



Scrutiny Co-ordination Committee

Time and Date

10.00 am on Wednesday, 11th September, 2013

Place

Committee Rooms 2 and 3 - Council House, Earl Street, Coventry

Public Business

1. **Apologies and Substitutions**

2. **Declarations of Interest**

3. **Minutes**

- (a) To agree the minutes of the meeting held on 7th August, 2013 (Pages 5 - 8)
- (b) Matters Arising

10.05 a.m. - 10.20 a.m.

4. **Reports Back on Conferences**

- (a) Civic Visit to Volgograd - 31st January to 3rd February, 2013 (Pages 9 - 16)
Report of Councillor Sawdon, Lord Mayor 2012/13
- (b) Report Back on Delegation to City of Volgograd - 8th to 11th May, 2013
(Pages 17 - 20)
Report of Councillor J Mutton
- (c) Presentation to the European Union - Strasbourg - 10th - 12th June, 2013
(Pages 21 - 24)
Report of Councillor J Mutton
- (d) Civic Visit to Kiel, Germany for 131st Kieler Woche - 21st - 24th June, 2013
(Pages 25 - 28)
Report of the Lord Mayor, Councillor Crookes

10.20 a.m. - 10.50 a.m.

5. **Houses in Multiple Occupation - Recommendations from Scrutiny Co-ordination Committee** (Pages 29 - 50)

Briefing note of the Scrutiny Co-ordinator

Councillor Mrs Bigham, Chair of the Houses in Multiple Occupation Task and Finish Group, and Councillor Maton, Chair of Planning Committee, have been invited to attend for the consideration of this item.

10.50 a.m.

6. Outstanding Issues

All outstanding issues have been included in the Work Programme

7. Scrutiny Co-ordination Committee Work Programme 2013/2014 (Pages 51 - 56)

Report of the Scrutiny Co-ordinator

8. 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.

9. Meeting Evaluation

Private Business

Nil

Chris West, Executive Director, Resources, Council House Coventry

Tuesday, 3 September 2013

- Notes:1) The person to contact about the agenda and documents for this meeting is Liz Knight/Suzanne Bennett, Democratic Services, Council House, Coventry, telephone 7683 3073/7683 3072, alternatively E-mail: suzanne.bennett@coventry.gov.uk
- 2) Council Members who are not able to attend the meeting should notify Liz Knight/Suzanne Bennett no later than 9.00 a.m. on the day of the meeting, giving their reasons for absence and the name of the 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, J Blundell, J Clifford (Deputy Chair), C Fletcher (Chair), T Khan, R Sandy, T Skipper, S Thomas and K Taylor

By invitation Councillors L Bigham, J Mutton, K Maton, T Sawdon and G Crookes Lord Mayor, Mrs Bigham, Maton, J Mutton, and Sawdon

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/Suzanne Bennett, Governance Services - Telephone: 024
7683 3072**

E-mail: suzanne.bennett@coventry.gov.uk

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Agenda Item 3a

Minutes of the Meeting of Scrutiny Co-ordination Committee held at 2.00 p.m. on 7th August 2013

Present:

Committee Members: Councillor Mrs Fletcher (Chair)
Councillor Clifford (Deputy Chair) up to Minute 14
Councillor Miks (substitute for Councillor Abbott)
Councillor Mulhall (substitute for Councillor Skipper)
Councillor Sandy
Councillor Skinner (substitute for Councillor Blundell)
Councillor Thomas

Employees (by Directorate):

Chief Executive's: G Holmes, S. Nagra, J Venn, A West

Customer & Workforce Services: S. Iannantuoni, S. Lal, C. Sinclair

Finance and Legal Services: C. Bradford, M. Burn, C. Evans, C. Forde, M. Rennie,

Apologies: Councillors Abbott, Blundell, Khan and Skipper

Public business

11. Declarations of Interest

There were no declarations of interest.

12. Minutes

The minutes of the meeting held on 10th July 2013 were signed as a true record.

Matters Arising

The Committee noted the following:

- (a) Minute 3/13 (Coventry's Alcohol Strategy 2013-16): A briefing note summarising the Committee's comments would be presented to Cabinet when they consider this matter on 3rd September 2013.
- (b) Minute 4/13 (Development of the Community Safety Partnership): The Safety Partnership had accepted the Committee's recommendation in respect of young people's representation.
- (c) Minute 5/13 (Council Plan – Performance Report): A note on the recording of performance data in relation to jobs created in the City had been produced. The Committee's comments about how this indicator should be presented would be taken on board for the future.
- (d) Minute 9/13 (Progress and Outcomes of Olympic Legacy Scrutiny Panel): The Sports Vision and Strategy, Tourism and City Wide Events Advisory Panel would be holding themed meetings and it had been proposed that the recommendations from this Committee on the Olympic legacy would be

considered at one of these meetings.

13. **Equality Strategy – Performance Report**

The Committee considered the Equality Strategy Performance Report. The current Council's Equality Strategy which set out the Council's equality objectives and how the Council complied with the Equality Act 2010 was approved in March 2013. The Equality Strategy was linked to the council's priorities set out in the Council Plan. The performance report set out the progress made in the first year of the strategy.

The Council Plan would be revised for 2013/14 onwards to reflect new aspirations for Coventry and the council objectives would be revised to take forward key priorities and actions. The council was also developing a range of health inequality indicators as part of its work as a Marmot City. The equality objectives in the Equality Strategy would subsequently be reviewed and revised where necessary.

The Committee questioned officers on a number of aspects of the report and arising from discussion, requested that officers investigate as to whether any of the employment agencies utilised by the City Council employed people on zero hour contracts.

Following consideration of the report, the Committee considered that, as the report made a number of references to 'disability' that this category be widened out to include mental health.

RESOLVED that the report be noted and notwithstanding the inclusion of mental health as part of health inequalities reporting, that this category also be included in future Equality Strategy reports.

14. **Equalities in Employment**

The Committee considered a report of the Director of Customer and Workforce Services which detailed proposals setting out how vacancies at the middle and senior levels within the authority could be advertised with disadvantaged groups in mind and highlighted further actions that could be taken to empower disadvantaged groups to gain employment within the City Council. The Cabinet Member also requested that this work include the continued recruitment of Apprentices in line with the council's apprenticeship strategy. The report had been referred to the Committee by the Cabinet Member (Community Safety and Equalities) at his meeting on 4th July 2013.

The Committee discussed the report, noting that the figures included therein did not include employees in schools. In order to understand the full picture, Members requested that they receive further information to include all employees including school staff.

RESOLVED that the report be noted and that the proposal for the coaching and mentoring programme be extended to include other protected groups.

15. Changes to the Constitution: Recommendations of the Constitutional Advisory Panel

The Committee considered a report of the Assistant Director (Legal Services) and Monitoring Officer in respect of a number of changes to the Constitution which had been recommended by the Constitutional Advisory Panel.

The Constitutional Advisory Panel had considered proposed changes to the Constitution and feedback from members on those proposals. The Panel had asked the Scrutiny Co-ordination Committee for its views on the the recommendations that the Panel will make to the Cabinet Member (Community Safety and Equalities).

The report included, as the Appendix, a copy of the report that was considered by the Constitutional Advisory Panel (CAP). The CAP report had been updated to show, in bold, the recommendations that the Panel had made on the points that it was asked to consider. It was those recommendations upon which the Committee was asked to give its views. The remainder of the CAP Report, including its three appendices, were otherwise unchanged from those presented to the Panel.

RESOLVED that the following be conveyed to the Cabinet Member (Community Safety and Equalities):

- (a) That the Committee agreed the proposed changes to the Constitution relating to scrutiny (namely paragraphs 2.2.2, 2.2.5, 2.3.2)**
- (b) That the Committee sought to ensure that Deputy Cabinet Members had been considered in respect of the proposed changes to the Constitution relating to Cabinet Member functions.**

16. Outstanding Issues

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

17. Scrutiny Co-ordination Committee Work Programme 2013/14

The Work Programme was noted.

18. Meeting Evaluation

The Scrutiny Board discussed and evaluated the meeting. Members' comments would be used to improve the efficiency and effectiveness of the future meetings.

19. Any Other Items of Pubic Business

There were no additional items of public business.

(Meeting closed: 11.30 am)

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Coventry City Council

Public report

REPORT BACK ON CONFERENCE/SEMINAR

REPORT TO: Scrutiny Co-ordination Committee 11th September, 2013
REPORT OF: Lord Mayor of the City of Coventry, Councillor Tim Sawdon
TITLE: Report back on Civic Visit to Volgograd
DATE: 31st January to 3rd February 2013
VENUE: Volgograd, Russia

1. Recommendation

The Scrutiny Co-ordination Committee is recommended to endorse the report of the Lord Mayor's civic visit to Volgograd and the positive outcomes of the visit.

2. Background

- 2.1 The Battle of Stalingrad was a turning point during WWII, and from Coventry extending messages of friendship came the first ever twinning link in the world - Coventry & Stalingrad (now Volgograd) in 1944. This founded the worldwide twinning movement. The friendship was cemented as a result of both cities experiencing devastation during the Second World War.
- 2.2 2013 marked the significant 70th anniversary of the victory of Soviet people and military troops in the Battle of Stalingrad in 1943. The Lord Mayor, Councillor Tim Sawdon, received an invitation from Volgograd City Administration to attend and take part in a programme of commemorative events organised to mark this historic occasion.

3. Cost of attending

	Costs Approved by Cabinet/Cabinet Member	Total of Actual Costs
Conference Fees	None	None
Flights	£847 (estimated) for Lord Mayor and Lord Mayor's Supervisor	£861.04 for Lord Mayor and Lord Mayor's Supervisor
Additional Travel Expenses Visa Fees	£155 single entry VISA application costs per VISA	£127.60 single entry VISA application costs per VISA
Travel Insurance	£49.00 City Council's travel insurance for both	£49.01 City Council's travel insurance for both

Accommodation	Hosted by City of Volgograd administration	Hosted by City of Volgograd administration
Subsistence	£200 currency for incidentals	£125.10 spent on food and beverages

The flights and VISA costs for the Lady Mayoress were funded personally.

