

**Time and Date**

2.00 pm on Tuesday, 25th June, 2013

Place

Council Chamber - Council House

Please find attached to this agenda, the 2013/14 Seating Plan for the Council Chamber

1. **Apologies**

2. **Minutes of the Annual Meeting held on 16th May 2013** (Pages 7 - 44)

3. **Exclusion of the Press and Public**

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

4. **Coventry Good Citizen Award**

To be presented by the Lord Mayor and Judge Griffith-Jones, Honorary Recorder

5. **Correspondence and Announcements of the Lord Mayor**

6. **Petitions**

7. **Declarations of Interest**

Matters Left for Determination by the City Council/Recommendations for the City Council

8. **Outcome of Consultation on Coventry City Council's Revised Street Trading Consent Policy** (Pages 45 - 78)

From the meeting of the Cabinet Member (Community Safety and Equalities), 21st March 2013

9. **European Regional Development Fund (ERDF) Accountable Body Report** (Pages 79 - 90)

From the meeting of Cabinet, 16th April 2013

10. **Changes to the Constitution** (Pages 91 - 100)

From the meeting of the Cabinet Member (Community Safety and Equalities), 14th June 2013.

It is anticipated that the following matters will be referred as Recommendations from the Cabinet, 18th June 2013. In order to allow Members the maximum opportunity to acquaint themselves with the proposal, the reports are attached. The relevant Recommendations will be circulated separately:-

11. **High Speed 2 and Coventry** (Pages 101 - 108)
Report of the Director of City Services and Development.
12. **Implementation of the Living Wage** (Pages 109 - 116)
Report of the Director of Customer and Workforce Services.
13. **Review of the Members' Allowances and Expenses Scheme** (Pages 117 - 134)
Report of the Director of Customer and Workforce Services.
14. **Starting the Friargate Business District to Regenerate the City, Transform the Council and Deliver Savings** (Pages 135 - 162)
Report of the Director of City Services and Development.
15. **Friargate Bridge** (Pages 163 - 178)
Report of the Director of Finance and Legal Services.

Item(s) for Consideration

16. **Scrutiny Annual Report to Council 2012/13** (Pages 179 - 198)
17. **Annual Report from the Leader to the Council on Key Decisions made under Special Urgency** (Pages 199 - 202)
Report of the Director of Customer and Workforce Services.
18. **Appointments of the City Council** (Pages 203 - 208)
Report of the Director of Customer and Workforce Services

Other Business

19. **Question Time**
 - (a) Written Questions – There are no written questions
 - (b) Oral Questions to Chairs of Scrutiny Boards/Chair of Scrutiny Co-ordination Committee
 - (c) Oral Questions to Chairs of other meetings
 - (d) Oral Questions to Representatives on Outside Bodies
 - (e) Oral Questions to Cabinet Members or Deputy Cabinet Members on any matter
20. **Statements (if any)**

21. Debates

- (a) To be moved by Councillor Sawdon and seconded by Councillor Andrews:

“That this Council, recognising that Coventry is renowned both nationally and internationally as the City of Peace and Reconciliation, pledges to continue to develop policies to ensure the inclusion of all its citizens.”

- (b) To be moved by Councillor Mrs Lucas and seconded by Councillor Townshend:

“This Council reaffirms its commitment to being a City locally, nationally, and internationally of Peace and Reconciliation. It reaffirms its commitment to treating all of its citizens equally and fairly, without prejudice or discrimination and maintaining the highest bonds of community cohesion.

The City Council commits to continue to work with all individuals and organisations to promote the values set out in this resolution.”

Private Business

Matters Left for Determination by the City Council/Recommendations for the City Council

It is anticipated that the following matter will be referred as a Recommendation from the Cabinet, 18th June 2013. In order to allow Members the maximum opportunity to acquaint themselves with the proposal, the report is attached. The relevant Recommendations will be circulated separately:-

22. Friargate Bridge (Pages 209 - 226)

Report of the Director of City Services and Development

(Listing Officer: C. Knight, tel: 024 7683 4001)

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

Monday, 17 June 2013

Note: The person to contact about the agenda and documents for this meeting is Carolyn Sinclair/Suzanne Bennett 024 7683 3166/3072

Membership: Councillors F Abbott, N Akhtar, M Ali, A Andrews, M Auluck, S Bains, L Bigham, J Blundell, K Caan, D Chater, J Clifford, G Crookes (Chair), G Duggins, C Fletcher, K Foster, D Galliers, D Gannon, A Gingell, M Hammon, L Harvard, P Hetherington, D Howells, J Innes, L Kelly, D Kershaw, T Khan, A Khan, R Lakha, R Lancaster, J Lepoidevin, A Lucas, K Maton, J McNicholas, C Miks, K Mulhall, J Mutton, M Mutton, H Noonan (Deputy Chair), J O'Boyle, E Ruane, R Sandy, T Sawdon, H S Sehmi, B Singh, D Skinner, T Skipper, H Sweet, K Taylor, R Thay, S Thomas, P Townshend, S Walsh, D Welsh and A Williams

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

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OR if you would like this information in another format or
language please contact us.

Carolyn Sinclair/Suzanne Bennett
024 7683 3166/3072

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However, by entering the meeting room and using the public seating area, you are consenting to being filmed and to the possible use of those images and sound recordings for webcasting and/or training purposes. If you have any queries regarding this, please contact the Governance Services Officer at the meeting.

Cllr Sweet	Cllr T. Khan	Cllr Miks
Cllr Clifford	Cllr Walsh	Cllr Thay
Cllr Fletcher	Cllr Mullhall	Cllr Auluck
Cllr Duggins	Cllr Ali	
Cllr A. Khan		
Cllr Hetheron		

	Lord Mayor Cllr Crookes	
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Cllr Skinner	Cllr Foster	Cllr Williams
		Cllr Lepoidevin
Cllr Hammon		Cllr Noonan
	Cllr Taylor	Cllr Sawdon
		Cllr Andrews
		Cllr Blundell

Labour - 43
Conservative - 11

		Cllr Harvard	Cllr Sehmi	Cllr Bigham	Cllr Bains	Cllr O'Boyle
	Cllr Akhtar	Cllr Caan	Cllr Howells	Cllr Lancaster	Cllr Innes	Cllr Abbott
Cllr Lucas	Cllr Townshend	Cllr Gannon	Cllr Ruane	Cllr Kershaw	Cllr Gingell	Cllr Kelly

Cllr Welsh	Cllr Chater				
Cllr Thomas	Cllr Singh	Cllr Lakha	Cllr J Mutton	Cllr M Mutton	
Cllr Maton	Cllr Sandy	Cllr Mc Nicholas	Cllr Skipper	Cllr Galliers	

**ANNUAL MEETING OF
THE COUNCIL OF THE CITY OF COVENTRY
16th May 2013**

PRESENT

Lord Mayor (Councillor Sawdon)
Deputy Lord Mayor (Councillor Crookes)

Councillor Abbott	Councillor Lancaster
Councillor Akhtar	Councillor Mrs. Lucas
Councillor Ali	Councillor Maton
Councillor Andrews	Councillor McNicholas
Councillor Auluck	Councillor Miks
Councillor Bains	Councillor Mulhall
Councillor Mrs. Bigham	Councillor J. Mutton
Councillor Blundell	Councillor Mrs. M. Mutton
Councillor Caan	Councillor Noonan
Councillor Clifford	Councillor O'Boyle
Councillor Duggins	Councillor Ruane
Councillor Fletcher	Councillor Sandy
Councillor Foster	Councillor Singh Sehmi
Councillor Galliers	Councillor B. Singh
Councillor Gannon	Councillor Skinner
Councillor Gingell	Councillor Skipper
Councillor Hammon	Councillor Sweet
Councillor Harvard	Councillor Taylor
Councillor Hetherton	Councillor Thay
Councillor Kelly	Councillor Thomas
Councillor Kershaw	Councillor Townshend
Councillor A. Khan	Councillor Walsh
Councillor T. Khan	Councillor Welsh
Councillor Lakha	

1. Apologies

Apologies for absence were received from Councillors Chater, Howells, Innes Lepoidevin and Williams

2. Correspondence and Announcements of the Lord Mayor

There were no announcements.

3. Election of Chair of the Council

It was moved by Councillor Blundell, seconded by Councillor Foster and supported by Councillor Mrs Lucas, that Councillor Gary Crookes be elected as Chair of the Council (being the Lord Mayor of the City) for the ensuing year.

RESOLVED that Councillor Gary Crookes be elected as Chair of the Council for the 2013/14 municipal year, having made the declaration of office

prescribed by the Local Government Act 1972 (as amended) and having been invested with the Lord Mayor's Chain of Office and Robe.

4. Official Badge of the Lady Mayoress

The retiring Lady Mayoresses, Mrs Nicky Sawdon, invested Mrs Shirley Crookes with the Badge of Office of the Lady Mayoress.

5. Lord Mayor's Address

The Lord Mayor, Councillor Crookes, addressed the City Council.

6. Vote of Thanks to the Retiring Lord Mayor

A vote of thanks for the retiring Lord Mayor, Councillor Timothy Sawdon, was moved by Councillor Townshend and seconded by Councillor Blundell.

Councillor Sawdon responded to the vote of thanks.

RESOLVED:

(1) That the warmest thanks of the Council were due and were thereby given to Councillor Timothy Sawdon for the zeal and impartiality with which he has discharged the arduous duties of the office of Lord Mayor during the year 2012/13 and to Mrs Nicky Sawdon as Lady Mayoress.

(2) That a copy of this resolution, under the common seal, be presented to Councillor Timothy Sawdon.

7. Medallions for the Retiring Lord Mayor and Lady Mayoress

The Lord Mayor, on behalf of the City Council, presented to Councillor Sawdon and Mrs Sawdon, Lord Mayor and Lady Mayoress during 2012/13, medallions inscribed with their names.

8. Election of Vice Chair of the Council

It was moved by Councillor Foster and seconded by Councillor Singh Auluck that Councillor Hazel Noonan be elected as Vice Chair of the Council (being the Deputy Lord Mayor of the City) for the ensuing year.

RESOLVED that Councillor Hazel Noonan be elected Vice Chair of the Council for the 2013/14 municipal year, having made the declaration of office prescribed by the Local Government Act 1972 (as amended) and having been invested with the Deputy Lord Mayor's Badge and Robe.

9. Official Badge of the Deputy Consort

The Lady Mayoress, Mrs. Shirley Crookes, invested Mr. Christopher Noonan with the Badge of Office of the Deputy Consort.

10. Election of the Leader of the Council

It was moved by Councillor Gannon and seconded by Councillor Hetherton that Councillor Ann Lucas be elected as Leader of the Council.

RESOLVED that Councillor Ann Lucas be elected as Leader of the Council.

11. Composition of the Cabinet and Allocation of Executive Functions within the Cabinet

The City Council noted a report of the Leader, Councillor Ann Lucas which confirmed the composition of the Cabinet and the allocation of executive portfolios/functions within the Cabinet (detailed below) and sought approval of new posts.

RESOLVED that approval be given for the creation of three new posts of Deputy Cabinet Members as set out in the report.

Member	Portfolio
The Leader (Policy and Leadership) Cllr Mrs Lucas	Corporate Plan Scrutiny External relations / public relations Image and reputation Partnership companies Liaison with Management Board Emergency Planning Regional Matters Risk Management Local Enterprise Partnership Marmot City Domestic Violence and Sexual Exploitation
The Deputy Leader (Community Safety and Equalities) Cllr Townshend	Community Centres Community Safety Community Cohesion Refugees and Asylum Seekers Voluntary Sector Welfare Advice Services Public Protection and Licensing Democratic Services (incl. Lord Mayor's) Equalities Legal Services Training (Members) Neighbourhood Services Constitutional Matters Delivering Agenda for Change Deputising on Leader items
Cabinet Member (Strategic Finance and Resources) Cllr Gannon	Strategic Finance including Budget Setting External Resources Operational Finance incl Revenues and Benefits Service Transformation Procurement

Member	Portfolio
	Value for Money Medium Term Financial Strategy Corporate Service Performance, Policy and Quality Human Resources e-Government Key Staff Recruitment and Retention Information Technology and Customer Services Health and Safety Single Status
Cabinet Member (Children and Young People) Cllr Duggins Deputy: Cllr Innes	Children and Families Children and Young People's Social Care Young People Youth Offending Service Safeguarding S19 Children Act 2004 Lead Member
Cabinet Member (Education) Cllr Kershaw Deputy: Cllr Howells	Post 16 Education and Training Schools Early Years Libraries Adult Education Higher and Further Education (incl Universities)
Cabinet Member (Business, Enterprise and Employment) Cllr Kelly	Community Economic Development City Centre International Liaison (except Lord Mayor's) Inward Investment Property Urban Regeneration Regional Housing and Planning Transportation Tourism and Marketing Events
Cabinet Member (Public Services) Cllr Lancaster	Building Cleaning Catering Highways and Lighting Licensing Policy (Hackney Carriage and Private Hire) Street Services (Ground Maintenance, Refuse, Street Cleaning) Waste Management Flood Management Building Services
Cabinet Member (Energy and Environment) Cllr A. Khan	Agenda 21 Climate Change Strategy and Development Carbon Footprint Energy Conservation and Renewal Green Travel Nottingham Declaration Sustainability

Member	Portfolio
	Energy Policy Fuel Poverty Environment Parks
Cabinet Member (Health and Adult Services) Cllr Gingell Deputy: Cllr Caan	Social Care for Adults, Older People and People with Disabilities Carers Health Strategy and Policy Health Inequalities Local Health Economy
Cabinet Member (Housing and Heritage) Cllr Ruane	Archives Arts Heritage Museums Conservation Sport Housing

Notes:

* **Councillor Duggins is designated as the Lead Member for Children's Services as required by Section 19 of the Children Act 2004**

** **Councillor McNicholas is appointed Lead Member for Transportation**

12. Minutes

The minutes of the meetings of the City Council held on 19th March 2013, were signed as a true record.

13. Declarations of Interest

There were no declarations of interest.

14. Matters for Determination by the City Council

The Council considered and approved the following documents which were tabled at the meeting:

- (i) The appointment of Licensing and Regulatory Committee, Planning Committee, Health and Wellbeing Board, Scrutiny Co-ordination Committee, Scrutiny Boards, Audit and Procurement Committee, an Ethics Committee and such other Committees as the Council considers appropriate to deal with matters which are neither reserved to the Council nor are executive functions as set out in Part 3, Table 1 of the Constitution. This also includes the appointment of the Chair and Deputy Chair of those bodies.
- (ii) The size and terms of reference for those Boards and Committees (as set

out in the Constitution).

- (iii) The allocation of seats to political groups in accordance with the political balance rules.
- (iv) The nominations of Councillors to serve on each Scrutiny Board, Committee and Cabinet Advisory Panel.
- (v) The nominations and appointments to outside bodies.
- (vi) The programme of ordinary meetings of the Council, Cabinet, Scrutiny Boards, Committees and Advisory Panels for 2013/14 including the date and time of the next Annual Meeting.
- (v) Agree the Scheme of Delegation as set out in Part 3 of the Constitution

RESOLVED:

- (a) That the City Council approve the allocation of seats, appointments and programme of meetings appended to these minutes.**
- (b) That, In the event that the Local Elections for 2014 are moved in line with the European Elections, approval be given for the additional meetings identified for May/June 2014 and that authority be delegated to the Director of Customer and Workforce Services, in consultation with the Leader and the Lord Mayor, to confirm the date of the Annual Meeting.**

15. Changes to the Constitution, including Members' Allowances, and those consequential changes arising from the Annual Meeting decisions and appointments.

The City Council considered a report of the Director of Finance and Legal Services which addressed the consequential changes that would be required to the Constitution as a result of decisions made at this Annual Meeting (16 May 2013). The Constitution also needed to be amended to reflect changes at the Annual Meeting in connection with the creation of new Deputy Cabinet Member posts and changes to the title and terms of reference of Audit (now Audit and Procurement) Committee. A report on changes needed to the Members' Allowances Scheme, would be brought to a future Council meeting.

RESOLVED that the City Council:

- (a) Approve the changes to the Constitution set out in paragraph 2 of the report.**
- (b) Delegate authority to the Assistant Director (Legal Services) & Monitoring Officer to make any necessary amendments to the Constitution arising from the decisions taken at the Annual Meeting, both those identified in this report and otherwise.**

COUNCIL

16th May 2013

APPOINTMENTS – 2013/14

CABINET

Appointed by the Leader (Report 7)

Non-Voting Representatives on Cabinet

Councillor Blundell

Councillor Andrews

LICENSING AND REGULATORY COMMITTEE

CHAIR	DEPUTY CHAIR
Councillor Hetherton	Councillor B Singh

Councillor Ali

Councillor Andrews

Councillor Bigham

Councillor Caan

Councillor Chater

Councillor Foster

Councillor Galliers

Councillor Harvard

Councillor Howells

Councillor Miks

Political Balance	
Conservative	2
Labour	10

PLANNING COMMITTEE

CHAIR	DEPUTY CHAIR
Councillor Maton	Councillor Galliers

Councillor Innes

Councillor McNicholas

Councillor Mulhall

Councillor Noonan

Councillor O'Boyle

Councillor Sweet

Councillor T. Khan

Councillor Taylor

Councillor Walsh

Political Balance	
Conservative	2
Labour	9

ETHICS COMMITTEE

CHAIR:	Councillor Hetherton
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Councillor Andrews

Councillor Fletcher

Councillor Gannon

Councillor Mulhall

Political Balance	
Conservative	1
Labour	4

INDEPENDENT REMUNERATION PANEL

5 Independent Members

(Up to 5 to be appointed by the Director of Customer and Workforce Services after consultation with the Group Leaders)

SCRUTINY

NOTE : MEMBERS OF SCRUTINY CANNOT BE MEMBERS OF THE CABINET

Scrutiny Co-ordination Committee

Designated as the Crime and Disorder Committee

CHAIR	DEPUTY CHAIR
Councillor Fletcher	Councillor Clifford

Councillor Abbott

Councillor Andrews

Councillor Blundell

Councillor Sandy

Councillor Skipper

Councillor T. Khan

Councillor Thomas

Political Balance	
Conservative	2
Labour	7

Co-opted Members for Education Matters

Mr. R. Potter (Nominated by the Roman Catholic Church)

1 Vacancy (Nominated from other faith groups in the city)

Mrs. S. Hanson (Nominated by the Church of England)

Mrs. K. Jones (Primary Parent Governor Representative)

1 Vacancy (Secondary Parent Governor Representative)

Finance and Corporate Services Scrutiny Board (1)

CHAIR:	Councillor Sandy
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Councillor Akhtar

Councillor Chater

Councillor Foster

Councillor Lakha

Councillor Miks

Councillor Sawdon

Councillor Sehmi

Councillor Skipper

Political Balance	
Conservative	2
Labour	7

Note: The Chair of the Audit and Procurement Committee (Cllr Sweet) is invited to attend meetings of this Board.

Education and Children's Services Scrutiny Board (2)

CHAIR:	Councillor Abbott
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Councillor Akhtar

Councillor Bains

Councillor Blundell

Councillor Clifford

Councillor Lakha

Councillor Lepoidevin

Councillor M. Mutton

Councillor Thomas

Political Balance	
Conservative	2
Labour	7

Co-opted Members for Education Matters

Mr. R. Potter (Nominated by the Roman Catholic Church)

1 Vacancy (Nominated from other faith groups in the city)

Mrs. S. Hanson (Nominated by the Church of England)

Mrs. K. Jones (Primary Parent Governor Representative)

1 Vacancy (Secondary Parent Governor Representative)

Business, Economy and Enterprise Scrutiny Board (3)

CHAIR:	Councillor Skipper
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Councillor Abbott

Councillor Auluck

Councillor Galliers

Councillor Hammon

Councillor Maton

Councillor Taylor

Councillor Walsh

Councillor Welsh

Political Balance	
Conservative	2
Labour	7

Public Services, Energy and Environment Scrutiny Board (4)

Designated as the Flood Management Committee

CHAIR:	Councillor T. Khan
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Councillor Andrews

Councillor Auluck

Councillor Bains

Councillor Fletcher

Councillor Hammon

Councillor McNicholas

Councillor Mulhall

Councillor Thay

Political Balance	
Conservative	2
Labour	7

Health and Social Care Scrutiny Board (5)

Designated as the Health Overview and Scrutiny Committee

CHAIR:	Councillor Thomas
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Councillor Ali

Councillor Clifford

Councillor Fletcher

Councillor Hetherton

Councillor J Mutton

Councillor Noonan

Councillor Sehmi

Councillor Williams

Political Balance	
Conservative	2
Labour	7

Co-opted Member

Mr. David Spurgeon

AUDIT AND PROCUREMENT COMMITTEE

CHAIR	DEPUTY CHAIR
Councillor Sweet	Councillor Bains

Councillor Harvard

Councillor Sandy

Councillor Sawdon

Councillor B. Singh

Political Balance	
Conservative	1
Labour	5

Labour Group Substitute – Councillor Thay

Conservative Group Substitute – Councillor Blundell

COVENTRY HEALTH AND WELL-BEING BOARD

Councillor Mrs Lucas	Leader of the Council
Councillor Gingell	Cabinet Member (Health and Adult Services) – (Chair)
Councillor Duggins	Cabinet Member (Children and Young People)
Councillor Thomas	One additional Councillor nominated by the Leader
Councillor Noonan	Conservative Group Representative

Director of Community Services	(Statutory Appointment)
Director of Children, Learning and Young People	(Statutory Appointment)
Director of Public Health	(Statutory Appointment)
Local Healthwatch – 2 representatives	(Statutory Appointment)
Coventry and Rugby Clinical Commissioning Group – 2 representatives	(Statutory Appointment)
Voluntary Action Coventry – 1 representative	
Coventry University – Vice-Chancellor (or representative)	
Warwick University – Vice-Chancellor (or representative)	
NHS Commissioning Board – 1 representative	
West Midlands Police – 1 representative	
West Midlands Fire Service – Operations Commander Coventry	

CHAIRS OF NEIGHBOURHOOD FORUMS

North West Neighbourhood Management Area

Bablake – Councillor Kershaw
Sherbourne – Councillor Walsh
St. Michael's – Councillor Welsh
Whoberley – Councillor B. Singh
Woodlands – Councillor Hetherton

North East Neighbourhood Management Area

Foleshill – Councillor A. Khan
Henley – Councillor Maton
Holbrook – Councillor Mrs Lucas
Longford – Councillor Harvard
Radford – Councillor Mulhall
Upper Stoke – Councillor Bains

South Neighbourhood Management Area

Binley and Willenhall – Councillor J. Mutton
Cheylesmore – Councillor Noonan
Earlsdon – Councillor Hammon
Lower Stoke – Councillor Townshend
Wainbody – Councillor Sawdon
Westwood – Councillor Sandy
Wyken – Councillor Abbott

ADVISORY PANELS / PANEL TO BE RE-APPOINTED / APPOINTED DURING 2013/14

ADVISORY PANELS TO BE RE-APPOINTED

CORPORATE PARENTING BOARD (TO ACT AS THE CABINET ADVISORY PANEL FOR LOOKED AFTER CHILDREN)

Councillor Duggins	Cabinet Member for Children and Young People (Chair)
Councillor Kershaw	Cabinet Member for Education
Councillor Abbott	Chair of Education and Children's Scrutiny Board (2)
Councillor Chater	Labour Group Representative
Councillor Blundell	Shadow Cabinet Member for Education
Councillor Lepoidevin	Shadow Cabinet Member for Children and Young People
Councillor Skinner	Conservative Group Representative

CABINET MEMBER (COMMUNITY SAFETY AND EQUALITIES) - CONSTITUTIONAL ADVISORY PANEL

2 Council Members on Ethics Committee

Councillor Hetherton Labour Member on Ethics

Councillor Andews Conservative Member on Ethics

2 Group Secretaries (Labour Group representative to be appointed Chair)

Councillor Gannon (Chair)

Councillor Noonan

1 Member from Controlling Group

Councillor Fletcher

CABINET ADVISORY PANEL – SCHOOL ORGANISATION

(NOTE: Councillors may not be Cabinet Members, one to be the Shadow Cabinet Member for Education)

Councillor Clifford Labour Councillor

Councillor Fletcher Labour Councillor

Councillor Sweet Labour Councillor

Councillor Blundell Shadow Cabinet Member for Education

3 Head Teachers (1 x Primary, 1 x Secondary, 1 x Special)

3 Governors (1 x Primary, 1 x Secondary, 1 x Special)

2 Voluntary Aided Sector (1 x Roman Catholic Diocese, 1 Church of England Diocese)

(NOTE: Chair elected at each meeting and may not be an elected member)

CABINET ADVISORY PANEL - COVENTRY LOCAL DEVELOPMENT PLAN

Councillor Kelly	Cabinet Member (Business, Enterprise and Employment) (Chair)
Councillor Maton	Chair of Planning Committee
Councillor Mrs Lucas	Leader
Councillor Ruane	Cabinet Member (Housing and Heritage)
Councillor A. Khan	Cabinet Member (Energy and Environment)

NOTE: The Deputy Leader (Councillor Townshend) is invited to attend meetings of this Panel.

CABINET MEMBER (COMMUNITY SAFETY AND EQUALITIES) ADVISORY PANEL - ELECTORAL ARRANGEMENTS

Councillor Townshend	Deputy Leader & Cabinet Member (Community Safety and Equalities) (Chair)
Councillor Mrs Lucas	Leader
Councillor Fletcher	Labour Councillor
Councillor Gannon	Labour Councillor
Councillor Blundell	Leader of Opposition
Councillor Andrews	Deputy Leader of Opposition

**CABINET MEMBER (COMMUNITY SAFETY AND EQUALITIES) ADVISORY PANEL -
THE COVENTRY AWARD OF MERIT**

Councillor Townshend	Cabinet Member (Community Safety and Equalities) – (Chair)
Councillor Gannon	Cabinet Member (Strategic Finance and Resources)
Councillor Fletcher	Chair of Scrutiny Co-ordination Committee (or their nominee)
Councillor Andrews	Shadow Cabinet Member (Community Safety and Equalities)
Councillor Crookes	Lord Mayor, ex officio
His Honour Judge Griffith-Jones	The Honorary Recorder

**CABINET MEMBER (COMMUNITY SAFETY AND EQUALITIES) ADVISORY PANEL -
DISABILITY EQUALITY**

Councillor Abbott	
Councillor Ali	Substitute for Councillor Abbott

NEW ADVISORY PANELS TO BE APPOINTED

CABINET ADVISORY PANEL - CAPITAL PROJECTS MONITORING

Councillor Gannon	Cabinet Member (Strategic Finance and Resources) – (Chair)
Councillor Kelly	Cabinet Member (Business, Enterprise and Employment)
Councillor Lancaster	Cabinet Member (Public Services)
Councillor A Khan	Cabinet Member (Energy and Environment)
Councillor Sweet	Chair of Audit and Procurement Committee
Councillor Chater	Labour Councillor
Councillor Walsh	Labour Councillor
Councillor Sawdon	Conservative Councillor

CABINET ADVISORY PANEL - SPORTS VISION AND STRATEGY, TOURISM AND CITY WIDE EVENTS

Councillor Ruane	Cabinet Member (Housing and Heritage) – (Joint Chair)
Councillor Kelly	Cabinet Member (Business, Enterprise and Employment) – (Joint Chair)
Councillor Kershaw	Cabinet Member (Education)
Councillor Duggins	Cabinet Member (Children and Young People)
Councillor Abbott	Chair of Education and Children’s Services Scrutiny Board (2)
Councillor Ali	Labour Councillor
Councillor Hetherington	Labour Councillor
Councillor Sandy	Labour Councillor
Councillor Blundell	Conservative Councillor

NOTE: Councillors Kelly and Ruane will alternate the role of Chair.

CABINET ADVISORY PANEL – REGENERATION AND INFRASTRUCTURE

Councillor Mrs Lucas	Leader (Chair)
Councillor Gannon	Cabinet Member (Strategic Resources and Finance)
Councillor Kelly	Cabinet Member (Business, Enterprise and Employment)
Councillor Skipper	Chair, Business, Economy and Enterprise Scrutiny Board (3)
Councillor Blundell	Leader of Opposition

NEW PANEL TO BE APPOINTED

ACL SHAREHOLDER PANEL

Councillor Mrs Lucas	Leader (Chair)
Councillor Townshend	Deputy Leader (Deputy Chair)
Councillor Gannon	Cabinet Member (Strategic Finance and Resources)
Councillor Duggins	Cabinet Member (Children and Young People)
Councillor Kershaw	Cabinet Member (Education)
Councillor Kelly	Cabinet Member (Business, Enterprise and Employment)
Councillor Lancaster	Cabinet Member (Public Services)
Councillor A. Khan	Cabinet Member (Energy and Environment)
Councillor Gingell	Cabinet Member (Health and Adult Services)
Councillor Ruane	Cabinet Member (Housing and Heritage)
Councillor J. Mutton	Labour Councillor
Councillor Blundell	Leader of the Opposition
Councillor Andrews	Deputy Leader of the Opposition

NOTE: The Chair of Scrutiny Co-ordination Committee (Councillor Fletcher) and the Chair of the Ethics Committee (Councillor Hetherington) are invited to attend meetings of this Panel.

