of materials and equipment from local businesses and friends of the theatre.
- Over 200 local business people, civic leaders and Friends of the Theatre attended our launch event, hosted by Coventry and Warwickshire First, on February 1st 2013.
- Box Office system installed.
- Website launched – www.albanytheatre.co.uk
- Conference Venue package working with Premier Inn
- Started with four founder Directors; three have moved on – now have eight Directors: David Meredith; Diana Dodd (both members of Earlsdon Labour party btw0; Laurence Moore (owner of Prime Accountants; James Wadey (North Europe Sales Director, Cummins Generators Limited); Derek Wanley (H&S professional); Claudia Temple (also fundraising); Jason Culverwell (also Acting Theatre Manager) and Councillor David Kershaw (Local Authority).

What the Albany Trust want to do in the near future.

- Securing entertainment licence.
- Negotiating charitable status with Commission – application lodged.
- Negotiating lease.
- Planning for a bar/café – this is a self-contained project.
- Developing a management and support system for volunteers – Front of House, Box Office etc.
- Planning to offer graduate trainee positions.
- Programming Advisory Group – led by Steve and Sarah Boden (Image Theatre – they run the Belgrade panto) .
- Developing a model for the long term sustainability of the Trust – probably a ‘membership’ that allows people to vote for Trustees.
- Develop a policy and strategy to become ‘the theatre for the community we create’: raise sponsorship to support the arts in the community and in education. This is going to be the really exciting part of the work.
- Develop a film club.

In the pipeline

Imminent shows

- Brendan Shine - March 12th
- Spon End’s Got Talent - March 30th
- Gala Performance - March 23rd/24th
- Central School of Dance - April 3rd/4th
- Guildhall – Oliver! - April 23rd/27th

120 + nights now booked in the next twelve months (average use before closure – 110 nights).

What we need

- Director with HR experience.
- To employ staff (on permanent contracts – all salary estimates include ‘on costs’):
 - * Theatre Manager (c. £36k)
 - * Technical Manager (c. 28k)
 - * Deputy Technical Manager (c. 20K – initially may be part- time/freelance)
 - * Marketing (c. 23k)
 - * Fundraising (c.23k)
 - * A community manager
- To raise 130,000 in sponsorship to pay for the first year salary of these staff.
- Sponsorship for specific activities, eg:
 - ‘Green’ the theatre
 - Projector for films
 - The bar project
 - To support our work in the community

4 Benefits to the City Council of the Appointment

A Theatre saved for the cultural and educational benefit of the people of Coventry but with a focus on young people.

When Coventry City Council, responding to a powerful local campaign led tirelessly by Alan Biddle, the former Head of Coventry’s Centre for the Performing Arts, included a Section 106 condition in the planning permission to redevelop the site of the former Coventry Technical College, the Albany Theatre was saved. Claudia Temple, employed part-time by the Council, kept the flame alive during the dark days. She pulled together a Shadow

Board that met and plotted, talked, planned and then formed a Limited Company – The Albany Theatre Tryst. That was just over a year ago. Three of the original four Director Trustees stepped down during that year. They have been replaced, the Board has grown: we now have eight Directors. We have indeed re-opened. From the outside, it might look like a simple job well done. But this is a gargantuan task. The Trust has only just started.

5 What Financial Contribution Does the Council Make to this Organisation

In 2012/13 Coventry City Council contributed £38,000.

6 Attendance Record and Remuneration for the Appointment

- 6.1 Coventry City Council's representative on the Albany Theatre Trust is Councillor Kershaw. From March, 2012 Councillor Kershaw was entitled to attend eight meetings of which he attended three.
- 6.2 There is no remuneration associated with this appointment.

List of background papers

Proper officer:

Author:
Councillor D. Kershaw
(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

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Coventry City Council

Public report

Report to

Scrutiny Co-ordination Committee

17th April, 2013

Report of

Councillor Chater

Title

Report Back on the Work Of Outside Bodies – Coventry Refugee and Migrant Centre

1 Purpose of the Report

- 1.1 This report sets out details of the work of Coventry Refugee and Migrant Centre (CRMC) over the preceding twelve months and details of attendance by the City Council's representatives.

2 Recommendations

- 2.1 That appointment should continue to the Board of the Coventry Refugee and Migrant Centre.

3 Information on Work of Outside Body

- 3.1 The CRMC seeks to identify and meet the needs of Refugees and Migrants in Coventry through the provision of projects and services which helps them to settle into local communities, supporting effective integration and encouraging them to make a full contribution to the life of the City.
- 3.2 For more detailed information of the work of the CRMC see the regular Community Impact Reports to the Council. The October-December 2012 Community Impact Report has been e-mailed to all Committee Members the previous week.

4 Benefits to the City Council of the Appointment

- The work of the CRMC supports several City Council Policies focussed on some of the most vulnerable and disadvantaged people within the City.
- Councillors bring added value to the Board of the CRMC and take an active part in the development and monitoring of services.e.g Recently Councillors on the Board were actively involved in the restructuring of the CRMC to deliver the City Council's commissioning requirements.
- Councillors are assisting in the relocation of the CRMC, providing knowledge and expertise in seeking partnership and joint working to achieve a successful relocation.