Total Cost of visit £1,313.07 funded from the Lord Mayor's Hospitality Budget.

3. Benefits

- 3.1 The Lord Mayor delivered an address at the 'Peoples' diplomacy of cities' stable development in the XXI century' symposium at Volgograd State University. Its audience was delegates for Volgograd's other twin and friendship cities as well as State University representatives.

The Lord Mayor can be seen staged with Mr Valery Vasilkov the Mayor of Volgograd; Mr Sergey Paramonov, Executive Vice-President of the Twin Cities International Association; and Mr Oleg Inshakov, Russian Public Chamber Deputy.

The text of his address was twofold: firstly to celebrate our 69 year twinning link with Volgograd – which was the world's first twinning arrangement – and to urge the other delegates to support our joint approach to the United Nations to officially recognise twinning as a way of promoting international peace and friendship (see reference at para 4.4 below). The second part of the speech was to commemorate the 70th anniversary of the historic Russian victory over the German Army in February 1943. The address attracted a lot of local, national and international media interest.



3.2 The significant commemorative occasion that marked the 70th anniversary of Soviet troops defending the people of Stalingrad's future, was in the form of a military parade, with very high ranking officials and thousands of local people in attendance. The Lord Mayor laid the wreath alongside Mr Jiri Mastalka, Czech Euro MP at the Eternal Flame on the Square of Fallen heroes.

The commemoration also extended to the Hall of Eternal Glory on the Mamayev Hill



3.3 As part of the visit, the itinerary also included:

A visit to the Panorama Museum, housing numerous wartime exhibits including Coventry's 1942 tablecloth and the original 1944 twinning agreement where the Lord Mayor and Lady Mayoress signed the visitor's book.

We were also able to visit Gymnasium No3, a school that has have recently engaged in a Christmas gift exchange with a school in Coventry. The visit included a powerpoint presentation, question and answer session and a singing/dance display with the pupils.



3.4 During the visit the Lord Mayor commenced dialogue on how both cities will commemorate the 70th anniversary of the twinning link in 2014. Both cities are co-signatories to a letter to the United Nations for Volgograd and Coventry to be recognised as founder members of the international twinning movement during this 70th anniversary year.

For information, a copy of the 'Lord Mayor's Parlour: issue no 9' is below. Written by Councillor Tim Sawdon, a summary appeared in his column of the Coventry Telegraph on 21st February 2013.

LM Parlour 9

In my last Parlour notes I mentioned that the Lady Mayoress and myself were going to Volgograd (formerly Stalingrad) in Russia so I thought I'd try and paint a picture of what Lord Mayors get up to when they spend your Council Tax on foreign trips – Lady Mayoresses pay their own fare by the way.

Our two day trip turned out to be one and a half as thanks to an Aeroflot flight delay we missed our Volgograd connection and spent an unscheduled night in Moscow. Arriving at lunchtime I was in action straight away. Together with the Mayor of Volgograd and a delightful Czech Euro MP (who in his spare time is a chain smoking cardiologist!) I gave a keynote speech to an audience of delegates from Volgograd's other twin and friendship cities.

The text of my address was twofold. Firstly to celebrate our 69 year twinning link with Volgograd – which was the world's first twinning arrangement- and to urge the other delegates to support our joint approach to the United Nations to officially recognise twinning as a way of promoting international peace and friendship. Fortunately they all agreed! The second part of my speech was to commemorate the 70th anniversary of the historic Russian victory over the German Army in February 1943. Interestingly the people of Volgograd always refer to it as the defeat of the fascists.

In addition to the obvious affection that Volgogradians have for Coventry two other Britons feature prominently. Winston Churchill's wife Clementine who raised £8M (a huge amount in the 1940's) to provide Red Cross aid and the late Queen Mother who gave great moral support to them when the city was in ruins and was awarded the title of the 'Honourable Citizen of Volgograd'. She was the entire content of a later speech by a Russian author who's written a book on her. Unfortunately it's in Russian and hasn't been translated!

The evening of our first day consisted of a buffet supper and, would you believe it, no less than 47 speeches! All were in Russian or translated into Russian and so the only ones I understood were mine and that of a 92 year old American. At least they were relieved by occasional bursts of music from a string quartet. A late night.

Next morning was an early start to join the victory commemoration. Normally at this time of year the temperature is well into minus numbers but this time it was just above freezing but still pretty nippy in the wind. After queuing in a huge crowd for about an hour and carrying a wreath with my Czech Euro MP colleague we eventually laid it by the 'Eternal fire on the Square of the Fallen Heroes'. Whereas we carry poppies they have red carnations – real flowers and thousands of them. To see them all laid around the memorial was incredibly moving. The main event in the square was the victory parade but with tens of thousands of people around it we found it impossible to see anything so our guide very sensibly took us to the museum.

On the lower level of the museum are numerous wartime exhibits including a Coventry section where our 1942 embroidered tablecloth with the names of nearly 900 Coventry citizens hangs, together with the original 1944 twinning agreement signed by Mayor Alderman Grindley. The upper level is contained in a large dome with an amazing panoramic depiction of the Battle of Stalingrad which really does succeed in evoking the horrors of it all.

Near the museum is Coventry Street – in Russian. Once you've understood that the C is a K, V a B, E is backwards, N an H, R a P, and the Y something indescribable you knew where you were! As we left the museum it was closing early and we noticed serried ranks of Russian soldiers being drawn up.

A quick bite to eat and we set off to visit Gymnasium No3. And what you may well ask is that? Actually it's a school and this being a Saturday the pupils were hard at work. In Russia school is a six day week! Here they have seven lessons of English a week and only one of Russian and so we had a question and answer session in English and then a dance display - in costume - of English songs. One thing that they'd really appreciate is more links with Coventry schools so there's a challenge! Incidentally in their school brochure is a photograph of our late Lord Mayor Jack Harrison and on their notice board are photographs of former Lord Mayors Dave Chater and Jeff White.

Back on the bus we headed for Mamayev Hill where much of the wartime fighting took place. In the late afternoon we climbed up to the 'Hall of Eternal Glory' which houses an eternal flame and the names of 17,000 previously unidentified fallen soldiers engraved on the wall. To see yet more red carnations makes you think again about the enormous sacrifice the Russian people endured. We weren't able to stay long as we were gently, but firmly, moved on by Russian soldiers.

Apart from the obvious there is a distinct difference between the head of the Russian state and our own head of state. Whereas the Queen enjoys meeting the public in her many walkabouts the Russian leader doesn't seem to do people. You've guessed it, President Putin was in town and it seemed as if half the Russian army was there as well. We were ushered further and further away from the hall past the amazing fifty metre high statue of Mother Russia with her sword raised even higher – an amazing spectacle.

The Lord Mayor's chain cut little ice with the President's support team but perhaps cut just a little bit of muddy slush as we were helpfully directed through an army camp – specially constructed for the occasion – to a log cabin café above the Joseph Stalin museum. I never expected to find myself drinking coffee under a portrait of the man known as 'Uncle Joe'; someone too often associated with death and 'gulags'. After about an hour the Putin cavalcade departed and we were allowed to leave – by foot as our bus was banned from the 'exclusion zone' to allow the army to depart. Even our Russian interpreter was amazed by the whole performance and remarked that the 'admiring crowds' must have been airbrushed in to the newspaper photos of the popular President Putin!

Later than planned we met for a drink with Deputy Volgograd Mayor Mr Litvinenko who we'd had the privilege of meeting in Coventry last autumn when he visited for Remembrance Sunday weekend and took opportunity to see his son who's at school in England. We then had dinner with our Czech Euro MP and a delegation from Kazakhstan, one of whose members seemed to be a bit of an oligarch. Sadly I failed to persuade him to buy our beleaguered football club as he turned out to be an avid Chelsea supporter! Sleep was a bit short lived as we were up at 4am to start the journey home.

Visiting our original twin city was a great experience but also I think an important one. Firstly to maintain the links first forged all those years ago in the midst of the Second World War, secondly to appreciate that in our ever shrinking world what huge opportunities there are for our young people - particularly with the benefit of the internet to forge their own links and thirdly to develop further our trade, industrial, educational and cultural links.

I can't end without referring to the Volgograd roads. Their local Council has a unique way of dealing with potholes. They don't! It may explain why their drivers prefer the freezing weather as when snow covers the potholes – actually some of them are more like trenches – they get a smoother ride. Great though to see amongst the Ladas (yes, they still make them – fill them up with petrol and they double in value) that there was a good smattering of Range Rovers and Discoveries; probably in off road mode to cope with the potholes!

ENDS

List of background papers

Proper Officer: Bev Messinger, Director of Customer & Workforce Services

Author: Councillor Tim Sawdon, Lord Mayor 2012/13

Tel Number: 024 7683 3100

(Any enquiries should be directed to the above)

Other contributors: Jane Barlow, Principal Private Secretary to the Lord Mayoralty,
Lord Mayor's Suite

Papers open to public inspection

Civic Visit to Volgograd File

Description of paper: Report Back on Conference/Seminar Location: CH60

Authority for Attendance approved by Cabinet Member (Community Safety & Equalities)
on 8th November 2012

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Coventry City Council

Public report

REPORT BACK ON CONFERENCE/SEMINAR

REPORT TO: Scrutiny Co-ordination Committee 11th September, 2013
REPORT OF: Councillor John Mutton
TITLE: Report back on Delegation to City of Volgograd
DATE: 8th – 11th May, 2013
VENUE: Volgograd, Russia

1. Recommendation

Scrutiny Co-ordination Committee is recommended to endorse the report of the delegation to the City of Volgograd and the development of plans to commemorate the 70th anniversary of the twinning between the cities of Coventry and Volgograd (formerly Stalingrad) in 2014.