TERMS OF REFERENCE

1. The terms of reference for the following are as set out in the Constitution:

Audit and Procurement Committee

Cabinet

Ethics Committee

Licensing and Regulatory Committee

Planning Committee

Scrutiny Coordination Committee

Scrutiny Boards

2. The terms of reference for the other bodies are as set out below:

Coventry Health and Well-being Board

Terms of Reference

To facilitate partnership working across the following broad areas:

- Assessing the needs of the Coventry population and leading the statutory joint strategic needs assessment (JSNA)
- Develop a 'high level' Health and Well-being Strategy or the City
- Promoting integration and partnership across areas by joining up commissioning plans across the NHS, social care and public health; and
- Supporting joint commissioning and pooled budget arrangements where appropriate.
- The Health and Well-being Board will work with the NHS Commissioning Board and co-ordinate any sub-regional activity.

Corporate Parenting Board (To act as a Cabinet Advisory Panel for Looked after Children)

Terms of Reference

1. The Board will be constituted as a Cabinet Advisory Panel with a politically balanced membership.
2. To focus on the requirements in legislation and in good practice advice for Elected Member involvement and support in service improvement for looked after children and young people.
3. To develop a work programme and allocate and monitor tasks within the City Council to improve outcomes for looked after children.
4. To identify key areas where services and partner agencies need to deliver improved support for looked after children and refer these issues to the relevant organisations as necessary.
5. To develop and support direct communication with looked after children, including formal meetings and consultation leading to the establishment of a Children's Council, a structured pattern of visits to children's homes and social work team offices, and also informal meetings with looked after children and young people with a social and enjoyable element.

Cabinet Member (Community Safety and Equalities) Constitutional Advisory Panel

Terms of Reference

1. To be responsible for keeping the Constitution up to date and to make recommendations on proposed amendments to the Constitution to the Cabinet Member (Policy, Leadership and Governance)
2. To consider recommendations from the Monitoring Officer or the Officer Working Group on updates to the Constitution or on ways in which the Constitution can be amended in order to better achieve its purpose.
3. To bring to the attention of the Monitoring Officer and the Cabinet Member (Policy, Leadership and Governance) any matters of concern regarding the City Council's Constitution.

Note

Where the timescale does not permit the Advisory Panel to consider any proposed constitutional amendments, any recommendations to Council on those proposed changes to the constitution will be made by the Cabinet Member only

Cabinet Advisory Panel – School Organisation

Terms of Reference

1. The group will be constituted as a Cabinet Advisory Panel Group.
2. To consider any objections received to school organisation proposals (for example the establishment of a new school or the closure of a school) and make recommendations to the Local Authority (Cabinet) on the determination of those proposals.

Cabinet Advisory Panel - Coventry Local Development Plan

Terms of Reference

There is no legal requirement to set up an Advisory Panel to inform the development of a new Core Strategy, however, it is considered to be good practice to do so. The Advisory Panel would ensure regularly timetabled interaction between Elected Members of the group, in relation to the development of the Core Strategy, and ensure that key issues were identified and discussed early in the process.

Cabinet Member (Community Safety and Equalities) Advisory Panel - Electoral Arrangements

Terms of Reference

- (1) To review the division of the 18 Wards within the City into Polling Districts in accordance with the Representation of the People Acts and associated legislation.
- (2) In consultation with local Ward Councillors and other such stakeholders as the Panel believe appropriate, to make recommendations to the Returning Officer about suitable polling places within each Ward within the City.
- (3) To consider the staffing arrangements, including the payment of fees, associated with elections and make appropriate recommendations to the Returning Officer and the Cabinet Member.
- (4) To make recommendations to the Cabinet Member and the Returning Officer in relation to any changes to procedures and practices as appropriate with regard to the electoral process within the City, especially in relation to any proposed legislative changes.

Cabinet Member (Community Safety and Equalities) Advisory Panel - The Coventry Award Of Merit

Terms of Reference

1. The object of the Coventry Award of Merit shall be publicly to acknowledge and honour behaviour reflecting the highest ideals of citizenship or outstanding performance in any worthy field of human endeavour which enhances the good name of the City of Coventry and affords inspiration to its citizens.
2. Any person, company or other organisation shall be eligible for consideration for the Coventry Award of Merit who has:-
 - 2.1 Rendered outstanding service to the City of Coventry in service to the local community.
 - 2.2 By outstanding personal effort in the field of sport, industry, government or the arts, brought particular renown to the City of Coventry.
 - 2.3 Made an outstanding contribution to the national life or in international affairs in any field of human activity in a manner which has brought credit upon the City of Coventry.
 - 2.4 By personal example of courage or devotion to duty and service to others, demonstrated the highest ideals of citizenship.
3. The grant of the Award of Merit shall be made by the City Council on the recommendation of Cabinet Member (Community Safety and Equalities), who will be advised by an Advisory Panel established for the purpose.
4. The Cabinet Member and Advisory Panel shall endeavour to maintain consistently high standards in the submission of recommendations and accordingly shall be at liberty to make such further enquiry into a nomination as they think proper, and shall be under no obligation to submit any recommendation unless they are satisfied that in doing so such standards would be maintained.
5. Any individual or organisation (including any member of the panel of Assessors) may submit a nomination for the Award of Merit. Any such nomination shall be in writing and submitted to the Director of Customer and Workforce Services with a detailed statement of the grounds on which it is made.
6. The Award of Merit shall take such form as the City Council may from time to time determine but shall include a Citation signed by the Lord Mayor for the time being stating the grounds on which the Award has been made. Awards shall be made by the Lord Mayor at a public ceremony.

Cabinet Member (Community Safety and Equalities) Advisory Panel - Disability Equality

Terms of Reference

To advise the Cabinet Member responsible for equalities on disabled people's issues and to monitor, review and advise the Council on the development of the action plan for its Equality Strategy.

New Advisory Panels to be Appointed

Cabinet Advisory Panel - Capital Projects Monitoring

1. To monitor and review the performance and progress of key Capital Contracts across the city (including Heatline, Cycle Coventry, Babbie –related contracts, NUCKLE etc); giving overall guidance and direction.
2. To share the City Council's strategy and programmes.
3. To monitor Key Performance Indicators (KPIs) and Enabling Performance Indicators (EPIs).
4. To consider, as necessary, specific project issues.
5. To monitor formal disagreements (at Level 2 and above).
6. To note innovation and Continuous Improvement Initiatives.
7. To receive and shape reports before submission to Cabinet and effectively form recommendations.

Cabinet Advisory Panel - Sports Vision and Strategy, Tourism and City Wide Events

1. To co-ordinate the Council's work in facilitating and supporting the development of a renewed partnership Vision and Strategy to meet the sporting needs and aspirations of the City of Coventry, for the benefit of the City's residents and its visitors.
2. To support the Cabinet Member on the development of a Tourism Strategy for Coventry, on the marketing of the City and on the provision of tourism services.
3. To support the Cabinet Member on the monitoring of Tourism services and Strategy outcomes.
4. To advise on links with wider tourism and destination partners and partnerships, identifying opportunities to collaborate to ensure services work together to achieve the best possible outcomes for the City.
5. To provide direction to officers on a range of project and policy matters and advise on the overall events programme and the development of a city wide events strategy. In doing so it will ensure that the events programme and strategy considers other major areas of work including:

- City Centre events
- Events in the parks and open spaces
- Events in the city centre
- The Godiva Festival
- Christmas related events

Cabinet Advisory Panel - Regeneration and Infrastructure

1. To direct the work of Coventry in helping to negotiate the City Deal for Coventry and Warwickshire.
2. To ensure that the development of the City Deal and future policy on a single pot for economic growth meets the economic needs of the City

New Panel to be Appointed

ACL Shareholder Panel

Terms of Reference

The Shareholder Panel will be a non-decision making body (unless specifically stated below) with an overarching governance role to include consideration, evaluation and assessment of the following areas pursuant to Arena Coventry Limited:-

- Financial overview
- Business Planning and Development
- Risk management
- Consider requests to significantly vary the loan facility
- Any other item deemed appropriate

The Panel will be responsible in making the decision to inform or to make recommendations to Cabinet and/or Council on any matter deemed appropriate. This will not preclude Cabinet and/or Council making decisions independently.

In order to facilitate the Panel's function it will have the authority to obtain any external professional advice deemed appropriate.

CALENDAR OF MEETINGS 2013/14

* denotes "if necessary"

Meeting	Time (unless indicated otherwise)	May 13	June 13	July 13	Aug 13	Sept 13	Oct 13	Nov 13	Dec 13	Jan 14	Feb 14	Mar 14	Apr 14	May 14	June 14
Council	2.00 pm	16 (11am)	25	23*		10	22		3	14	25	18		15*	5 (tbc)
Cabinet / Cabinet Members															
Cabinet	2 pm		18	9	13	3	8	19	10	7	11, 25 (10am)	4	15	13*	
Cabinet Briefing	2 pm	28	26	30	20	17		5, 26	17	28	18		1, 29		
CM (Business, Enterprise & Employment)	10 am		24	15		9	21	18		13	10	24			
CM (Children & Young People)	2 pm			16	27		15			21		11	8		
CM (Community Safety and Equalities)	2 pm			4	1	5	3	7	19	23	27	27		1*	
CM (Education)	2 pm		11	16			1	13		21		11	8		
CM (Energy and Environment)	8 am			2			1		3		4		8		
CM (Health and Adult Services)	10 am		11	30		3	29		10	14	18		1		
CM (Housing and Heritage)	2 pm		12	11		11	9		11	29		5	9		
CM (Policy and Leadership)	1 pm			11		5		28		16 (12noon)	20				
CM (Public Services)	10 am		11	9, 30		3	8	5	10	21	24	25			
CM (Strategic Finance and Resources)	2 pm		17	29		9	21		2	20		10	28*		
Scrutiny Boards															
Scrutiny Co-ordination Committee	10 am		12 (informal) 26 (12noon)	10, 24*	7, 28*	11, 11, (3pm)	2*, 9, 23*	6, 20*	11	8*, 22	5*, 19	5*, 19	2*, 16		
Finance and Corporate Services Scrutiny Board (1)	10 am		17	29		2	7	25		13		3	14		
Education and Children's Services Scrutiny Board (2)	2 pm		20 (informal)	11	29		10	7	19	16	27	27			
Business, Economy and Enterprise Scrutiny Board (3)	2 pm		5	10		11 (3pm)		13		8	12	19	16		
Public Services, Energy and Environment Scrutiny Board (4)	3.30 pm		26 (3pm) (informal)	31		17		20		21	26	26	23		
Health and Social Care and Welfare Reform	2 pm		19 (1.30pm)	24		25		6	4	15	5	5	2, 30		

NOTE: In the event that the date of the local elections for 2014 are moved in line with the European Elections, approval is sought for the additional meetings identified in May / June 2014, and to the Director of Customer and Workforce Services, in consultation with the Leader and Lord Mayor, being delegated authority to confirm the date of the AGM in June 2014.

**Recommendation from Cabinet
Member (Community Safety and
Equalities), 21st March 2013**

CABINET MEMBER
(COMMUNITY SAFETY AND EQUALITIES)

21st March, 2013

Cabinet Member
Present: -

Councillor Townshend

Shadow Cabinet
Member Present:

Councillor Crookes

Other Members
Present: -

Councillor Fletcher (for item 71 below)
Councillor O'Boyle (for items 72 and 73 below)
Councillor Welsh (for items 72 and 73 below)

Employees Present: -

H. Abraham (Customer and Workforce Services Directorate)
N. Eaton (Community Services Directorate)
C. Edwards (City Services and Development Directorate)
G. Holmes (Chief Executive's Directorate)
S. Nagra (Chief Executive's Directorate)
U. Patel (Customer and Workforce Services Directorate)
H. Peacocke (Customer and Workforce Services Directorate)
S. Roach (Community Services Directorate)
J. Venn (Chief Executive's Directorate)
M. Watson (Community Services Directorate)
S. Wiles (Community Services Directorate)

In attendance: -

Honorary Alderman Gazey (Observer)
M. Gwynne (Coventry University, Work Experience)
R. Morgan (for items 72 and 73 below)
K. Sohanta (Coventry University, Observer)
K. Healy (West Midlands Police) (for item 71 below)

Apologies: -

Councillor Abbott

Public Business

RECOMMENDATION

74. Outcome of Consultation on Coventry City Council's Revised Street Trading Consent

The Cabinet Member considered a report of the Director of Community Services which reported on the outcome of a consultation carried out on Coventry City Council's revised Street Trading Consent Policy. Specifically, the consultation sought views on proposed changes to existing terms and conditions, including the fee structure.

The extension of street trading controls across the City was approved by Full Council on 21st February 2012 (their Minute 118/12 refers). From 1st April 2012 any traders, including mobile traders, must hold a street trading consent.

The Street Trading Policy was successful in meeting its initial aims, in particular, dealing with nuisance car sales. However, following the first 12 months of implementation, the policy had been reviewed in response to comments from local street traders and officer's experiences in administering and implementing the policy.

Some of the issues identified included traders struggling to meet the charges for consent; inconsistency between consent requirements for city centre traders compared to those outside the city centre and traders on private land having to pay two charges – one to the landlord and one to the council.

The proposed changes were:

- Annual consent fee to be reduced from £2000 to £500.
- The following street traders to be given "deemed consent" and would no longer have to pay any fee:
 - (i) Traders on private land (with owner's permission)
 - (ii) Peripatetic traders (such as ice cream vans), who keep moving and do not trade within 50m of a school.
 - (iii) Street trading on ALL Council owned land where permission has been obtained (currently only applies to City Centre but would in future apply to public parks, etc.)
 - (iv) Traders at charitable and recognised community events, each event lasting no more than 48 hours in any 4 week period (currently has no time constraints).
- The Council may temporarily suspend above deemed consents (in whole or part) for specific time periods and localities. This is in order to ensure effective management of street trading activity in the vicinity of *high profile or large scale events*.
- The ability of other existing traders to serve the needs of the area will no longer be a consideration in assessing applications – *This is consistent with other trading activities in the City*.
- The Council will no longer require Criminal Records Bureau checks for certain applications – *This is consistent with other trading activities in the City*.
- The Council will no longer require food traders to be in possession of a current food hygiene training certificate in assessing applications – *This is unnecessary duplication, being already enforced by other regulations*.

A public consultation on the proposed changes was carried out from 14th December 2012 to 14th February 2013. To date, more than 40 responses had been received, mostly from current street traders which represented around 65% of the total. Feedback from the consultation had generally been positive with overwhelming consensus on the proposed changes to the fee structure, including deemed consent arrangements. All of the consultation received were summarised in Appendix B of the report.

As a result of the responses received through the consultation, a number of options were reviewed by officers as per the following:

Option 1 – Adopt the revised Street Trading Consent Policy (incorporating the

proposed changes as outlined above)

Option 2 – Adopt the revised Street Trading Policy with the following amendments:

- (i) Remove the Council's right to temporarily suspend deemed consents (in whole or part) by prior notice for specific periods and localities.
- (ii) Reintroduction of a clause assessing adequacy of existing trade outlets to meet area needs (i.e. a saturation policy)

Option 3 – Take no action and continue with existing terms and conditions (including fee structure)

RESOLVED that, after due consideration of the issues contained in the report and matters raised at the meeting, the Cabinet Member (Community Safety and Equalities):-

- 1. Noted the recommendation(s) of the Streets and Neighbourhoods Scrutiny Board (4).**
- 2. Considered the responses received to the consultation (as summarised in Appendix B) and the Equality Assessment (Appendix C) relating to the changes.**
- 3. Supported the revised Street Trading Consent Policy (option1).**
- 4. Recommended that Full Council:**
 - a) Approve the revised Street Trading Consent Policy as set out in Option 1.**
 - b) Delegate authority to the Assistant Director (Public Safety and Housing) in consultation with the Cabinet Member (Community Safety and Equalities) to make minor amendments to the Street Trading Consent Terms and Conditions, to approve fee waivers in appropriate cases and to review the fee structure annually and if necessary adjust the fee levels in line with inflation and/or so as to avoid any significant income deficit/surplus and any other material considerations.**

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Streets and Neighbourhoods Scrutiny Board (4)
Cabinet Member (Community Safety and Equalities)
Council

27 February 2013
21 March 2013
25 June 2013

Name of Cabinet Member:

Cabinet Member (Community Safety & Equalities) – Councillor Townshend

Director Approving Submission of the report:

Director of Community Services

Ward(s) affected:

All

Title:

Outcome of Consultation on Coventry City Council's Revised Street Trading Consent Policy

Is this a key decision?

No

Executive Summary:

To inform the Cabinet Member of the outcome of the consultation carried out on Coventry City Council's revised Street Trading Consent Policy. Specifically, the consultation sought views on proposed changes to existing terms and conditions, including the fee structure.

Recommendations:

The Streets and Neighbourhoods Scrutiny Board (4) are recommended to consider the consultation responses and forward any recommendations to the Cabinet Member (Community Safety and Equalities).

Cabinet Member is asked to

- (1) Consider any recommendations made by the Streets and Neighbourhoods Scrutiny Board (4)

- (2) Consider the responses received to the consultation (as summarised in Appendix B) and the Equality Assessment (Appendix C) relating to the changes.
- (3) To support the revised Street Trading Consent Policy (option 1).
- (4) Recommend that Full Council :
 - a) Approve the revised Street Trading Consent Policy
 - b) Delegate authority to the Assistant Director (Public Safety and Housing) in consultation with the Cabinet Member (Community Safety and Equalities) to make minor amendments to the Street Trading Consent Terms and Conditions, to approve fee waivers in appropriate cases and to review the fee structure annually and if necessary adjust the fee levels in line with inflation and/or so as to avoid any significant income deficit/surplus.

List of Appendices included:

Appendix A	Proposed Street Trading Consent Policy
Appendix B	Summary of Consultation Responses
Appendix C	Equality assessment

Other useful papers:

Local Government (Miscellaneous Provisions) Act 1982
<http://www.legislation.gov.uk/ukpga/1982/30/contents>

Has it been or will it be considered by Scrutiny?

Yes

Scrutiny Board 4, 27th February 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?

Yes, 25th June 2013

Report title: Outcome of Consultation on Coventry City Councils Revised Street Trading Consent Policy

1. Context (or background)

1.1 The extension of street trading controls across the City was approved by Full Council on 21st February 2012 . From 1st April 2012 any traders, including mobile traders, must hold a street trading consent.

1.2 The Street Trading Policy has been successful in meeting its initial aims, in particular, dealing with nuisance car sales. However, following the first 12 months of implementation, the policy has been reviewed in response to comments from local street traders and officer's experiences in administering and implementing the policy.

1.3 Some of the issues identified included;

- traders struggling to meet the charges for consent;
- inconsistency between consent requirements for city centre traders compared to those outside the city centre;
- traders on private land having to pay two charges – one to the landlord and one to the council.

1.4 The fees for consent were based on the forecast full cost of administering the scheme. Twelve months street trading consent (*outside city centre*) was set at £2,000. In the first year, this was reduced by 50% for those street traders who were already operating prior to 1st April 2012.

1.5 The legal definition of "street" includes:

- (a) any road, footway, beach or other area to which the public have access without payment; and
- (b) a service area as defined in section 329 of the Highways Act 1980;

1.6 This means that Street Traders operating on private land but to which the public have access (e.g. retail forecourts, pub car parks, shopping centre car parks, open land adjacent to highways etc.) are also caught by the consent requirements which results in them incurring significant costs to trade.

1.7 It also became necessary to review the fee structure due to the Court's ruling in the case of *Hemming v Westminster City Council* (16/05/12). This case established that if a licensing regime is subject to the 'Provision of Services Regulations 2009', which street trading is, then any fees charged can only reflect the actual costs to the authority of administering the licensing regime itself and cannot reflect any costs for taking enforcement action against unauthorised traders operating without consent. The case also confirmed that fees should be regularly reviewed and that the authority was not allowed to create an artificial profit from fees that was out of proportion to the costs of administering the licensing regime. This case is being appealed by Westminster but is currently good law.

1.8 What are the proposed changes?

- Annual consent fee to be reduced from £2000 to £500.
- The following street traders will be given "deemed consent" and will no longer have to pay any fee :
 - i. Traders on private land (with owner's permission).
 - ii. Peripatetic traders (such as ice cream vans), who keep moving and do not trade within 50m of a school.
 - iii. Street trading on ALL Council owned land where permission has been obtained (currently only applies to City Centre but would in future apply to public parks, etc).
 - iv. Traders at charitable and recognised community events, each event lasting no more than 48 hours in any 4 week period (currently has no time constraints).
- The Council may temporarily suspend above deemed consents (in whole or part) for specific time periods and localities. This is in order to ensure effective management of street trading activity in the vicinity of *high profile or large scale events*.
- The ability of other existing traders to serve the needs of the area will no longer be a consideration in assessing applications – *This is consistent with other trading activities in the City*.
- The Council will no longer require Criminal Records Bureau checks for certain applications -*This is consistent with other trading activities in the City*.
- The Council will no longer require food traders to be in possession of a current food hygiene training certificate in assessing applications -*This is unnecessary duplication, being already enforced by other regulations*.

1.9 A public consultation on the proposed changes was carried out from 14th December 2012 to 14th February 2013. To date, more than 40 responses have been received, mostly from current street traders, which represents around 65% of the total.

1.10 Feedback from the consultation has generally been positive with overwhelming consensus on the proposed changes to the fee structure, including deemed consent arrangements.

2. Options considered and recommended proposal

2.1 Following the responses received through the consultation, a number of options have been reviewed by Officers, as detailed below.

2.2 Option 1 is recommended (the Council adopts the revised Policy without further amendment).

2.3 Option 1: Adopt revised Street Trading Consent Policy as outlined in para 1.8

The consultation process has been overwhelmingly supportive of the proposed changes to terms, conditions and fees.

2.4 Option 2: Adopt revised Street Trading Consent Policy with the following amendments –

- **Remove the Council's right to temporarily suspend deemed consents (in whole or part) by prior notice for specific time periods and localities.**

A number of responses have been received against this specific proposal.

The need to be able to effectively manage street trading and similar transient activity during limited high profile public events is considered necessary. The decision to invoke such a power would be made following consultation with the Cabinet Member. It is anticipated that this would be entirely exceptional and limited.

- **reintroduction of a clause assessing adequacy of existing trade outlets to meet area needs(i.e. a saturation policy).**

One response comment refers to mobile (peripatetic) traders regularly working in an area already well provided with static street traders. Another would like to see control on the number of vehicles being able to trade in an area.

When assessing Local Area Needs, existing terms and conditions state that consideration will be given to the sufficiency of other trading outlets to serve the needs of the area.

This has been removed from the proposed new Policy. As well as requiring subjective assessment, this requirement would be difficult to enforce in the case of transient peripatetic traders.

No such assessment applies to other trading activities in the City and it is not felt to be feasible to keep it in the street trading policy.

2.5 Option 3: Take no action and continue with existing terms and conditions (including fee structure)

In view of the results of the consultation and the Hemming case and the experiences of implementing the process in the first year, this is not considered to be a viable option.

3. The Consultation

- 3.1 The proposed Street Trading Policy was set up as an online consultation using the City Council's website. This gave people the opportunity to respond to proposals between 14th December 2012 – 14th February 2013. It has received local media coverage. Key stakeholders (including Police, Highways, Federation of Small

Businesses) were notified separately. Details were forwarded for information to Ward Forums and included in a Members' bulletin.

3.2 All known Street Traders were contacted twice by mailmerge letter. This included paper questionnaires for those preferring this method of response. In addition email messages were sent where contact details were known. Finally a number of direct contacts were made on a random selection of traders.

3.3 All of the consultation responses received are summarised in Appendix B.

4. Timetable for implementing this decision

4.1 Once any formal resolution has been passed by Full Council, the new Street Trading Policy is intended to come into effect from 1st July 2013.

5. Comments from Director of Finance and Legal Services

5.1 Financial implications

The fee has been re-calculated to reflect the actual administration costs which have been identified following implementation of the scheme and excludes any enforcement costs in accordance with the principles of recent case law. A list of proposed fees is attached at Appendix A.

Certain traders are proposed to be given "deemed consent" and will no longer pay a fee as explained in paragraph 1.8.

The anticipated income under this revised Policy will be reduced from current levels of £25,000 to approximately £5,500 per annum. The effect of this shortfall will be managed within Regulatory Services budgets.

5.2 Legal implications

The Council has a wide discretion in relation to granting street trading consents and any conditions attached such consents. (see Local Government Miscellaneous Provisions Act 1982, Sch4 para 7).

Under the Provision of Services Regulations 2009, fee income for street trading consents cannot exceed the cost to the authority of administering the street trading regime and as the law currently stands, cannot reflect the cost of taking enforcement action against persons operating without authorisation.

Under the 'Functions & Responsibilities Regulations' neither the Cabinet nor a Cabinet Member can make a final decision in relation to the terms or fee levels applied to street trading consents - these are 'Council functions' under the regulations and therefore a final decision on any changes will need to be made by Full Council.

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 ability to control street trading in the City contributes to key objectives of the Corporate Plan by making Coventry an attractive and enjoyable place to be; reducing crime and anti-social behaviour; making places and services easily accessible; encouraging a creative, active and vibrant city; and improving the environment. With the revised consent policy it is believed these objectives can still be met.

6.2 How is risk being managed?

Any revisions to existing terms, conditions and fees would require Full Council approval. As such a revised Policy will not be operational before 1st July 2013. Many existing consents expire in April. This will need to be managed by providing a short extension to existing consents (effectively a payment holiday). Such a process will be offset by the fact that the majority of traders will be enjoying "deemed consent" should proposed changes be adopted. The risk is therefore believed to be low.

6.3 What is the impact on the organisation?

The Licensing Team currently process street trading applications in addition to their other duties, using the same software for administration purposes. It is acknowledged that the Licensing Team already has significant workloads which have become more demanding with the introduction of new licensing legislation in 2012.

Proposed changes will reduce the number of applications requiring active processing, with many traders receiving deemed consent. This will enable Licensing Officers to concentrate on other priorities.

6.4 Equalities / EIA

An EIA has been undertaken in relation to Street Trading legislation and has been found not to have an impact on any particular protected group. Proposed changes will not affect this judgement.

6.5 Implications for (or impact on) the environment

Consideration has been given to the potential impact on the environment from matters such as waste, litter and effluent as well as noise from generators. Any such adverse effects will be countered by compliance with the general terms and conditions proposed in appendix A.

6.6 Implications for partner organisations?

The impact on communities and neighbourhoods in the City should be a positive one. Street Trading can make a valuable contribution to the local culture and economy, providing a service to residents of the city, some of whom are unable to travel to centralised shopping centres and districts. Street trading can provide people with a flexible way of working, to meet the demands of the public where and when that demand arises.

The Council is also committed to improve the support provided to small businesses, ensuring there are no unnecessary burdens placed on them and they are provided with sufficient advice to enable them to operate successfully.

Report author(s)**Name and job title:** Neil Eaton, Food and Safety Manager**Directorate:** Community Services**Tel and email contact:** 024 7683 1737

Neil.Eaton@coventry.gov.uk

Enquiries should be directed to the above person.

Contributor/approver name	Title	Directorate or organisation	Date doc sent out	Date response received or approved
Contributors:				
Sara Roach	Assistant Director Public Safety and Housing	Community Services	11.02.13	13.02.13
Richard Moon	Senior Development Executive	City Services & Development	18.02.13	18.02.13
Hamish Simmonds	Head of Regulatory Services	Community Services	11.02.13	11.02.13
Usha Patel	Governance Services Officer	Customer and Workforce Services	11.02.13	11.02.13
Matthew Rossi	Governance Services Officer	Customer and Workforce Services	18.02.13	18.02.13
Names of approvers for submission: (officers and members)				
Finance: Diane Jones	Lead Accountant	Finance and Legal	11.02.13	13.02.13
Legal: Mark Smith	Senior Solicitor	Finance and Legal	11.02.13	14.02.13
Director: Simon Brake (on behalf of Brian Walsh)	Assistant Director (Policy Performance and Health)	Community Services	15.02.13	15.02.13
Members: Councillor Phil Townshend	Cabinet Member (Community Safety and Equalities)		11.02.13	19.02.13

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www.coventry.gov.uk/councilmeetings

Appendices

Appendix A – Proposed Street Trading Consent Policy
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COVENTRY CITY COUNCIL

Street Trading Consent Policy Local Government (Miscellaneous Provisions) Act 1982

Introduction and Scope

Coventry City Council recognises the valuable contribution that street trading can make to the local culture and economy, and the service that street traders provide to residents of the city, some of whom are unable to travel to centralised shopping centres and districts. Street trading can provide people with a flexible way of working, to meet the demands of the public where and when that demand arises.

The Council is also committed to improve the support provided to small businesses, ensuring there are no unnecessary burdens placed on them and they are provided with sufficient advice to enable them to operate successfully.

However, issues arise where vendors do not pay due regard to their siting, and create an obstruction in the street, or make it dangerous for people to move around them.

Street trading can also result in unnecessary littering and other nuisance to persons in the vicinity.

For this reason, Local Authorities have a legal discretion to regulate street trading in their area. Street trading is covered by the Local Government (Miscellaneous Provisions) Act 1982 Schedule 4

The Council has designated **all** streets within its boundaries as “Consent Streets”. The effect of this designation is that if you want to sell goods on the street, you are classed as a Street Trader and, subject to legal exemptions, will need to have the appropriate consent. Conditions can be attached to the consent as is considered ‘reasonably necessary’. Trading without the required consent is a criminal offence.