5 What Financial Contribution Does the Council Make to this Organisation

Amount or calculation of the Grant payable by the Council to the Grant Recipient: As follows:

- For 2012-13: £578,155
- For 2013-14: £528,155
- For 2014-15: £498,155

6 Attendance Record and Remuneration for the Appointment

6.1 Coventry City Council's representatives on the CRMC are Councillors Chater and Welsh, for the full year, Councillor Andrews from May 2012 and Councillor Mrs Lepoidevin to May 2012. In the year January to December 2012 inclusive a total of 10 Board Meetings were held of which Councillor Chater attended 8 and Councillor Welsh 7. Councillor Andrews has attended 3 meetings since May 2012 and Councillor Mrs Lepoidevin also attended 1 meeting up to May 2012.

Councillor Chater is chair of the F&GP, Councillor Welsh is involved with relocation issues and Councillor Andrews is the treasurer.

Councillor Andrews also attended a full day of interviews for the website and social media co-ordinator role.

6.2 There is no financial remuneration associated with the appointment.

List of background papers

Proper officer:

Author:
Councillor Chater
(Any enquiries should be directed to the above)

Telephone: 024 7683 1034

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

17th April, 2013

Report of

Councillor Lindsley Harvard

Title

Report Back on the Work Of Outside Bodies – Coventry and Solihull Waste Disposal Company Ltd, Shareholders Panel.

1 Purpose of the Report

- 1.1 This report sets out details of the work of the Coventry and Solihull Waste Disposal Company Ltd, Shareholders Panel over the preceding twelve months, together with details of attendance by the City Council's representatives.

2 Recommendations

- 2.1 Scrutiny Co-ordination Committee are asked:
- to endorse the continued involvement in this outside body.

3 Information on Work of Outside Body

- 3.1 Coventry and Solihull Waste Disposal Company Ltd (CSWDC) is an arms length Local Authority Waste Disposal Company (LAWDC), wholly owned by Coventry City Council (66% shareholding) and Solihull Metropolitan Borough Council (33% shareholding).
- 3.2 CSWDC was formed in 1994 to operate and maintain the Energy from Waste (EfW) plant on Bar Road, Coventry, on behalf of the two shareholding authorities.
- 3.3 In addition to operating the 240,000 tonne capacity EfW plant, CSWDC also operates Coventry's civic amenity site.
- 3.4 The Shareholders Panel are mandated to oversee the operation of CSWDC as an arms length company, approve the company's budget, approve the company's future business plans and monitor the company's performance against key performance indicators.

The Shareholders Panel meets four times in a municipal year. Two of these meetings are formal meetings where the budget is approved and performance is monitored. The other two meetings are diarised as informal meetings where future development of CSWDC is considered.

4 Benefits to the City Council of the Appointment

- 4.1 The benefits to Coventry City Council of the appointments to the Shareholders Panel are as follows:
- governance of CSWDC in accordance with the shareholder agreement;
 - local accountability for waste disposal arrangements;
 - continued successful operation of the EfW through effective performance monitoring.

5 Attendance Record and Remuneration for the Appointment

- 5.1 The Coventry City Council representatives on CSWDC are Councillors Harvard, Townshend and Noonan. During the period January to December, 2012 inclusive three meetings were held and Councillors Harvard and Noonan attended all three and Councillor Townshend tendered his apologies for the meetings.
- 5.2 There is no remuneration associated with the appointment.

List of background papers

Proper officer: Head of Fleet and Waste Management, City Services and Development Directorate

Author:
Councillor Harvard
(Any enquiries should be directed to the above)

Telephone: 024 7683 1002

Other contributors:
Andrew Walster, Assistant Director Streetscene and Greenspace, City Services and Development Directorate – Telephone 024 7683 2621

Papers open to Public Inspection

Description of paper

Schedule of City Council Appointments to Outside Bodies

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Coventry City Council

Public report

Report to

Scrutiny Co-ordination Committee

17th April, 2013

Report of

Councillor Clifford

Title

Report Back on the Work Of Outside Bodies – Voluntary Action Coventry

1 Purpose of the Report

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

2 Recommendations

- 2.1 That the Council continues to appoint a representative to the VAC Board.

3 Information on Work of Outside Body

- 3.1 VAC is a local infrastructure organisation that supports the voluntary and community sector in the city. Founded in 1957, it is a registered charity and company limited by guarantee. Membership of Voluntary Action Coventry is open to all voluntary and community groups in the City and membership of VAC is free.
- 3.2 VAC's mission statement is 'VAC is an advocate for voluntary and community groups, helping to develop effective and diverse communities in the City. Through the provision of support, training and information, we promote good practice and encourage social inclusion. We promote, facilitate and develop volunteering in Coventry and recognise the contribution of individuals and volunteers to communities.'
- 3.3 The strategic aims of VAC are:
- Engaging and enabling voluntary and community sector involvement in strategic decision making
 - Meeting the support needs of voluntary and community organisations in Coventry
 - Championing and demonstrating the contribution of volunteering to civil society
 - Enabling the voluntary and community sector to develop new approaches to service delivery
 - Providing relevant information to local voluntary and community organisations and other stakeholders
 - Maintaining a strong and sustainable organisation
- 3.4 VAC's core values are:
- To tackle inequality, discrimination and social exclusion.
 - To support diversity and promote cohesion within the City's communities.
 - To be a vibrant, dynamic, learning organisation that values the contribution of all its staff and members.

- To promote the real value and positive impact of volunteering.
- To be an independent, credible, high profile listening organisation that provides leadership and advocacy for the Voluntary and Community sector in the city

3.5 VAC like many other agencies has experienced a drop in income as a result of a number of national funding sources drying up.