2. Background

- 2.1 The Coventry delegation was invited by the City of Volgograd to attend their city commemorations of the ending of war in Europe in the Second World War and to continue the discussions and development of proposals for the 70th anniversary of the twinning that had been started by the Lord Mayor during his visit earlier in the year. The particular focuses of the visit were the development of cultural and arts links between the two cities and the development of Volgograd's proposals for a formal recognition by the United Nations of the importance of city twinning in developing good relations between different people in the world.

3. Cost of attending

	Costs Approved by Cabinet/Cabinet Member	Total of Actual Costs
Conference Fees	n/a	none
Flights	£1300	£1827.75
Additional Travel Expenses	Visas: £450 Travel Insurance: £49	Visas: £663.35 Travel Insurance: £49.01

Accommodation	None (hosted by city of Volgograd)	none
Subsistence	£200 for incidentals	£113.76 (meals/refreshments)

The flights and proved to be more expensive than the original figures quoted to the Council that were available when the report was approved; whilst the subsistence/incidental costs were lower than originally budgeted for as no untoward expenditure was required.

The total cost of £2653.87 was funded out of the Council's international budget.

4. Benefits

- 4.1 The Delegation met with the Acting Mayor of the City of Volgograd and the Director of the Council and other senior managers and politicians to discuss future plans for the commemoration of the 70th anniversary of the twinning between Volgograd and Coventry. These discussions focused on how Coventry could support Volgograd in approaching the United Nations to recognise the importance of town twinning to the development of good relations between different people across the world and the key role that the cities of Volgograd and Coventry had played in establishing the movement.
- 4.2 It is believed that such an approach would strengthen the links between our two cities; promote peace and reconciliation; and also continue to build the two cities reputations internationally as centres where peace and reconciliation was being promoted. It was agreed Coventry would contact its own twin cities to promote this initiative and that both cities would need to work through their own national governments if the approach to the United Nations was to be successful. This work is due to be followed up later in the year following the local elections in Russia in September.
- 4.3 Discussions also took place about developing further the two cities' wider work on peace and reconciliation forward including the development of links between Departments covering peace and reconciliation studies in the cities' Universities and Volgograd's plans to develop an International Centre for Peace focusing on the contribution that people and communities working together can make to peace and reconciliation.
- 4.4 The delegation was invited to attend the annual commemoration events held in Volgograd to mark the ending of the Second World War in Europe. These annual commemorations remain very important to Russian people and the people of Volgograd in particular and included a military parade and the laying of red carnations at the Hall of Eternal Glory on the Mamayev Hill – the war memorial.
- 4.5 The visit offered the opportunity to understand better the changes in local government in Russia including changes in governance at a regional level and in the Volgograd region in particular. Some of the current political and social changes are reflected in the debate about the name of the city itself which is reflected in the frequent use of three names: Tsaritzyn (the original pre-revolutionary name); Stalingrad (Soviet era); and Volgograd (Soviet era but post-Stalin). The city is keen to continue to develop economically and some initial discussions took place about the possible development of trade links between the cities' respective chambers of commerce. This has since been followed up in Coventry and there seems to be potential in developing this work further.
- 4.6 The other main focus of the visit was the development of further artistic, cultural and community links between Coventry and Volgograd, including links between schools, and in particular in activities that could take place next year as part of the commemoration of the twinning anniversary – these do not all have to be sponsored or organised by the Council. The delegation visited two schools – one, the School of Choreography featuring extra-

curriculum dance activities and the other, Gymnasium Number 3, specialising in languages.

- 4.7 The delegation included Laura Elliott, Director of Artspace, an independent art charity that manages studios, community spaces, art events and outreach projects for the benefit of the public in Coventry. For the past three years Artspace has been contracted to provide Arts Development Services on behalf of Coventry City Council.
- 4.8 In January 2013 Artspace curated an exhibition of Coventry artists' work for inclusion in the 'Vita-Art-Time' festival at the Museum of Fine Arts in Volgograd in May 2013. As a result of undertaking this project, Laura Elliott was invited to act as a judge for the 'Vita-Art-Time' festival of graphics at the Museum of Fine Arts in Volgograd and as part of the delegation, Ms Elliott met with artists from Volgograd and from its other twinned cities to promote artists in Coventry that had submitted work for the 'Vita-Art-Time' festival. This included giving a presentation at the Museum of Fine Arts for 40 artists, members of the public and museum staff entitled 'Art in Coventry now and the possibilities for artistic connections between our twinned cities'.
- 4.9 Ms Elliott also met with the Director and Education Officer at the Museum of Fine Arts to discuss longer term opportunities for collaboration, including the development of a sound understanding of Volgograd's cultural offer and key locations and comparisons that could assist in future cultural exchanges e.g. Coventry is the city of three spires, Volgograd is the city of three names, education and importance of peace and reconciliation agendas, artists are interested in exploring the urban environment, traditional skills exchanges etc.
- 4.10 The delegation also visited the Volgograd Children's Gallery, a museum and education space dedicated to the development of young artists. The museum has subsequently donated 8 original art works created by children in Volgograd for exhibition in Coventry.
- 4.11 Future opportunities to be explored include:
- ***Exhibition of Coventry artists' work at the Museum of Fine Arts in Volgograd with a public Skype event:*** a conversation event between artists in Volgograd and Coventry and for the general public linked by Skype to show the exhibition of Coventry artists at the Museum of Fine Art and to discuss our cities and opportunities for collaboration. The International team in Volgograd has already committed to translating and providing technical support in Russia.
 - ***Exhibition of Volgograd children's art work in Coventry:*** an exhibition of the work of children donated by the Volgograd's Childrens' Gallery. Such an exhibition could also help promote other opportunities for exchange (physical and otherwise) between young people in the twinned cities.
 - ***Development of exchanges between artists in Coventry and Volgograd:*** development of proposals for future exchanges (physical and otherwise) for artists in the twinned cities with the Museum of Fine Arts. There are potential external funding avenues for such exchanges, including the British Council.
- 4.12 There is a range of opportunities arising from the delegation to Volgograd including the promotion of peace and reconciliation by Coventry and Volgograd; the possible development of economic and trade links; and joint artistic and cultural activities which could be developed as part of the commemoration of the twinning between the two cities.

List of background papers

Proper Officer: Councillor John Mutton

Author: Jenni Venn; Assistant Director – Policy, Partnership and Performance

Tel Number: 024 7683 3741

(Any enquiries should be directed to the above)

Other contributors: Jane Barlow, Lord Mayor's Office
Laura Elliott, Director, Artspace

Papers open to public inspection

Description of paper: Report Back on Conference/Seminar

Location: CH60

Approved by Cabinet/Cabinet Member on:



Coventry City Council

Public report

REPORT BACK ON CONFERENCE/SEMINAR

REPORT TO: Scrutiny Co-ordination Committee

11th September, 2013

REPORT OF: Councillor John Mutton

TITLE: Presentation to the EU

DATE: 10 – 12 June 2013

VENUE: Strasbourg

1. Recommendation

That we continue to work in partnership with our twinned cities to get the twinning movement officially recognised by the United Nations.

2. Background

Coventry and Volgograd were the first two cities in the world to officially twin together in 1944. For the last six months we have been working together alongside other twinned cities to receive recognition. This trip to the European Parliament was a follow up to the trip to Volgograd in May undertaken by myself, Jenni Venn and Laura Elliott. The purpose was to address the European Parliament to get support from members of the European Parliament. My role was to make a speech to the members of the European Parliament which I am pleased to say received excellent support. Altogether there were five speakers including myself, the Mayor of Volgograd, the permanent Russian Secretary, a MEP from Ostrava/Czech Republic and Mr Martinez from Spain who is vice-president of the European Parliament.

3. Cost of attending

	Costs Approved by Cabinet/Cabinet Member	Total of Actual Costs
Conference Fees	Nil	Nil
Flights	£548	£503
Additional Travel Expenses		€80 Taxi fares €30 Baggage Fees
Accommodation	€480	€483
Subsistence		€13

(NOTE: IF TOTALS ARE SIGNIFICANTLY DIFFERENT PLEASE EXPLAIN WHY)

4. Benefits

To further develop the close working relationship with our twin city of Volgograd and for Coventry to be recognised as one of the founders of the twinning movement. Volgograd would like to bring the exhibition to Coventry later on this year.

List of background papers

Proper Officer:

Author:

Tel Number:

(Any enquiries should be directed to the above)

Other contributors:

Papers open to public inspection

Description of paper: Report Back on Conference/Seminar

Location: CH60

Approved by Cabinet/Cabinet Member on:



Councillor John Mutton with Mayor of Volgograd



Looking at parts of the exhibition



Addressing the European Parliament

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Coventry City Council

Public report

REPORT BACK ON CONFERENCE/SEMINAR

REPORT TO: Scrutiny Co-ordination Committee 11th September, 2013
REPORT OF: Lord Mayor, Councillor Gary Crookes
TITLE: Civic Visit to Kiel, Germany for 131st Kieler Woche
DATE: 21st-24th June 2013
VENUE: Kiel, Germany

1. Recommendation

- 1.1 The Scrutiny Co-ordination Committee is recommended to endorse the report of the Lord Mayor's civic visit to Kiel and the associated Kieler Woche (Kiel Week) celebrations.

2. Background

- 2.1 As Lord Mayor of the City of Coventry, I was invited to attend and take part in a programme of events hosted by Kiel City Council to mark the formal opening of Kieler Woche. Kiel is a twin city of Coventry and as such we receive an invitation to this event each year
- 2.2 As part of the proceedings, the Coventry delegation was invited to attend and participate in the International City Forum entitled "Convention on the Rights of Persons with Disabilities – and its implementation in both Kiel and its twin and partner cities". A paper was prepared by the Policy and Communities Officer, Partnership and Performance Division, Chief Executive's Directorate.
- 2.3 Participation in the Forum fosters an exchange of information and best practice with 16 of Kiel's twin and partner cities, therefore offering a large cross-section of viewpoints to be aired.
- 2.4 Being present at this event gave me the opportunity to raise the profile and represent the City Council and Coventry at a European and International level. This year's visit was especially important as both the President of the City Council, Mr Hans-Werner Tovar and the Oberbürgermeisterin, Ms Susanne Gaschke, were new in post and this was an ideal opportunity to meet them both for the first time.