What is a Street?

A street means any road, footway, beach, motorway service area or other area to which the public have access without payment. The Courts have confirmed that any land located away from the highway which the public can access without payment, including privately owned land, is capable of being a street for these purposes. For example, this could include car parks, trading estates, forecourts, open spaces etc. However, the Council takes the view that street trading controls would not normally apply within buildings.

What is Street Trading?

Street trading means selling, exposing or offering for sale any article (including a living thing) in a street. This includes a wide range of retail activities e.g. food, beverages, arts and crafts, jewellery, household goods, clothing etc. It also includes the sale of vehicles from the roadside.

What is not Street Trading

Certain activities are exempted from street trading control by the legislation. These include:

- trading as a pedlar under a pedlar's certificate;

- trading at an established market or fair;
- trading as a news vendor;
- trading at a petrol station or shop or from a street adjoining a shop which is used as part of the business of the shop;
- trading as a roundsman (i.e. delivering pre-ordered goods to customers);
- trading from a licensed highway area (Tables and Chairs licence);
- trading under a street collection permit

Objectives of the policy

Central to the Council's policy are a number of key objectives which are:

- To prevent public nuisance by taking measures to reduce the risk of nuisance from obstruction, noise, refuse, vermin, fumes and smells.
- To ensure that traders operate within the law and act fairly in their dealings with the public so as not to present a risk to public order.
- To ensure the suitability of the structures used for the sale of goods on the street.
- To permit temporary or occasional street trading, where appropriate.
- To ensure that the process involves opportunities for consultation with relevant agencies.

Purpose

This Policy seeks to ensure that these objectives are achieved in a consistent, fair and proportionate way.

Requirement to Obtain Consent

A person intending to sell items from a street in accordance with the above definitions of "street" and "street trading" will be required to obtain full written consent from the Council to do so, unless they fall within any of the 'Deemed Consent' categories or 'Prohibitions' listed below:

Deemed Consent

The following activities will be deemed to have consent (i.e. it is assumed that an application has been made and granted without the need to actually do so):

- a) A registered keeper displaying a vehicle for sale at the registered address for that vehicle subject to a maximum of two vehicle sales per household per year;
- b) Street Trading on private land, provided any necessary proof of lease/rent for pitch can be shown ;
- c) Peripatetic Street Trading, including ice cream vans, where the van keeps moving from street to street, not stopping in one place for more than 30 minutes and provided no trading takes place within 50m of any school;
- d) Street Trading on Council owned land where permission has been obtained from the Council department responsible for managing such land.
- e) Street Trading at an event organised and run by a registered charity or recognised community association or other organisation for public benefit, each event lasting no more than 48 hours in any 4 week period

Note 1

No application is required or fee payable for traders who operate with 'Deemed Consent'

Note 2

The Council reserves the right to temporarily suspend deemed consents (in whole or part) by prior notice for specific time periods and localities. This is in order to ensure effective management of street trading activity in the vicinity of high profile or large scale events that may occasionally take place in the city.

Prohibitions

The following will not be issued with street trading consents:

- a) Suitcase salesmen and similar itinerant traders.
- b) The selling of cars and other vehicles in the course of a trade or business.
- c) The sale of live animals.

Applications

In considering applications for the grant or renewal of a street trading consent the following factors will be considered:

a) Public Safety

Whether the proposed activity represents or could present a risk to the public from the point of view of obstruction, fire hazard, unhygienic conditions.

b) Public Order

Whether the proposed activity presents or could present a risk to public order.

c) The Avoidance of Public Nuisance

Whether the proposed activity presents or could present a risk of nuisance to the public from noise or misbehaviour, particularly in residential areas.

d) Local Area Needs

Consideration will be given to the character of the area (eg conservation area)

Street Trading Consent Conditions

Upon grant of a street trading consent a street trader will be required to comply with the conditions that are attached to the consent (see Appendix 1). Any breach of the conditions may result in the revocation of the consent.

Under the terms of the legislation, the Council may, at any time vary the conditions of a street trading consent.

Consent Period

Street trading consent may be granted for any period not exceeding 12 months.

Fees

A fee will be charged for processing any application for consent, transfer, variation or the issue of a replacement notice. The scale of charges is detailed in appendix 2.

There are no charges for anyone who falls under the category of 'Deemed Consent'.

Application Process

Applicants for a new (or renewal) street trading consent should not give less than 14 days notice of the application to:-

Coventry City Council, Public Safety and Housing,

The Licensing Team, Broadgate House, Broadgate, Coventry, CV1 1NH

Tel: 024 7683 1888 Fax: 024 7683 2154
email: licensing@coventry.gov.uk

Plan of Location

The applicant shall provide a map showing all streets and public areas in a radius of 0.25 a mile from the proposed location.
The map should be an ordnance survey map or equivalent and will mark clearly the proposed trading site.

Suitability of the Street Trading Unit

The application must be accompanied by a colour photograph of the unit to be used.

Suitability of the Applicant

The Council will not grant a street trading consent to persons under the age of 17.

Consultations

Before a street trading consent is granted or renewed the Licensing Team will consult with the following agencies as considered appropriate:

- Police
- Highways Department
- Environmental Health

The Council shall consider any representation made in writing to the Authority in respect of any application. The applicant will be provided with a copy of any representation received and given an opportunity to comment before a final decision is taken.

Appeals

There is no statutory right of appeal in respect of refusal or revocation of street trading consent, other than by means of a judicial review of the administrative action in reaching the decision.

However, you also have recourse to the councils complaints procedure if you consider that a council service has not been properly delivered. Full details are available on request or on the internet at - www.coventry.gov.uk

Appendix 1

General Conditions

Definitions:

Street Trading – the selling or exposing or offering for sale any article (including a living thing) in a street

Street –a) any road, footway, beach or other area to which the public have access without payment; and

b) a service area as defined in section 329 of the Highways Act 1980

The Council – Coventry City Council

Authorised Officer – an Officer employed by Coventry City Council and authorised by the Assistant Director (Public Safety and Housing) in accordance with the provisions of the Local Government (Miscellaneous Provisions) Act 1982

Consent Details

1. A copy of the consent must be displayed prominently on the unit at the street trading site.
2. The consent holder shall not sell any type of food, goods or merchandise other than those specified in the consent.
3. The consent holder shall not trade outside the time and days permitted by the consent.
4. The consent holder shall not trade within the consent area other than at the location permitted by the consent.
5. The consent is personal to the consent holder and any employees and shall not be assigned or transferred to another person or company without the appropriate notification of such transfer. (See application for consent transfer.)
6. The consent holder shall produce the consent if required to do so by a police officer or authorised officer at the time.
7. The consent may be revoked by the council at any time for non-compliance with conditions, or surrendered by the consent holder at any time.
8. Nothing in these conditions shall excuse the consent holder from any legal duty or liability and the consent holder shall indemnify the council in respect of all claims, actions or demands arising from the consent except where due to the Council's own negligence..

General Conduct

9. The consent holder shall not trade in such a way that is likely to cause obstruction of any part of any street or public place.
10. The consent holder shall not trade in such a way that is likely to cause an injury to any person using the street or place.
11. The consent holder shall not trade in such a way that is likely to cause damage to any property in the street or place.
12. The consent holder shall not trade in such a way that is likely to cause a nuisance or annoyance to persons using the street or public place, or to occupiers of premises in the vicinity. Noise from equipment must not be persistently audible in nearby residences. The use of generators are subject to prior agreement from the Council and if permitted must be fitted with a suitable silencer or acoustic enclosure.

Protection of Young People

13. Street trading will not normally be authorised within 50 metres of any entrance or exit to a school or nursery or within a designated conservation area. (The distance from the entrance to a school or nursery may be extended where issues of public safety are raised during the consultation of the application).

14. No child aged 16 or below shall be engaged in or employed to undertake any street trading under a consent issued by the Council.

Noise Nuisance

15. The consent holder shall not use any device for the reproduction or amplification of sound; or any device or instrument to attract vendors to the stall/vehicle/trailer by sound. Ice cream vans may use a chime only in accordance with the Code of Practice on Noise from Ice Cream Van Chimes etc. 1982.

Visual Appearance

16. Any vehicle/stall/trailer used by the consent holder in the course of trading shall be constructed and maintained to the satisfaction of all reasonable requirements of the Council. A high standard of presentation and appearance will be expected.

Health & Safety

17. The use and storage of LPG will comply with the requirements of the Health and Safety at Work etc Act 1974 and any Fire Authority requirements.

18. Where any LPG or electricity is used then suitable fire extinguishers must be provided and maintained in a satisfactory condition.

19. The consent holder shall at all times maintain a valid third party public liability insurance policy to the value of £5,000,000 and shall produce a valid certificate of insurance at any time.

20. The consent holder will not be permitted to erect additional awnings, tents or other structures at the site without permission.

Advertisements / Signage

21. Advertisements must not be placed outside the perimeter of the trading site or affixed to any street furniture - e.g. lamp posts, road signs, fences, bollards.

Waste Management

22. The consent holder shall provide and maintain adequate refuse receptacles for litter and shall remove all litter in the trading vicinity; suitable arrangements must be in place for the disposal of commercial waste. The consent holder shall be responsible for any damage to the highway resulting from the trading activity.

23. The consent holder must prevent the deposit in any street of solid or liquid refuse and shall not discharge any water (except as may be necessary for cleansing) to the street surface or to the surface water drains. The surrounding area shall be kept clean and tidy including the necessary washing of street surfaces.

Additional Requirements for Food Operations

24. When street trading includes the provision of food, the Food Business Operator (FBO) must ensure that any van/barrow/vehicle or stall is sited, designed, constructed and kept clean and maintained in good repair and condition as to avoid the risk of contamination, in particular by animals and pests. Any food handler must keep a high degree of personal cleanliness, shall wear suitable

protective clothing and have received suitable hygiene training. In addition the FBO shall ensure that:-

- a) appropriate facilities are available to maintain adequate personal hygiene (including facilities for the hygienic washing and drying of hands, hygienic sanitary arrangements and changing facilities)
- b) surfaces in contact with food are to be in a sound condition and be easy to clean and, where necessary, to disinfect. This will require the use of smooth, washable, corrosion-resistant and non toxic materials, unless the food business can satisfy the Authorised Officer that other materials used are appropriate.
- c) adequate provision is to be made for the cleaning and, where necessary, disinfecting, of working utensils and equipment
- d) an adequate supply of hot and/or cold potable water to be available
- e) where foodstuffs are cleaned as part of the business operation, adequate provision is to be made for this to be undertaken hygienically
- f) adequate arrangements and/or facilities for the hygienic storage and disposal of hazardous and/or inedible substances and waste (whether liquid or solid) are to be available
- g) adequate facilities and/or arrangements for maintaining and monitoring suitable food temperature conditions are to be available
- h) foodstuffs are to be so placed as to avoid the risk of contamination so far as is reasonably practicable

Furthermore, the consent holder must put in place, implement and maintain a permanent procedure based on the HACCP principles.

Any person who engages in street trading in a designated consent street unless authorised by the Council under the provisions of Schedule 4, Local Government (Miscellaneous Provisions) Act 1982 commits an offence and is liable, on conviction, to a fine not exceeding £1000 per offence i.e. for each day of trading without consent

Appendix 2

Fee Structure

Type of Application	Fee
Street trading consent	£500
Limited period consent (per day or part day)	£50*
Transfer, variation	£50
Replacement copy of consent certificate	£12

**This charge will be waived for Street Trading at an event organised and run by a registered charity or recognised community association or other organisation for public benefit, each event lasting no more than 48 hours in any 4 week period*

Appendix B – Summary of Consultation Responses

Survey Responses

Question

Do you agree with the specific proposal to give "deemed consent" to all "peripatetic" traders (including ice-cream vans)?

Yes	No	Not Sure
29	4	8

Question

Do you agree with the specific proposal to give "deemed consent" to all permitted traders on private land?

Yes	No	Not Sure
39	2	1

Question

The proposal is that on occasion (eg during high profile events) Coventry City Council will temporarily suspend "deemed consent" (in whole or part). In such an event prior notice would be given to traders for specific times and locations. How would this proposal affect you as a Street Trader?

Positively	Negatively	Not Sure
10	15	13

Question

As a Street Trader, do you agree that the proposed reductions to the existing fee structure will have a positive effect on your business?

Yes	No	Not Applicable
40	0	2

General Comments

A summary of comments received during consultation -

1 - Fee levels

"I am so pleased the council has listened and understood the concerns of street traders, street trading and market trading are usually the first steps in business for entrepreneurs and as such should be encouraged"

"The current fee structure reduces my income from street trading by 30% it has made life very difficult"

"£500 is a reasonable amount to ask for us to trade"

"As we trade on private land the fee will not apply to us. But £500 is a lot more realistic than £2000. How on earth can you make a profit on that!"

"At present the extortionate costs incurred hit hard and will inevitably see businesses close."

"I have run my small business for some years now and feel that the reductions to the existing fee will allow me to carry on doing this as last years fee could have forced me to consider having to sell up."

"The new fee structure is more realistic to supporting small businesses."

"As I already pay (landlord) for.....(location), I find it unjust that I should have to pay again, as I have already been given sole rights to trade"

"As previously stated, with the inclement weather. Take 2012 for example. Trying to earn a living is impossible with extra payments."

"The council failed to collect the fees from a large number of traders last year so this is the 2nd time i have complied with council legislation that they failed to enforce there legislation throughout my business life."

"Hard to make a profit in this recession trade very slow."

" I agree because it will allow me to stay in business and provide a service to the "big community" and my family."

"The Street Trading Licence negatively affects my business income. Reduced or not, it is the same, I have to pay."

"I agree to the proposed reductions to the existing structure as it would take the little bit of added pressure off us to provide that extra bit of money each week. Any business welcomes any positive change specifically financially which will make their working day or week that bit easier."

"I feel that a fee should be for all food trading businesses be they mobile or static vans as I feel the static van have to be up to date on everything concerning being able to trade as the peripatetic vans will be hard to keep up to date with and this 30mins trading will not be kept to as it has been proven in the past. There will be so many more of them, how are they going to be restricted?"

Comment – Current fees for peripatetic street trading are a nominal £50. An overwhelming majority of responses are in favour of deemed consent.

2 - Deemed Consent for Peripatetic Trading

"I feel that all traders such as sandwich vans that are mobile and go on industrial estates etc need to pay the £500 fee as they go to the same places everyday Monday – Friday and earn a living. They are also taking my customers on which I have a fee to pay but I pay £500 and they only pay £50. There is also 3 snack vans in my area why would we want a mobile sandwich van going on to the estate"

Comment – Mobile (Peripatetic) trading is closely defined in the proposed Policy - van keeps moving from street to street, not stopping in one place for more than 30 minutes and provided no trading takes place within 50m of any school

"I strongly disagree with this as I run my business on an industrial estate so rely on trade from the local businesses around me. If I have 3 or 4 peripatetic traders driving around each day then I am not going to be able to afford to pay my own fee. I think they should be charged a fee as there will be so many others just setting up and driving round it will put us out of business and times are hard as it is without this happening. If I could afford to employ someone to do deliveries then I would do this myself"

Comment – Even if peripatetic traders were required to obtain full consent, this would not limit the general location in which they chose to operate.

"I agree with the proposal to give deemed consent to all peripatetic traders, but I am concerned that the 50m rule is going to be enforced, can you clarify this?"

Comment – Peripatetic mobile trading within 50metres of a school is not a new proposal, being present in the existing terms and conditions. It was considered fully as part of the previous consultation process on introduction of the scheme (minute 64/11 refers)

"I would need to know if I am going to be ok at my school, as this is important to me on a day to day work basis."

"I would like to see control on the amount of vehicles being able to trade in any special area."

"How will this be monitored?"

3 - Deemed Consent for Private Land

"As long as deemed consent can be withdrawn if traders operate in an inconsiderate manner"

Comment – By implication deemed consent is subject to the same conditions as any other consent and can be revoked. This can be more explicitly stated.

"Providing planning laws are not contravened"

Comment – Granting of street trading consent, deemed or otherwise, in no way confers compliance with any other statutory requirement. This can be more explicitly stated.

"Absolutely!"

"It is absolutely wrong that traders pay landlords really high pitch fees then the Council charges a fee to trade as well. This would of put a lot of traders out of business including ourselves"

"Consideration should be given where traders are paying high occupation costs to private landlords."

"If it can be proved that the trader is already paying then it should be ok"

"When the street trading policy first came to light it came as quite a shock and a rather enduring worry. After speaking with people at the Council it was made a lot easier and I didn't have a

problem paying the fee. But since then things have changed quite drastically for the worse. With our stock and foods increasing more and more and less people spending I'm finding it harder each week to stay afloat. Although I will always pay what has to be paid, it would be very welcome relief to hear we didn't have to pay it no longer. I'm not prepared to give up my small business as I put a lot of hours into building it up. I work on my own six days a week to try and save money. I don't have any staff. So I would be very grateful for any reduction in costs. Thank you."

"If it is private land you are normally providing a service to the public and normally a charge to who owns the land is paid."

"Just the fact that it is private land I thought it a bit strange for the Council to want to put a charge on us. But if its something they think we should do then so be it."

"I believe that in 2012 I paid (my landlord). I also had to pay a fee to sell which I believe was unfair. The only people to pay seemed to be those who were already registered with the Council. Those who have worked without informing the proper Authorities did not pay and continued to trade, especially weekends and evenings."

"As we have to pay rent already to our landlords on private land, I think it is only fair to lower the amount payable to the Council. Also the state of the economy, everyone is struggling."

"When trading on private land that pays rates to sell food and drink there should be no further legislation and should be deemed to have consent."

"I pay rent and rates to a landlord on private land and comply with all health, safety and hygiene legislation."

4 - Temporary Suspension of Deemed Consent (for special events)

"CCC have demonstrated historically how they favour other traders who come in for seasonal trading thus in turn taking business from existing traders. I am in favour of getting the mix right, but not at the detriment of existing traders."

"It is unfair to penalise long-term street traders who support the vibrancy and sustainability of an area for most of the year. During high profile events, or other, these traders should instead be given first refusal to trade during these events, over and above others who do not already have deemed constant/license."

"As a sole trader, I pay (my landlord). The time span in order to make a living selling ice cream is very short and with the English weather. If any high profile event was on (location) I would not expect to pay more."

"I would say it would only be fair to suspend "deemed consent" in the event of a high profile event giving the fact that our revenue would likely to increase substantially. So I wouldn't have a problem paying a reasonable cost or percentage under these circumstances whatsoever."

"Because as a Company we also pay rent as well as a street traders licence. Therefore this would be unfair."

"I am not happy that the Council could suspend my consent and possibly charge me a premium for a pitch that I already pay for on the basis of a high profile event. This proposal could also stop me trading."

"I'm not happy about the Council being able to suspend my consent & possibly charge me a premium for a pitch that I already pay for. This could also stop me trading and could mean a financial loss to me."

"This implies that the Council will have legal powers that it should not have in a democracy a capricious attitude to public and private freedoms is dangerous."

5 - General Comments

"I want to know why we are paying a £1000 for 1 year then the fee is scrapped the following year. We should not have to pay the £1000 fee at all. We already pay a huge amount to our landlord. It is hard enough to make a profit without this ridiculous fee that is only valid for 1 year!!"

"We need to make it easier for those who wish to trade legally by reducing unnecessary red tape."

"Concerned about Food Hygiene certificates not needed"

"I am totally in favour of restricting the illegal operators who just pull up outside bars and street corners."

"The nature, type and ability of other existing trading outlets to serve the needs of the area will no longer be a consideration in assessing applications – This is consistent with other trading activities in the City. ANSWER: Although this encourages competition, it may also have a negative impact on small businesses across the board. I would advise caution or a caveat in implementing this - a common sense approach is required."

"The Council will no longer require Criminal Records Bureau checks for certain applications - This is consistent with other trading activities in the City. AGREE"

"The Council will no longer require food traders to be in possession of a current food hygiene training certificate in assessing applications – This is covered by other regulations applicable to food traders. AGREE"

"The limitation of distance to schools will impact on the ice-cream vans/fast food traders particularly where they generate a large proportion of their income. How will this be communicated to existing traders, and monitored? I would urge that these traders be handled sensitively and with consideration - working with traders to look at alternative sites that ensure they remain sustainable long-term."

"I assume the council will pursue the non payers even if this means taking them to court."

"Last year some ice cream vendors did not register or pay for their trading permit. These should be made to pay and not get away with it."

"Making good a bad thing is a step in the right direction. I look forward to further steps to help businesses like mine. Thank you."

"I think that criminal backgrounds should still be checked, as street traders will be in contact with children. It is our duty to ensure that they are safe."

"Street Trading was introduced without consultation last year. Came out of the blue. If alterations are being made the question is raised that the introduction of street trading was wrong in the first place. Did not complete the first questionnaire as was very annoyed at receiving it."

"My income is too low to pay even a reduced amount of fee"

"Last year some ice cream businesses registered with the Council, myself being one of them. Others did not, these traders should be chased up and made to pay for last year. It should be one rule for all, not just the honest traders."



Equality and Consultation Analysis Template

Context

Name of analysis	Street Trading Policy
Officer completing analysis	Neil Eaton
Date	14 th December 2012

1. Briefly describe the area of work this analysis relates to:

Following adoption of street trading laws across the City, from 1st April 2012 mobile traders must hold a street trading consent.

The Council proposes to make changes to existing terms and conditions and incorporate these into a new "Street Trading Consent Policy".

Scoping the analysis

2. Who are the key stakeholders, both existing and potential, that could be impacted by this work?

- Street Traders
- Highways Authority
- The Chief Officer of Police
- Representatives of local businesses
- Regulatory Services – Environmental Protection, Food and Safety
- Legal Services
- Local residents
- Ward Councillors

3. From the list above, which of these constitute protected groups?

None

4. Which of the key stakeholders (including representatives of protected groups) will need to be kept informed, consulted or actively involved in this area of work?

Key Stakeholder	Type of Involvement*	Method(s) used
Street Traders	A 9 week consultation which will start on 14th December 2012.	Press Release Questionnaire and full Statement of Policy placed on Coventry City Council website Two mailmerge letters, including consultation questionnaire Email reminder sent to all where details known Direct contact with random traders
General Public	A 9 week consultation which will start on 14th December 2012.	Press Release Questionnaire and full

		Statement of Policy placed on Coventry City Council website
Local Businesses	A 9 week consultation which will start on 14th December 2012.	Press Release Questionnaire and full Statement of Policy placed on Coventry City Council website Full details sent to Federation of Small businesses, chamber of commerce
Elected Members	A 9 week consultation which will start on 14th December 2012.	Press Release Questionnaire and full Statement of Policy placed on Coventry City Council website Article for Members Bulletin
Partners / Agencies	A 9 week consultation which will start on 14th December 2012.	Press Release Questionnaire and full Statement of Policy placed on Coventry City Council website Provide information at the Responsible Authority Working Group

** Information, Consultation or Involvement*

5. Which, if any, parts of the general equality duty is the service relevant to? Please mark with an 'X'.

None Identified

6. What information is available to be used as part of this analysis?

The changes being proposed are revisions to terms and conditions for existing street trading consent requirements. Those affected will be mainly existing street traders. Regular contact occurs with these through routine Regulatory Services activity. However at the current time we have no formal feedback. This consultation seeks that feedback to inform our decisions

7. What are the information gaps?

The changes are currently only proposals and the Council is seeking views on the potential impact they may have. Officers believe that a general reduction in fees, together with many more street traders paying no fee at all ("deemed consent"), will have a generally positive effect. There are no known gaps of concern at present.

Data analysis

8. Please summarise below the key issues that your data is telling you.

Several current Street Traders have objected to the existing fee structure. Purpose of consultation is to seek formal feedback on proposed changes.

Generating and evaluating options

9. What are the different options being proposed to stakeholders?

The proposal is to amend terms and conditions, categories of traders having deemed consent, and associated fee structures. General comments are being sought as part of the consultation to determine whether these changes will impact anyone in particular.

10. How will the options impact on protected groups or those experiencing deprivation?

There is not likely to be any impact.

11. Please detail how you could mitigate any negative impacts.

There is not likely to be any impact that will require mitigation.

12. Identify which contractors or service users would be negatively affected by the options

There is not likely to be any impact.

Formal consultation

- 13. Who took part in the consultation? *Please also specify representatives of any protected groups.***

A 9 week consultation has taken place starting 14th December 2012.

- 14. What were the key findings of the consultation?**

Street Traders are overwhelmingly supportive of reduction in fees and extending deemed consent. Comments received concerning specific issues, including ability to temporarily suspend deemed consent for major public events will be considered.

- 15. Are there any gaps in the consultation?**

None identified.

- 16. Following the consultation, what additional equality issues have emerged?**

None identified.

- 17. Which of the options have changed following consultation and equality analysis, and how?**

To be completed after consultation closes.

Equality impact of final option

- 18. Please confirm below which option has been chosen for implementation.**

To be completed after consultation closes.

- 19. Please indicate which of the following best describes the equality impact of this analysis.**

There will be no equality impact if the proposed option is implemented.

- 20. What will be the impact on the workforce following implementation of the final option? *Please make reference to relevant equality groups (with protected characteristics under the Equality Act).***

To be completed

Formal decision-making process

Please detail below the committees, boards or panels that have considered this analysis

Name	Date	Chair	Decision taken
Scrutiny Board 4	27-Feb-13	Councillor Abbott	
Cabinet Member Community Safety and Equalities	21-Mar-13	Councillor Townshend	
Full Council	tba		

Approval

This equality analysis has been completed by:

Officer

Neil Eaton, Food and Safety Manager

Service Manager

Hamish Simmonds, Head of Regulatory Services

Note: Failure to comply with duties on equalities and consultation will put the Council (and specifically the elected member or officer making the decision) at risk of judicial review

Director

Brian Walsh

Elected Member

Councillor Townshend

Date

Monitoring and review

This section should be completed 6-12 months after implementation

- a) Please summarise below the most up to date monitoring information for the newly implemented service, by reference to relevant protected groups.

[Click [here](#) and type]

- b) **What have been the actual equality impacts on service users following implementation?**

[Click **here** and type]

- c) **What have been the actual equality impacts on the workforce since implementation?**

[Click **here** and type]

**Equality Analysis and Consultation Template
August 2012 · Version 2.0.2**

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Minutes of the meeting of Cabinet held at 2.00 pm. on 16 April 2013

Present:

Cabinet Members: Councillor J. Mutton (Chair)
Councillor Duggins (Deputy Chair)
Councillor Harvard
Councillor Kelly
Councillor Kershaw
Councillor A. Khan
Councillor Mrs Lucas
Councillor O'Boyle
Councillor Ruane

Non-voting Opposition Members: Councillors Blundell and Foster

Other Members: Councillors Hetherington and M. Mutton

Employees (by Directorate):

Chief Executive's: M Reeves (Chief Executive), F Collingham, G Holmes,
J Moore, J Venn

City Services & Development: M Yardley (Director), M Checkley, T Darke,
J Newton, M Waters, A Williams

Community Services: S Brake, D Shiner

Customer & Workforce Services: B Messinger (Director), H Abraham, G Bayliss,
L Knight, M Salmon

Finance & Legal Services: C Forde, B Hastie

Apology: Councillor Townshend

Public business

RECOMMENDATION

155. **European Regional Development Fund Accountable Body Report** [\(Report\)](#)

The Cabinet considered a report of the Director of City Services and Development that sought approval of the funding opportunity from European Regional Development Fund in delivering the City's priorities and for the City Council to act as guarantor for the Far Gosford Street Phase 2, Public Realm Phase 2, Coventry and Warwickshire Small Business Loans and the Coventry Transport Museum projects.

RESOLVED that, after due consideration of the options and proposals contained in the report and matters referred to at the meeting, the Cabinet recommends that the City Council:

- (a) Agrees the funding opportunity from European Regional Development Fund as a significant opportunity in delivering the City's priorities and authorise the City Council to act as guarantor and to delegate authority to the Director of City Services and Development to enter into grant aid agreements for the International Transport Museum Project and FarGo Village projects.**
- (b) Agrees to delegate authority to the Director of City Services & Development to grant a 30-year lease to Coventry Transport Museum at a peppercorn rent over the properties known as 10a and 10b Hales Street and 31 Silver Street.**

(Meeting finished at 2.50 p.m.)

Cabinet
Council

16 April 2013
25 June 2013

Name of Cabinet Member:

Cabinet Member (City Development) – Councillor Kelly

Director Approving Submission of the report:

Director of City Services & Development

Ward(s) affected:

All

Title:

European Regional Development Fund (ERDF) Accountable Body Report

Is this a key decision?

Yes - it has the potential to affect all wards within the City and expenditure is in excess of £500,000.

Executive Summary:

European Regional Development Fund (ERDF) allows the City Council to bid for grant funding for economic development projects. In the most recent bidding round we have received first stage approval for 4 projects totalling £6.5m ERDF as follows:-

- Far Gosford Street Phase 2 - £1.14 million ERDF
- Public Realm Phase 2 - £1.75 million ERDF
- International Transport Museum Project - £3.1 million ERDF
- Coventry & Warwickshire Small Business Loans - £0.52 million ERDF

In addition, we have also received full approval for a further project:-

- FarGo Village - £3.4 million ERDF

A Local Authority is required to act as accountable body for ERDF projects as it has the financial and monitoring mechanisms in place to ensure spend takes place as appropriate. Although the Coventry Transport Museum (CTM) applied for ERDF in their own name, the City Council have been asked by the Department for Communities and Local Government (DCLG) to act as guarantor for the project due to the size of the grant. Having had outline approval, the projects then submitted full applications by the end of February. DCLG will now appraise them all before awarding ERDF which is then followed by contracting which should allow the projects to start in the summer.