3.6 VAC's activities in the past year include:

- Supporting individual groups with fund raising and governance
- Providing training on group development and start up
- Running the Volunteer Centre and matching volunteers with volunteering opportunities in the City
- Supporting a number of local events by helping to recruit volunteers e.g. Coventry Ambassadors
- Being instrumental in supporting the local voluntary organisations to work with the Council to explore new ways of working through a consortium approach
- Delivering Coventry Local Involvement Network (LINK) which gives local people and community groups a way to express their views and concerns about health and social care services in Coventry.

4 Benefits to the City Council of the Appointment

4.1 With the changes in national policy and increasing public sector cuts, public services will be relying more on the third sector to deliver services. By attending the VAC Board meeting elected members can hear at first hand the support provided by VAC to the sector and any issues that the sector may face.

4.2 VAC Board includes representatives of local voluntary and community organisations elected by their membership. By attending the VAC Board meetings, City Council representatives benefit from discussion with third sector organisations on the VAC business plan and activities. It also provides an opportunity to network with third sector providers.

5 What Financial Contribution Does the Council Make to this Organisation

5.1 Voluntary Action Coventry was granted £190,250 in 2011/12 and this was reduced to £171,225 in 2012/13.

5.2 VAC also has a contract to deliver LINK activities to the value of £162,000.

6 Attendance Record and Remuneration for the Appointment

6.1 Coventry City Council's representatives on Voluntary Action Coventry are Councillors Clifford and Sawdon. During the period January to December 2012 inclusive both Councillor Clifford and Sawdon attended three Management Board meetings. The July Board meeting was cancelled due to an office move.

6.2 There is no remuneration associated with this appointment.

List of background papers

Proper officer:

Author:
Councillor Clifford
(Any enquiries should be directed to the above)

Telephone: 024 7683 4966

Other contributors:
None

Papers open to Public Inspection

Description of paper

Schedule of City Council Appointments to outside Bodies

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Coventry City Council

Public report

Report to

Scrutiny Co-ordination Committee

17th April, 2013

Report of

Councillor Sucha Bains

Title

Report Back on the Work Of Outside Bodies – West Midlands Pensions Committee (formerly West Midlands Superannuation Committee 2012-2013)

1 Purpose of the Report

- 1.1 This report sets out details of the work of the West Midlands Pensions Committee over the preceding twelve months and details of attendance by the City Council's representatives.

2 Recommendations

- 2.1 That members note the report and the work undertaken by the West Midlands Pensions Committee.
- 2.2 That Scrutiny Co-ordination Committee recommends that Council continue to appoint members to the West Midlands Pensions Committee.
- 2.3 The appointed member, irrespective of any political change in the Council during his/her term of office, should serve for a minimum of one year.

3 Information on Work of Outside Body

- 3.1 The West Midlands Local Government Pension Scheme is administered by Wolverhampton City Council on behalf of the seven Districts of the West Midlands County. The Trust also conducts operations on behalf of several other organisations that provide similar services as the seven District Councils.
- 3.2 The role of board members is to safeguard the interests of the respective authorities and to appoint fund managers and set broad policy frameworks for investment, based on officer advice.
- 3.3 The board has two subcommittees: Investment Advisory Sub-Committee and Pensions Joint Consultation Panel and a Pension Fund Committee which meet on a quarterly basis.

4 Benefits to the City Council of the Appointment

- 4.1 Coventry City Council is a member of this scheme and has to appoint someone onto it in order to safeguard the Council's interests both as an employer and also to safeguard the investments made on behalf of employees.

The committee constantly provides training to all its members to assist in their understanding of the complexities of different types of investments. A minimum of twelve months is required to gain sufficient knowledge to contribute to the decision making

process in order to safeguard the Council's interests. It is apparent, in the workings of the three committees involved, that those members with experience make the most valuable contribution to the debate.

5 Attendance Record and Remuneration for the Appointment

5.1 Councillor Bains is the City Council's appointed member on the West Midlands Pensions Committee. During the period June 2012 to March 2013 inclusive, three meetings of the Pensions Committee were held and Councillor Bains attended two out of three. During the same period three meetings of the Investment Advisory Sub-Committee were held and Councillor Bains attended all three of the meetings. Three meetings were held of the Superannuation Joint Consultative Panel during the same period and Councillor Bains attended three. Also attended two days of Conference of Local Authority Pension Fund Forum.

5.2 There is no remuneration associated with the appointment.

List of background papers

Proper officer:

Author:
Councillor Sucha Bains
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Telephone:
024 76834870

Other contributors:
None

Papers open to Public Inspection

Description of paper
Schedule of City Council Appointments to outside Bodies

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Coventry City Council

Public report

Report to

Scrutiny Co-ordination Committee

17th April, 2013

Report of

Councillor John Mutton

Title

Report Back on the Work Of Outside Bodies – Local Government Association General Assembly

1 Purpose of the Report

- 1.1 This report sets out details of the work of the Local Government Association General Assembly over the preceding twelve months and details of attendance by the City Council's representatives.

2 Recommendations

- 2.1 The Council should continue its membership of the Local Government Association and make appointments to the General Assembly.