- 2.5 Kieler Woche is the largest summer festival in northern Europe and the largest sailing sports event in the World. This year the event was held from 22 – 30 June and comprised both sailing and cultural events, the majority of which are free of charge.
- 2.6 The city centre plays host to numerous events such as the International City Forum, Kiel Week Opening Ceremony and the International market. Market stalls are placed in and around the main square and offer food, gifts and music from all over the world.
- 2.7 The largest event attended was the Kieler Woche Opening Ceremony which takes place in the Town Hall Square on the first Saturday. The event this year was broadcast live from the Town Hall Square on the local TV station and was attended by a large crowd. All civic guests were presented with a small gift from Mr Hans-Werner Tovar as a memento of the occasion.
- 2.8 The Lady Mayoress and the Lord Mayor's Personal Assistant accompanied me on the visit.
- 2.9 It is interesting to note that a large proportion of the cost of Kiel Week is borne by a number of very generous sponsors including Audi, Veolia, Thyssen Krupp, Survitec (whose Head Office is in Southampton) and several other large companies.

3. Cost of attending

- 3.1 The costs for attending were as follows:

	£
Flights Birmingham to Hamburg for LM and LMPA:	553.42
Travel Insurance	<u>16.33</u>
TOTAL	<u>569.75</u>

- 3.2 Costs were covered by the Lord Mayor's Hospitality Budget. The costs of accommodation and meals were funded by the City of Kiel. The Lady Mayoress' costs were paid for by the Lord Mayor.

4. Benefits

- 4.1 During my visit as Lord Mayor, invaluable first meetings were made with Kiel's new President of the City Council and the Oberbürgermeisterin. Kiel was the first city to respond to the Coventry Cross of Nails concept and we were very pleased to be able to visit the Church of St Nikolai in Kiel where the Cross of Nails is on display.
- 4.2 The visit provided an opportunity to establish links with their newly appointed officers and to continue to promote peace and reconciliation in a modern world.
- 4.3 As the Lord Mayor of Coventry, I was regarded as an honoured guest at the various civic functions attended over the weekend including the official reception to start the event on the first evening. This was hosted by Mr Hans-Werner Tovar. I wrote a message of greetings from the Citizens of the City of Coventry to the Citizens of Kiel via the Visitors' Book.



- 4.4 I took the opportunity to have informal discussions with representatives of other twin and partner cities during the course of this event.
- 4.5 At the official dinner, held at the conclusion of the reception, we sat with Dr Lisa Homrich of the British-German Society who gave us invaluable insight in to the links between our two countries.
- 4.6 Karen Thomsen was the official interpreter for our delegation and accompanied us throughout the visit. Karen lives and works in Kiel and has wide-ranging knowledge of the area and was able to impart local information about many aspects of the region.

Councillor Erika Diehr, a member of Kiel City Council acted as host for the duration of our visit. We had many interesting discussions about the political and executive arrangements in Kiel and Coventry. Councillor Diehr introduced us to her son, Dr. Christian Diehr, who works directly for the German Chancellor's office responsible for European relations. There were informal conversations with Christian on our personal thoughts on the relative local government and political positions. Dr Diehr worked in the UK Government's Cabinet Office in 2005 through a German/UK civil servant exchange programme.



- 4.7 Prior to our participation at the International City Forum a number questions had been circulated in advance to each local authority represented at the City Forum relevant to the topic to be discussed - "Convention on the Rights of Persons with Disabilities – and its implementation in both Kiel and its twin and partner cities". A response to these questions was returned to Kiel by Coventry City Council in advance of the City Forum, thus enabling our response and those of other local authorities represented being included in the literature circulated at the Forum.

5. Other Issues

Several issues arise from the visit and I would ask Scruco if it is prepared to give the following further consideration:-

1. Wearing of the Civic chains and badges of office drew approving comments from and facilitated conversation with various other civic dignitaries. It is recommended that this practise is allowed to continue.
2. I also echo two points raised by former Lord Mayor Councillor Tim Sawdon from last year's visit:

“Whilst I would not suggest doing anything on the same scale as Kiel, would Scruco be interested in looking at the feasibility of a ‘Coventry Week’, which might link the Godiva Festival with the Coventry Inspiration Book Awards, the Positive Images Festival, Armed Forces Day and perhaps an international food festival - to name just several suggestions?”

“Would Scruco be prepared to put a bit of ‘impetus’ behind Karen Thomsen’s efforts to promote more cultural exchanges with Kiel? “

List of background papers

Proper Officer: Executive Director, Resources
Author: Councillor Gary Crookes, Lord Mayor of the City of Coventry
Tel Number: 024 7683 3103

Other contributors: Rosie Potts, Lord Mayor’s Personal Assistant
Tel. Number 024 7683 3048
(Any enquiries should be directed to the above)

Papers open to public inspection

Description of paper:	Location
Civic Visit to Kiel Papers	Lord Mayor's Office, Council House

Approved by the Cabinet Member (Community Safety and Equalities) on:
14th June 2013 **Report:** Authority for Attendance at Conferences etc.



Briefing note

To: Scrutiny Co-ordination Committee

Date: 11th September 2013

Subject: Houses in Multiple Occupation – Recommendations from Scrutiny Co-ordination Committee

1 Purpose of the Note

- 1.1 To inform Scrutiny Co-ordination of the outcomes of the task and finish group on Houses in Multiple Occupation.
- 1.2 To request that Scrutiny Co-ordination Committee agree the recommendations for Scrutiny Co-ordination and Cabinet.

2 Recommendations

- 2.1 That Scrutiny Co-ordination Committee:
 - a) Establish a task and finish group to further investigate issues related to the private rented sector, in particular to look at additional and selective licencing, landlords and letting agents.
 - b) Encourage the public to report issues in their communities using Coventry Direct.
 - c) Asks Cabinet to accept the recommendations below.

That Cabinet refers the following recommendations to the relevant Cabinet Members, with oversight provided by the Cabinet Member (Housing and Heritage).

- 1) That the Cabinet Member (Business, Enterprise and Employment) investigates further detailed evidence, notably concerning projected costs, before approving the use of an Article 4 Direction to support sustainable, contented and healthy communities as part of the wider housing strategy.
- 2) That the Cabinet Member (Community Safety and Equalities) investigates further establishing 'clearaway' days to manage waste in communities heavily populated by HiMOs, in partnership with the Universities and third sector.
- 3) That the Cabinet Member (Community Safety and Equalities) use existing enforcement powers more effectively to manage issues caused by HiMOs and private rented sector houses, including waste and noise issues.

3 Information/Background

- 3.1 In March 2013, Scrutiny Co-ordination Committee (SCRUCO) set up a task and finish group, comprising of Councillors Bigham, Blundell, Fletcher, Maton and M.Mutton to look at options for addressing residents' concerns about Houses in Multiple Occupation (HiMO). This issue was chosen for review work due to an increasing number of complaints received about these properties, particularly from residents in certain areas of the city. For this reason two representatives from residents associations were co-opted onto the task and finish group to represent the concerns from communities.

- 3.2 HiMO's are officially defined by either a planning (7 bedrooms or more) or licensing definition (three or more storeys (including occupied basements, attics, flats above shops and in converted buildings) AND occupied by five or more people living as two or more households AND includes shared amenities such as kitchens, bathrooms and toilets). However, many of the properties which are causing concern for residents do not fit into these definitions as they consist of 4 to 6 people. These smaller, unregulated HiMO's have been considered to be part of the HiMO's issue by the group, as residents were concerned that the unregulated nature of these properties was causing additional pressures within communities. It is also not obvious from the outside which properties are subject to regulation and which are not.
- 3.3 Consultation took place through an on-line questionnaire, as well as Neighbourhood Forums. Representatives from Coventry and Warwick University provided evidence at task and finish groups as well as a representative from the National Landlords Association.
- 3.4 The proposed report to the Cabinet along with the report from the task and finish group can be found in the Appendix.

Gennie Holmes
Scrutiny Co-ordinator
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024 7683 1172

Name of Scrutiny Chair:

Chair of Scrutiny Co-ordination Committee – Councillor Fletcher

Director Approving Submission of the report:

Chief Executive

Ward(s) affected:

All

Title:

Houses in Multiple Occupation – Recommendations from Scrutiny Co-ordination Committee

Is this a key decision?

No

Executive Summary:

In March 2013, Scrutiny Co-ordination Committee (SCRUCO) set up a task and finish group to look at options for addressing residents' concerns about Houses in Multiple Occupation (HiMO). This issue was chosen for review work due to an increasing number of complaints received about these properties, particularly from residents in certain areas of the City.

SCRUCO are putting forward the recommendations below for consideration by Cabinet Members. Should Cabinet decide to further investigate these options, it is at this point detailed financial information will be produced.

The appendix contains the full report of the Task and Finish Group.

Recommendations:

That Cabinet refers the following recommendations to the relevant Cabinet Members, with oversight provided by Cabinet Member (Housing and Heritage):

- 1) That the Cabinet Member (Business, Enterprise and Employment) investigates further detailed evidence, notably concerning projected costs, before approving the use of an Article 4 Direction to support sustainable, contented and healthy communities as part of the wider housing strategy.
- 2) That the Cabinet Member (Community Safety and Equalities) investigates further establishing 'clearaway' days to manage waste in communities heavily populated by HiMOs, in partnership with the Universities and third sector.
- 3) That the Cabinet Member (Community Safety and Equalities) use existing enforcement powers more effectively to manage issues caused by HiMOs and private rented sector houses, including waste and noise issues.