The FarGo Village was submitted under a previous call for projects and has received full approval but needs Cabinet and Council approval for the City Council to act as guarantor for the grant.

Recommendations

Cabinet is asked to:

1. Agree the funding opportunity from ERDF as a significant opportunity in delivering the City's priorities and authorise the City Council to act as guarantor and to delegate authority to the Director of City Services & Development to enter into grant aid agreements for the individual projects: Far Gosford Street Phase 2, Public Realm Phase 2 and Coventry & Warwickshire Small Business Loans;
2. Provide approval for CTM to draw up to £55k from its own reserves/balances to cover any expenditure on the ERDF project pending official notification from DCLG to award the full ERDF grant. CTM is to ensure by reasonable endeavours through their Business Plan to replenish the level of reserves/balances at the first opportunity; and
3. In the event of a successful award of ERDF for the CTM (estimated for the end of April/beginning of May 2013), approve the Council to act as guarantor and to delegate authority to the Director of City Services & Development to enter into grant aid agreements for eligible expenditure to be incurred by CTM of up to £95k on the ERDF project between the date of decision by DCLG (to award £3.1million ERDF) and the Council's decision to act as accountable body for the overall project.

Cabinet is requested to recommend that Council:

4. Agree the funding opportunity from ERDF as a significant opportunity in delivering the City's priorities and authorise the City Council to act as guarantor and to delegate authority to the Director of City Services & Development to enter into grant aid agreements for the individual projects: International Transport Museum Project and FarGo Village; and
5. Agree to delegate authority to the Director of City Services & Development to grant a 30-year lease to CTM at a peppercorn rent over the properties known as 10a and 10b Hales Street and 31 Silver Street.

Council is asked to:

1. Agree the funding opportunity from ERDF as a significant opportunity in delivering the City's priorities and authorise the City Council to act as guarantor for the individual projects: International Transport Museum Project and FarGo Village; and
2. Agree to delegate authority to the Director of City Services & Development to grant a 30-year lease to CTM at a peppercorn rent over the properties known as 10a and 10b Hales Street and 31 Silver Street.

List of Appendices included: None

Background papers: None

Has it been or will it be considered by Scrutiny? No

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? Yes - first Council in the new municipal year 2013/14 (date tbc)

Report title: **European Regional Development Fund (ERDF) for Coventry City Council Projects**

1 Context (or background)

1.1 Coventry City Council has been awarded first stage approval for £6.5m of ERDF for four projects in the city. This is in addition to the £15.3m of ERDF already given full approval since 2007 which is either completed or still in delivery in the city. The projects with first stage approval submitted full applications to DCLG by the end of February for a final decision on whether they will get ERDF funding. As part of the appraisal process carried out by DCLG there is a requirement upon the City Council to agree to act as guarantor for the grant in the unlikely event that it has to be repaid.

European Regional Development Fund (ERDF)

1.2 The 2007 – 2013 ERDF Programme for the West Midlands is allocated regionally across three priorities. Priority 1 is largely aimed at universities and research institutions while Priority 2 is aimed at offering support to businesses and generating business start-ups and Priority 3 has geographical targeting on "major urban areas". The Coventry & Nuneaton P3 Package has an indicative sum of just under £12m ERDF and has been committed to projects in the city including NUCKLE, Public Realm, Far Gosford Street and FarGo Village. DCLG held an open call for projects in Priorities 2 and 3 in September. The following projects totaling £6.5m ERDF were submitted from this sub-region:-

- P3 : Far Gosford Street Phase 2 - £1.14 million ERDF
- P3 : Public Realm Phase 2 - £1.75 million ERDF
- P2 : Coventry & Warwickshire Small Business Loans - £0.52 million ERDF
- P3 : International Transport Museum Project - £3.1 million ERDF

1.3 These projects have all received outline approval and were asked to submit full applications to DCLG by 28 February. The full applications will be appraised by DCLG in the spring and if approved should be able to start in July. Although the CTM were the applicant for their project, one of the conditions attached to their outline approval is the need for the city council to act as applicant and therefore guarantor for the full bid. A brief summary of each project is below:

1.4 **Far Gosford Street phase 2** - This project will continue the City Council's successful area-base regeneration programme in the Far Gosford Street area of the city. As in the first phase, it will offer grants to property owners for 50% of the cost to carry out full restoration and front façade improvements, the balance being put in by the owners. It is expected to create 30 jobs, assist 20 SMEs and upgrade 760 sqm of floorspace. It will build on the highly successful first phase which was also ERDF-funded which has led to 30 properties being upgraded and a much improved perception and appearance of the conservation area.

1.5 **Public Realm phase 2** - This is an extended programme of streetscape enhancements complementing the successful phase one improvements which also received ERDF funding and were completed in the summer of 2012 for the Olympics. Their aim is to link key employment sites and public and private sector led developments with an attractive high quality public realm that will enhance the perception and image of the city. Phase two will focus on improvements to four new routes:- High Street - Council House Square - Jordan Well, Fairfax Street, Belgrade Junction and Queen Victoria Road / Lidice Place. Success will be measured by an increase of 5% in footfall, 2% increase in average visitor spend and a 5% reduction in the number of vacant units in the defined area. It will remediate 2.53 hectares of city centre land.

- 1.6 **Small Business Loans** - This project will offer a cohesive package of business support activities tailored to meet the specific needs of Coventry & Warwickshire. It will help to establish over 400 new businesses, and create at least 660 new jobs by working with established firms with potential for growth, assisting them to invest, exploit new markets, and to develop local supply chain opportunities. Over a two year period it will assist 1,625 individuals to start a business, create 406 new businesses, assist 490 existing businesses to improve performance and create 660 jobs as well as lever in nearly £10m of private sector investment.
- 1.7 **International Transport Museum** - ERDF is one strand of a total of £7.45m investment to both restore the 12th Century Old Grammar School to create new exhibition and event space and to create a new entrance for the Museum. There will be five upgraded galleries for the display of cycles, the "Spirit of Speed", a technology gallery, the "Ghost Town" gallery and a temporary exhibition gallery. It is forecast to generate an additional £18m of visitor spend within Coventry in five years thereby supporting over 360 local jobs for residents. It will be achieved by demolition of properties adjacent to the Museum in Hales Street owned by the City Council.
- 1.8 The CTM are hoping to get their project approved during April to ensure the scheme can deliver by the end of the programme period which is June 2015. All expenditure in the Package must be committed by 31 December 2013 and defrayed by 30 June 2015.
- 1.9 In order to implement the scheme for which the CTM are seeking grant funding the museum needs additional space into which it can expand to host a wider range of exhibits. Accordingly it is proposed to grant a 30-year lease to the CTM over 10a & 10b Hales Street and 31 Silver Street at a peppercorn rent. These properties are owned by the City Council; 31 Silver Street and 10a Hales Street are currently being held vacant whilst 10b Hales Street is let to a Pawn Brokers at a rent of £12,400 per annum. It is estimated that these three properties have a combined rental value of circa £33,000 per annum. The Council would forgo this income in the event that the proposals proceed. CTM will have to pay all other outgoings on the properties including business rates and be responsible for repairing obligations.
- 1.10 The start date for eligible spend for the CTM's ERDF project will be the date of DCLG's Investment Decision Group (IDG) meeting in April / May. Any expenditure incurred by the Transport Museum prior to that date will not be eligible from ERDF so will need to come from another source; the proposal is CTM's reserves / balances. It is anticipated that CTM will incur upfront design costs that will not exceed £55k. In the event that this project is given its ERDF approval of £3.1m by IDG in April/May, the City Council will be required to be the guarantor for any eligible expenditure incurred by CTM of up to £95k between that date and the first full Council of the municipal year when the Council is being asked to agree to act as accountable body for the overall project.
- 1.11 **FarGo Village** - The creative industries sector is a growing part of Coventry's business and innovation landscape. However there is insufficient space for successful high-growth businesses to expand into. A further problem which Coventry experiences is a lack of graduate level jobs which means that our graduate retention rate is only 35% compared to 45% for the West Midlands as a whole. This project takes the largest single site in Far Gosford Street and creates an enterprise hub for the creative industries thereby creating much needed business space and graduate level employment opportunities.
- 1.12 In an earlier bidding round, the FarGo Village project was submitted and has now received full approval for £3.4m ERDF. DCLG are asking the city council to act as guarantor for this project as DCLG do not wish to contract with the private contractors who are the developers for the scheme. This is normal procedure for DCLG. This brings the total value of the ERDF which the city council is being asked to guarantee in this report to £9.9m. This is subject to all projects receiving full approval.

1.13 Outputs Across all Five Projects

1.13.1 The five projects are forecast to deliver a range of outputs which in total will include:-

- 225 jobs
- 100 jobs safeguarded
- 16 business start-ups
- In-depth business support to 93 businesses
- 4 Ha of brownfield land developed
- 16,710 m² Floorspace
- £13.9m private sector investment levered

2 Options considered and recommended proposal

2.1 The City Council acts as accountable body for ERDF

2.1.1 The City Council has acted as lead applicant or accountable body for many European-funded projects since 1984 when the area first became eligible for such funding. In essence it means being responsible for monitoring the spend, submitting grant claims to DCLG for eligible expenditure and demonstrating that the grant has been spent in achieving the outputs of the project. By taking on this role, the City Council will bring in an additional £9.9m of European funding which will significantly assist in delivering their corporate priorities. This funding is awarded with an intervention rate of up to 50% which means in effect doubling what could be achieved with the Council's funding alone or with Heritage Lottery in the case of the CTM, Growing Places funding in the case of Small Business Loans or private sector funding in the case of FarGo Village and Far Gosford Street.

2.2 Other Options Considered

2.2.1 **Proceed without ERDF** - Without ERDF support for the Far Gosford Street second phase it is likely that some of the owners would be able to fund the necessary work. However, without grant support the number of refurbished properties would not be great enough to have any real impact. There is always the risk that the street might revert to its previous run-down condition without a significant boost from grant funding.

2.2.2 If the Public Realm work were to be funded by City Council funding and no ERDF, the overall impact would be diminished and it would only be feasible for the statutory duties to be funded such as maintenance of footpaths and highways. With increasing pressure on the Council's capital programme an opportunity would be missed to improve the public realm environment of the city centre.

2.2.3 If the CTM were to do nothing then it would continue to operate as it does presently and an opportunity to significantly increase visitor numbers would be lost. In addition the Old Grammar School would remain derelict and continue to blight the area.

2.2.4 Without ERDF for loans to small businesses, they would continue to struggle to secure bank loans which would in turn hamper their ability to create new jobs and to even survive.

2.2.5 Without ERDF the FarGo Village would not happen and a large site at a key gateway to the city centre would remain derelict and continue to give a negative image of the city.

2.2.6 **Decline to take on the accountable body role** - For both the CTM and the FarGo Village projects the Council could decline to take on the role of accountable body. This would result in DCLG withdrawing the applications for funding due to their unwillingness to contract with bodies other than those in the public sector. DCLG need to be sure that the accountable body has a track record of successful delivery and are satisfied that the City

Council will fulfil this role. In addition, the fewer accountable bodies that DCLG contract with, the lower the cost of managing the whole programme and the greater cohesion across the programme.

2.3 Recommended Proposal

2.4 It is recommended that the Council recognise the significant opportunity to Coventry from the acquisition of ERDF and acts as guarantor for all five projects.

3 Results of consultation undertaken

3.1 The Jobs Strategy is the Council's proposal for taking forward the economy of the city in the light of the changed circumstances experienced over recent years. ERDF matched against core funds for these projects is aligned to delivering the Jobs Strategy and the priorities of the CWLEP set out in their 5-year strategy based on the Local Economic Assessment and feedback from local businesses which include:

- Creating New Jobs
- Creating business growth
- Removing barriers to growth

3.2 The development of the ERDF projects has been completed with LEP partners and reflects the priorities most in need of public investment.

3.3 There has been considerable consultation with property owners in Far Gosford Street and a signed register has been compiled containing over 20 businesses and property owners who are keen to take part in the second phase of the project. The views and opinions of local residents and businesses have been canvassed in extensive surveys and ongoing consultation during the development of the Far Go Village proposals.

3.4 A city centre stakeholder group involved in phase one of the Public Realm works were hugely supportive from concept to delivery stages and will continue to be closely engaged with phase two with significant discussions already taking place around concept plans to influence both form and materials to be used. Extensive local consultations have taken place on public realm strategies and the Core Development Strategy for Coventry. Over 2,500 people took part in this exercise.

3.5 The CTM consulted almost 2,000 people in 2012 to inform the development of the project. The feedback demonstrated that the proposed works would encourage visitors to make return visits. The Old Grammar School has been the subject of a long-running public campaign to save it. In 2009, a major consultation by the City Council found that a large number of the 800 responses wanted to preserve the city's best buildings such as the Old Grammar School.

3.6 The CW LEP has undertaken a consultation exercise with local business to determine the priorities it should focus on, priorities which the loans package sets out to deliver on.

4 Timetable for implementing this decision

4.1 The full applications will be appraised by DCLG in April/May and approvals made during April to June. The projects then go into contracting phase and finally delivery can commence – hopefully by late summer. As stated above, the CTM are hoping for a fast turnaround as their capital scheme has very little room for slippage if it is to complete by June 2015. The FarGo Village project can proceed immediately as it already has approval.

5 Comments from Director of Finance and Legal Services

5.1 Financial implications

- 5.1.1 The Council are proposing to be the accountable body for each of the five ERDF projects as specified in the report, totalling £9.9m. Whilst there is some financial risk, there is no immediate implication of being accountable body. These schemes will bring significant economic benefit to the city. Grant risk is discussed further in section 6.
- 5.1.2 The properties referred to in section 1.9 have an approximate annual rental value of £33k. The report proposes these properties are leased for 30 years to the CTM at a peppercorn rent. Whilst two of the three properties are currently vacant, this decision still represents a loss of potential income to the Council of £33k.
- 5.1.3 CTM will be incurring costs from its own balances of up to £55k prior to any decision from the DCLG. Further spend will not be incurred unless ERDF is awarded for the project. In the event of a successful award, to ensure delivery of the scheme within the ERDF programme period, further costs will need to be incurred by the CTM of up to £95k. These costs will be eligible for grant, however it should be noted that the Council will not have been asked to formally agree to act as guarantor for the ERDF until its first meeting in the next municipal year (date tbc).

5.2 Legal implications

- 5.2.1 The Council will act as the accountable body for the ERDF projects on the terms of the EU and DCLG requirements. The Council will be issued with a grant offer containing terms and conditions. For two of these projects, the terms and conditions will be devolved across to the Transport Museum Trust and the private sector developer Complex Developments Limited in a grant agreement. . These will ensure appropriate conditions and obligations which are imposed upon the Council are passed to the grant recipients who receive the funding for delivering projects. The Council has power to act as guarantor under Section 1 of the Localism Act 2011 and in respect of the leisure function at the transport museum under section 19 of the Local Government (Miscellaneous Provisions) Act 1976.
- 5.2.2 A lease of 10a and 10b Hales Street and 31 Silver Street will be granted to CTM for a term of 30 years at a nil rent pursuant to section 19 of the local Government (Miscellaneous Provisions) Act 1976.

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 City Council's **Jobs Strategy** highlights the importance of creating jobs which the city needs. All these schemes will indirectly or directly provide jobs across the city and sub-region. The Jobs Strategy specifically acknowledges the importance of public realm improvements in creating new jobs in the city centre. **Coventry's Sustainable Community Strategy** sets out the ambitions for "a prosperous Coventry with a good choice of jobs and business opportunities for all the city's residents". One of its long-term outcomes is accelerating economic growth for the city and creating a more diverse range of businesses and employment. The FarGo Village will help to achieve this outcome by helping Far Gosford Street to diversify its business base by transforming the city's creative quarter. This will attract new businesses to the city and create much-needed high value jobs which will in turn encourage higher level learning and graduate retention in the city.

The **Coventry & Warwickshire Local Enterprise Partnership (CWLEP)** recognises the importance of a successful Coventry city centre to the sub-region as a whole in its strategy. A key objective of the LEP is to develop strong private-public sector partnerships in order to grow the sub-regional economy. One of its key target sectors is the creative and cultural industries. The FarGo Village project helps the LEP address this priority through the development of a public-private partnership between the City Council and CDP/Mazing Ltd. who are the developers for this creative quarter of the city.

6.2 How is risk being managed?

6.2.1 Arrangements are in place within City Services and Development Directorate to deliver the accountable body role ensuring that procedures are in place to manage risk for these five projects.

6.2.2 The financial risk associated with the ERDF sits with the Council. However the risk of claw back by DCLG and/or the EU is minimal so long as the expenditure is defrayed against eligible activity and in the permitted timeframe. This risk will be mitigated by the implementation of strict procedures for the project management of ERDF-funded work and ensuring that the risks for the two outside projects are devolved appropriately to the partner organisations. We will maintain close liaison with our monitoring officer in DCLG, and ensure that funding contracts awarded by the Council for the completion of infrastructure works place risk on the organisations which complete the works.

6.2.3 The Council has a good track record for maintaining and achieving significant financial controls and well established procedures for handling public funds and these will be applied to the ERDF projects in order to ensure that the best possible value is achieved for the EU's investment in the schemes. Therefore the view of officers is that risk of clawback for each scheme is minimal.

6.2.4 Both the CTM and CDP Ltd. will enter into a "back-to-back" Grant Aid Agreement (GAA) with the City Council as accountable body. It is standard practice within GAAs to transfer as much risk as possible to the successful applicant and project deliverer.

6.2.5 All ERDF projects within the city will be overseen by an overarching steering group which will include representatives from Coventry City Council, Warwickshire County Council and other representatives from the CWLEP. This group will oversee the strategic direction of the funds, ensuring they are used to maximum effect and that the overall purposes of the funds are met.

6.2.6 The City Council's Resources & New Projects (RNP) Team will lead the programme management for the various ERDF projects ensuring that suitable monitoring and governance arrangements are in place. The individual projects will each have project officers responsible for managing compliance with the funding requirements such as publicity and procurement and for monitoring progress and making grant claims to DCLG. The RNP Team will have regular meetings with the project officers to check overall progress and to liaise between them and DCLG's Programme Delivery Team.

6.3 What is the impact on the organisation?

6.3.1 HR Implications

6.3.2 To ensure successful delivery of these large projects and the Council's ability to provide an adequate accountable body function, additional staff resources may be required. Staff are already in place for the existing ERDF-funded projects and they may be able to continue to carry out this function and take on the new projects.

6.4 Equalities / EIA

6.4.1 Each of the infrastructure projects will undertake an Equality Impact Assessment as part of project development and impact. Although the Small Loan programme focuses on business, close attention has been paid to equality and diversity principles. The expectation is that those businesses assisted will generate significant employment opportunities. The crucial issue, therefore, is applying equality and diversity principles to these opportunities.

6.5 Implications for (or impact on) the environment

6.5.1 The loans to small businesses and the large scale infrastructure projects will have an impact on the environment in the city centre. All businesses are now very conscious of energy costs. At the point of making investments in plant and machinery or indeed property the opportunity to reduce energy consumption per unit of output is invariably taken. The Far Gosford Street projects and the CTM are all aimed at improving the visual environment of the city centre.

6.6 Implications for partner organisations?

6.6.1 The CTM project will have a significant implication for the Museum and enable it to increase its attraction to visitors.

6.6.2 The small loans project will operate in Coventry and Warwickshire and will offer loans to SMEs in all of the Local Authority areas covered by the CWLEP. The LEP is a partnership and is the strategic body with responsibility for the use of these funds. The key local partners of the LEP are the Chamber of Commerce and Warwickshire County Council who are delivery partners and are committed to the project.

Report author:**Name and job title:**

Andy Williams, Resources & New Projects Manager

Directorate:

City Services and Development Directorate

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(All queries should be directed to the above person)

Contributor/ Approver name	Title	Directorate	Date doc sent out	Date response received or approved
Contributors:				
Helen Williamson	Business Partner	Finance and Legal Services	7/2/13	7/2/13
Jaz Bilen	Human Resources Manager	Customer and Workforce Services	7/2/13	12/2/13
Richard Moon	Senior Development Executive	City Services and Development	7/2/13	8/2/13
Amanda Hume	Senior Funding Officer	City Services and Development	7/2/13	8/2/13
Barry Butterworth	Team Leader (Development and Regeneration)	City Services and Development	7/2/13	8/2/13
Michelle Salmon	Governance Services Officer	Customer and Workforce Services	7/2/13	18/3/13
Rhian Jones	Transport Projects Officer	City Services and Development	7/2/13	7/2/13
Chris Young	Traffic and Network Management	City Services and Development	7/2/13	8/2/13
David Cockroft	Assistant Director (City Centre and Development Services)	City Services and Development	22/2/13	4/3/13
Approvers:				
Clarissa Evans	Commercial Team Manager, Legal Services	Finance and Legal Services	7/2/13	7/2/13
Phil Helm	Finance Manager, CSD	Finance and Legal Services	22/2/13	21/3/13
Martin Yardley	Director	City Services and Development	22/2/13	13/3/13
Councillor Kelly	Cabinet Member (City Development)	-	21/3/13	22/3/13

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Council – 25th June 2013

Recommendation from Cabinet Member (Community Safety and Equalities), 14th June 2013

Minutes of the meeting of Cabinet Member (Community Safety and Equalities) held at 2.00 pm. on 14th June 2013

Present:

Cabinet Member: Councillor Townshend

Shadow Cabinet Member: Councillor Andrews

Employees (by Directorate):

Customer & Workforce Services: J. Barlow, U. Patel, R. Potts, H. Peacocke

Finance & Legal Services: C Forde

Public business

RECOMMENDATION

2. Changes to the Constitution

The Cabinet Member considered a report of the Director of Finance and Legal Services which sought approval of further changes to the Constitution following on from the appointment of Deputy Cabinet Members at the Annual Council meeting on 16th May 2013 and to amend the delegations in the Constitution in relation to the Registrar of Births, Marriages and Deaths.

In order for the proposed changes relating to questions and statements of Deputy Cabinet Members be introduced at the first full meeting of the City Council, as detailed in the report, the recommendations could not be delayed to a future meeting. In addition, it was also time critical that the fees and income requirements for the Register Office were established to regularise the position as external third parties were waiting for this information and it would not be appropriate to wait until the next meeting for these matters to be considered. In accordance with the Constitution, where the timescale does not permit the Constitutional Advisory Panel to consider any proposed constitutional amendments, any recommendations to Council on those proposed changes to the constitution would be made only by the Deputy Leader/Cabinet Member and which is the case in this instance.

RESOLVED that the Cabinet Member (Community Safety and Equalities):

- (1) Approves the changes to the Constitution as set out in Section 2 of the report.**

- (2) Recommends full Council to approve the changes to the Constitution as set out in Section 2 of the report with immediate effect.**

Cabinet Member (Community Safety and Equalities)
Council

14 June 2013
25 June 2013

Name of Cabinet Member:

Cabinet Member (Community Safety and Equalities) Councillor Phil Townshend

Director Approving Submission of the report:

Director of Finance and Legal Services

Ward(s) affected: All

Title: Changes to the Constitution

Is this a key decision?

No

Executive Summary:

This report is to seek the approval of the Council for further changes to the Constitution following on from the appointment of Deputy Cabinet Members at the Annual Council meeting on 16 May and to amend the delegations in the Constitution in relation to the Registrar of Births, Marriages and Deaths

Recommendations:

Cabinet Member

To recommend to Council the changes to the Constitution set out in Section 2 of the report.

Council

The changes to the Constitution set out in Section 2 of the report be approved with immediate effect.

List of Appendices included:

None

Other useful background papers:

None

Has it been or will it be considered by Scrutiny?

No

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

No

Report title: Changes to the Constitution

1. Context

- 1.1 At the Council's Annual Meeting on 16 May, the Council resolved to appoint three Deputy Cabinet Members. This required a number of changes to the Constitution. Further changes are now needed to give Cabinet Members and Deputy Cabinet Members additional rights to speak at Full Council meetings.
- 1.2 In addition, the delegation in the Constitution regarding the Registrar of Births, Marriages and Deaths needs to be amended to comply with statute.
- 1.3 The proposed changes to the Constitution should take effect immediately. All new text is shown underlined and in italics.

2. Proposed Changes to the Constitution

2.1 Right to Ask Questions at Council

- 2.1.1 It is proposed that Councillors should be given the right to ask written and verbal questions of Deputy Cabinet Members at Council meetings in the same way that they may ask questions of Cabinet Members.
- 2.1.2 Paragraph 4.1.20 of the Council Procedure Rules in Part 4 of the Constitution needs to be amended as follows:

4.1.20 A Councillor may put in writing a question concerning any matter relating to Council business to be answered at the meeting by the appropriate Cabinet Member, Deputy Cabinet Member, Chair or other Councillor. Such questions must be delivered to the Director of Customer and Workforce Services at a location* designated by her/him not later than 9.00 a.m. at least 5 clear working days before the date scheduled for the meeting of the City Council. An answer may be written and circulated to Councillors at the meeting, given orally by the Cabinet Member, Deputy Cabinet Member, Chair or other Councillor replying, or a combination of both. The Lord Mayor will have the power to allow supplementary oral questions and to disallow any such question which in her/his opinion is irrelevant or frivolous or a repetition of or substantially similar to a question already asked upon that part of the proceedings.

*NB The location currently designated is Room 59 in the Council House.

- 2.1.3 Paragraph 4.1.25 of the Council Procedure Rules in Part 4 of the Constitution needs to be amended as follows:

4.1.25 A Councillor may ask a Cabinet Member or a Deputy Cabinet Member an oral question at the meeting without prior notice being given on any other matter relating to the Cabinet Member's or Deputy Cabinet Member's

portfolio. The Lord Mayor will call on Councillors in the order in which they catch her/his eye. An answer may be given orally by the Cabinet Member *or Deputy Cabinet Member* at the meeting or a written answer circulated to Councillors after the meeting, within 7 working days of the meeting. The Lord Mayor will have the power to allow supplementary oral questions and to disallow any such question which, in his/her opinion, is irrelevant or frivolous or a repetition of or substantially similar to a question or questions already asked.

2.1.4 Paragraph 8.8.of Part 8 of the Constitution (Procedural Matters) needs to be amended as follows:

8.8 Procedure for dealing with written questions of Council Meetings:

8.8.1 The deadline for receiving written questions is 9.00 am on the Monday, a week before the Council Meeting on the Tuesday. As soon as any question is received, it will be forwarded to the appropriate Cabinet Member, *Deputy Cabinet Member*, Chair or other Councillor and Director.

8.8.2 The Cabinet Member, *Deputy Cabinet Member*, Chair or other Councillor will arrange for a written response to be prepared, which must be with him/her by 5.00 pm on the Friday before Council.

8.8.3 The Cabinet Member, *Deputy Cabinet Member*, Chair or other Councillor will then have up until 4.00 pm on the Monday the day before Council to check the responses before it needs to be e-mailed to the appropriate Governance Services Officer.

2.2 Right to Make Statements at Council Meetings

2.2.1 It is proposed that Cabinet Members and Deputy Cabinet Members should be given the right to make a statement on an issue or matter of significance to the city at Council meetings in the same way that the Leader is currently able to do.

2.2.2 The following text needs to be inserted into the Council Procedure Rules in Part 4 of the Constitution immediately after paragraph 4.1.40:

STATEMENT BY CABINET MEMBERS OR DEPUTY CABINET MEMBERS

4.1.41 A Cabinet Member or Deputy Cabinet Member will be entitled to make a statement on an issue or matter within their portfolio and which is of significant importance to the City. The statement will last no more than 10 minutes.

4.1.42 Where there is to be a Statement by a Cabinet Member or Deputy Cabinet Member, the Leaders of the other political groups will be notified of the subject matter at the earliest opportunity.

4.1.43 A Councillor from each of the other Groups represented on the Council will be entitled to respond to the statement. The response will last no more than 10 minutes.

4.1.44 The Cabinet Member or Deputy Cabinet Member will be entitled to a right of reply lasting no more than 5 minutes, but there will be no further debate.

The remaining paragraphs of the Council Procedure Rules will need to be renumbered accordingly.

2.3 Registrar of Births, Marriages and Deaths

2.3.1 At its meeting on 3 July 2012 the Council resolved a number of changes to the Constitution required, mostly, as a result of new legislation. In particular Council was asked to approve new delegated powers to:

“review, amend or increase fees in connection with the births, marriages and deaths registration service (including fees for the approval and review process relating to secular and/ or religious premises as venues for marriages and civil partnerships) and identify any areas for additional income generation.”

2.3.2 Delegated authority was given to the Cabinet Member (Community Safety and Equalities) in consultation with the Council Solicitor. In order to comply with statute, the delegation needs to be substituted with the following wording at section 3.7

“Local Government Act 1972

(c) review, amend or increase fees in connection with the births, marriages and deaths registration service (including fees for the approval and review process relating to secular and/ or religious premises as venues for marriages and civil partnerships) and identify any areas for additional income generation.”

Council Solicitor in consultation with Cabinet Member (Community Safety and Equalities)”

3. Results of consultation undertaken

3.1 The amendments arise in part from proposals following on from the decision at Annual Council to appoint Deputy Cabinet Members and also in order to comply with statute.