3 Information on Work of Outside Body

- 3.1 The Local Government Association (LGA) was created in 1997 to promote the interests of English and Welsh local authorities and is a cross-party voluntary lobbying organisation. The LGA works on behalf of councils to ensure local government has a strong, credible voice with national government. It aims to promote better local government and lobby and campaign for changes in policy, legislation and funding on behalf of its member councils and the people and communities that they serve.
- 3.2 The members of the LGA include county councils, metropolitan district councils, English unitary authorities, London boroughs, shire district councils and Welsh unitary authorities. The LGA also represents fire authorities, police authorities, national park authorities and passenger transport authorities. In total, 423 local authorities are members of the LGA for 2012/13.
- 3.3 The LGA priority areas for 2012/13 are:
- Public service reform
 - Growth, jobs and prosperity
 - Funding for local government
 - Efficiency and productivity
 - Sector-led improvement
- 3.4 As a member of the Local Government Association the council has entitled to four representatives at General Assembly which meets once a year to hold its Annual General Meeting during the LGA Annual Conference and acts as the "parliament" of the LGA.

- 3.5 This year's LGA General Assembly formed part of the 2012 LGA Conference that was held at the ICC in Birmingham on 22-24 June 2012. The LGA Conference is an opportunity to lobby Ministers first hand, both in a cross party and political party way. Delegates met and networked with a number of Politicians and Senior Officers to gain a perspective of how different authorities are grappling with services common to all.
- 3.6 Two of Coventry's delegates spoke and were on workshop panels. Councillor John Mutton spoke at the 'In it Together' workshop and Councillor Ann Lucas spoke at the 'Be a Councillor' workshop. Delegates spread their attendance at simultaneous events to ensure full use was made of their presence. This included attending sessions with key speakers from national and local government covering Welfare Reform; the introduction of Police and Crime Commissioners and NHS reform.
- 3.7 Themes which ran throughout the LGA Conference in 2012 were 1) the economic crisis in general and jobs in particular 2) Local Government's disproportionate share of the pain as far as funding is concerned 3) the impending crisis in Adult Social Care.

4 Benefits to the City Council of the Appointment

- 4.1 The Council appoints members to the LGA General Assembly as a member of the LGA. There are a range of benefits to the Council arising from membership of the LGA. These include: access to information; comparative data and training for both members and officers; the ability to influence national policy development and collective lobbying of national government; access to a range of services including shared learning on service improvements and peer support.

5 What Financial Contribution Does the Council Make to this Organisation

- 5.1 The cost of the Council's LGA membership subscription for 2012/13 was £55,753.

6 Attendance Record and Remuneration for the Appointment

- 6.1 Coventry City Council's representatives on the LGA General assembly are Councillors Mutton, Duggins, Foster and Blundell. All four councillors attended the meeting held, which was on the 26th June 2012.
- 6.2 There is no remuneration associated with the appointment.

List of background papers

Proper officer:

Author:
Councillor John Mutton
(Any enquiries should be directed to the above)

Telephone: 024 7683 1000

Other contributors:
Councillor Ann Lucas
Jenni Venn; Assistant Director – Policy, Partnership and Performance, Chief Executive's Directorate

Papers open to Public Inspection

Description of paper

Schedule of City Council Appointments to outside Bodies

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Coventry City Council

Public report

Report to

Scrutiny Co-ordination Committee

17th April, 2013

Report of

Councillor Ruane

Title

Report Back on the Work Of Outside Bodies – Coventry Citizens Advice Bureau

1 Purpose of the Report

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

2 Recommendations

- 2.1 That the Scrutiny Co-ordination Committee recommend that the City Council continue to nominate a Member to the Coventry Citizens Advice Bureau Management Board.

3 Information on Work of Outside Body

- 3.1 The Citizens Advice Bureau most significant achieve this year has been to diversify its funding base and increase the amount of social policy work that it is able to do. Highlights for the year are:

The Big Difference Fund

This programme was started in April and is a partnership between the CAB and Severn Trent Water with an investment of STW of £1 million over 2 years. The aim of the programme is to provide advice on benefits, debt and budgeting to Severn Trent Water's most vulnerable customer group alongside a grant that will clear their water arrears and pay for other costs that might be preventing them from budgeting effectively. The project is in a Pilot stage, but early outcomes are positive.

Contact Requests

CAB developed a new web-based service to improve access to the bureau and has been able to assist around 600 people this year through email or telephone advice following electronic requests. This has seen clients access the bureau at an earlier stage in their issue. The initiative was highlighted at the City Council's CityCamp conference and will receive support from Coventry University in 2013 to develop an enhanced version.

ChYPP Project

The Children and Young People's Project has developed significantly this year and the bureau now has an advice outlet in 35 schools across the city. In these schools, school staff have been trained to provide first-tier information and support to clients whilst also identifying advice needs and referring them into the bureau for advice and casework appointments and telephone advice.

Debt Casework

The CAB has continued to deliver a government contract through the Money Advice Service that enables around 1,500 clients to be helped each year through a full debt casework service.

Outreach in Health Centres

The CAB was awarded a grant from NHS Coventry to re-develop its previous service that delivered outreach services in the Wards of Canley, Tile Hill, Hillfields and Foleshill which attempts to meet gaps in provision of the Neighbourhood Advice Services across the city.

Social Policy Work

The CAB was delighted to receive a national award from Citizens Advice for Campaigning Bureau of the Year at its conference in September. This was followed by a visit from Princess Anne who also launched the Big Difference Fund that gave the bureau some heightened profile. This increase in profile for the bureau has led to 2 pieces of filming by the BBC for the Newsnight programme, the first which was in support of a film about the Foodbank, and the second which will be broadcast at some point in February.