List of Appendices included:

Houses in Multiple Occupation Report for Scrutiny Co-ordination Committee

Other useful background papers:

Scrutiny Co-ordination Committee – Houses in Multiple Occupation Report – 20th March 2013

<http://democraticservices.coventry.gov.uk/documents/s9684/Houses%20in%20Multiple%20Occupation.pdf>

Has it been or will it be considered by Scrutiny?

Yes

Scrutiny Co-ordination Committee – 11th September 2013

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

No

Will this report go to Council?

No

Report title: **Houses in Multiple Occupation – Recommendations from Scrutiny Co-ordination Committee**

1 Context (or background)

- 1.1 In March 2013, Scrutiny Co-ordination Committee (SCRUCO) set up a task and finish group, comprising of Councillors Bigham, Blundell, Fletcher, Maton and M. Mutton to look at options for addressing residents concerns about Houses in Multiple Occupation (HiMO). This issue was chosen for review work due to an increasing number of complaints received about these properties, particularly from residents in certain areas of the city. For this reason two representatives from residents associations were co-opted onto the task and finish group to represent the concerns from communities.
- 1.2 HiMO's are officially defined by either a planning (7 bedrooms or more) or licensing definition (three or more storeys (including occupied basements, attics, flats above shops and in converted buildings) AND occupied by five or more people living as two or more households AND includes shared amenities such as kitchens, bathrooms and toilets). However, many of the properties which are causing concern for residents do not fit into these definitions as they consist of 4 to 6 people. These smaller, unregulated HiMO's have been considered to be part of the HiMO's issue by the group, as residents were concerned that the unregulated nature of these properties was causing additional pressures within communities. It is also not obvious from the outside which properties are subject to regulation and which are not.
- 1.3 Consultation took place through an on-line questionnaire, as well as Neighbourhood Forums. Representatives from Coventry and Warwick University provided evidence at task and finish groups as well as a representative from the National Landlords Association.
- 1.4 This report is requesting Cabinet to recommend that the relevant Cabinet Members consider further evidence, particularly the cost benefits of implementation of recommendations 1) and 2), before making a final decision, but that all decisions are made in support of the Council's Housing Strategy.
- 1.5 The full report from the task and finish group can be found in the Appendix.

2 Options considered and recommended proposal

2.1 Article 4 Direction

- 2.1.1 An Article 4 Direction removes the 'permitted development rights' to switch from houses to smaller HiMOs (between 4 and 6 unrelated people), meaning that planning permission is required. It can be a way for local authorities to manage the distribution of HiMO's. It has already been implemented by a number of towns and cities across England.
- 2.1.2 Its implementation means that no further HiMOs can be created in a given area without applying for planning permission. Each application is judged on its own merits.
- 2.1.3 An Article 4 Direction enables the local authority to gather information about the location of any new small HiMO's and can be used to prevent a particular area from moving beyond the "tipping point" where the saturation level of HiMO's can have a detrimental effect on a neighbourhood. Other Local Authorities have set this tipping point at between 10% and 20%.
- 2.1.4 However there can also be disadvantages to the introduction of an Article 4 Direction. These can include:

- The Direction has to be advertised for at least one year before it is due to come into force, or the Council becomes liable for compensation claims brought by property owners as they have had a 'right' summarily removed. However, as the Direction is advertised a year in advance of coming into force, there is a risk that this could lead to a 'run' on houses in areas of high demand for HiMO's, in advance of the new rules coming into force. In other words it could be counter-productive.
- Additional work pressures for the Planning department for which no fee is payable, as permitted development rights have been removed by the introduction of the Article.
- There have also been examples of Article 4 Direction creating unintended issues for residents as it flags up a problem and makes 'normal' homes in the area less valuable and/or less saleable; and because a restriction creates an incentive for owners of existing HiMO's to retain that status and offers them the opportunity to increase rents in areas where demand increases but supply becomes restricted.

2.1.5 Recommendation 1) to Cabinet is that the Cabinet Member (Business Enterprise and Employment) investigates further detailed evidence, notably concerning projected costs, before approving the use of an Article 4 Direction to support sustainable, contented and healthy communities as part of the wider housing strategy.

2.2 **Clearaway days**

2.2.1 In areas with high levels of student accommodation, there are particular issues with rubbish and flytipping during June/July when the properties become empty for the summer and are refreshed for the new academic year. In Leamington and Canterbury, to give two examples, Councils have introduced clearaway days. These are arranged in conjunction with the Universities and the Third Sector, who may be able to reuse some of the 'rubbish' thrown out. Landlords register with the Council for this service, which enables a focussed approach and would give the Council a database of landlords. Although finances will be required to deliver the service, this needs to be weighed up against the cost of ad-hoc visits by teams to collect waste that is dumped in residential streets throughout the summer period.

2.2.2 Recommendation 2 to Cabinet is that the Cabinet Member (Community Safety and Equalities) investigate further establishing 'clearaway' days to manage waste in communities heavily populated by HiMOs, in partnership with the Universities and third sector.

2.3 **Enforcement**

2.3.1 There was feedback from the Neighbourhood Forums and the questionnaire that the Council has a number of powers it can use to address problems when they arise, but they are reluctant to use them, for example the issuing of Section 215 notices under the Town and Country Planning Act. Capacity with Planning Enforcement and the Environment and Housing Enforcement Team is limited and the threshold for intervention is therefore set accordingly. However if issues are not raised with the Council, teams remain unaware of issues, and correspondingly, no action is taken.

2.3.2 Recommendation 3 to Cabinet is that the Cabinet Member (Community Safety and Equalities) use existing enforcement powers more effectively to manage issues caused by HiMOs and private rented sector houses, including waste and noise issues.

2.4 Private Rented Sector

2.4.1 As the work of the group progressed, and data was gathered from a number of sources, it became clear that many of the issues being raised by residents were not caused exclusively by HiMOs, but were in areas which are particularly densely populated and where there are high levels of rented properties of all types.

2.4.2 In the last ten years, the numbers of privately rented properties has increased from 12.6% to 20.6% (census 2011 data), changing the balance of tenure for residents in the city. This change has brought with it concerns about the quality of accommodation being let and the manner in which properties are managed and maintained, and the impact of short-term tenancies.

2.4.3 The task and finish group considered this to be an issue impacting residents more than just specifically houses in multiple occupation. Therefore, further investigation of additional and selective licensing will give SCRUCO a solid basis on which to bring forward future recommendations to Cabinet on this issue.

2.4.4 The Group recommended that SCRUCO establish a task and finish group to further investigate issues related to the private rented sector, in particular to look at additional and selective licencing, landlords and letting agents.

2.5 Reporting

2.5.1 One of the challenges for the group was that the data the Council holds about noise and rubbish complaints did not correlate with the areas where there are high levels of HiMOs and with the feedback from residents. Therefore, the group wanted to encourage residents to report concerns directly to Coventry Direct, so that a more accurate picture can be drawn up. However it must be noted that these issues were not of highest concern to residents who responded to the questionnaire and are more likely to be experienced in areas of high rented sector housing, not necessarily HiMO's.

2.5.2 The Group recommended that SCRUCO encourage the public to report issues in their communities to Coventry Direct.

3 Results of consultation undertaken

3.1 As part of the data gathering exercise undertaken for the briefing note to Scrutiny Co-ordination Committee on 20th March 2013, residents groups and associations were invited to submit evidence and information via ward Councillors.

3.2 As the initial concerns about HiMOs had come from local residents, members of Scrutiny Co-ordination felt it important to involve representatives of the community as part of the work. To this ends, two representatives from residents associations, who had submitted evidence, were invited to be co-opted onto the task and finish group.

3.3 The task and finish group wanted to further explore the issues that had been raised in the initial call for evidence. To do this, information was gathered from Neighbourhood Forums. Eight Forums discussed the issue as an item on their agenda during the consultation period, between 22nd June and 22nd July. In addition, a survey was carried out, which was available both on-line and in hard copy. 229 completed questionnaires were received.

3.4 The questionnaire asked residents whether HiMOs were a problem in their area and if so, what were the key issues and concerns for them. 70% of the respondents said that HiMOs were a concern or issue in their neighbourhood. 25% said "no" and 5% said "don't know".

- 3.5 There was a fairly even spread across the age ranges of responses to the questionnaire with the highest group aged 35-44 (23%), followed by 55-64 (21%) and 45-54 (20%). The majority of respondents were White¹ (93%) and Female (55%).
- 3.6 There was at least one respondent from each ward across the city. Bablake, Foleshill, Henley, Holbrook and Longford had only one respondent from each. Earlsdon (37%), Whoberley (14%), St. Michael's (12%) and Wainbody (10%) had the highest number of respondents. This would reflect the supporting data that these are the wards which have higher numbers of HIMO's and shared housing.
- 3.7 Of those respondents that reported HiMO's to be a concern or issue, the issue that was reported most as a big problem across all wards was "Parking" (90%), followed by "Poor condition of houses" (84%). The next highest were "Less families living in the area" (82%), "Lots of people moving into and out of the area" (75%) and "High number of "to let" boards" (75%). For the following categories, the highest response category was 'not a very big problem'; "Fly tipping" (33%), "Anti-social behaviour of residents" (37%) and "Increase in crime" (35%).
- 3.8 113 respondents, so nearly half, made additional comments when asked on the questionnaire. The key themes from the comments made were about the transitional nature of short-term lets and the impact that this has on their local neighbourhoods. This issue was also the main concern of the residents associations represented on the task and finish group.
- 3.9 From the neighbourhood forums, the key issues can be summarised as:
- Enforcement issues - 10 comments
 - Loss of community – 3 comments
 - Condition of property/landlord issues – 3 comments
 - Rubbish and bins – 2 comments
 - Overcrowding – 2 comments
 - Parking – 1 comment
 - "To Let" signs – 1 comment
 - Other – 4 comments

More detail on the consultation results can be found in the Appendix on page 17.

4 Timetable for implementing this decision

- 4.1 Once the recommendations have been agreed by Cabinet, Scrutiny Co-ordination Committee would request a progress report within six months.