3.2 Timetable for implementing this decision

4.1 The proposed changes would, if approved, take immediate effect.

5. Comments from Director of Finance and Legal Services

5.1 Financial implications

There is no additional expenditure directly arising from the report.

5.2 Legal implications

The Constitution will reflect the decisions taken and will meet legal 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 Constitution sets out the governance arrangements of the Council and it is important for the good governance of the Council that these reflect the rights and duties of elected members.

6.2 How is risk being managed?

No risk identified.

6.3 What is the impact on the organisation?

Compliance with the Council's Constitution enables the Council to exercise all its powers and duties in accordance with the law and the requirements of its Constitution.

6.4 Equalities / EIA

There are no equality issues arising from the proposed amendments.

6.5 Implications for (or impact on) the environment

None

6.6 Implications for partner organisations?

None

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Names of approvers for submission: (officers and members)				
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Finance: Neil Chamberlain		Finance & Legal	4.6.13	
Members: Councillor Philip Townshend	Cabinet Member Community Safety and Equalities		31.5.13	4.6.13

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Public report Cabinet Report

Cabinet: 18 June 2013
Council 25 June 2013

Name of Cabinet Member:

Cabinet Member (Business, Enterprise and Employment) – Councillor Kelly

Director Approving Submission of the report:

Director of City Services and Development

Ward(s) affected:

None

Title: High Speed 2 and Coventry

Is this a key decision?

No

Executive Summary:

In January 2012 the government made a commitment to proceed with detailed proposals to construct a high speed rail line called HS2 between London, the Northeast and Northwest via the West Midlands. Two and half years on from the Council's last resolution regarding HS2 the proposals have been considerably firmed up and a number of legal challenges dismissed by the courts. Cross party support for the scheme at a national level also appears to remain firm. The Queens speech announced the Government's intention to introduce new legislation to enable the delivery of HS2 phase 1. This is in the form of a Paving Bill (which has already had a first reading) and a Hybrid Bill, which is to be deposited by the end 2013.

The Hybrid Bill process is the most significant opportunity remaining for Coventry to engage with the process and secure measures which can support Coventry's future rail connectivity. To achieve this it will be necessary to prepare a clear evidenced case for use in the process. This report seeks approval to prepare this and sets out a proposed resolution for Council to consider which reframes the context for the Council's engagement with HS2 Ltd and Government regarding HS2 proposals. This recognises that there is a need to prepare for the likely eventuality that HS2 will happen, whilst seeking to get the best possible outcome from HS2 for the City.

Recommendations:

Cabinet are requested to:

1. Recommend to Council that they adopt a new resolution on HS2 that:

'Coventry City Council notes the Queen's Speech and the Coalition Government's determination to proceed, with opposition support, to progress HS2 with a Hybrid Bill. The Council therefore resolves to ensure the best possible outcome from HS2 for the City'

2. Give approval for officers, under the guidance of the Lead Member for Transport and the Cabinet Member for Business Enterprise & Employment to:
 - a) Engage with HS2 Ltd, Network Rail and Department for Transport (DfT) to identify possible solutions to achieve the best possible outcome from HS2 for the City, both in terms of connectivity to HS2 and connectivity on the existing rail network.
 - b) To work with consultants to develop an evidenced case with which to respond to the deposit of the HS2 Hybrid Bill.
 - c) To report back to Cabinet on the outcome of recommendations (a) and (b)

Council are recommended to adopt a new resolution on HS2 that:

‘Coventry City Council notes the Queen's Speech and the Coalition Government's determination to proceed, with opposition support, to progress HS2 with a Hybrid Bill. The Council therefore resolves to ensure the best possible outcome from HS2 for the City’

List of Appendices included:

None

Background papers:

None

Other Useful Documents:

Department for Transport

Government High Speed Rail Website <http://highspeedrail.dft.gov.uk/>

Government Approval Decision January 2013

<https://www.gov.uk/government/publications/high-speed-rail-investing-in-britains-future-decisions-and-next-steps>

High Speed Rail Ltd

HS2 Delivery Body Website - <http://www.hs2.org.uk/>

Key decision dates - <http://www.hs2.org.uk/about-hs2/key-dates>

Has it been or will it be considered by Scrutiny?

No

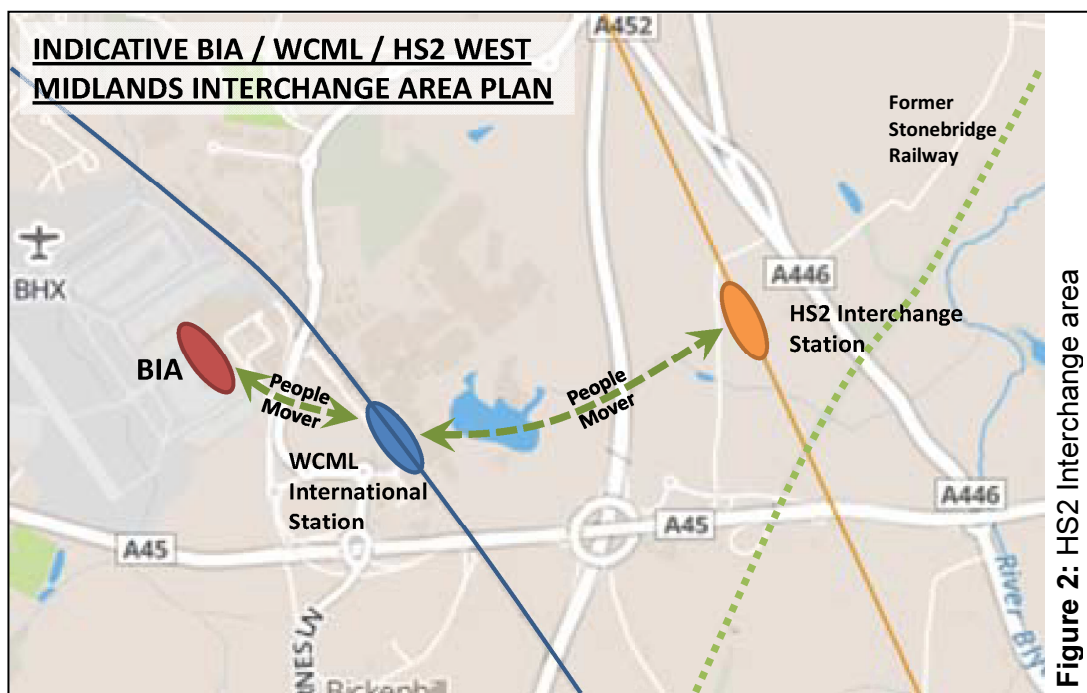
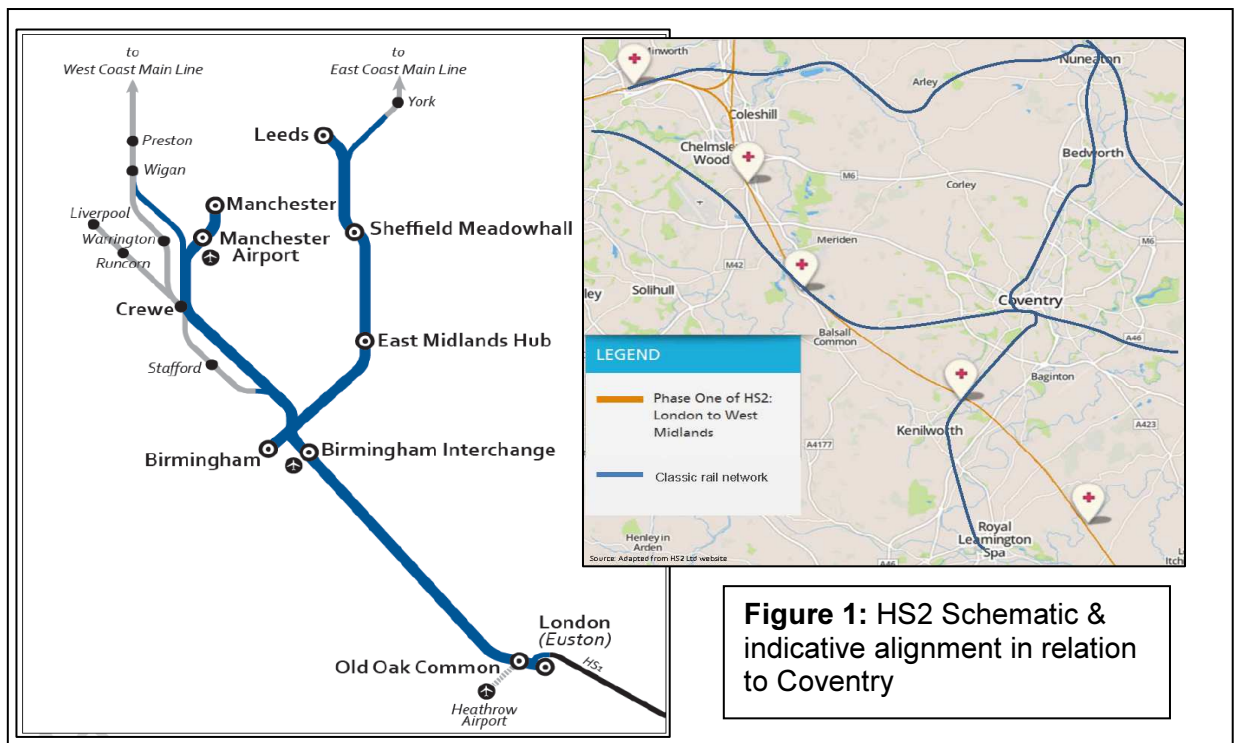
Has it been or will it be considered by any other Council Committee, Advisory Panel or other body?

Will this report go to Council?

Yes - 25 June 2013

1. Context (or background)

- 1.1 In January 2012 the Government made a decision to proceed with a significant High Speed Rail project called HS2. The scheme will see a new high speed line built between London Euston and the Northeast and Northwest via Birmingham (see figure 1). The line will not directly serve Coventry, however a new interchange station will be constructed close to Birmingham International Airport (see figure 2). HS2 is now a firm government proposal with national cross party support with statutory legislation being progressed.
- 1.2 One of the main stated objectives of the scheme is to create additional rail capacity to address train overcrowding and unreliability as a result of unprecedented and continuing high levels of rail passenger growth. Although HS2 is a new railway line, its operation will be inextricably linked to the existing 'classic' rail network which serves Coventry.
- 1.3 Debate remains whether HS2 is the best way to provide additional rail capacity or not, however, the need for additional rail capacity in the network is universally accepted across the rail industry.
- 1.4 Notwithstanding the fact that the government is not proposing further major capacity upgrades on the West Coast Mainline (WCML), and is pursuing HS2 as a solution, without further capacity in the rail system it is highly likely that the current headline service pattern of three fast Euston trains from Coventry will be impacted and potentially eroded. This 'threat' would arise as a result of trains already being full as they arrive at Coventry and as a result of high passenger demand at other destinations along the WCML.
- 1.5 There are opportunities to secure excellent rail connectivity for Coventry both to London and the South East, as well as to other important destinations which are not currently so well served. Some of these may be achievable in advance of the HS2 delivery through the normal rail planning processes, and some alongside the delivery of HS2.
- 1.6 A critical negotiation stage towards achieving the best possible rail connectivity outcome for Coventry is the HS2 Hybrid Bill, which is timetabled to be deposited in the House of Commons by the end of 2013.
- 1.7 To engage with the Hybrid Bill process it will be necessary to have a pre-prepared and well evidenced case ready to submit for petition within 10 days of the deposit of the Bill. This will form the basis of witness evidence to a quasi-judicial examination by a Select Committee, which will have the power to direct changes to the Hybrid Bill. After this there are further opportunities as the Bill passes through the House of Lords, but these will only be open to those who have engaged from the outset.
- 1.8 The City Council formally objected to HS2 in December 2010, highlighting concerns around the potential negative impact the project could have on the prosperity of the city. Two and a half years on from the City Council's original resolution, much has changed: HS2 Phase 1 proposals have been developed further at significant cost and have been committed to by Government; the Phase 2 (Y network) has been announced; a Paving Bill & the Hybrid Bill were announced in the Queens speech; and a Judicial Review of HS2 was dismissed on 9 out of 10 counts. Coventry City Council with local MPs and the Coventry and Warwickshire Chamber of Commerce also met with the Secretary of State for Transport in October 2012. The overall outcome and conclusion from these events can only be interpreted as a clear affirmation of the Government's intent to progress HS2, however, it has also stated willingness to work with Coventry.



2. Options considered and recommended proposal

- 2.1 Whilst HS2, on the broad alignment proposed, does not represent the ideal additional rail capacity solution for Coventry or the rail network serving the city needs, it is the only option being presented.
- 2.2 Instead practical options for Coventry relate to securing the retention of excellent direct connectivity to London and the south east, securing improved connectivity to other destinations which are not currently well served by rail and securing excellent connectivity to HS2 in order to benefit from the access to the destinations that it will serve. A simple summary of the types of measures that could be sought is provided in Table 1 below. The

business case and evidence for these, and any others that can be identified will need to be developed in greater detail as part of the preparation of evidence for a Hybrid Bill petition.

- 2.3 Inevitably there will remain concern about the potential impact of the new Interchange station and significant growth in the immediate vicinity of it (with any associated impact of this on the market for inward investment elsewhere). These concerns cannot be completely mitigated by transport measures alone and it is unlikely Coventry will ever have good reason to be ardent supporters of HS2.
- 2.4 However, following the apparent strengthening of the Government’s position on HS2, a pragmatic strategy which should underpin any rail ‘asks’ of Government and the Hybrid Bill process is to focus on the positive aspects of Coventry’s overall offer. The message will need to be developed and robustly broadcast, but would build on the basic truth that Coventry is open for business, has and must continue to develop excellent road and rail connectivity and has much to offer in terms of the city’s resident skills base, industry and engineering offer and higher education offer. These assets can set it apart from other competing locations.

Table 1: Coventry Headline Rail Asks	
<i>Pre HS2</i>	<i>With HS2</i>
<ul style="list-style-type: none"> • Maintenance of excellent London and southeast connectivity direct from Coventry Station • Coventry Station Upgrade • Strengthened north/south rail links (NUCKLE) • Stronger direct long distance connectivity in advance of HS2 <ul style="list-style-type: none"> ○ Heathrow, Oxford, Reading ○ Manchester, Sheffield, Newcastle ○ Milton Keynes & Northampton growth areas 	<ul style="list-style-type: none"> • Maintenance of excellent London and southeast connectivity direct from Coventry Station • Good direct connectivity to HS2 • HS2 to HS1 & European connectivity • Construction of HS2 without prejudicing local rail opportunities • Direct Heathrow Spur from HS2 • Renaming of HS2 Birmingham Interchange as West Midlands Interchange

2.5 The timetable for the implementation of HS2 phase 1 is:

- 2013 - Consultation on draft Environmental Statement
- 2013 - Paving Bill 2nd reading
- 2013 - Hybrid Bill
- 2015 - Royal assent
- 2017 - Construction commences

2.6 There are several other rail related work streams affecting the classic rail network which the City Council will need to engage in to maximise its ability to secure improved rail connectivity. These include the Department for Transport’s Rail Investment Programme (CP5) and Network Rail’s Long Term Planning Process (LTPP), Route Utilisation Strategies and CP5 Business Plan. These programmes are intertwined with the operation of HS2 and consultation responses will need to be made in this context.

2.7 Specialist advice and support will need to be procured to support the work outlined above. It is anticipated that revenue funding in the region of £150,000 will be required. The primary call on this funding will be to develop the major elements of Coventry’s petition. The work

and budget needs refining, but will primarily be for parliamentary lobbyists, engineering assessments (for example Coventry Station upgrade), business case development, economic analysis and Queens Counsel (for support during evidence at Select Committee). It is intended to seek joint working with CW LEP and Centro, with some degree of cost sharing on some of these elements. Negotiation will also be sought with other interested stakeholders that may wish to partner in some of this work in order to reduce costs to individual organisations and enable the development of a partially common evidence base. Until this negotiation is undertaken and the work scoped in more detail it will not be possible to refine the costs. It is expected that some of the total costs can be met from existing revenue budgets and cost sharing with various partners, however, it likely there will be a funding gap in the order £100,000.

3. Results of consultation undertaken

- 3.1 No public consultation has been carried out locally by Coventry City Council. A summit for the business community in Coventry & Warwickshire was organised by the Council and held in October 2012 to enable a better understanding of the HS2 proposals and views the business community. This revealed mixed views, some supportive of HS2, some against and some undecided. No formal poll was taken at the event. HS2 Ltd holds a regular series of consultation and community engagement as part of formal consultation on the scheme.

4. Timetable for implementing this decision

- 4.1 If the recommendations of this report are accepted, officers will begin the engagement process in readiness for the Hybrid Bill and other rail consultations as summarised in section 2 above.

5. Comments from Director of Finance and Legal Services

5.1 Financial implications

It is estimated that technical and legal consultancy costs up to the value of £150,000 will be incurred in order to position the authority sufficiently to respond to Government HS2 proposals. Existing revenue budgets, together with expected cost sharing can fund £50,000 of the costs. The remaining £100,000 will result in a budgetary control pressure in City Services and Development.

5.2 Legal implications

There are no legal implications arising from this report

6. Other implications

None

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 development of a detailed evidenced business case and engagement with rail planning bodies such as HS2 Ltd, Network Rail and the Department for Transport will help Coventry to secure the best possible deal it can on the back of HS2 to support rail connectivity. Having a good transport network in place is essential if the city is to attract investment and improving rail connectivity to Coventry will only help to support development proposals such as Friargate as well as open up new markets and support local travel to work movements. Encouraging travel by rail will also help to address climate change and reduce congestion on the road network.

6.2 How is risk being managed?

Not engaging with government and HS2 Ltd would risk Coventry missing out on potential rail investment opportunities. Not securing the best possible deal from projects such as HS2 would put at risk the city's ability to attract inward investment.

6.3 What is the impact on the organisation?

Much of the work will be led by existing City Council officers; however additional specialist resources will need to be procured in order to assist with the preparation of the evidence base, business cases and engagement with consultations such as the HS2 Hybrid Bill.

6.4 Equalities / EIA

No equality impact assessment has been carried out because the recommendation does not constitute a change in service or policy.

6.5 Implications for (or impact on) the environment

Rail provides an efficient and sustainable way to travel. The enhancement and promotion of improved rail services which serve Coventry will make rail travel more attractive and will help to reduce congestion, particularly on the strategic road network. This will reduce emissions from traffic which can impact on climate change and air quality.

6.6 Implications for partner organisations?

There will not be any direct impact on partner organisation as a result of this decision.

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Lara Knight	Governance Services Team Leader	Customer and Workforce Services	05 June 13	05 June 13
Names of approvers for submission: (officers and members)				
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Legal: Clarissa Evans	Commercial Team Manager, Legal Services	Finance & legal	05 June 13	06 June 13
Director: Martin Yardley	Director	City Services and Development	04 June 13	06 June 13
Members: Councillor Kelly	Cabinet Member (Business, Enterprise and Employment)		05 June 13	06 June 13
Councillor McNicholas	Lead Member for Transport		05 June 13	05 June 13

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Cabinet
Council

18 June 2013
25 June 2013

Name of Cabinet Member:

Cabinet Member (Strategic Finance and Resources) - Councillor Gannon

Director Approving Submission of the report:

Director of Customer and Workforce Services
Director of Finance and Legal Services

Ward(s) affected:

All

Title:

Implementation of the Living Wage

Is this a key decision?

Yes

The proposals within the report will result in financial implications in excess of £0.5m per annum.

Executive Summary:

This report is presented to Cabinet and Council to outline plans for the implementation of the Living Wage.

Following the new Council Leadership's manifesto pledge, this report proposes the implementation of the Living Wage - currently £7.45 per hour - for all Council employees. The Living Wage rate will take effect from 1 August 2013 and be included in salaries in the August payroll.

This report recommends the introduction of the Living Wage for Coventry City Council and makes recommendations for its practical implementation in order to deliver the Council's commitment to address low pay for council employees and tackle in-work poverty.

Recommendations:

Cabinet to make the following recommendations to Council:

1. The Living Wage be implemented in Coventry City Council with effect from 1 August 2013
2. That once implemented, the level of Living Wage paid to Council employees be reviewed annually as part of the budget process, informed by information available from national pay negotiations

3. Instruct the Director of Children Learning & Young People and the Director of Finance & Legal Services to consult the Schools Forum in relation to the funding of the Living Wage for Community Schools' staff
4. Instruct the Director of Children Learning & young People to consult with Head Teachers and Governing Bodies around the implementation of the living wage in Community Schools

Council are requested to approve the above recommendations from Cabinet.

List of Appendices included:

There are no appendices to this report

Other useful background papers:

There are no background papers

Has it been or will it be considered by Scrutiny?

No

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?

Yes, on 25 June 2013

Report title: Implementation of the Living Wage

1. Context (or background)

- 1.1 The concept of a Living Wage is well established, although a number of different rates and concepts have been promoted in recent years such as the national minimum wage and the Council of Europe Decency Threshold. The national minimum wage is currently £6.19 per hour for employees aged 21 and over and is a statutory requirement, whereas the Living Wage, currently £7.45 per hour, is voluntary.
- 1.2 The Living Wage initiative emerged from The East London Communities Organisation which raised the problem of people on low pay in Canary Warf finding it difficult to cope with the costs of living in the area, particularly when having to support a family.
- 1.3 In 2005 the Living Wage Unit, established by the Mayor of London, published research which calculated the Living Wage for Londoners. The Living Wage Foundation calculates a 'poverty threshold wage' and adds a 15% margin to ensure that the person involved does not fall to the level of poverty wages. The Living Wage Foundation has calculated that at the present time the Living Wage should be £8.55 per hour in London and £7.45 per hour outside London.
- 1.4 Living Wage Employers are leading the way on responsible employment and procurement practice. Over 100 private, public and third sector organisations have joined the Living Wage Employer group. Local Authorities that have introduced the Living Wage include Glasgow, Preston, Birmingham, Newcastle, Oxford and Cardiff, as well as a number of London Councils.

2. Options considered and recommended proposal

- 2.1 The only option under consideration at the present time is to implement a Living Wage for Council employees.

2.2 Accreditation

- 2.2.1 The Living Wage Foundation offers accreditation to employers that pay the Living Wage by awarding the 'Living Wage Employer' mark. It should be noted that there is an important distinction between an employer paying the Living Wage and an employer who commits to accreditation.
- 2.2.2 Accredited Living Wage employers are required to take the following actions within three months of the formal signing of the Accreditation Licence:
 - Ensure that all directly employed staff over the age of 18 (other than apprentices) are paid no less than the Living Wage
 - Increase the amount paid to employees by the same amount as any increase to the Living wage within 6 months of the date on which any increase in the Living Wage is officially announced
 - Notify all affected employees of the date of the next increase within one month of the official announcement
- 2.2.3 The Living Wage foundation does not take into account the value of the overall terms and conditions package (such as annual leave, sick pay and pension arrangements). If the Council sought recognition from the Living Wage Foundation, it would have to commit to the above conditions in full within the set timescales. There would be no flexibility to

review the pay rates if alternative ways of addressing low pay were to be proposed nationally or locally.

2.2.4 In addition, the Council would need to ensure that the measures above are implemented for staff employed by contractors and sub-contractors within an agreed period of time after the formal signing of the Accreditation Licence.

2.2.5 The council is, therefore, not seeking accreditation at this stage.

2.3 Scope

2.3.1 c590 permanent and temporary central Council employees on Grade 1 (spinal points 5 – 8) would be affected by the introduction of the Living Wage. These employees include cleaners and kitchen assistants.

2.3.2 c90 Grade 2 (currently spinal points 8 - 10 of Grade 2 only) would be affected by the introduction of the Living Wage. This group of staff includes library & information assistants, escorts, play group assistants and postal assistants.

2.3.3 c100 casuals would also be affected by the introduction of the Living Wage.

2.3.4 c40 agency workers on average per month would also be affected, should they work in the Council for more than 12 weeks.

2.3.5 Within Community Schools whilst the employment contract is with the local authority, Governing bodies undertake employer responsibilities such as recruitment and dismissal.

2.3.6 Academies are an entirely separate employer covered by the Academies Act 2010 and it would be their decision, or not, to adopt the Living Wage.

2.3.7 The scope of the Living Wage does not include apprentices and, therefore, apprentice numbers have not been included in the above figures.

2.4 Implementation of the Living Wage

2.4.1 In order to preserve the integrity of the current pay and grading structure it is proposed that 'a supplement' be paid as an addition to basic pay to achieve the Living Wage of £7.45 per hour. This means that no council employee will receive less than £7.45 per hour and is similar to how other employers have approached the issue. Applying this approach to the Living Wage will enable the arrangements to be monitored so that any future necessary adjustments can be made. This could include where a change to someone's basic pay takes them above the Living Wage threshold, for example if they are awarded a further pay increment or receive a promotion.

2.4.2 It is important to stress that the Living Wage is not about the role or the job – it is about the cost of living. To ensure that any potential equal pay risks are mitigated, it is essential that the principles of the Living Wage are applied consistently across the Council to all eligible employees. In order for the Council to continue to justify and defend challenges to its job evaluation scheme, it is also essential that grade differentials are maintained in line with established job evaluation scores.

2.4.3 The Living Wage payment will be pensionable and therefore incur the employer's contribution for those who pay into the pension scheme. With effect from 1 April 2014, any additional hours will also become pensionable which will increase the employer's contribution.

2.5 On-going Pay Implications of a Living Wage

- 2.5.1 Adopting a Living Wage policy commits the council to an on-going uplift of salaries in line with any changes to the national rate (if agreed). It should be noted that the determination of the Living Wage rate is based on a variety of factors and criteria which are significantly different to how local government annual pay awards are determined. Therefore there is potential for these two pay elements to change and increase at very different rates.
- 2.5.2 Annual pay increases at the council are linked to nationally negotiated pay awards negotiated by the Local Government Employers Organisation on behalf of local authorities. Changes to the Living Wage rate are determined by the Centre for Research in Social Policy with no input or influence from the Employers Organisation. In reality this means the council having no influence over some of its pay decisions. It is recommended, therefore, that consideration be given to reviewing the Living Wage Policy each year as part of the annual budget setting process.
- 2.5.3 Application of the Living wage to the council's current pay and grading structure will have the effect of lifting Grade 1 staff to pay rates equivalent to mid-Grade 2. Whilst the impact on any differentials will need to be monitored, it is the organisation's view that the overriding issue is that of its desire to pay people at the Living Wage rate of £7.45 per hour.

2.6 Other Considerations

- 2.6.1 Significant changes are being made to the benefits and tax credits system now and over the next few years due to the Welfare Reform Act 2012. These changes are expected to impact on our lowest paid employees. The implementation of the Living Wage may lift some staff out of reliance on benefits and cushion the impact of any benefits cuts for others.
- 2.6.2 In introducing the Living Wage, some staff may experience difficulty in organising their financial arrangements and benefits advice will be made available where requested.

3. Results of consultation undertaken

- 3.1 The trades unions are supportive of the implementation of the Living Wage.

4. Timetable for implementing this decision

- 4.1 The Living Wage will be introduced on 1 August 2013 and monitored and reviewed annually as part of the budget process.

5. Comments from Director of Finance and Legal Services

5.1 Financial Implications

The estimated full-year cost of the Living Wage proposals within this report is anticipated to be £0.7m per annum. The proposed timing of implementation part-way through the current year will result in a cost in the region of £0.5m. The actual cost will depend both on the number of applicable posts at the point of implementation. It will also depend upon the precise way in which the new scheme is implemented - for instance, there is a

presumption within these costs that the Living Wage rate is applied to enhancements such as shift pay, additional hours and overtime. The fine detail of implementation will be managed in the spirit of the report's recommendations by the Directors of Customer and Workforce Services and Finance and Legal Services. In order to fund these costs, the Council's financial outturn report on today's agenda is proposing that £0.5m of the 2012/13 revenue underspend is earmarked to pay for the unbudgeted costs in 2013/14. The on-going cost of the proposals will be built into future budget setting proposals.

The costs outlined above do not reflect the cost of paying the Living Wage to individuals employed by Council Community Schools for whom in legal terms the Council is classed as the employer although the school governors undertake employer responsibilities.

Individuals who work for Trust and Voluntary Aided Schools are outside the scope of this report. The additional cost of Community Schools' employees has been calculated to be approximately £0.6m in a full-year and £0.4m in 2013/14. While this issue will be discussed in detail with the Schools Forum, it is proposed that these additional costs will be funded by the Dedicated Schools Grant (DSG) in the same way as existing pay costs in schools. In order to avoid in-year pressures for individual schools arising from implementation, it is proposed that school costs will be funded through the use of centrally held DSG reserves in 2013/14 and from 2014/15 onwards through the DSG budget setting process. The Schools Forum will not have had the opportunity to consider this issue prior to this report.

It is important to note that a large number of employees who provide services to schools within a competitive trading environment, principally within the cleaning and catering services, will be affected by the Living Wage proposals. Without any compensating action, the payment of a Living Wage to these employees will make these services less competitive than they are at present. There is a danger therefore that one unintended consequence of the Council paying a Living Wage would be to reduce the number of schools that buy-back these services and threaten the services' viability in the long-term. Cabinet's attention is drawn to this as a fundamental point for these services going forward. The proposal here is that the Living Wage element of the costs of such services is funded (subsidised) on a corporate basis within 2013/14 pending future discussion and scrutiny around recovering the full-costs of such services beyond the current year.