The bureau's policy team is working closely with the City Council and other partners in considering and planning for the Welfare Reform changes.

SORTED

More latterly, the CAB was successful in a Big Lottery bid to the Financial Confidence Programme and will be launching its SORTED project in March 2013. This project will help to support new tenants and tenants who have had a change in income in managing their finances through practical training in a mock-up flat that has been developed in the bureau. This is an exciting and innovative project that will be delivered in partnership with Groundwork, the city's Housing Associations and the City Council's homelessness department.

Quality of Advice

The CAB continues to review closely and monitor its systems for quality of advice and regularly is assessed as to the high standards it sets itself. The bureau currently has around 50 paid staff and around 100 volunteers delivering advice for 5 days a week from the bureau's main office through telephone, through home visits and through numerous outreach sites across the city.

Advice Review

The bureau has contributed to the City Council's work in reviewing advice services and is committed to the work of Advice Services Coventry. It looks forward to working with the Council in improving access to services over the coming 2 years.

4 Benefits to the City Council of the Appointment

- 4.1 The Citizens Advice Bureau is one of a number of advice services funded by the City Council; membership of the Board of Trustees ensures that the Council is involved in determining the policy of the Bureau and ensures involvement in performance monitoring and management of resources.

5 Attendance Record and Remuneration for the Appointment

- 5.1 Coventry City Councils representative on the CAB is Councillor Ruane. There were three Trustee Board meetings held of which Councillor Ruane attended one.
- 5.2 There is no remuneration associated with this appointment.

List of background papers

Proper officer:

Author:
Councillor Ruane
(Any enquiries should be directed to the above)

Telephone: 07817 218 137

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

17th April, 2013

Report of

Councillor Welsh

Title

Report Back on the Work Of Outside Bodies – The Belgrade Theatre Trust

Purpose of the Report

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

2 Recommendations

- 2.1 It is recommended that Coventry City Council continue to appoint members of the Council to the Belgrade Theatre Trust

3 Information on Work of Outside Body

- 3.1 2011/12 was the first year of the Theatre's three year contract as an Arts Council National Portfolio Organisation (NPO). It was a difficult year given declining core funding and low public confidence which affects ticket sales. While the Theatre has done very well to increase its earnings from new sources (commercial set building via Belgrade Production Services, Events and Conferencing, Trusts and Sponsorship and a new Non Voluntary Contribution that forms part of the ticket price) it has not proved possible to replace entirely the loss of income from statutory and box office sources. However the Theatre was able to return a surplus in the year due in large part to some highly successful visiting company work in the final quarter of the year, and thus is able to boost its reserves, which at a time of economic uncertainty is to be welcomed.
- 3.2 The ambition remains for the Theatre to reach its optimum balance between producing and presented work, keep B2 open and protect its Community & Education programme. The results from 2011/12 for BPS, Events & Conferencing and Trusts and Sponsorship see some recovery in these sources of income which remain however fragile in the face of the country's economic problems.
- 3.3 The general economic climate continues to bite, however the Theatre is still vibrant and serving audiences a wide selection of different shows, to appeal to many different theatrical tastes. During the year the Theatre presented 384 performances of 72 different productions, of which six were the Belgrade's own produced shows. Total audiences were 138,600.
- 3.4 The Theatre has returned an excellent year's result despite some very high variances in some areas of income with audiences showing more caution for unknown plays but enthusiastically embracing feel good shows. The last quarter of the financial year in particular delivered unexpectedly good box office for the Theatre's programme of Visiting Company work and the Theatre's reserves were increased and will serve as contingencies

against unexpected loss of income in the coming years. This financial strength combined with the proven ability of the staff and Executive Team to manage and control costs and maximise income opportunities, gives the Theatre the tools to meet the critical need of maintaining a reasonable balance between in-house and presented work even in the face of declining levels of public funding. Thus going forward the Theatre still plans to produce at least six in house shows a year, programme B2 for as many weeks as it can and maintain the Community & Education programmes.

4 Benefits to the City Council of the Appointment

4.1 Coventry City Council is a major sponsor of the Belgrade Theatre, which is a significant contributor to the cultural life of the city and an important vehicle to deliver educational programmes.

5 What Financial Contribution Does the Council Make to this Organisation

5.1 The Belgrade Theatre received £1,089,971 from Coventry City Council in 2011/12.

6 Attendance Record and Remuneration for the Appointment

6.1 Coventry City Council appoints Cllr David Welsh and Cllr John Blundell to the Belgrade Theatre Trust. During the period of September 2011 and September 2012 inclusive seven Board of Director meetings took place, of which Councillor Welsh attended six and Councillor Blundell attended seven.

6.2 There is no remuneration associated with these appointments.

List of background papers

Proper officer:

Author:
Councillor Welsh
(Any enquiries should be directed to the above)

Telephone: 024 7683 1103

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

17th April, 2013

Report of

Cllr. Abdul Salam Khan

Title

Report Back on the Work Of Outside Bodies – Coventry Heritage and Arts Trust

1 Purpose of the Report

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

2 Recommendations

- i) Scrutiny Co-ordination Committee notes the report and the work undertaken by the body.
- ii) Scrutiny Co-ordination Committee recommends that Council continues to appoint two councillors to the Coventry Heritage & Arts Trust.