5 Comments from the Executive Director, Resources

5.1 Financial implications

Costs associated with making an Article 4 Direction can be divided into three categories: up-front costs of preparation; compensation; and on-going costs of implementation and monitoring.

Up-Front Costs

These are expected to be relatively minimal, including unavoidable costs such as printing, postage, and advertisements, plus normal operational costs such as staff time. Whilst no specific budget exists, it should be possible to fund from existing resources.

¹ White – British, White – Irish, White – Gypsy/Irish Traveller, White - other

Compensation

Following formal approval to make an Article 4 Direction, this either triggers a twelve month 'notice period' that the Direction will come into effect in one year, or if the Direction comes into immediate effect it triggers a 'compensation period'. In the case of the latter, because an existing 'right' is being taken away, the Council could become liable for claims for one-off compensation from property owners who can demonstrate that they intended to benefit from the 'right' that has been removed. It is not possible to estimate accurately either the number of claims or compensation values, however, it could be substantial as it is theoretically unlimited.

On-going Administration Costs

This includes monitoring and implementation. Implementation is primarily the determination of applications for change of use from a dwelling/house to a HiMO, which previously would not have been required. This is additional workload for the planning service which, dependent on the number of applications, could be a significant pressure on staff resources. Because the 'right' that currently exists to make that change without the need for permission currently exists, and would be removed by the Direction, these applications would attract no fee.

There will also be a cost associated with establishing "clearaway days". The cost of this will need to be assessed against the savings made from reduced "ad hoc" clearance of on-street rubbish at the end of the academic year.

If these recommendations are accepted further consideration would be needed to assess the detailed financial implications.

5.2 Legal implications

An Article 4 Direction under the General permitted development Order 1995 is a special planning regulation adopted by a Local Planning Authority to provide additional powers of planning control in a particular location. It operates by removing "Permitted Development" rights over certain specified classes of minor alterations and extensions, such as porches, replacement of windows and doors and painting of the exterior of a building. Usually these Directions only relate to those facades of the building facing onto a street or public footpath or open space, but sometimes they cover alterations and extensions at the rear or developments such as sheds in back gardens. Article 4 are normally used in those exceptional circumstance where the exercise of permitted development rights would harm the local amenity, the historic environment or the proper planning of the area

The Housing Act 2004 sets out the requirements for the licensing and management of HiMOs. Failure to license an HiMO as required by statute and/or to manage an HiMO in accordance with the Management Regulations is a criminal offence. The legislation enables local authorities to introduce additional licensing requirements for HiMOs, which do not currently require a licence. Before introducing such additional requirements, the Council will need to demonstrate that it has considered other options available to it and also consult those likely to be affected by the additional requirements

6 Other 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 contribute to the Council Plan under the headings of

- Jobs and growth – by the provision of housing to meet the needs of residents.

- Better streets and pavements – by ensuring the City’s streets are cleaner and there will be less fly-tipping.
- Celebrate all that’s good about our city and its future – by Coventry being a welcoming city where diversity and cohesion is celebrated and valued.

6.2 How is risk being managed?

6.2.1 The biggest risk is around the management of the expectations of local communities as to what can be done to address concerns. As mentioned above, an Article 4 Direction, if applied to the City, may not on its own provide the outcomes hoped for.

6.2.2 If there is an increase in residents reporting concerns, there may be pressure on resources to address these problems.

6.3 What is the impact on the organisation?

If Cabinet decide to consider further the implementation of an Article 4 Direction, the pros, cons and financial implications will need to be carefully considered by the Cabinet Member (Business, Enterprise and Employment).

The impact on the organisation of establishing “clearaway” days would also have to be assessed in the context of the associated costs and the anticipated savings.

The enforcement capacity within Planning Enforcement and the Environment and Housing Enforcement Service has been reduced in recent years. Increased customer expectations and subsequent reporting of issues, through Coventry Direct, is likely to impact on these services. The expectation of customers will need to be managed in a clear and transparent manner. However, improved intelligence on the level and location of issues will help the Council plan its use of resources better.

6.4 Equalities / EIA

The Council has a role in ensuring a good mix of housing in the city to meet the needs of different communities. HiMO’s serve those residents on low incomes and young professionals as well as students. With the changes to the benefits system there is also likely to be more demand for shared housing by the under 35’s who receive housing benefits. Ensuring a good mix of housing tenure will advance equality of opportunity and foster good relations between people.

The recommendations will also encourage people to be good neighbours in terms of, for example, rubbish collection and noise. This will limit some of the negative effects HiMO’s can have if not managed well.

It should be noted by the Cabinet Members that the areas of the City with highest numbers of shared housing also have higher numbers of BME residents than the city as a whole. Also, a higher proportion of people from BME communities live in private rented housing compared to people of White British ethnicity.

This is not a causal relationship but the impact of any policy that affects these areas should be assessed for the impact on this protected group.

6.5 Implications for (or impact on) the environment

The proposals should have a positive impact on the streetscene in those areas affected by inappropriately managed household rubbish.

6.6 Implications for partner organisations?

By working closely with partner organisations such as residents groups and the two universities, interested parties have had an opportunity to have an input into the discussion about the issues.

The universities undertake work to highlight the positive affect students have on the city, encourage them to become active members of the community and minimise the perceived or real, negative affect their students can have on an area.

Residents groups have welcomed the Council listening to them and taking their concerns seriously and publicising the council's visible action about these concerns. The recommendations should go some way to addressing the original concerns raised about HiMO's.

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Jim Newton	Planning and Policy Manager	Places Directorate	22/8/13	23/8/13
Adrian West	Assistant Director - Scrutiny and Transformation	Chief Executive's Directorate	28/8/13	28/8/13
Michelle Salmon	Governance Services Officer	Resources Directorate	28/8/13	2/9/13
Names of approvers for submission: (officers and Members)				
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Director:				
Members:				

This report is published on the council's website: www.coventry.gov.uk/councilmeetings

Appendix – Report of the Scrutiny Co-ordination Committee Task and Finish Group on Houses in Multiple Occupation

Foreword by the Chair of the Task and Finish Group – Councillor Linda Bigham

At the SCRUCO meeting on 20th March 2013, the Committee received a report into Houses in Multiple Occupation (HiMO's), which they had requested due to increased public interest in the issue. Residents in some areas of the city had increasingly been raising concerns over HiMO's, including issues such as anti-social behaviour, noise, rubbish, parking and housing quality.

Following this initial report, SCRUCO agreed to set up a task and finish group to look into the issue in more depth and to consult with the people of Coventry on their views on HiMO's. This report summarises the findings of the Group and recognises that, whilst HiMO's are an issue, they are part of the wider problem caused by an increase in the Private Rented Sector (PRS) as part of the housing solution. There is real concern highlighted by residents that the sustainability of their communities is at risk due to this change in tenure.

We must extend our thanks to the three resident association representatives who were co-opted onto the task and finish group; George Moore (Gosford Park Residents Association), Kevin Noble (North Earlsdon Neighbourhood Association) and Mike Torbe (South Earlsdon Neighbours Association).

Finally, thanks must also go to Chris Morgan and Obi Okwuadigbe (Coventry University), Trevor Seeley (Warwick University) and Gavin Dick (National Landlords Association) for providing evidence at the meetings of the group.

Councillor Linda Bigham



1 Introduction

- 1.1 Following a decision by SCRUCO to set up a task and finish group to look at HiMO's, the Group looked 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.
- 1.2 Data was gathered from a variety of sources, including the National Census and officers from a number of Council teams including Public Safety and Housing, Planning and Community Safety, have been involved in this work. Information was also gathered on enforcement powers available through both public protection and planning legislation for local authorities.

2 National and Local Context

- 2.1 The UK is in the midst of a housing crisis. There are few affordable properties available to buy and the numbers of new mortgages approved, especially for first time buyers, is low. However, the number of buy-to-let mortgage loans approved in 2012 reached its highest level since 2008 as record rent prices encourage landlords to expand their property portfolios. This means that those who would have traditionally bought their own property are being forced to stay in rented accommodation for longer than they might like and in some cases, are in shared properties as this makes the rent more affordable. In addition, welfare changes could increase demand for private rented sector and shared accommodation for single, under 35s.
- 2.2 Table 1 demonstrates how tenure has changed significantly in Coventry between 2001 and 2011, with the proportion of people living in private rented accommodation having increased significantly.
- 2.3 Table 1:

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

- 2.4 There is also a perception that some of those HiMO's which create problems are occupied by students. However, it is important to recognise that there are many types of occupants in HiMO's and rented accommodation. Many of the issues being raised by residents were not caused exclusively by HiMOs, but were in areas which are particularly densely populated and where there are high levels of rented properties of all types. However there were some issues from student housing which impact on neighbourhoods, for example when properties are empty during vacations and large amounts of rubbish at the end of the academic year.

- 2.5 There has been an increase in student numbers, particularly in the last 5 years, but student presence in an area can be a positive and many students do undertake roles which help to support the local community. Economically, the student contribution to the City is important. It was estimated by a Centre for Cities study, that undergraduate students, in 2008 in Coventry, contributed £432,321,120 to the local economy.
- 2.6 Alongside this increase in student numbers, there has also been an increase in purpose built student accommodation. Since 2006, there have been 1,685 bed spaces built and a further 2,559 have been granted planning permission.

3 Definitions of HiMO

3.1 Table 2. There are different definitions of HiMO.

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

3.2 Smaller shared houses that do not fall into the categories above do not need any planning permission or a license. However, discussions with the task and finish group have included all 'smaller' HiMO's, or shared houses, which are often traditional 3 bedroom homes which have been adapted to house 4 or 5 people. It is often not possible to determine, nor relevant to communities, which category these properties fall into.