5.2 Legal implications

The Council, as an employer, can decide to increase the salary of any of its employees and therefore the Living Wage can be introduced by the Council.

For those Council employees that are working within Community Schools, the Governing Bodies have responsibility for setting the salaries of those employees. The contracts of employment for these school employees have incorporated into them the national and local collective agreements which ensure that the schools implement any wage increases along with other terms and conditions. However, the Living Wage is a unilateral decision that is proposed to be made by the Council, as an employer, and would not therefore fall within a collective agreement and could not be enforced by the Council in the usual way. Therefore, the Governing Bodies of these schools will be required to support and implement the Living Wage in their schools.

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 adoption of a Living Wage Policy contributes to the Council's core aims of a prosperous Coventry and developing a more equal city.

Introducing the Living Wage will improve the income levels of a substantial number of low paid employees in the Council which will improve their quality of life but also positively impact upon Coventry's local economy.

6.2 How is risk being managed?

The legal risks of damaging the integrity of the pay and grading arrangements will be managed through the development of an approach that minimises such risk.

6.3 What is the impact on the organisation?

None

6.4 Equalities

Introducing the Living Wage will improve the income levels of a substantial number of low paid individuals in the Council, the majority of whom are female employees. An equality analysis will be undertaken in due course.

6.5 Implications for (or impact on) the environment

None

6.6 Implications for partner organisations?

None

Report author(s):

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Christine Forde	AD Legal Services	Finance & Legal	15.5.2013	31.5.2013
Barry Hastie	AD Financial Management	Finance & Legal	15.5.2013	31.5.2013
Rachel Sugars	Finance Manager	Children Learning	15.5.2013	31.5.2013

		& Young People		
Names of approvers for submission: (officers and members)				
Director: Bev Messinger and	Director	Customer & Workforce Services	28.5.13	31.5.2013
Chris West	Director	Finance & legal Services	28.5.13	31.5.2013
Members: Councillor Ann Lucas	Cabinet Member (Policy and Leadership)		28.5.13	31.5.2013
Councillor Phil Townshend	Cabinet Member (Community Safety and Equalities)		28.5.13	31.5.2013

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Public report Cabinet Report

Cabinet
Council

18 June 2013
25 June 2013

Name of Cabinet Member:

Cabinet Member (Community Safety and Equalities) - Councillor Townshend

Director Approving Submission of the report:

Director of Customer and Workforce Services

Ward(s) affected:

All

Title:

Review of the Members' Allowances and Expenses Scheme

Is this a key decision?

No

Executive Summary:

Cabinet and Council are requested to consider the recommendations that have been made by the Independent Remuneration Panel (IRP) on the Review of the Members' Allowances and Expenses Scheme with specific focus on the remuneration of the new Deputy Cabinet Member roles appointed at the Council's Annual Meeting on 16 May 2013.

Recommendations

Cabinet is requested to consider the report of the Independent Remuneration Panel (IRP) and make a recommendation to Full Council as to whether each recommendation should be approved, rejected, or an alternative proposal approved.

Council is requested to:

- (1) Acknowledge the work of the IRP for undertaking the review
- (2) Consider each recommendation within the IRP's report
- (3) Note the recommendations of Cabinet
- (4) Approve, reject or amend alternative proposals for each of the following recommendations made in the IRP's report:
 - i. That the Deputy Cabinet Member position be subject to a Special Responsibility Allowance of £5,140 per annum (50% of the Cabinet Member SRA), with effect from 16 May 2013, and that the Members' Allowances and Expenses Scheme be amended accordingly.

- ii. That the Deputy Cabinet Member SRA be reviewed after 12 months, in the light of experience.
- iii. That the Special Responsibility Allowance for the Leader of the Opposition be reviewed at a future meeting of the Independent Remuneration Panel.

List of Appendices included:

Appendix A – Report of the Coventry City Council IRP May 2013

Other useful background papers:

Local Authorities Members' Allowances Regulations 2003

Deputy Cabinet Member Role and Responsibilities

(Approved at the Council's Annual Meeting on 16 May 2013, Item 16, *Changes to the Constitution, including Members' Allowances, and those consequential changes arising from the Annual Meeting decisions and appointments*)

Has it been or will it be considered by Scrutiny? No

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? Yes, 25 June 2013

Report title: Review of the Members' Allowances and Expenses Scheme

1. Background

- 1.1 All local authorities are required to have a Members' Allowances and Expenses Scheme which makes provision for a range of allowances and expenses available to some or all elected Members. This must be agreed locally, in accordance with the Local Authorities (Members Allowances) Regulations 2003 (as amended).
- 1.2 Whilst each authority approves its own scheme, it is legally required to appoint an Independent Remuneration Panel (IRP) to make recommendations on allowances and expenses. The Council must have regard to its recommendations.
- 1.3 The Council established a new role of Deputy Cabinet Member at its Annual Meeting on 16 May 2013. Deputies were appointed to assist 3 Cabinet Members to carry out the duties of their portfolios. The Deputies were appointed to Cabinet Member (Children and Young People), Cabinet Member (Education) and Cabinet Member (Health and Adult Services).
- 1.4 An Independent Remuneration Panel was appointed to review and make recommendations to the City Council about remuneration levels for the new positions introduced at the Annual Meeting of the Council. Remuneration levels paid to Members are set out within Coventry City Council's Scheme of Members' Allowances and Expenses.
- 1.5 The Panel met on 15 May 2013, at a meeting facilitated by the Assistant Director of Democratic Services. The scope of the Panel's review was:
 1. To review the City Council's Scheme of Members' Allowances and Expenses in accordance with the provisions of the Local Authorities (Members Allowances) Regulations 2003 (as amended) with specific focus on the remuneration of a new Deputy Cabinet Member role; and
 2. To make recommendations to the City Council on any amendments to the scheme that the Panel considers necessary or appropriate.
- 1.6 The Panel's report is attached at Appendix A. Any recommendations from the Panel will, subject to approval at Council, be reflected in a revised Scheme.

2. Options considered and recommended proposal

- 2.1 The Panel Membership was comprised of three independent people, who were all present:
 - Mr. Darren Jones,
 - Professor David Bailey and
 - Lieutenant Colonel Peter Stanworth (Ret'd) OBE.Details of their background and experience are given in the Panel's Report at Appendix A).
- 2.2 In reaching its conclusions, the Panel took account of the following information and feedback:
 - The ten Cabinet Member portfolios for 2013/14, with three of these being allocated a new position of Deputy Cabinet Member;
 - The role description and function of the new Deputy Cabinet Member position at Coventry (contained within the Panel's report at page 7);

- The existing numbers and levels of allowances paid to elected Members at Coventry City Council, both basic and Special Responsibility Allowances;
 - Benchmarking information on the role and remuneration (Special Responsibility Allowances) for similar Deputy Cabinet Member roles in three other councils;
 - A Panel interview with Councillor Phil Townshend, the Deputy Leader and Cabinet Member for Community Safety and Equalities; and
 - A statement from the Leader of the Opposition.
- 2.3 The Panel also took account of other changes made at the Annual Meeting, including budget savings of £21,907 per annum from 2013/14 resulting from a reduction in the number of Member appointments that are subject to allowances.
- 2.4 Having regard to these factors, the Panel's Report recommends as follows:
- i. That the Deputy Cabinet Member position be subject to a Special Responsibility Allowance of £5,140 per annum (50% of the Cabinet Member SRA), with effect from 16 May 2013, and that the Members' Allowances and Expenses Scheme be amended accordingly;
 - ii. That the Deputy Cabinet Member SRA be reviewed after 12 months, in the light of experience; and
 - iii. That the Special Responsibility Allowance for the Leader of the Opposition be reviewed at a future meeting of the Independent Remuneration Panel.
- 2.5 The decision to approve these recommendations is the City Council's. The Council must have regard to the recommendations made by the IRP before it amends any part of the current Member Allowances scheme. The City Council is requested to consider these recommendations individually and state whether each recommendation is approved or rejected. The Council is not bound by the recommendations of the Panel and may reject any of the proposals made, but the City Council must have regard to the implications of such decisions; the report indicates that if some of the recommendations are not accepted then alternative provisions should be considered. These can be put forward and agreed. Where a recommendation of the IRP is rejected and/or an alternative provision put forward, the City Council should give reasons to support its decision in order to show that it has given full consideration to these recommendations.
- 2.6 The recommendations are being proposed separately rather than as a whole set, this means that the City Council can accept, amend or reject individual recommendations. If some recommendations are rejected, then the remainder can be implemented.
- 2.7 In undertaking the work, the Panel Members sought to take a balanced view given the time commitments and responsibilities of the positions. They were aiming to provide adequate remuneration for these commitments, and to reduce financial barriers to becoming a Deputy Cabinet Member, whilst not forgetting the severe current economic situation and financial constraints placed on the City Council.
- 2.8 There is a requirement for both the IRP recommendations and the authority's response to be widely publicised. Recommendations that are approved will need to be incorporated in a revised scheme of allowances and expenses to be published within the Council's constitution.

3. Results of consultation undertaken

- 3.1 Views of the Leader of the City Council, the Deputy Leader and the Leader of the Opposition were sought in order to assist with the Panel's deliberations on the scheme of allowances.

4. Timetable for implementing this decision

- 4.1 For the recommendations approved relating to allowances, these payments would be backdated to 16 May 2013, and this would be implemented as soon as practicable after the decision by Council on the recommendations. The Members' Allowances and Expenses Scheme would be updated immediately to reflect the decision made.

5. Comments from Director of Finance and Legal Services

5.1 Financial implications

- 5.1.1 On the basis of all the principal recommendations approved by Council, the Panel has calculated that this will result in a net budget reduction of £6,487 as follows:

Reductions in Allowances	Reduction £	Increase £	Net change £
Reduction in SRAs for Deputy Chairs of Scrutiny Boards (6 @ £2,578)	15,468		
Reduction in SRAs for Scrutiny Board Chairs (1 Chair @ £6,439)	6,439		
Increases in Allowances			
£ Deputy Cabinet Members @ £5,140		15,420	
Total	21,907	15,240	- 6,487

5.2 Legal implications

- 5.2.1 There is a legislative requirement that the Council must have regard to the recommendations made by the IRP and determine whether and how these are implemented. The City Council must have regard to the recommendations made by the IRP before it amends any part of the current Members' Allowances and Expenses Scheme.

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 from the Panel must be considered by the Council to ensure it meets its statutory obligations around Member allowances and expenses. Having an effective and up to date Members' Allowances and Expenses Scheme in place ensures that elected representatives are supported fairly and appropriately for the roles they carry out. It should also help to attract quality candidates to stand as local councillors and to retain them.

- 6.2 **How is risk being managed?**

The key risks are as to whether the Members' Allowances and Expenses Scheme remains up to date and meeting all legal requirements to support and remunerate elected Members. The Council must demonstrate that all recommendations have been considered as part of the Panel's final report. This report ensures that this is the case.

6.3 What is the impact on the organisation?

The Deputy Cabinet Members will assist the Cabinet Members in their roles, making the Council's Executive more effective and efficient.

6.4 Equalities / EIA

None.

6.5 Implications for (or impact on) the environment

None.

6.6 Implications for partner organisations?

None.

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Approvers:				
		Finance & Legal	3/6/13	7/6/13
Bev Messinger	Director	CWS	3/6/13	7/6/13
Councillor P Townshend	Cabinet Member (Community Safety and Equalities)		30/05/13	6/6/13

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

**Coventry City Council Independent Remuneration Panel
Members' Allowances Scheme
Report of Panel Meeting held 15 May 2013**

Background:

The Panel membership was comprised of three people, who were all present:

- Darren Jones
- Professor David Bailey
- Lieutenant Colonel Peter Stanworth.

Panel objectives:

1. To review the City Council's scheme of Member Allowances and Expenses in accordance with the provisions of the Local Authorities (Members Allowances) Regulations 2003 (as amended) with specific focus on the remuneration of a new Deputy Cabinet Member role; and
2. To make recommendations to the City Council on any amendments to the scheme that the Panel considers necessary or appropriate.

The Terms of Reference for the Panel are shown in full in Appendix 1.

Methodology followed by the Panel:

The Panel took account of the following information and feedback:

- the ten Cabinet Member portfolios for 2013/14, with three of these being allocated a new position of Deputy Cabinet Member; (Appendix 2)
- the role description and function of the new Deputy Cabinet Member position at Coventry (Appendix 2);
- the existing numbers and levels of allowances paid to elected members at Coventry City Council, both basic and Special Responsibility Allowances (Appendix 2);
- benchmarking information on the role and remuneration (Special Responsibility Allowances) for similar Deputy Cabinet Member roles in three other councils (Appendix 3);
- budget savings of £21,907 in 2013/14 from a reduced number of appointments that are subject to allowances;
- a Panel interview with Cllr Phil Townshend, the Deputy Leader and Cabinet Member for Community Safety and Equalities; and
- a statement from the Leader of the Opposition.

Panel conclusions on remuneration of the Deputy Cabinet Member role:

The Panel discussed the role the new Deputy Cabinet Member posts, the scope and depth of these, as well as the background to how current allowances had been arrived at and the regulatory requirements for reviewing these allowances. After looking at the evidence of the way this role works in Councils elsewhere, and the levels of allowances given to members, the Panel concluded that the role ought to be remunerated.

The Panel concluded that, given the current responsibilities and allowances framework at the City Council and remuneration benchmarking evidence from elsewhere, a remuneration of 50% of the Cabinet Member Special Responsibility Allowance (£5,150) would be proportionate and appropriate. This is also based on the proposed role description and current policy/portfolio priorities, especially within the 3 Portfolios assigned Deputy Cabinet Members, as set out by the Deputy Leader of the Council during the Panel's interview.

The Panel also recommended that this be set for 12 months and reviewed at that point, in the light of experience with the new role during that period.

In reviewing the existing framework of allowances, members of the Panel commented upon the relatively low remuneration level for the position of Leader of the Opposition, and suggested that a review of this particular Special Responsibility Allowance (SRA) ought to be included within the Terms of Reference of a future meeting of the Independent Remuneration Panel.

Panel Recommendations:

1. That the Deputy Cabinet Member position be subject to a Special Responsibility Allowance of receive £5,140 per annum (50% of the Cabinet Member SRA), with effect from 16 May 2013, and that the Members' Allowances Scheme be amended accordingly.
2. That the Deputy Cabinet Member SRA be reviewed after 12 months, in the light of experience.
3. That the Special Responsibility Allowance for the Leader of the Opposition be reviewed at a future meeting of the Independent Remuneration Panel.

COVENTRY CITY COUNCIL
TERMS OF REFERENCE FOR INDEPENDENT REMUNERATION PANEL FOR
MEMBERS' ALLOWANCES SCHEME 2013/14

An Independent Remuneration Panel is being appointed to review and make recommendations to the City Council about remuneration levels for the forthcoming changes to positions (which are being introduced at the 16 May Annual General Meeting of Council).

Remuneration levels paid to members are set out within Coventry City Council's Scheme of Members' Allowances and Expenses. Any recommendations from the Panel will, subject to approval at Council, be reflected in a revised Scheme.

With a recent change in leadership at Coventry City Council, a new role has been created to support Cabinet Members on the Executive, that of the Deputy Cabinet Member. Three Deputy Cabinet Members will be formally appointed at the Annual General Meeting. This role is the first priority for a Panel to address in 2013/14.

The Audit Committee's scope and terms of reference is also being expanded to include Procurement; it will be renamed the Audit and Procurement Committee.

Membership and appointment of the Independent Remuneration Panel

The Panel will consist of up to 5 independent people, appointed by the Council's Director of Customer and Workforce Services after consulting both political Group Leaders. Panel members will represent a range of community interests and experiences.

The Panel members may be remunerated to compensate for time committed to this work. This will be by payments of £125 per Panel meeting. Panel members can choose whether to receive such payments or make alternative arrangements such as a charitable donation.

Panel Terms of Reference

1. To review the City Council's scheme of Member Allowances and Expenses in accordance with the provisions of the Local Authorities (Members Allowances) Regulations 2003 (as amended) with specific focus on the remuneration of a new Deputy Cabinet Member role; and
2. To make recommendations to the City Council on any amendments to the scheme that the Panel considers necessary or appropriate.

Timetable

- | | |
|-----------|---|
| 15 May | Meeting of Panel members. Background information discussed for Deputy Cabinet Member role. Discussion about the use of this role and remuneration levels elsewhere and what the role entails at Coventry. Agreement on recommended remuneration levels, to go to Council. |
| June 2013 | Panel's recommendations are shared with Group Leaders and will be set before Council. The recommendations will be published on the Council's website. Following the meeting of Council, the Members' Allowances and Expenses scheme is amended and published online. |

Independent Remuneration Panel May 2013: Member details

Lieutenant Colonel Peter Stanworth (Ret'd), OBE, from Burton Green, worked as a Consultant Neurosurgeon at the University Hospitals Coventry and Warwickshire NHS Trust for 20 years until 2002, and has continued with an Honorary Contract since then. He also is a visiting consultant at the Queen Elizabeth Hospital, Birmingham.



He recently retired after almost 50 years in the Territorial Army, mainly in the Royal Army Medical Corps, and pioneered neurosurgery on the frontlines of Kuwait, Kosovo, Cyprus, Iraq and Afghanistan. He revolutionised the treatment of head injuries in war zones around the world as a Territorial Army volunteer.

He is Chairman of the Coventry and N. Warwickshire committee of the Army Benevolent Fund, which is involved in raising funds for soldiers, ex-servicemen and their families. He also is Chairman of Kenilworth Probus.

Professor David Bailey is Professor of International Business Strategy and Economics at Coventry University Business School. He is also Vice-Chair of the Regional Studies Association, a blogger and columnist at The Birmingham Post and Coventry Telegraph, and a media commentator on business and the economy.



He has been involved in several international research projects, including a recent ESRC project on the Economic and social impact of the MG Rover collapse. Other recent funding came from Advantage West Midlands, the Audit Commission, European Commission INTERREG III funding, and MG Motors Ltd.

He has an international profile and is frequently invited to give plenary keynote addresses at high profile international conferences and to chair major events and plenaries.

Darren Jones, Chair of Governing Body, Arden Commissioning Support Unit (NHS), and Non-Executive Chairman, KM&T since June 2004.



Darren is also a Non-Executive Director of Print 5 and Link Mailing Limited. He was previously a Non-Executive Director of Arden Cluster NHS from September 2011 to March 2012, and Vice Chairman of NHS Coventry from June 2007 to September 2011. Darren was President of Coventry & Warwickshire Chamber of Commerce between 2007 and 2009.

He has founded and ran companies in both manufacturing and service industries. KM&T has global offices delivering Lean, change and organisational efficiencies. KM&T works for globally leading organisations in sectors such as: Healthcare, Rail Infrastructure, Automotive, Mining, Marine, Aerospace, Pharma and Food. It has offices in UK, Australia, Singapore, North America, Brussels, New Zealand and North America.

Background note to the Role of Deputy Cabinet Member

Coventry City Council Members' Allowances Scheme (revised July 2012)

The scheme is part of the Council's Constitution (Part 6), and is published online at www.coventry.gov.uk/constitution. Allowances are reviewed by an Independent Remuneration Panel either at least once every four years, or when there is a significant change to a role or when a new role has been created. A Panel met last year to fully review Members' Allowances and Expenses; this reported in July 2012.

Extract from the 2012 Scheme:

A **Basic Allowance** of £12,872 will be paid to each Member.

Special Responsibility Allowances will be paid to those Members who are appointed to the positions that are listed in the schedule below, or who are otherwise authorised by the Council to perform the duties which attach to those positions. No Member may receive more than one special responsibility allowance.

Position	£ p.a.	Position	£ p.a.
Leader of the Council	£23,169	Deputy Leader of the Council	£16,731
Other Cabinet Members	£10,299	Leader of the Opposition Group	£3,860
Scrutiny Co-ordination Committee Chair	£10,299	Planning Committee Chair	£6,439
Scrutiny Co-ordination Com Deputy Chair	£2,578	Planning Committee Deputy Chair	£2,578
Scrutiny Board Chairs	£6,439	Licensing & Regulatory Committee Chair	£6,439
Scrutiny Board Deputy Chairs	£2,578	Licensing & Regulatory Com Deputy Chair	£2,578
Audit Committee Chair	£6,439	Ethics Committee Chair	£1,000
Audit Committee Deputy Chair	£2,578	Member on Fostering Panel	£2,578
		Member on Adoption Panel	£2,578

Changes in May 2013

Three new Deputy Cabinet Member roles are being appointed to at the Annual General Meeting on 16 May 2013. The number of Scrutiny Boards has been reduced to 5, from 6 last year. No Deputy Chairs of Scrutiny Boards have been appointed this year. These changes have resulted in a saving of £21,907 per annum on the Member Allowances budget.

May 2013 Cabinet Member and Deputy Cabinet Member portfolios

Cabinet member	Portfolio	
Leader (Policy & Leadership) Cllr Mrs Lucas	Corporate Plan Scrutiny External relations/public relations Image and reputation Partnership companies Liaison with Management Board	Emergency Planning Regional Matters Risk Management Local Enterprise Partnership Marmot City Domestic Violence and Sexual Exploitation
Deputy Leader (Community Safety and Equalities) Cllr Townshend	Community Centres Community Safety Community Cohesion Refugees and Asylum Seekers Voluntary Sector Welfare Advice Services Public Protection and Licensing Democratic Services (incl. Lord Mayor's)	Equalities Legal Services Training (Members) Neighbourhood Services Constitutional Matters Delivering Agenda for Change Deputising on Leader items

Cabinet member	Portfolio	
Cabinet Member (Strategic Finance and Resources) Cllr Gannon	Strategic Finance including Budget Setting External Resources Operational Finance incl Revenues and Benefits Service Transformation Procurement Value for Money Medium Term Financial Strategy	Corporate Service Performance, Policy and Quality Human Resources e-Government Key Staff Recruitment and Retention Information Technology and Customer Services Health and Safety Single Status
Cabinet Member (Children and Young People) Cllr Duggins Deputy: Cllr Innes	Children and Families Children and Young People's Social Care Young People	Youth Offending Service Safeguarding S19 Children Act 2004 Lead Member
Cabinet Member (Education) Cllr Kershaw Deputy: Cllr Howells	Post 16 Education and Training Schools Early Years Libraries	Adult Education Higher and Further Education (incl Universities)
Cabinet Member (Business, Enterprise and Employment) Cllr Kelly	Community Economic Development City Centre International Liaison (except Lord Mayor's) Inward Investment Events	Property Urban Regeneration Regional Housing and Planning Transportation Tourism and Marketing
Cabinet Member (Public Services) Cllr Lancaster	Building Cleaning Catering Highways and Lighting Licensing Policy (Hackney Carriage and Private Hire)	Street Services (Grounds Maintenance, Refuse, Street Cleaning) Waste Management Flood Management Building Services
Cabinet Member (Energy and Environment) Cllr A. Khan	Agenda 21 Climate Change Strategy and Development Carbon Footprint Energy Conservation and Renewal Green Travel	Nottingham Declaration Sustainability Energy Policy Fuel Poverty Environment Parks
Cabinet Member (Health and Adult Services) Cllr Gingell Deputy: Cllr Caan	Social Care for Adults, Older People and People with Disabilities Carers	Health Strategy and Policy Health Inequalities Local Health Economy
Cabinet Member (Housing and Heritage) Cllr Ruane	Archives Arts Heritage Museums	Conservation Sport Housing

**Coventry City Council
Independent Remuneration Panel May 2013**

Proposed Deputy Cabinet Member role –to be set out in the Constitution

Deputy Cabinet Member Role and Responsibilities

1. To support the Cabinet Member in carrying out his/her responsibilities.
2. To deputise for the Cabinet Member at meetings including Cabinet, and any other relevant meetings or external events.
3. To attend Scrutiny Board or Scrutiny Co-ordination Committee meetings as required, answering questions and speaking on behalf of the Cabinet Member.
4. To maintain awareness of policy developments, and advise the Cabinet Member of key developments.
5. To bring to the attention of the Cabinet Member issues of concern to members who are not part of the Executive.
6. To undertake research and any other tasks under the direction of the Cabinet Member.
7. To liaise with relevant officers to be up to date with service developments and ensure the Cabinet Member is informed of key issues, and to be consulted in the absence of the Cabinet Member where this is required in the Scheme of Delegation.

Note: Deputy Cabinet Members may attend and speak at meetings of the Cabinet, but cannot vote and are not members of the Executive.

Functions of Cabinet:

Deputy Cabinet Members:

The Leader may appoint Deputy Cabinet Members as non-executive Members, to advise and support Cabinet Members in carrying out their role. Deputy Cabinet Members may deputise for the relevant Cabinet Member in his/her absence as set out in the Cabinet Procedure Rules. Deputy Cabinet Members may not discharge any function given to the Cabinet Member and are not members of the Executive.

Cabinet Procedure rules:

A Deputy Cabinet Member may be nominated by a Cabinet Member to attend a meeting of the Cabinet if he/she is not able to attend. Deputy Cabinet Members may attend and speak at meetings of the Cabinet, but cannot vote and are not members of the Executive.

**Coventry City Council
Independent Remuneration Panel May 2013
Deputy Cabinet Member Role Benchmarking Information**

Benchmarking information has been obtained from 3 councils with this role in place, about the purpose of the role and the remuneration levels for:

- Lambeth Metropolitan Borough Council
- Newcastle City Council
- Norfolk County Council.

Lambeth Metropolitan Borough Council

Lambeth has a cabinet of 10 members, and it has appointed 3 Deputy Cabinet Members.

Reference in Constitution to the role: [Constitution, Section 1:]

8.6 Deputy Cabinet Members, Champions or other Lead Members

Other Members of the Council may, from time to time, be designated by the Leader (subject to report for information to Council) as a Deputy Cabinet Member, Champion or Lead Member for a particular activity or range of activities. Such a Member will not be a Cabinet Member and will not participate in decision making but may work closely with the relevant Cabinet Member. Whilst a Deputy Cabinet Member shall not be a Member of any Scrutiny committee or sub-committee, this is permissible for Champions.

Remuneration -Cabinet Deputies:	£
Deputy Cabinet Member for Customer Services	10,905
Deputy Cabinet Member for Older People	10,905
Deputy Cabinet Member for Young People	10,905
Special Representative for Tackling Violent Youth Crime	10,905
Cabinet Member	28,518
Chair of Scrutiny Committee	10,905
Leader of Council	40,617
Deputy Leader of Council	28,518

Norfolk County Council

There are 10 Cabinet Members and up to 7 Deputy Cabinet Members/Cabinet Support Members. In 2012/13, Norfolk appointed 5 Deputy Cabinet Members and no Cabinet Support Members. The 5 deputies were appointed to the following portfolios:

- Planning and transportation
- Environment and waste
- Childrens' services
- Adult Social Services
- Vulnerable children, voluntary sector and localism.

Remuneration levels:

Leader of the Council £26,111

	£	% of Leader's remuneration
Deputy Leader of the Council	£16,972	65%
Cabinet Member	£13,055	50%
Deputy Cabinet Members	£6,528	25%
Cabinet Support Members	£3,917	15%

If at any time there are 7 Deputy Cabinet Member Posts, the rate of the Deputy Cabinet Member SRA will reduce to £5,595.

Deputy Cabinet Member Role and Responsibilities (in Part 2 of Constitution)

1. To deputise for the relevant Cabinet Member at meetings of the Cabinet and full Council when the Cabinet Member cannot be present and to answer questions at those meetings on behalf of the Cabinet Member.
2. To support the Cabinet Member in undertaking his/her responsibilities effectively.
3. To attend and contribute at meetings and pre-agenda meetings of the relevant Overview and Scrutiny Panel, deputising, answering questions and speaking on behalf of the Cabinet Member where necessary.
4. To represent the relevant Cabinet Member at other appropriate meetings.
5. In the absence of the relevant Cabinet Member to be the Senior Member who a Chief Officer consults under the constitution in appropriate cases before exercising delegated powers.
6. To undertake specific tasks, research and investigations as directed by the relevant Cabinet member within their areas of responsibility.
7. To attend conferences, seminars and meetings as requested by the Cabinet Member.
8. To keep abreast of current policy and development initiatives.
9. To meet regularly with the relevant Cabinet Member and advise him/her on policy development in relation to decision-making.
10. To meet regularly with relevant senior officers in order to keep fully apprised of relevant service issues and advise the Cabinet Member.
11. To attend regular policy and review meetings with the Cabinet Member and the relevant Director and senior officers.

12. To liaise with non-executive members in order to ensure that the Cabinet Member is fully aware of issues which are of concern to members.
13. To carry out any other appropriate duties as directed by the relevant Cabinet member.

Other constitutional references:

Article 7: The Executive:

7.8 Cabinet Support Members

The Leader may appoint non-executive Members as Deputy Cabinet Members and Cabinet Support Members to advise and assist Cabinet Members and who deputise for the relevant Cabinet Member in his/her absence in accordance with the Cabinet Procedure Rules as set out in Appendix 11. Such Members may not discharge any function given to the Cabinet Member and are not members of the Executive.

Appendix 11 Cabinet Procedure rules

Attendance Rights of Members

8. If a Cabinet member is unable to attend a meeting of the Cabinet he/she may nominate a Deputy Cabinet Member or Cabinet Support member or another member approved in advance by the Leader to attend in his/her place. These members may attend and speak at meetings of the Cabinet but may not vote and are not members of the Executive.