3 Information on Work of Outside Body

The Coventry Heritage & Arts Trust (the Trust) was founded in April 2008 in order to manage three key heritage and arts sites in the city – the Herbert Art Gallery and Museum, the Lunt Roman Fort and the Priory Visitor Centre. The Herbert Art Gallery and Museum is Coventry's creative media centre and history centre as well as an art gallery and museum, and provides the principal focus of activity.

The Lunt Roman Fort is the only reconstructed Roman wooden fort in Britain. The Lunt Roman Fort dates from around AD60 and is thought to have been built as a result of the battle between Boudicca and the Roman Legions. The Priory Visitor Centre and Undercroft house the remains of Coventry's first Benedictine Monastery, dissolved by Henry VIII, and following a dig from Channel 4's Time Team displays the remains of many of the medieval buildings, finds and excavations.

Coventry Heritage and Arts Trust manages the Herbert Art Gallery and Museum, Lunt Roman Fort and Priory Visitor Centre and Undercrofts on behalf of Coventry City Council.

We also receive substantial funding from the Museums, Libraries and Archives Council (MLA) through the Renaissance in the Regions programme.

The Herbert redevelopment project is jointly funded by Coventry City Council, the European Regional Development Fund (ERDF), the Heritage Lottery Fund (HLF),

Renaissance West Midlands, the Department of Culture Media and Sport (DCMS) Wolfson Foundation Fund, Advantage West Midlands and English Heritage

4 Benefits to the City Council of the Appointment

Coventry City Council is a major sponsor of Coventry Heritage and Arts Trust, which is a significant contributor to the cultural life of the city and an important vehicle to deliver educational programmes.

5 What Financial Contribution Does the Council Make to this Organisation

5.1 The City Council provides grant funding to the organisation, which has declined over the last financial year.

6 Attendance Record and Remuneration for the Appointment

6.1 Coventry City Council's representatives for Coventry Heritage and Arts Trust for 2012/13 were Councillors John Blundell and Abdul Khan. In the period April 2012 to March 2013, there were four meetings of the Trust Board. Cllr. John Blundell attended all four of the Board meetings, and Councillor Khan attended two of the four Board meetings.

6.2 There is no remuneration associated with the appointment.

List of background papers

Proper officer: Chris Hill

Author:
Councillor Khan
(Any enquiries should be directed to the above)

Telephone: 024 7682 1033

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

17th April 2013

Report of
Councillor Seamus Walsh

Title
Report Back on the Work of Outside Bodies – West Midlands Fire and Rescue Authority
2012/2013

1 Purpose of the Report

1.1 This report, together with its appendix (which has been prepared at my request by the West Midlands Fire Service), sets out details of the work of the West Midlands Fire and Rescue Authority over the preceding twelve months and the details of attendances at meetings by the City Council's representatives.

2 Recommendations

- 2.1 The Scrutiny Co-ordination Committee notes the vital role that the West Midlands Fire Service plays in providing responsive fire, rescue and emergency services and preventative fire safety advice to the Citizens of Coventry.
- 2.2 In view of this vital role, the City Council is requested to continue to appoint three elected member representatives to the West Midlands Fire and Rescue Authority in 2013-14.

3 Information on Work of Outside Body

- 3.1 The key duty of the Fire Service is to provide emergency cover and to ensure that the number of deaths and injuries from fire and accidents across the West Midlands are reduced, with an ultimate target of zero.
- 3.2 The West Midlands Fire and Rescue Authority is a joint board set up by the seven local authorities within the West Midlands Region, including Coventry. Coventry City Council has three representatives on the Board in 2012-13, who are Councillor Auluck, Councillor Foster and myself, as lead member.
- 3.3 I consider that the West Midlands Fire Service is well organised and it has been praised by the Government, with two of its previous Chief Fire Officers having been appointed as Chief Fire Officers to the Government.

4 Benefits to the City Council of the Appointment

- 4.1 The Fire Authority is one of the Councils key partners in providing a range of vital services to the region and it also plays a key part in responding to any civil emergency and civil emergency planning within the City. As members of the Authority, the City's three representatives play a key role in shaping policy and are able to influence the provision of fire and safety services to the Citizens of Coventry.
- 4.2 The Fire Authority is funded by local authority precept and government grant.

5 Attendance Record and Remuneration for the Appointment

- 5.1 In the period 2012-13 to date, I have attended a total of 5 out of the 5 Fire Authority meetings that have been held. Of the 5 meetings of the Fire Authority and related meetings held during this period, Councillor Foster has attended 5 and Councillor Khan has attended 5.
- 5.2 Members of the Authority receive a £3,500 basic allowance per annum.

List of background papers

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Papers open to Public Inspection

Description of paper

Location CH60

Schedule of City Council Appointments to Outside Bodies

COUNCILLOR SEAMUS WALSH
LEAD MEMBER ON THE FIRE AND RESCUE AUTHORITY
FOR COVENTRY CITY COUNCIL

WEST MIDLANDS FIRE AND RESCUE AUTHORITY

1. Annual General Meeting – June 2012

At the Annual General Meeting of the Fire and Rescue Authority, held in June 2012, Councillor Seamus Walsh was nominated as the Lead Member for the Council on the Fire Authority. Councillor Walsh also sits on the Appeals Committee and attends the Policy Planning Forums. He has attended 5 out of the 5 meetings of all types held so far this municipal year. The Authority also welcomed back onto the Fire and Rescue Authority, Councillor Kevin Foster and for the first time Councillor Malkiat Auluck from this Council.