4 Data

- 4.1 A number of different statistics are used as measures of where the HiMO's are concentrated in the city. Three of the statistics are sourced from the Census 2011 by the Office for National Statistics; a fourth is taken from Council Tax records of Coventry City Council showing the location of the households that have a Council Tax exemption because all occupants are students.
- 4.2 3% of all households in the city are exempt from paying Council Tax because of the student status of the occupants, a total of 3,928 properties. These households are quite concentrated in certain areas of the city; over 3,000 of them (over three quarters) are located in the ten areas with the highest numbers. The area in Coventry with the highest number of these households is the City Centre; in this area 19% of all households are exempt from paying Council Tax because of their student status (these figures do not include student halls of residence).
- 4.3 The accommodation based on Warwick University campus is classified differently and exemption certificates are not required for halls of residences.
- 4.4 On Census day 2011 there were a total of 6,780 multi-person households (: All full-time students or a 'Multi-person household: Other') in Coventry (the count depended on how the Census respondent defined their household), making up 5% of all households in the city. 4,013 of these were concentrated in the ten areas with the highest concentrations of such households. In the local area with the highest count of 'multi-person households',

Charterhouse, such households made up nearly a quarter of all households. (Source: Census 2011 Quick Statistic 116ew, Office for National Statistics)

- 4.5 According to the respondents to the Census 2011 (Census 2011 Key Statistic 401ew), there are only 192 shared dwellings in Coventry; more than half of which are concentrated in two areas – Radford & Canal Basin and the City Centre.
- 4.6 Overall, there are 6 local areas that appear in the top 10 for all of these measures above. These are Charterhouse, the City Centre, Earlsdon-Chapelfields, Hillfields, Radford & Canal Basin and South Foleshill & Paradise. These areas are all fairly centrally located in the city. Therefore these areas have been regarded as those to be most affected by HiMO's
- 4.7 School in-year transfers
- 4.8 The task and finish group wanted to know whether schools, particularly primary schools experienced a high turn-over of pupils due to short-term tenancies and high turnover of population.
- 4.9 Analysis was done on those schools with high numbers of in-year transfers and those schools in areas of high numbers of HiMO's. Although there was a slight correlation between those schools - from the 10 schools with the highest number of in-year transfers, 7 are in areas with high numbers of HiMO's - it was not possible to identify the reason for the transfers and therefore not possible to attribute a cause and effect relationship.
- 4.10 The group also wanted to test out whether communities with higher numbers of HiMO's were experiencing a drop in numbers of children, however there was no evidence of this from schools admissions that those primary schools in areas of high numbers of HiMO's have surplus places.

5 Existing Local Authority Powers

5.1 Planning Team

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

5.2 Public Safety (Environment & Housing Enforcement and Community Safety)

- *HiMO Management Orders (for 5 or more bedrooms)* - in certain circumstances the council is able to step into the shoes of the landlord and take over the management of the HiMO through Interim and Final Management Orders. Where a HiMO is required to

be licensed and there is no prospect of it being licensed or where the conditions within the HiMO are such that the health and safety risk to the occupiers is unacceptable, the council is required to make an Interim Management Order. The Council can use the rent from tenants to carry out repairs and any surplus will be returned to the landlord when the management order ends.

- *Prevention of Damage by Pests Act 1949* – to compel the owner to remove anything that is likely to cause harbourage of rodents
- *Environment Protection Act 1990* - to abate anything that is either causing or likely to cause a statutory nuisance or is prejudicial to health. A notice can be served on the owner or tenant to resolve this matter.
- *Noise* - The Council can respond to and investigate complaints of noise nuisance arising from domestic and commercial premises under the Environmental Protection Act 1990. Formal action is only possible where officers witness noise that they consider to be a statutory nuisance. To be a statutory nuisance the noise must be causing serious disruption to everyday activities such as watching television or sleeping. There must also be proof that the noise is a regular occurrence, for this reason one off events are unlikely to be a statutory nuisance. Upon witnessing a statutory noise nuisance it is the Council's normal policy to first issue the perpetrator with a warning letter. If the noise persists and officers witness a statutory nuisance again, generally within 4 weeks of the first nuisance, then the offender will be served with a noise abatement notice which legally requires the offender to stop causing a nuisance. If the notice is not complied with and officers witness further nuisance on more than one occasion, the Council will seek to prosecute the offender.
- *Anti-Social Behaviour* - The wide definition of anti-social behaviour means that the action taken as a result of a report of anti-social behaviour can range from surveillance and warning letters to a clean-up and additional youth activities. In general, if the offenders are known, the response will include an element of the following:
 - *Warning Letters* - are sent to advise perpetrators or parents / guardians when there recorded incidents of anti-social behaviour. The letter advises that failure to stop the anti-social behaviour will result in legal action.
 - *Joint Visits* - Joint visits are carried out by the City Council, Police Officers, Housing Associations and other partnership agencies. Individuals causing problems are advised of the legal actions, which are being considered and that evidence gathering has begun.
 - *Acceptable Behaviour Contracts (ABC)* - An ABC is a written agreement between an individual who has been involved in anti-social behaviour and agencies such as the City Council, Housing Associations and the Police. The contract specifies a list of acts that the individual has been involved in and which they agree not to continue. Failure to comply to an ABC may lead to legal action.
 - *Anti-Social Behaviour Orders (ASBO)* – ASBO's can be issued against persistent offenders and, in order to protect the community from their behaviour places restrictions on their behaviour - like banning them from an area, from association with other named individuals or gathering in a group. It is a criminal offence to breach an ASBO and a breach of the order can lead to imprisonment.

5.3 Strategic Built Environment Group

5.4 A multi-directorate group has been established to encourage cross directorate working by the various regulatory services in the council in resolving the problems associated with specific properties and parcels of land within the City. The group will deal with complex cases which require clear strategic leadership. The Assistant Director for Public Safety & Safeguarding Adults chairs this group and is charged with finding solutions and identifying resources to solving the specific issues, or where there is no clear or easily attainable solution, mitigating the resultant damage or nuisance.

5.5 The role of this group is to:

- To provide direction and resolve the problems emanating from properties, businesses or parcels of land within the City, which are currently or have the potential to result in either risks to the public, damage or degradation to important buildings, environmental damage, or cause crime/anti-social behaviour.
- To ensure Council resources are prioritised and targeted to those areas presenting the most problems and risk.
- To promote collaboration, partnership working as a way of maximising value for money in service delivery.
- To maintain cross-directorate ownership and challenge to ensure that issues are resolved in a timely manner.
- To minimise or negate adverse publicity to the city council from any of the above mentioned issues.
- To provide a conduit for disseminating key messages and information throughout the council's regulatory services.
- To promote consistency in regulatory activity within the council.

5.6 The group has been established since April and meets on a regular basis. It is expected that performance of this group will be monitored by Scruco and an initial report is due at their meeting on 6th November 2013.

6 **Consultation**

6.1 Methodology

6.2 An on-line survey was developed to gauge public opinion on areas of concern about issues associated with Houses in Multiple Occupation. The survey was open for a month between 22nd June and 22nd July. Respondents could complete the survey on-line or on hard copy distributed through neighbourhood forums. Open question feedback was also gathered from Neighbourhood Forums.

6.3 Responses

6.4 In total there were 229 responses either on-line or completed as hard copies. Of these, 96%² (213) responded as an individual. Those responding on behalf of an organisation were mainly residents groups, but Whoberley Councillors responded, as well as a provider of bespoke student accommodation.

6.5 There was a fairly even spread across the age ranges of responses with the highest group aged 35-44 (23%), followed by 55-64 (21%) and 45-54 (20%). The majority of respondents were White³ (93%) and Female (55%).

² Percentages have been rounded to the nearest whole number

³ White – British, White – Irish, White – Gypsy/Irish Traveller, White - other

- 6.6 There was at least one respondent from each ward across the city. Bablake, Foleshill, Henley, Holbrook and Longford had only one respondent from each. Earlsdon (37%), Whoberley (14%), St. Michael's (12%) and Wainbody (10%) had the highest number of respondents. This would reflect the supporting data that these are the wards which have higher numbers of HiMO's.
- 6.7 Extent of the concern or issue
- 6.8 70% of the respondents said that HiMO's were a concern or issue in their neighbourhood. 25% said "no" and 5% said "don't know".
- 6.9 Those single respondents from Foleshill, Henley and Holbrook did not consider HiMO's to be a concern in their area. In Radford, Sherbourne, Westwood and Wyken wards there was a higher proportion of respondents that considered HiMO's not to be an issue or concern or they didn't know.
- 6.10 If those 6 wards with a highest response rates the proportion of respondents who considered HiMO's to be a concern or issue were Whoberley (94%), St Michael's (93%), Wainbody (86%), Lower Stoke (79%), Earlsdon (65%) and Sherbourne (46%). Again, those wards which have the higher levels of concern are those areas which the data suggests has the higher numbers of HiMO's.
- 6.11 Specific issues
- 6.12 Of those respondents that reported HiMO's to be a concern or issue, the issue that was reported as a big problem⁴ across all wards was "Parking" (90%), followed by "Poor condition of houses" (84%). The next highest were "Less families living in the area" (82%), "Lots of people moving into and out of the area" (75%) and "High number of "to let" boards" (75%).
- 6.13 For "Fly tipping" (33%), "Anti-social behaviour of residents" (37%) and "Increase in crime" (35%) the highest response was "Not a very big problem".
- 6.14 Additional Comments
- 6.15 113 respondents made additional comments. The key themes that were coming from the comments were about the transitional nature of short-term lets and the impact that this has on their local neighbourhoods.
- "The whole nature of the neighbourhood has been changed. The people who move in on a short term basis have no ties or interest in the neighbourhood and consequently take no pride in their immediate surroundings."*
- "The loss of community has been felt as an alarming number of homes have changed from being family homes to becoming student/multi share homes. This has resulted in a less cohesive place to live"*
- 6.16 There were also numerous comments about the condition of properties and negligent landlords.
- "Many landlords are responsible but some are not. They treat tenants badly and do not maintain their properties to a reasonable standard. The City Council has a responsibility to safeguard tenants and protect the city housing stock. Some form of regulation and licensing is needed"*
- "Generally they are let with the sole consideration of maximising letting income. There appears to be no concern for the neighbourhood or the house itself. This has*

⁴ "A very big problem" plus "A fairly big problem"

a detrimental effect on the surrounding area and causes a domino effect which increases the numbers of HMOs and further worsens the issues above.”