Newcastle City Council

Newcastle has 6 Cabinet Members and 9 Deputy Cabinet Members

Cabinet members

	£	Formula
Leader of the Council	£16,550	2 x Basic Allowance
Deputy Leader of Council	£8,275	1 x Basic Allowance
Children's Services	£6,207	75% x Basic Allowance
Adult Services	£6,207	
Communities	£6,207	
Investment and Development	£6,207	

Deputy Cabinet Members

Child Poverty	£4,138	50% x Basic Allowance
Neighbourhoods	£4,138	
Public Health	£4,138	
Age Friendly City	£4,138	
Customer Service	£4,138	
Housing	£4,138	
Community Safety and Regulation	£4,138	
Skills Business and Enterprise	£4,138	
Performance and Resources	£4,138	
Chair of Scrutiny Committee	£4,138	50% x Basic Allowance

Constitution Part 3

Deputy Cabinet Members

4.7 The following Deputy Cabinet Members will assist, particularly in relation to the following parts of the relevant Portfolios: Part of Portfolio	Deputy Cabinet Member
(a*) Skills, Business and Enterprise	Cllr Michael Johnson, North Heaton Ward
(b*) Performance and Resources	Cllr Marion Talbot, Fenham Ward
(c*) Customer Service	Cllr Sophie White, South Heaton Ward
(d*) Adult Care Services	Cllr Ann Schofield, Elswick Ward
(e*) Culture and Leisure	Cllr Ged Bell, Kenton Ward
(f*) Early Intervention and Prevention	Cllr Jane Streater, Kenton Ward
(g*) Environment and Transport	Cllr Nigel Todd, Elswick Ward
(h*) Housing	Cllr Mike Burke, Denton Ward
(i*) Community Safety and Regulation	Cllr Linda Hobson, Westerhope Ward

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Public report Cabinet Report

Cabinet
Council

18th June 2013
25th June 2013

Name of Cabinet Member:

Cabinet Member (Business, Enterprise and Employment) – Councillor Kelly

Director Approving Submission of the report:

Director of City Services & Development

Ward(s) affected:

All wards are affected, St. Michaels particularly.

Title:

Starting the Friargate Business District to Regenerate the City, Transform the Council and Deliver Savings

Is this a key decision?

Yes

This Project will affect St Michael's ward particularly as it covers the City Centre, but will also impact on other wards through the proposed rationalisation of buildings and the whole of the City in regeneration and economic terms. In addition to this, the decision involves expenditure in excess of £1m and delivers revenue savings of £0.5m per annum.

Executive Summary:

Stimulating new jobs and the local economy by the Council starting the development of a new office based business district at Friargate, next to Coventry Railway Station which has the potential to generate 13,400 permanent jobs over the next 10-15 years is the subject of this report. The Council is proposing to be the first occupier at Friargate giving confidence to others to locate there. This report needs to be read in conjunction with the 'Friargate Bridge' report elsewhere on your agenda which deals with the construction of essential infrastructure at Friargate. By investing in a new building at Friargate, it will allow the Council to transform the way it delivers services to the public and make savings as part of a package of changes which comprise in full:

- a) the construction of a new, Council-owned office building as the first building within the Friargate development
- b) investment in the creation of a new Customer Services Centre in Broadgate
- c) Investment in the Council House as the Civic and Democratic Centre
- d) Investment in a number of other suburban office buildings to support locality based service delivery
- e) The introduction of agile and flexible working arrangements for Council staff to drive productivity and efficiency gains
- f) the rationalisation of the Council's operational office buildings from 27 to 9
- g) the construction of the Friargate Bridge (subject to a separate report on the agenda)

This is a once in a generation opportunity to stimulate a more successful City, by starting the Friargate scheme as a source of jobs, rates and growth. It will give confidence for others to follow and invest as well as encouraging the development of the City Centre South retail scheme. It comes at a time when the City's economy needs stimulating and the Council needs a new approach to meet budgetary and service delivery pressure arising from reduced Central Government resources. The Project will generate ongoing revenue savings and will allow the Council to transform the way it delivers services to the citizens of Coventry.

A dedicated Customer Services Centre will provide huge improvements to the citizens of Coventry in accessing council services. A 'one stop shop' of Council services will avoid the need for customers having to visit different council offices, improving both the customer journey and experience. Furthermore, in the modelling of the customer service centre consideration will be given to how other agencies can work alongside the council providing services in a more integrated way.

It also provides the Council with a future estate that is more energy, carbon and space efficient, and freer from backlog and statutory maintenance requirements, which will permit more agile and flexible use of space and working practices.

To maximise inward investment and job creation potential of Friargate it is essential that the railway station area is fully connected to the City Centre. To address the barrier created by the Ring Road it is proposed to remove the roundabout at Junction 6 and to build a bridge deck across the Ring Road (the 'Friargate Bridge'). This is the subject of a separate Cabinet/Council report on your agenda today. The Friargate Bridge will be funded through the Regional Growth Fund allocation of £12.7m.

Recommendations:

Cabinet to recommend to Council that it:

1. Commits to the wider Friargate development using the Project detailed in this report as a catalyst for jobs, growth and additional rates income.
2. Approves the overall affordability strategy for the Project as set out in this report.
3. Approves the rationalisation and changes to the Council's existing operational estate and its ongoing use, including the creation of a new Customer Services Centre within Broadgate House and the Civic and Democratic Centre in the Council House and the subsequent disposal of assets released.
4. Authorises officers to procure the required contracts and make necessary arrangements to achieve the Council office at Friargate, the Customer Services Centre at Broadgate, the Civic and Democratic alterations to the Council House and to the four suburban hubs, associated ICT infrastructure, project management and decommissioning arrangements at the total estimated capital cost of £59m.
5. Approves the addition of this scheme to the Council's capital programme for 2013/14 onwards and uses its prudential borrowing powers under the Local Government Act 2003 to finance the capital costs of the Project up to £59m.
6. Authorises the Council's section 151 officer to complete a submission to the Coventry and Warwickshire Local Enterprise Partnership and subject to LEP Board approval, onwards to HM Treasury, requesting that the Project benefits from an estimated £31m of prudential borrowing at preferential rates available from HM Treasury.

7. Approves that the capital receipts generated from the disposal of the resulting redundant operational estate be ring-fenced to finance the Project and request officers to prepare a disposal strategy for those assets.
8. Approves £1.7m of the City Deal monies/reserves already budgeted for in the Council's medium term financial strategy are utilised to finance project management costs within the overall approval of project costs in 4 above.
9. Approves project management and design costs of £1.4m that will be incurred at risk up until January/February 2014 when contracts are planned for signature.
10. Uses the recently established Cabinet Advisory Panel (Regeneration and Infrastructure) to provide political guidance and support to the operational aspects of the wider programme, including agreeing the scope and general remit of the programme delivery team as per the proposed governance arrangements in **Appendix 1**.
11. Authorises the Assistant Director – City Centre & Development to negotiate with an incoming second occupier to establish a national HQ, within the Friargate development based on the principles set out in this report and to receive a further Cabinet report at a later date with the details of the arrangement for consideration.
12. Delegates authority to the Director of City Services and Development and the Director of Finance and Legal Services, in consultation with the Leader, Cabinet Member (Business Enterprise & Employment) and Cabinet Member (Strategic Finance and Resources), to award contracts to achieve the Project within the affordability parameters detailed in this report.
13. Delegates authority for any other detailed legal and financial matters to the Director of City Services and Development and the Director of Finance and Legal Services, in consultation with the Leader, Cabinet Member (Business Enterprise & Employment), Cabinet Member (Strategic Finance and Resources) and Cabinet Advisory Panel.

Council is recommended to approve recommendations 1 – 13 made by Cabinet.

List of Appendices included:

- Appendix 1 – Proposed Governance Structure
- Appendix 2 – Coventry Profile 2013 – Centre for Cities
- Appendix 3 – List of existing office assets
- Appendix 4 – List of assets retained
- Appendix 5 – CGI of completed Friargate scheme

Other useful background papers:

- Collaboration Agreement approved by Cabinet on 8th February 2011
- Planning Committee – July 21st 2011, and planning application and decision notice
OUT/2011/0036 on Coventry City Council Planning Portal
- Centre for Cities: Private sector cities, a new geography of opportunity, 2010
- Centre for Cities: Driving growth; supporting business innovation in Coventry and Warwickshire, 2013
- CACI: Retail footprint 2011

Has it been or will it be considered by Scrutiny?

No

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?

Yes

25th June 2013

Report title: Starting the Friargate Business District to Regenerate the City, Transform the Council and Deliver Savings

1. Context (or background)

Coventry's Economy

- 1.1 Coventry has great potential for growth with two global universities, an unrivalled location, exceptional motorway, rail and air transport infrastructure and a talent pool for employers to recruit from, yet Coventry's economy is underperforming by nearly £1billion per annum and its City Centre performs poorly compared to other cities, being 47th in the UK list of shopping Centres, despite being the 13th largest City. As the gateway to the Coventry and Warwickshire regional economy the City Centre is not pulling its weight. There is headroom for growth and the City and its City Centre need an economic stimulus to reverse this decline.
- 1.2 The Centre for Cities, an independent urban research organisation, classified cities in 2010 as buoyant, stable or struggling. Whilst Coventry's economy was classified as 'stable' they did indicate that it was close to being classified as 'struggling', and indicated that 11,900 jobs would be needed to bring the City's employment average up to the UK average. Compared to 63 other UK Cities, Coventry was performing less well across a number of economic indicators including business start-ups, business stock and economic activity per head, skills, employment, earnings and house prices. Coventry's economy has less private sector jobs and more public sector jobs when compared to other cities. The full suite of indicators is attached as **Appendix 2**.
- 1.3 Whilst there are indications that Coventry has been weathering the recession well and some parts of the local economy are growing, there is a lack of suitable built or readily available business premises to accommodate this growth. It is for this reason that Centre for Cities have recently recommended that the Council and the Coventry and Warwickshire Local Enterprise Partnership (CWLEP) continue to prioritise funding for improvements to Coventry City Centre as it is the gateway to the region and acts as a hub for businesses.
- 1.4 Friargate has the potential to radically change the City Centre and the Coventry and Warwickshire economy, by creating a new office based business district next to the railway station that could create permanent and temporary jobs that will boost the local economy and strengthen the catchment area for the City Centre South shopping scheme. Whilst the scheme has outline planning permission it lacks an anchor office that signals confidence in the Project and provides the impetus to regenerate this area through redevelopment, making it more accessible and integrating it with the City Centre through public realm improvements including the Friargate Bridge.

What is Friargate and what is its potential

- 1.5 'Friargate' is the name given to the redevelopment scheme located on approximately 37 acres of land next to Coventry Railway Station. When completed the mixed use scheme of 300,000m² will provide a new business district for the City of which 185,000m² will comprise high quality office accommodation. There will, in addition, be provision for ancillary retail, hotel and leisure uses along with residential uses.
- 1.6 Friargate has the potential to be an engine of economic growth, job creation and physical regeneration of Coventry over the next 10-15 years re-emphasising the importance of the City Centre to the regional economy. It has the potential over this period to generate:
 - 13,400 permanent jobs and
 - 7,800 temporary construction jobs,

- Grow the local economy by £1.1 billion per annum
- Change the welcome to the City at the Railway Station through public realm and access improvements through the Friargate Bridge and public boulevard route and
- Boost the catchment spend potential of the City Centre South retail and leisure offer, and
- Grow business rates that the Council will be able to retain by £11m per annum when fully developed and
- Be a low carbon exemplar development

1.7 Outline planning permission for the Friargate masterplan was granted on 21st July 2011. The success of the wider Friargate development as part of the City Centre's regeneration depends on integrating the Friargate site with the City Centre. To achieve this it is essential to overcome the visual and physical barrier posed by junction 6 of the ring road. It is proposed to achieve this by creating a 'green bridge deck' the "Friargate Bridge" over the Ring Road extending Greyfriars Green to the edge of the site and removing the roundabout and associated slip roads and structures. Warwick Road will be returned to its pre ring road alignment and a more simplified junction will be created allowing all vehicle movements except a right turn from Warwick Road in-bound onto the Ring Road, for which alternative arrangements will be made. Improved access to the railway station is also required. These works are integral to the Friargate project and proposed to be largely funded by Regional Growth Fund monies. The Council undertaking these works requires the Friargate developer to build a pedestrian boulevard route from the front of the railway station to the ring road, completing a high quality link from the station to the City Centre. This will transform the environment of this part of the City Centre in accordance with the Collaboration Agreement agreed with the developer to bring the site forward for development and approved by Cabinet on 8th February 2011. The construction and funding of the Friargate Bridge forms the subject of a separate report on your agenda today.

Stimulating the development of Friargate

- 1.8 The remainder of this report concerns a proposal that the Council construct and occupy the first building on the site to kick-start its physical development, demonstrate the City's confidence in its potential and anchor the Friargate development for other occupiers and investors to follow. It also seeks authority to negotiate with a national organisation to move its UK headquarters to the site, which would incorporate both its current local operations together with additional staff from elsewhere in the UK. This move would also create additional floorspace to let speculatively.
- 1.9 Securing the infrastructure funding for the Friargate Bridge to integrate the Friargate development into the City Centre is the first stimulus for its redevelopment. Securing its first significant occupier is the next major stimulus as it demonstrates real confidence in the development's potential as a business location, and paves the way for real activity on the site in terms of demolition of existing buildings and construction of new. In short, it sets the tone of expectation for the rest of the development and demonstrates that Friargate and Coventry is open for business.
- 1.10 The problem every new development faces is securing its first significant occupier, this is particularly so for Friargate as it tries to build an office based mixed use commercial district that Coventry has never had. Other occupiers and investors are cautious about making the first move partly because the concept is new for Coventry and partly because it is launching, five years into a difficult national economy which has taken its toll on the business, construction and development industry.

1.11 Discussions have been held between the Council, the developer and a potential occupier of a second building at Friargate, in the light that the Council may act as the anchor occupier at Friargate. The potential occupier has indicated strongly that they would follow the City Council to Friargate if the Council was to make the first move, but not otherwise. The occupier a national organisation and household name would establish its UK headquarters at Friargate relocating both local staff together with a mixture of some of its staff elsewhere in the UK and taking on new staff. The organisation would take c40,000 sq ft in a building of 80,000 sq ft meaning that there would be an additional c40,000 sq ft available for private renting.

Why would the City Council occupy a building and move some of its operations to Friargate?

1.12 The Council's resources are under significant pressure. Significant funding reductions from central government and policy changes are unprecedented. In the forthcoming comprehensive spending review, it is likely that local government will continue to bear further significant formula grant reductions. Delivering services in new ways and maximising the efficiency of staff, property assets and new technology are essential to managing the financial impact in order to protect the most vulnerable in the City.

1.13 As the Council shrinks, the state of our property estate and the way that we use it holds the Council back from major change because it is inflexible in use. The proposal you are being asked to consider will generate ongoing revenue savings and can be considered to be an 'invest to save' proposal.

1.14 At the same time as this pressure on resources, the Government is giving local authorities greater freedom to generate its own resources through business rates retention. Under business rate reforms, the Council is able to retain half of any new business rates growth which will be used to fund essential services. Friargate has the potential to generate £11m per annum of new business rates that the Council will be able to retain when it is fully developed in 10-15 years' time. It is an opportune time to use the Council's borrowing powers and assets to kick-start the Friargate scheme, to drive business rate growth, jobs and the regeneration of the City.

1.15 The proposal that is being recommended to you requires the Council to:

- Stop investing in most of the existing office estate and sell residual buildings
- Close 18 buildings, when a replacement is ready
- Invest in a single replacement building at Friargate for all business activity except customer facing, civic and democratic activities
- Focus all face to face customer activity in one City Centre location in the shopping Centre at Broadgate House - this would also ensure that footfall would continue to remain in and around the shopping centre
- Focus civic and democratic activity at the Council House
- Support area based service delivery through four suburban hubs
- Introduce agile working to maximise the investment in a new building and technology
- Reduce duplication of activity because of a more focussed approach to service delivery and smaller estate through an efficiency headcount reduction of 70 posts

1.16 This proposal will have the following benefits:

- Annual revenue savings of at least £0.5m per annum after paying for borrowing costs
- The creation of 1,000 temporary construction jobs
- A better customer experience for residents of Coventry
- A better civic use of the Council House
- A carbon and energy efficient building
- A green travel plan for employees based in the office buildings

- The extension of heatline to Friargate
- It will kick-start the wider Friargate redevelopment and create economic growth and regeneration for the City of Coventry, including business rate growth

Doing nothing is not an option

- 1.17 The proposal being recommended to you is bold. It is also a leap of faith in the ability of the City to transform its offer to businesses, grow the local economy and jobs, changing the way we work and the welcome Coventry gives to visitors to the City. It will maximise the use of our property, people, technology and financial assets for the benefit of the City and the Council alike. It will send a clear message that Coventry is a place of choice for people to invest, live, and work.
- 1.18 Doing nothing is not an option, it will not grow the City or its economy. It will limit the ability to make major changes to the way the Council operates and it will require future capital investment for the upkeep of an office estate that will continue to remain inflexible, underutilised and carbon poor.

2. Options considered and recommended proposal

- 2.1 In 2010 officers conducted a high level options review of the office buildings used by the Council in the delivery of services. Only one option considered had the potential to link the Council's office requirements to wider regenerative benefit to the City, this has been worked up in more detail and is the 'Friargate' scheme which forms Option 2 of this report. It is compared to the Option 1 which is to continue to maintain the existing office based estate and investing in it over a comparable period of (44 years).
- 2.2 In completing the option appraisal we have looked at (a) the value for money of the options – which means modelling the cost of each option over a 44 year period including capital and revenue costs discounted back to compare the options at current prices (b) we have then assessed whether the option that represents value for money is affordable when compared with Council budgets.

Option 1 - Continue to maintain and use the existing office based estate

- 2.3 This option continues to utilise the 27 buildings currently used for a combination of public facing activity through 14 reception points, operational based accommodation for staff delivering services away from the buildings and supporting administration and process driven activities, often in the same building.
- 2.4 This option provides a poor customer experience for members of the public, often being passed from building to building particularly if they require multiple Council services which are housed in different buildings.
- 2.5 These buildings provide 53,700m² of accommodation for 2,960 staff on a one workplace / workstation per member of staff basis. 10 of these buildings are in the City Centre, 4 are edge of City Centre and the remainder (13) are in suburban locations. These buildings are listed in **Appendix 3**.
- 2.6 These buildings generate 4,700 tonnes of carbon from energy consumed, have a space allocation of 12m² per person, house nearly 700 cellular offices and hold an estimated 24,000 linear metres of paper filing. An office utilisation study in 2010 of 5 of our larger office buildings identified that workstation usage was 43% and meeting room utilisation 17%.

- 2.7 This estate has a repairs backlog, measured from condition surveys at £23m, primarily based on the need to replace elements of building fabric and renewal of services. The youngest building in the portfolio is 40 years old and the oldest over 100 years old.
- 2.8 To continue to run the existing estate over the next 44 years it has been assumed for the purpose of the appraisal that backlog maintenance is undertaken, lifecycle maintenance and refurbishment undertaken and expenditure made on furniture, fitting and equipment is made. This capital expenditure over the appraisal period amounts to a required capital investment of £63m. Option 1 has a whole life cost, which includes capital investment and running costs at current prices of £122m (excluding interest costs).

Option 2 - The Friargate based option

- 2.9 This option is based on a smaller estate of 9 buildings, 8 retained and one new building to be built at Friargate. Eight of the buildings including the new building at Friargate, will be used for operational support and administrative processes and organised in a hub and spoke configuration to support patch based and specialist service delivery. City Centre customer facing services will be delivered from a single point in Broadgate, a Customer Services Centre, accessed from the Upper Precinct walkway in Council owned property. Specific customer access will be retained in four suburban buildings supporting the activities conducted there. In all, public reception points will be reduced to 6. This will be coupled with work to reconfigure the ways that customers access Council services including the opportunities to utilise technology to encourage self-service where possible under the **abc** programme. Civic and democratic functions will continue to be delivered from the Council House, but customer facing activity in the Council House will move to the Broadgate Customer Services Centre. 18 buildings will be disposed and the capital receipts generated used to contribute to the financing of the project. Of the new estate 3 buildings are in the City Centre, three are on the edge of the City Centre and the remainder four are in suburban locations. These buildings are listed in Appendix 3. The business case assumes that Elm Bank 'one of the edge of centre' buildings is exited in year five. The Council also aims to work towards an exit of Southfields as the programme is implemented.
- 2.10 These buildings will provide an office estate going forward two thirds smaller than the current footprint at 18,350 m². The new building at Friargate will be 14,000 m² of this total. Staff will be able to work in an agile and flexible way according to the workstyle most suited to their job. This means that all staff will have access to a desk or a facility to access the Council's IT systems within Council buildings, but staff will not have a desk dedicated to their sole use. This proposal is more than a physical project and requires a programme of change in the way that the Council works and utilise space. It provides a platform for wider transformation change across the Council and the next stages of the **abc** programme.
- 2.11 This smaller estate will reduce the Council's carbon footprint from its office estate by a third to just over 3,000 tonnes, largely as a result of constructing the new building at Friargate to a BREEAM excellent status which is naturally ventilated and partly through heating it from the Heatline scheme which will be extended to the Friargate development as part of this proposal. Space allocation per person would be reduced to 8m² per person and on site paper storage and filing reduced by 87% to one linear metre per person. Archival filing will be held electronically as a design principle and will require digitisation of paper records through electronic document management (EDMS) as a major feature of this proposal. Off site and on site storage and filing will be very limited and avoided as a design principle.
- 2.12 The Friargate building will not contain any cellular offices. It will however be well equipped with meeting rooms and break out space for staff to conduct confidential discussions and meetings.

- 2.13 A 3% headcount efficiency of working from fewer buildings and the reduction in duplication of building based activity has been factored into the business case, meaning that the smaller estate will house 70 fewer staff. This efficiency saving is at the bottom end of efficiency savings achieved by peer authorities in similar circumstances and is only achievable by rationalising the operational estate fundamentally through Option 2. Option 2 also delivers significant reductions in property running costs and further details are provided in section 5.
- 2.14 This newer and smaller estate would require new investment in the new building together with investment in the Customer Services Centre and the Democratic Centre, lifecycle maintenance and refurbishment undertaken and expenditure made on furniture, fitting and equipment over its lifecycle. Option 2 will incur capital expenditure over the appraisal period of £59m. Option 2 has a whole life cost, which includes capital investment and running costs at current prices of £94m.
- 2.15 Option 2 – Friargate – is value for money and is the preferred financial option, because it has a £28m lower whole life cost (and lower overall capital cost) than Option 1.
- 2.16 The Council will use its borrowing powers to finance the Project and deliver Option 2. The Council will make significant savings on day to day property and other running costs which will be used to pay for the costs of the borrowing and deliver net overall savings. This means the project overall will save the Council money and is affordable.
- 2.17 Over 44 years the Project will deliver £24m savings in net terms after the costs of borrowing. This equates to £0.5m net savings per year.

Recommended option to pursue

- 2.18 Officers recommend the pursuit of option 2, the Friargate based option. This is for three reasons, the regenerative impact it will have on the City, the opportunity it presents to transform service delivery and the savings it releases.
- 2.19 The regenerative impact is based on the Council kick starting the Friargate scheme by being the first occupier to commit to a building there. This will give confidence to other investors and occupiers considering locating at Friargate and unlock the jobs and economic potential of the site.
- 2.20 The transformational impact is based on the opportunity it gives the Council to change the way that we work by bringing staff together into mainly one building, by improving and transforming the way that the Council interacts with its customers and by improving the civic role of the Council House. There are also wider opportunities for transforming the way that public services more widely are delivered within the City as the project develops.
- 2.21 In financial terms the project is value for money and delivers revenue savings.

Additional opportunity to pursue

- 2.22 Officers have had early discussions with a national organisation, based in London and with a local representation about them moving to the Friargate site and the Council supporting this move by underwriting some of the risks involved. For example, this may include a break point for a proportion of the second occupier's lease that the Council would underwrite. These discussions have also extended to the developer who has indicated a willingness to build additional space on a speculative basis and at risk as part of this proposal which would bring in a further new occupier. The benefits of this arrangement are that it would secure a second c80,000 sq ft building with associated business rates growth. This proposal would if successful result in approximately 350 jobs moving to Friargate, 100 which would be relocated from elsewhere in the UK or newly created and 250 from

elsewhere nearby. A further recommendation is for officers to continue these negotiations and bring definite proposals for your approval at a subsequent date.

3. Results of consultation undertaken

- 3.1 Council staff will need to be fully engaged in the Project in order to deliver the changes and this is already in progress through staff briefings. Formal consultation processes with staff and Trades Unions will take place as required during the programme. The Friargate Bridge project has been the subject of public consultation as part of the planning process.
- 3.2 As part of the process so far, a detailed and comprehensive communications strategy has been developed which is aimed at ensuring all stakeholders are aware of the changes and informed throughout the programme as it progresses. This has and will include going forward, focussed workshops for staff and other stakeholders, regular press releases and the ongoing use of social networking where applicable.
- 3.3 The wider Friargate development was granted outline planning permission on 21st July 2011. The Council's proposed building plot was identified and the overall site layout was approved. As the Project develops and the programme team work with the developer to agree design principles, a planning application for the Council's new building will be submitted for consideration early in 2014.
- 3.4 There will be ongoing dialogue with access groups and staff to ensure that the project reflects the needs of people with disabilities including those within the Customer Services Centre.

4. Timetable for implementing this decision

- 4.1 The anticipated completion for the programme of works, i.e. fully operational and Council staff occupying the new building, and the necessary changes in the way that we work, is December 2016. Within the overall programme funding for costs of a project delivery team have been included involving some additional and existing resource utilisation. This will require a governance arrangement as per **Appendix 1** and will require ongoing support from Members and senior officers. It is proposed to use the recently established Cabinet Advisory Panel (Regeneration and Infrastructure) to ensure that appropriate political engagement, steer and escalation processes are in place. This Advisory Panel includes opposition representation.

5. Comments from Director of Finance and Legal Services

5.1 Financial implications

The project was approached by looking at two options;

Option 1 - Continue to maintain and use the existing office based estate

Option 2 - The Friargate option

5.2 Value for money

- 5.2.1 The value for money of each option was assessed using 'HM Treasury Green Book standard analysis'. This is the recommended approach for capital investment decisions. The financial assumptions have been modelled over 44 years, this takes account of the period between now and 2016 when the Council will prepare for the new building and deliver adaptations to existing buildings. The new building will be operational for a period of 40 years, which is the minimum expected life of the building.

5.2.2 The Friargate option has a whole life cost of £94m (and a capital cost of £59m) and the option to stay in our existing buildings has a whole life cost of £122m (and a capital cost of £63m). Friargate therefore has a £28m lower whole life cost than Option 1. Friargate is the preferred financial option from a value for money perspective. A business case was developed to demonstrate that the Friargate option is affordable for the Council.

5.3 Affordability position and strategy

5.3.1 The Council will use its Prudential Borrowing powers to finance the capital costs of the Project. The capital costs included in the business case for the project are detailed in Table 1. Up to £10m of these capital costs are programmed to be incurred at later stages in the project e.g. lifecycle cost.

Table 1: Project Capital costs

Cost type	£m
New building at Friargate	£40.3m
Land, fixtures and fittings and Lifecycle costs	£12.3m
Investment in Broadgate House (Customer Services Centre), Council House (Democratic Centre) and suburban hubs	£1.9m
ICT & Decommissioning costs	£2.8m
Project Management and delivery	£1.7m
TOTAL	£59m

5.3.2 The affordability position of the Project including the cost of borrowing are shown in Table 2.

5.3.3 The Council will make significant savings on day to day property and other running costs which will be used to pay for the costs of the borrowing and deliver net overall savings. This means the Project overall will save the Council money and is affordable. Over 44 years the Project will deliver £24m savings in net terms after the costs of borrowing. This equates to £0.5m net savings per year. This is an invest to save project.

Table 2 – Affordability position of the Project

	Total over 44 years	Average per annum
	£'m	£'m
Borrowing costs (capital and interest)	101.35	2.30
Revenue costs	98.52	2.25
Budgets available	(168.34)	(3.83)
Efficiency savings	(55.45)	(1.26)
Total cost /(saving)	(23.92)	(0.54)

5.3.4 The Council will use its Treasury Management arrangements to minimise the costs of borrowing where possible to benefit the affordability position of the project. This includes only borrowing at a point in time when this is required in line with the timing of capital

costs being incurred and the wider cashflow position of the Council. The Council intends to bid to utilise the preferential prudential borrowing rate being made available by HM Treasury through the Local Enterprise Partnership for £31m of the borrowing should this provide a benefit to the Council financially.