2. Finance Settlement 2013/14 and 2014/15

Following our grant settlement for 2011-2013 when West Midlands Fire and Rescue Authority (WMFRA) received twice the average national reduction in formula grant, WMFRA lobbied the government consistently for a fairer financial settlement and as much clarity as possible about long term funding. Working with our colleagues from the Association of Metropolitan Fire and Rescue Authorities and a cross-party group of MP's we lobbied Ministers and civil servants, securing two adjournment debates and a Select Committee hearing on fire service funding where CFO's gave evidence.

I'm pleased to report that the outcome was a "fairer" settlement for WMFRA. The Local Government Finance Settlement 2013/14 and 2014/15 was released on 19 December 2012 and it indicated that WMFRA will receive a cut of £6 million in 2013/14, (9% of grant) and £4.6million, (7.5% of grant) in 2014/15. Critically, these figures are at around the national average, and every fire and rescue authority in England is being expected to play their part, unlike the outcome of reductions in the first two years.

Nonetheless, this will mean that over the entire four years of the CSR period, WMFRA will have lost £20.8 million (26%) of grant funding, the largest reduction of any Fire and Rescue Service in the country.

I'm pleased, however, to report that WMFRA received a significant capital allocation for 2013-15 of around £11.6 million, thanks to a number of successful specific 'invest to save bids'. This money will help to fund innovative projects designed to reduce costs while protecting frontline services as much as possible.

The LGA Fire Services Management Committee (FSMC) and the Chief Fire Officers Association also lobbied for a cash limit on precept increases for FRA's to recognise the fact that % increases and limits have little real meaning for Authorities with small budgets like the FRA.

This was accepted and formed part of the settlement announcement on 19th December. This change provided WMFRA with the option of increasing its precept by a maximum of **£5 per year (10 pence a week)** for Band D Council Tax payers without triggering a referendum. The Fire Minister in supporting this change pointed out that it would be available only to those eight FRA's who are in the lowest quartile of Council Tax and who deliver what he described as an "exceptionally cheap" service. West Midlands FRA- which has the lowest precept of all FRA's in England- is included in this one-year exception for 2013/14.

This small additional flexibility, which WMFRA agreed on 18 February in setting its budget, will enable us to maintain our network of 38 fire stations and our target of a 5 minute response time to the highest risk life threatening incidents. It will also enable the Fire and Rescue Authority to carry out some limited fire-fighter recruitment in 2013/2014 in the face of a reduction from 1600 to 1230 fire-fighters due to a recruitment freeze that has been in place since 2010.

3. Providing an efficient and effective fire and rescue service

In order to tackle the difficult funding challenge, we continue to seek efficiencies from a number of areas, including procurement and support staff. A number of high level reviews are producing significant savings. A key priority of the Authority is to direct the highest level of resources to our core fire and rescue services of prevention, protection and response; but the front line itself has to be reshaped as the cuts in resources reduce our fire-fighter numbers and the traditional emergency vehicles we can deploy.

Brigade Response Vehicles

Brigade Response Vehicles (BRV's) will form a key part of our strategy to manage a large fall in fire-fighter numbers, as they can be crewed with three rather than the usual five or four. The Fire and Rescue Authority has now agreed the targeted deployment of BRV's during the next two years.

The impact on our fleet from cuts in Government grant and dwindling numbers of front-line staff will be significant with 'traditional' fire appliances (pump rescue ladders) reducing from the 61 currently on the run during the day down to around 38 by the end of 2015. BRV's will replace them in order to deliver the best service we can provide and maintain our response times.

New Fire Station In The Black Country

Progress on the merger of Halesowen and Cradley fire stations continues following confirmation of the site for the new fire station at the former municipal buildings location in Cradley Heath at the junction of Halesowen Road and Barrs Road. Planning permission has been obtained for a multi-bay facility that will include community rooms and integrated training and exercise facilities. It is hoped the new facility will open in April 2014. A capital allocation has been secured to fund the new station. Revenue saving from the merger and reduction to one pump will be in excess of £1 million per year.

Administration Review

This review is now completed and will see a number of posts disestablished with projected revenue savings of £520,000 per year.

Management Review

This review is also now completed and being implemented. It will produce revenue savings of £1.4 million per year.

4. Performance

West Midlands Fire Service continues to deliver significant improvements despite shrinking budgets. We are on target to see a reduction in arson in dwellings, vehicles and rubbish and have successfully driven down the number of false Automatic Fire Alarm calls for second year, thanks to the continued success of our AFA challenge policy.

It is particularly interesting to note that for the first time there have been more rescues from road traffic collisions than from fires. This reflects the changing nature of the range of incidents the Fire Service faces, with non-fire calls, such as flooding, rescues and car crashes taking up a bigger proportion of our time.