6.17 Issues about bins being left out were also fairly frequent.

“No one seems responsible for the upkeep of the properties, gardens extremely untidy wheelie bins left out permanently, making it difficult to pass on the pavement without stepping out on to the road”

6.18 There were also several comments, supportive or in defence of HiMO's.

“Does not seem to be a problem in the area as described. It would also be unwise for Coventry to limit its student population, who bring in a great deal of money to the city.”

“I think they're an important means of providing housing and accommodation for those who are unable to afford to own or rent single properties. Housing is a right; we have an obligation to continue to support individuals who require multiple occupation houses.”

“I have no objection to students, or others, renting house in the area I live in, but there is a limit and the city council must be more aware than it is of this issue. I would like to see proper and published policies on this and a willingness to enforce that I'm afraid is not always visible from the council.”

6.19 The main general concern was the affect that large numbers of HiMO's in an area has on community cohesion; such as term-time only residents, short-term tenancies, a reduction in families in the area and high turn-over of residents which can lead to a lack of a sense of community.

6.20 The main issues raised at Neighbourhood Forums were one of enforcement. From the neighbourhood forums, the frequency of issues raised can be summarised as:

- Enforcement issues - 10 comments
- Community – 3 comments
- Condition of property/landlord issues – 3 comments
- Rubbish and bins – 2 comments
- Overcrowding – 2 comments
- Parking – 1 comment
- “To Let” signs – 1 comment
- Other – 4 comments

7 Recommendations

Having considered the evidence, the task and finish group put forward the following recommendations to SCRUCO and Cabinet for consideration

That Scrutiny Co-ordination Committee

- a) Establish a task and finish group to further investigate issues related to the private rented sector, in particular to look at additional and selective licencing, landlords and letting agents.
- b) Encourage the public to report issues in their communities to Coventry Direct.
- c) Asks Cabinet to accept the recommendations below.

That Cabinet refers the following recommendations to the relevant Cabinet Members, with oversight provided by Cabinet Member (Housing and Heritage)

- 1) That the Cabinet Member (Business, Enterprise and Employment) investigates further, detailed evidence, notably concerning projected costs, before approving the use of an Article 4 Direction to support sustainable, contented and healthy communities as part of the wider housing strategy.

- 2) That the Cabinet Member (Community Safety and Equalities) investigates further establishing 'clearaway' days to manage waste in communities heavily populated by HiMOs, in partnership with the Universities and third sector.
- 3) That the Cabinet Member (Community Safety and Equalities) use existing enforcement powers more effectively to manage issues caused by HiMOs and private rented sector houses, including waste and noise issues.

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Scrutiny Co-ordination Committee

11th September, 2013

Work Programme 2013/14

For more details on items, please see pages 2 onwards

10th July 13

Alcohol Strategy
Olympic Legacy Scrutiny Panel
Outside Bodies reports back
Review of Coventry Community Safety Partnership (CSP)

7th Aug 13

Equalities
Equalities in Employment
Changes to the Constitution

11th Sept 13

Houses in Multiple Occupation Task and Finish group
Conference Reports –
- Civic Visit to Volgograd
- Delegation to City of Volgograd
- Presentation to the European Union
- Civic Visit to Kiel

9th Oct 13

6th Nov 13

Built Environment Enforcement

11th Dec 13

Welfare Reform

22nd Jan 14

Public Safety Services

19th Feb 14

19th March 14

16th April 14

Date to be identified

Review of Coventry Partnership
Update on DVA multi-agency model
Community Safety Partnership Annual Report
Neighbourhood working review
Transition between Children's and Adult's Social Care
Immigrant communities – access to healthcare and support services, promoting values
Scrap Metal Licensing
Legal Services Costs and Income
Council Wide Marmot Plan
Asset Based Working
Statutory Advisor on Health
Organisational Change

Meeting Date	Work programme item	Lead Officer	Brief Summary of the issue	Source
10 th July 13	Alcohol Strategy	Jane Moore/ Olivia Taylor	Alcohol has wide ranging impacts on people and communities particularly in relation to health and community safety. A draft Alcohol Strategy has been prepared for consideration by the Community Safety Partnership and Cabinet Member (Health and Adult Services) setting out the position in Coventry and proposals for action and the Scrutiny Co-ordination Committee will contribute to this.	Informal Scrucoco meeting 10/06/13
	Olympic Legacy Scrutiny Panel	Gennie Holmes	To feedback and report on progress on the work of the task and finish group established following the Cabinet Member (Policy, Leadership and Governance) meeting on 30 th November 2012. A progress report was presented to Scrucoco at their meeting on 17 th April 2013.	Scrucoco 17/4/13
	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.	Annual review
	Review of Coventry Community Safety Partnership (CSP)	Sara Roach	To present to the Board the proposed changes to the CSP requested by the Police and Crime Commissioner	Informal Scrucoco meeting 10/06/13
7 th Aug 13	Equalities	Jenni Venn/ Surindar Nagra	To review the Council's annual equalities report and identify any priorities or concerns for future action or review.	Informal Scrucoco meeting 10/06/13
	Equalities in Employment	Shokat Lal	This item will look at the diversity of the Council's workforce and how the Council is encouraging a more diverse workforce. Referred to Scrucoco for monitoring from CM(Equalities and Community Safety)	CM(Equalities and Community Safety)
	Changes to the Constitution	Christine Forde/ Carol Bradford	For the Board to discuss and comment on proposed changes to the Constitution	
11 th Sept 13	Houses in Multiple Occupation Task and Finish group	Gennie Holmes/ Vicky Castree	To feedback and report on progress on the work of the task and finish group established following the Scrucoco meeting on 20 th March 2013	Scrucoco 20/3/13

Scrutiny Co-ordination Committee Work Programme 2013/14

Meeting Date	Work programme item	Lead Officer	Brief Summary of the issue	Source
	Conference Reports – - Civic Visit to Volgograd - Delegation to City of Volgograd - Presentation to the European Union - Civic Visit to Kiel	Cllr Sawdon, Cllr Crookes, Cllr J Mutton	Conference reports for several civic visits.	
9th Oct 13				
6th Nov 13	Built Environment Enforcement	Sara Roach	To review the effectiveness of initiatives to ensure that enforcement activity (across housing, planning, environment and community safety) is effectively joined up to deliver the best outcomes for local people and the environment, including the work of the Strategic Built Environment Group. This could include information on how the issue of empty properties is being addressed.	Informal Scrucro meeting 10/06/13
11th Dec 13	Welfare Reform	Simon Brake	To consider the approach the Council is taking to co-ordinate services for those people affected by Welfare Reform, particularly Credit Unions, Making Every Contact Count and links to Marmot, as well as the financial impact on the Council of Discretionary Housing Payments and the Community Support Grant.	
22nd Jan 14	Public Safety Services	Sara Roach	To contribute to a review of risk levels and thresholds for intervention as part of review of how the service operates and engages with local people.	Informal Scrucro meeting 10/06/13
19th Feb 14				
19th March 14				
16th April 14				
Date to be identified	Review of Coventry Partnership	Jenni Venn	To review the current priorities and working model of the Coventry Partnership in the context of new national and local initiatives including the LEP	Scrucro 17/4/13
	Update on DVA multi-	Sara Roach/	An update on progress following the meeting on 21 st	SB4 Meeting

Meeting Date	Work programme item	Lead Officer	Brief Summary of the issue	Source
	agency model	Mandie Watson	November 2012, to include an update on progress on actions from the SCR	21/11/12

Scrutiny Co-ordination Committee Work Programme 2013/14

Meeting Date	Work programme item	Lead Officer	Brief Summary of the issue	Source
	Community Safety Partnership Annual Report	Mandie Watson	The Annual Report of the Community Safety Partnership as well as the strategic assessment informing priorities for working	
	Neighbourhood working review	Sara Roach/ Jane Moore	To look at the development and monitoring of performance measures for the new service, following the changes to neighbourhood working towards an asset based approach. Referred for monitoring by Cabinet at their meeting on 9/7/13	Cabinet 9/7/13
	Transition between Children's and Adult's Social Care			SB2 2012/13
	Immigrant communities – access to healthcare and support services, promoting values		Prompted by Referral and Assessment Service visit by Scrutiny Board 2 during 2012/13	Prompted by RAS visit SB2 2012/13
	Scrap Metal Licensing	Sara Roach	To contribute to the development of local policy in response to the new licensing provisions being introduced under the Scrap Metal Dealers Act 2013 and progress on the implementation of licensing in the city.	Informal Scrucro meeting 10/06/13
	Legal Services Costs and Income	Christine Forde	To review opportunities to reduce external legal spend and increase income generation opportunities from the service. Scrucro or Finance and Corporate Services SB	Informal Scrucro meeting 10/06/13
	Council Wide Marmot Plan	Jane Moore	To review the Council's work as one of the Marmot Cities to improve life chances and reduce health inequalities	Informal Scrucro meeting 10/06/13
	Asset Based Working	Jane Moore	To contribute to the development of asset based working to create more resilient communities.	Informal Scrucro meeting 10/06/13
	Statutory Advisor on Health	Jane Moore	To review the role and impact of the Director of Public Health's responsibilities as the Council's Statutory Advisor on Health	Informal Scrucro meeting 10/06/13
	Organisational Change		To scrutinise the impact of the significant organisational change being planned with the creation of the People and Resources Directorates.	All Scrutiny Members meeting 26/6/13

In addition the following dates are “if required” 24th July, 28th August, 2nd October, 23rd October, 20th November, 8th January 2014, 5th February, 5th March, 2nd April