Performance Indicator	2011/12	2012/13 target	Actual YTD 2012/13 (Dec)
The number of accidental fires in dwellings	1,773	1,800	1,220
The number of injuries from accidental fires in dwellings	78	87	37
The number of arson fires in dwellings	361	376	200
The number of accidental fires in non-domestic premises	631	607	485
The number of arson fires in non-domestic premises	273	259	123
The number of arson vehicle fires	811	771	428
The number of arson rubbish fires	4,286	4,218	2,035

Performance Indicator	2011/12	2012/13 target	Actual YTD 2012/13 (Dec)
The number of malicious false alarms calls received	3,313	TBC	2,308
The number of false alarm calls due to automatic fire alarms in non-domestic premises	3,301	3,301	2,478
The number of false alarm calls due to automatic fire alarms in dwellings	3,103	3,034	2,381
Number of evacuees with brigade assistance from fires (not casualties or rescues)	375	N/A	152

Other News

Alcohols Fire

On 29 November last year fire fighters tackled one of the largest and most dangerous fires of recent times. The incident at Alcohols gin distillery in Oldbury, Sandwell, involved 20 fire appliances and over 100 firefighters at its peak. The highly flammable and potentially explosive nature of the chemicals on site meant this was a very high risk incident, with crews doing a professional job to limit the damage to nearby buildings and prevent any of the large tanks from exploding.

Rescues – Fire and Road Traffic Collisions

WMFRS continues to be a busy and critical service. During the year-to-date, West Midlands fire and rescue crews have carried out 49 rescues from fires and 403 rescues from road traffic collisions across the region.

In Coventry in the last few weeks we have sadly seen one fatality and a six-pump fire which saw an infant rescued by fire crews.

Councillor Seamus Walsh
West Midlands Fire and Rescue Authority

April 2013

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Scrutiny Co-ordination Committee

17th April, 2013

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
Olympic Legacy Scrutiny Panel – update
Outside Bodies Report - Birmingham Airport Holdings Ltd
Outside Bodies Report - University of Warwick Science Park Foundation & University of Warwick Business Innovation Centre Ltd
Outside Bodies Report - Albany Theatre Trust
Outside Bodies Report - Coventry Refugee and Migrant Centre
Outside Bodies Report - Coventry and Solihull Waste Disposal Company Ltd Shareholders Panel
Outside Bodies Report - Voluntary Action Coventry
Outside Bodies Report - West Midlands Pensions Committee (formerly West Midlands Superannuation Committee)
Outside Bodies Report - Local Government Association General Assembly
Outside Bodies Report - Coventry Citizen's Advice Bureau
Outside Bodies Report – Belgrade Theatre Trust (Coventry Ltd)
Outside Bodies Report – Coventry Heritage and Arts Trust
Outside Bodies Report - West Midlands Fire and Rescue Authority

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
Outside Bodies reports back
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

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 Scruco	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	Scruco 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	
	Outside Bodies Report – Coventry Older People's Partnership		An annual report on the work of the outside body	

Scrutiny Co-ordination Committee Work Programme 2012/13

Meeting Date	Work programme item	Lead Officer	Brief Summary of the issue	Source
	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	Fran Collingham	An update on developments in Corporate Communications, to include peer review, the restructure and key issues moving forwards.	Chair and Deputy
	Work of the Coventry Partnership	Dawn Ford	To look at the work of the Coventry Partnership and its sub-groups.	Chair and Deputy
	Olympic Legacy Scrutiny Panel – update	Gennie Holmes	An update on progress of the work of the Olympic Legacy Scrutiny Panel	
	Outside Bodies Report - Birmingham Airport Holdings Ltd	Cllr McNicholas	Reports back on the work of the outside bodies appointed to by Council at their Annual General Meeting 17 th May 2012	Council 17/5/12
	Outside Bodies Report - University of Warwick Science Park Foundation & University of Warwick Business Innovation Centre Ltd	Cllr Kelly		Council 17/5/12
	Outside Bodies Report - Albany Theatre Trust	Cllr Kershaw		Council 17/5/12
Outside Bodies Report -	Cllr Chater	Council 17/5/12		

Meeting Date	Work programme item	Lead Officer	Brief Summary of the issue	Source
	Coventry Refugee and Migrant Centre		Reports back on the work of the outside bodies appointed to by Council at their Annual General Meeting 17 th May 2012	
	Outside Bodies Report - Coventry and Solihull Waste Disposal Company Ltd Shareholders Panel	Cllr Harvard		Council 17/5/12
	Outside Bodies Report - Voluntary Action Coventry	Cllr Clifford		Council 17/5/12
	Outside Bodies Report - West Midlands Pensions Committee (formerly West Midlands Superannuation Committee)	Cllr Bains		Council 17/5/12
	Outside Bodies Report - Local Government Association General Assembly	Cllr J Mutton		Council 17/5/12
	Outside Bodies Report - Coventry Citizen's Advice Bureau	Cllr Ruane		Council 17/5/12
	Outside Bodies Report – Belgrade Theatre Trust (Coventry Ltd)	Cllr Welsh		Council 17/5/13
	Outside Bodies Report – Coventry Heritage and Arts Trust	Cllr A Khan		Council 17/5/13
	Outside Bodies Report - West Midlands Fire and Rescue Authority	Cllr Walsh		

Meeting Date	Work programme item	Lead Officer	Brief Summary of the issue	Source
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)
	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	
	Outside Bodies reports back	Scrutiny Officer	To identify which outside bodies appointed to by the Council at their annual general meeting report to Scrutiny Co-ordination Committee and other Scrutiny Boards.	
	Business Services Review – progress report	Bev Messinger	Progress report on the implementation of the recommendations from the evaluation report presented to Scrucro on 20/2/13	Scrucro 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

Meeting Date	Work programme item	Lead Officer	Brief Summary of the issue	Source
	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 proves 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