- 5.3.5 The business case assumes the Council funds £1.7m of project team costs from either reserves or the City Deal funding allocated in the 2013/14 budget setting process to reduce the borrowing requirement.
- 5.3.6 Revenue costs are the estimated costs of running the Council's building at Friargate and includes heating, lighting and cleaning.
- 5.3.7 Budgets available are those budgets we will ringfence to the project going forward to facilitate the affordability strategy.
- 5.3.8 The difference between revenue costs and budgets available represents savings that will be achieved by delivering the project. These are (a) £800k per annum saving on property running costs including heating, lighting, repairs and cleaning (b) a commercial income target of £70k c) £220k associated with Treasury Management activities to minimise borrowing costs d) existing revenue planned maintenance budgets that will be ring-fenced to the scheme and provide a net saving of £490k against current planned maintenance costs in the existing estate.
- 5.3.9 In addition, efficiency savings will be delivered and represent a reduction of around 70 staff totalling £1.26m per annum.
- 5.3.10 The affordability modelling does not include the additional positive impacts of business rate growth from the Friargate scheme which are significant and £11m per annum over a 10-15 year period. The affordability modelling does not include other positive benefits on the City's economy including jobs and spend by new workers in the City Centre.
- 5.3.11 The operational estate's rationalisation involves the closure of a number of buildings over a period of time. The exact disposal strategy is yet to be agreed however it is recommended that where possible, the properties be openly marketed for sale. For certain buildings there may be a potential to discuss disposal opportunities with local partners to ensure that the buildings the Council no longer need are used to benefit the City Centre. The business case assumes capital receipts will need to be ringfenced to the Project to support the affordability strategy. Officers will bring forward a disposal strategy for the buildings before any move to the Friargate build.
- 5.3.12 There are potential abortive costs estimated at £1.4m which would be incurred should the project commence in June 2013, but not proceed to contract in January/February 2014. The costs include project management (£0.3m) and design/survey (£1.1m) works.
- 5.3.13 The detail of the financial implications associated with securing a second building on the Friargate development will form part of a subsequent report to Cabinet/Council.
- 5.3.14 The financial standing of Friargate LLP will be regularly monitored. Friargate are in regular discussions with Funders to ensure that existing obligations under the collaboration agreement and any changes required as a result are met.

5.4 Legal implications

- 5.4.1 The Council and Friargate LLP are already in a contractual relationship under a collaboration agreement to support Friargate with compulsory purchase orders if required and once the highway works are completed, to sell surplus land arising from highways that are stopped up as well as the disposal of the freehold of Central Six (sub

lease at a peppercorn) and Grosvenor Street Car Park on terms previously reported. The collaboration Agreement was agreed by Cabinet at its meeting in February 2011, and these capital receipts have not been factored into the business case.

- 5.4.2 For this Project to proceed the Council will need to acquire some of the site of the new building from Friargate and there will be a separate but linked transaction under a sale agreement for the land purchased under section 120 of the Local Government Act 1972. The Council will then undertake a procurement exercise to appoint a contractor under the Public Contracts Regulations 2006 for the construction of the offices on the land acquired from Friargate. As part of the sale agreement Friargate will enter into an agency arrangement to provide its own design team and project manage the office construction. If Friargate's design team fails to deliver a building within budget, programme constraints and to the Council's specification then the Council will not be liable for any design costs under the agency arrangement, and this is a risk that Friargate LLP will take. The Council's programme team will ensure that the Council's expectations are met. If however, the Council, for whatever reason (over and above those stated above) decides to withdraw from the process then the Council will be liable to abortive costs and will need to reimburse Friargate LLP accordingly. The likely running total, to the point at which the Council cannot withdraw (contractor mobilisation) is indicatively £1.4m. For the avoidance of doubt, this would constitute a breach of contract and therefore the Council would be legally required to reimburse Friargate and contractor appointed following the procurement.
- 5.4.3 The Council can use its powers under the Local Government Act 2003 for prudential borrowing.
- 5.4.4 Any disposal of the Council offices will be in compliance with the best consideration obligation under section 123 of the local Government Act 1972 and in accordance with a disposal strategy to be approved by Cabinet that seeks early marketing and negotiations designed to minimise the impact on the City Centre estate that will be vacated.

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)?

6.1.1 The delivery of the Project will help achieve many of the Council's key objectives, including:

6.1.2 ***Coventry, proud to be a City that works...for jobs and growth***

The Project will provide the catalyst for a large-scale development of a new business district within the City. This new district will only be 1 hour away from London and is within close proximity to a number of other key business-orientated cities (Birmingham, Milton Keynes London etc.) along the M1/M40 corridor and in the West and East Midlands.

Despite the national economic downturn, office prices are continuing to rise in London and large employers are ever-looking to reduce their office space costs. Coventry is within easy commuting distance to the capital and businesses are keen to base themselves within high quality, premium office buildings that Friargate is able to offer.

The wider Friargate development is expected to support 13,400 permanent jobs plus a further 7,800 jobs for the duration of the construction phases.

Approximately 1,200 jobs will be created as a result of this Project, a second occupier in a separate building and the Bridge Deck projects alone.

6.1.3 ***Coventry, proud to be a City that works...for better streets and pavements***

The Project, together with the Friargate Bridge will create a more functional and controlled traffic flow in and around the train station. Furthermore, the wider infrastructure that will develop as a result of the Project (Key Route, new pavements, new road networks) will ensure fluid pedestrian and vehicle traffic movements across the entire development. Together with the Friargate Bridge scheme, the Project will see real investment in the general infrastructure which will properly link the train station to the heart of the City.

6.1.4 ***We will...be honest, fair and transparent when we make decisions***

The Project is an opportunity to significantly enhance the way in which the Council does business and manages public services. As part of the Project, the delivery team will ensure that staff and other stakeholders are regularly and openly engaged to create a transparent and honest approach as it progresses.

6.1.5 ***We will...celebrate all that's good about our City and its future***

The City has massive potential for economic growth and to return Coventry to a bustling place where people want to live, work and play. The City has untapped potential – we have two global universities, an unrivalled location and transport infrastructure, a talented recruitment pool and headroom for growth. At the moment we are stuck. The gap between the successful cities and Coventry is widening. We need to change that and doing nothing is not an option. An economic stimulus is needed and the Project is the catalyst needed to help achieve this.

6.2 **What is the impact on the organisation?**

6.2.1 **Customers**

The project involves the creation of a dedicated Customer Services Centre for all City Centre face to face contact on the first floor of Broadgate House accessed from the Upper Precinct walkway. The cost of converting the first floor has been included in the business case for the Project.

6.2.2 **Human Resources**

The Project will clearly affect Council employees as for many their place of work and method of working will change as the Project is implemented. It will mean those currently working in City Centre offices (apart from a small number working in the Council House and some working in the Customer Services Centre) and a small number currently working outside of the City Centre will relocate to the new building.

Employees will be affected in a variety of different ways:

- **Working environment;** the workspace will be open plan there will be an improved physical working environment with properly regulated environmental conditions, optimum temperatures, humidity lighting and acoustics. The provision of a safe attractive and stimulating working environment should result in improved motivation and productivity and should contribute positively towards recruitment and retention issues.

Office facilities will be shared and the workspace will be predominantly open plan with no partitions thereby removing many physical barriers and promoting a culture of openness.

Those buildings designated as “touchdown” hubs around the city will be upgraded to match the specification of the main City Centre building.

- **Agile / individual ways of working;** There will be fewer dedicated desks, workstations will no longer be regarded as a single individuals’ personal domain and space will be allocated according to function not grade. Employees will no longer have a fixed desk or office and less personal storage and associated office furniture. It will be possible to work anywhere anytime from a range of locations according to the needs of the job and staff and location independent agile working practices such as desk sharing, mobile and working from home where appropriate will be adopted and encouraged.

Employees will have the equipment they need to operate from a workstation and they will have an allocated amount of space for their personal storage. Workstations will be used in a flexible way such that a member of staff might move from desk to desk each day. Employees will be fully trained to enable them to undertake /adapt to new ways of working.

- **FTE reduction;** co-location of teams and services should result in a number of efficiencies particularly where current FTE effort or structures are designed due to existing accommodation arrangements. There is potential for reduction in duplication in a number of areas for example admin/management/supervisory/facility roles and services. It is anticipated as a minimum that there will be a potential headcount reduction of approximately 70 FTE.
- **Changes to traditional structures;** aside from duplication of effort the co-location of teams and services could result in opportunities to change traditional structures with greater potential for flatter structures and a more flexible use of resources creating opportunities for employees to work flexibly across teams – streamlining the number of different individual roles within the Council. This could mean more flexible / generic roles and potentially fewer specialist jobs (currently there are 2000 different job codes within the organisation).

As well as more effective use of resource a greater degree of flexibility amongst employees creates opportunities to broaden the employee skills base, assist with future staff development and potentially improves motivation and job satisfaction.

- **Changes to organisational ways of working;** the co-location of teams and services creates improved opportunities for cross departmental working greater collaboration, exchange of ideas and problem solving, grows skills and experience and potentially improves motivation and job satisfaction.

Agile working encourages and promotes an atmosphere of trust where the emphasis in performance management is more about the outputs from individuals rather than their attendance at work and whether they are seated at their desk. This has the potential to improve productivity and the way the organisation manages performance which in turn could lead to improved levels of motivation and job satisfaction.

The introduction of agile working and the co-location of teams and service also presents the opportunity to change traditional routines procedures and unnecessary bureaucracy.

- **Improved communication;** the co-location of teams and services has the potential to improve the flow of communication through the reduction of the communication hierarchies and channels; having fewer or more streamlined communication methods and creating opportunities for more upward exchange /challenge. Improved communication could lead to increased levels of motivation and job satisfaction.

Co-location increases the ability of services, teams and individuals to respond and adapt and react more quickly, speedier decision making; it also creates the ability /capacity to spot and exploit potential opportunities.

- **Terms and conditions;** no specific terms and conditions have been identified as requiring change to enable this project to be implemented. However the production of guidance in relation to agile working methods may be necessary along with a review of policies and /or procedures to ensure they align with proposed new ways of working.
- **Training and development;** employees will be fully trained to enable them to adapt to these changes for example; agile working methods, changes to working practices and how they can make the best use of the equipment available.
- **Consultation and engagement;** employees and trades unions will be engaged and consulted throughout the life of the project on issues that impact on employees this is to ensure employment related issues are managed effectively and appropriately.

6.2.3 **Members**

The Project will affect Elected Members through focussing democratic activities on the Council House in particular the Project will create replacement Committee Rooms in the Council House for those which will be lost in Civic Centre 3 and will remove customer facing activities currently conducted in the Council House to the Broadgate Customer Services Centre. The costs of implementing these changes are included in the Business Plan for the Project.

6.2.4 **ICT**

It is expected that the new office environment will provide fewer desks than employees, and that agile and flexible working will be widely adopted in a major change from current practices. In order to successfully make the transition to both a new office environment, and agile working, it is expected that a number of new technologies will be required. It is important to note that to achieve success, new technology will have to be accompanied by significant changes to working practices and current Council culture. New technologies expected include the following:

- **Unified Communications**
The Council is in the process of procuring a Unified Communications system which will replace our aging telephony estate. The old system can't effectively support agile working, and in any case is nearing the end of its supported life. The new solution will combine the features of modern communications systems, incorporating instant messaging, voice and video conferencing as well as traditional telephony functions, and will be well placed to support agile working.

practices. The Council expects to deploy the new technology during 2014/15, enabling staff to become acquainted with it ahead of the major office move.

- **Electronic Document Records Management System [EDRMS]**

The Council has begun the process to procure a corporate wide EDRMS which will provide a technology platform on which all traditionally paper based documentation can be stored and accessed electronically. This technology will assist in significantly reducing the required storage space as the vast majority of paper documents will be scanned and filed in the new system. Additional advantages include holding only one copy of any document, and being able to associate it with other computer based records – for example, associating delivery notes with associated invoices and purchase orders. It is vital that this technology is in place prior to a move to Friargate as it is crucial for reducing the need for paper storage: the Council will not hit its storage target on the new site without this technology.

- **Resource Booking System**

The Council will introduce a new Resource Booking System to replace existing systems and provide a simple mechanism by which rooms, parking spaces and hot desks [amongst many other things] can be booked by employees irrespective of their location. Again, this technology is critical in enabling a transition to flexible and agile working practices.

- **Wireless Network**

Already deployed in many Council buildings, the wireless network will also apply in the new building, enabling network access from any location. Again, a key component in the overall flexible/agile working agenda.

6.3 Implications for (or impact on) the environment

6.3.1 The Council's new office building will be within an extremely sustainable development. The Council's new building will target a 'BREEAM Excellent' accreditation which reflects a carefully considered, well-engineered and sustainable design solution. The designs will also look to maximise the use of natural light and ventilation and will incorporate a state-of-the-art building management system to carefully monitor the working environment which will control lighting levels and heating outputs – all of which will actively look to minimise energy consumption.

6.3.2 In addition to this, the building (together with the wider Friargate development) will be heated by the district energy scheme known as Heatline which uses waste heat generated by the Waste to Energy Plant on the London Road. It has been estimated that the carbon emitted from the new office-based estate compared to the existing will be reduced by over a third (34.2%) from 4,698 tonnes to 3,092 tonnes. The Heatline network will be extended to the Friargate project.

6.3.3 Linked to this project is the Bridge Deck at Junction 6 of the ring road. The works will reduce the amount of public highway and the new layout will calm and discourage through traffic whilst actively managing the flow of vehicle movement in and around the area. The Bridge Deck will also create a new green space, roughly the size of a rugby pitch, which will incorporate new trees, shrubs and plants which will have a positive impact on the environment.

6.3.4 This project is not just physical. There needs to be a culture change across the entire organisation to a) reduce the reliance of private cars as a means by which to travel to and from work, b) empower and educate staff to use Council offices more efficiently and c) encourage agile, flexible and home-working practices. To assist this process, and to

comply with planning conditions, a Green Travel Plan will need to be prepared which will capture staff travelling habits and will actively look to improve the impact of travel by staff and visitors to and from our new building.

- 6.3.5 Finally, the building will also incorporate proper cycle storage, showering and changing facilities to encourage staff and visitors to cycle to and from the building.

6.4 Equalities / EIA

- 6.4.1 A full Equalities Impact Assessment has not been undertaken at this stage, but will be as individual elements proceed.
- 6.4.2 Part of the Project is deliver a single point of access for face to face services accessible from the Upper Precinct on the first floor of Broadgate House, and the principle design consideration will be creating good access for the disabled to this facility. Other groups with protected characteristics are unlikely to be affected by this proposal. Making all face to face activities accessible from one location will improve general accessibility to advice and services from the Council.
- 6.4.3 The construction of a new building at Friargate will primarily impact on staff. The new building will be fully DDA compliant and include dedicated disabled parking on site.
- 6.4.4 The creation of replacement committee rooms in the Council House will need to address physical access to improve accessibility of the disabled for participation in democratic activity and this will be addressed in the detailed design stage.
- 6.4.5 As the Project progresses, and service redesign is completed for occupying services in the smaller estate, individual EIAs will be conducted to ensure that the Project removes barriers to access to public services affected and delivered from the estate.

6.5 Implications for partner organisations?

- 6.5.1 The Project may afford opportunities for other partner organisations to have face to face customer representation in the Customer Services Centre, subject to contributions towards costs. However, partner organisations will need to indicate quickly if they want to be involved in this part of the Project to enable scope and design freeze if the Project is not to be delayed or financially pressured. Officers will contact partner organisations to understand their appetite for this.
- 6.5.2 The new building at Friargate does not include partner space and it would be detrimental to the delivery of the project to include at this stage. However, the second building that is being negotiated will include speculative space and could accommodate partner organisations if they want to be part of these changes in the City.

6.6 How is risk being managed?

The financial climate and the need for a financial stimulus in the City to grow jobs and rates presents risks associated with not approving this report and moving forward with the Project including the risk of further economic decline. The remainder of this section will deal with risk management associated with the Project.

Risk will be managed in accordance with the Council's risk management arrangements. The Governance arrangements will include regular review of risks associated with the project and this has been actively managed to date through the Project Team and existing Project Board.

This is a major infrastructure and change project for the Council. It also involves significant reputational risk for the Council. It is important to establish a comprehensive project governance framework that allows for the Project to be delivered in the required timescale, but also allows clear and speedy decision making, escalation of issues where required and appropriate stakeholder engagement as the Project proceeds. It is proposed to use the recently established Cabinet Advisory Panel (Regeneration and Infrastructure) to provide political guidance to the project as part of the overall governance requirements, set out in **Appendix 1**.

The six key risks associated with the Project are set out below together with mitigation measures that will be used to manage the risks set out. The risks are:

- Regeneration risk
- Cultural and organisational change risk
- Vacated estate risk
- Programme Delivery risk
- Financial and Budgetary risk
- Reputational risk

6.6.1 **Regeneration risk**

There is a risk that despite the Council's investment, the Friargate development will not attract inward investment and the consequential jobs and rates growth on the scale the and at the pace anticipated.

Mitigation measures – The Friargate is a 10-15 year project that will change the face of this part of the City Centre. Friargate LLP have invested significantly on acquiring the site and achieving planning over the past 5 years and have a strong commitment to the scheme (demolitions, public realm) through the existing collaboration agreement. The Council and developer are in active discussions with a second occupier and a building that will include some speculative space to let. The separate but linked investment in the Friargate Bridge deck will remove the barrier presented by the ring road to Friargate's integration into the City Centre and create the best environment to attract new businesses to the location. The Friargate developers will actively market the availability of the site based on the Councils' decisions and the Council will align its Business Investment Team activities to ensure that the Council works actively with the developer on all inward investment enquiries.

6.6.2 **Cultural and organisational change risk**

The Project is predicated on the Council as an organisation changing the way it works to improve the way that customers are managed and to drive operational changes in the way that we deliver savings, and there is a risk that these changes are not delivered when the new building and customer service centre opens and the reduced estate takes effect.

Mitigation measures – As part of the Project delivery, a workstream will be established to deal specifically with this issue and resources have been included in the Business Plan for this. Customer management, location independent and agile working are well established concepts utilised in both public and private sector settings elsewhere and there is a lot to learn from the experiences of others. The key mitigation will involve early and sustained staff engagement with the change process that gives staff a 'say' in some of the choices that will be made as the project moves forward. The change programme is dependent on ICT improvements that liberate staff from a fixed desk location, and these are already well in train with the Councils existing ICT investment strategy.

6.6.3 Vacated estate risk

There is a risk that the vacated City Centre estate has a negative impact on the City when it is vacated in 3.5 years' time.

Mitigation measures – The key areas affected are the Civic Centres 1- 4 complex and the Christchurch/Spire House office complex, both of which will be vacated as part of the reorganisation of the estate. Both areas adjoin areas of existing or proposed activity, in that Civic Centres 1-4 adjoin Coventry University's campus area and Christchurch/Spire adjoins the City Centre South development site. Whilst proposals for the re-use of sites and buildings to be vacated are not currently well developed, part of the workstream for decommissioning these buildings will involve the development of a disposal strategy which seeks to market the early opportunity of the availability of these buildings, reduce the impact they would have as void buildings and promote their positive redevelopment and reuse to strengthen the opportunities to add to the vitality and viability of the City Centre

6.6.4 Programme Delivery Risk

The Project involves a number of physical projects that need to be delivered simultaneously, including new building, building adaptations, new infrastructure, building closures and disposals and staff moves. There is a risk that one or more projects delay the implementation of others.

Mitigation Measures – It is proposed to manage all the projects as one programme, each with their own governance arrangements, but with an overall programme management team that co-ordinates the work of all. The programme manager will trouble shoot and escalate problems to an overall project board and onwards where necessary to the Cabinet Advisory Panel (Regeneration and Infrastructure). Regular reporting and communication of progress to all stakeholders is an important remit of the Programme Office to be established. Resources have been included in the Business Plan for this Programme office to be established.

6.6.5 Financial and Budgetary risk

There is a risk that the Capital and running costs assumed in the Business Case exceed predictions and savings are not delivered.

Mitigation measures – The business case has been developed using assumptions from service and technical experts and external benchmarks, with support from the Special Projects Finance Team. Assumptions have been prudently assessed and tested. The project delivery team includes individuals with the skills, knowledge and experience of delivering complex projects, and this will be supplemented with additional appointments to cover specific skill requirements. The governance arrangements will include regular progress and financial reporting on the programme.

6.6.6 Reputational risk

The Council is taking a bold step to kickstart the local economy, change the way it works and deliver savings on the basis of a sound business case that demonstrates value for money. There is a reputational risk associated with not delivering these outcomes that needs to be weighed against the risks associated with continuing decline of the City Centre.

Mitigation measures – It is important that the Council continues to articulate why it is taking these steps and the impact of not taking them. Communication to all stakeholders is important and a detailed communications plan will be an important element of the

Project delivery. The governance arrangements will also ensure that within the Council, these risks will be monitored by the Cabinet Advisory Group (Regeneration and Infrastructure) which has cross party representation.

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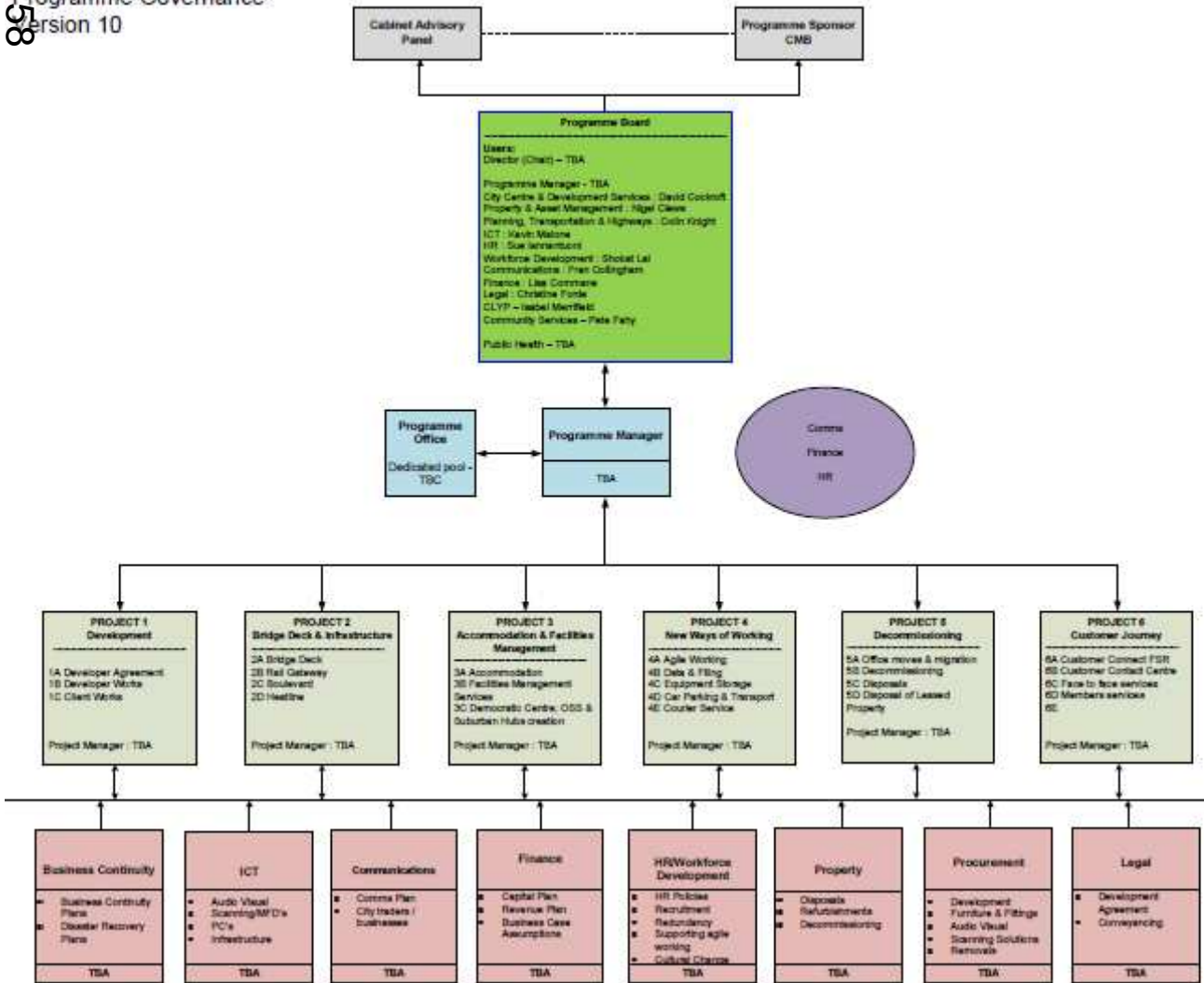
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Kick-Start | Bridge Deck | Friargate
 Programme Governance
 Version 10



STAKEHOLDER GROUPS



Coventry Profile 2013 – Centre for Cities

Coventry	Measure	Rank	Measure	Rank	UK Average
Area km ²	100	(52/64)			
People					
Total population, 2011	318,600	(29/64)			63,232,600
Population change 2010-11			0.4%	(44/64)	1.5%
Business & Innovation					
Business start-ups per 10,000 pop 2011			35.5	(23/64)	41.3
Business stock per 10,000 pop 2011			242	(46/64)	337.6
Foreign owned businesses, 2010			5.8%	(8/64)	5.8%
Patents per 100,000 op, 2011			5.7	(15/64)	4.7
GVA per capita, 2011			£18,400	(37/64)	£20,873
Skills					
High level qualifications, 2011	55,800		26.8%	(37/64)	32.7%
No formal qualifications, 2011	34,600		16.6%	(60/64)	10.9%
5A*-C GCSEs inc Maths & English, 2011			54.1%	(35/60)	59.9%
Jobs					
Employment, 2012	136,100		64.8%	(53/64)	70%
Private to public sector ratio, 2011			2.1	(48/63)	2.7
Private sector jobs change, 2010-11	-400		-0.4%	(44/63)	1.1%
Industrial structure					
Manufacturing jobs, 2011	14,400		10.2%	(26/63)	
Knowledge intensive service jobs, 2011	25,200		17.7%	(10/63)	
Public service jobs, 2011	46,100		32.5%	(16/63)	
Earnings					
Average weekly wages, 2012	£450	(29/64)			£487
Change in real wages, 2011-12	£8	(9/64)	1.8%	(9/64)	£10
Unemployment					
JSA claimant count, Nov 2012	9,340		4.5%	(37/64)	3.8%
Youth claimant count, Nov 2012	2,440		4.9%	(21/64)	
Long term claimant count, Nov 2012	2,640		1.3%	(40/64)	1.0%
Claimant count change, from Feb 2008	2,650		1.2	(13/64)	
Housing					
Average House price, 2011	£136,200	(46/63)			£224,700
Housing stock change, 2010-11	730		0.6%	(21/63)	
Affordability ratio, 2011			6.1	(45/63)	
Environment					
CO ₂ emissions per capita (t), 2010			5.6%	(15/64)	7.6
Digital connectivity					
Postcodes with superfast broadband, 2012			57.3%	(44/63)	

Source: Centre for Cities – Coventry Profile 2013

Option 1 – List of existing office assets

City Centre	
Broadgate House	Civic Centre 4
Christchurch House	Spire House
Civic Centre 1	24 & 42 New Union Street
Civic Centre 2	West Orchard House
Civic Centre 3	Council House
Edge of Centre	
Whitley	James Brindley
Southfields	Elm Bank
Suburban	
9 North Avenue	312a Charter Avenue
Enterprise House	200 Telfer Road
Harp Place	Stoke House
Eburne Adult Education Centre	Coundon Family Centre
Faseman House	257 Stretton Avenue
Logan Assessment Centre	312 Charter Avenue
	Moat House Neighbourhood & Leisure Centre

Option 2 – List of assets retained

City Centre
Friargate
Council House – Democratic Centre
Broadgate House – Customer Services Centre
Edge of Centre
Whitley
Southfields
Elm Bank
Suburban
Coundon Family Centre
257 Stretton Avenue
312 Charter Avenue
Moat House Leisure & Neighbourhood Centre



CGI of completed Friargate / Bridge Deck

Proposed building location Plot C09



Public report Cabinet Report

Paragraph 3
Schedule 12A of the Local Government Act 1972

Cabinet
Council

18th June 2013
25th June 2013

Name of Cabinet Member:

Cabinet Member (Business, Enterprise and Employment) - Councillor Kelly

Director Approving Submission of the report:

Director of City Services and Development

Ward(s) affected:

St Michael's

Title:

Friargate Bridge

Is this a key decision?

Yes – although geographically the development site is located within one ward it will have an impact on the whole of the city and the costs will be above the financial threshold of £1million.

Executive Summary:

'Friargate' is the proposed commercial development scheme located on approximately 37 acres of land around Coventry Railway Station. When completed the scheme will provide a new commercial quarter for the City with up to 300,000 sqm of new development, of which over 185,000 sqm will comprise high quality office accommodation. It could create up to 13,400 permanent jobs.

The development is a fundamental part of the future economic growth, job creation and physical regeneration of Coventry and the region over the next 10-15 years. An outline masterplan planning application identifying the scale of change proposed was approved by planning committee on the 24th February 2011. The planning consent is outline so there are a number of reserved matters to be discharged before it can be implemented and highway works are a reserved matter.

To maximise inward investment and job creation potential it is essential that the station area is fully connected to the city centre. To address the barrier created by the Ring Road it is proposed to remove the roundabout at Junction 6 and to build a bridge deck across the Ring Road (the 'Friargate Bridge') to create a new attractive public boulevard route to link into the city centre and

to extend Greyfriars Green to the edge of the Friargate development. The new road layout and bridge is shown in Appendix A.

The proposed boulevard route will run from the front of the station, over the new bridge deck and into the city's central shopping area. In addition, as well as promoting enhanced pedestrian linkages and better visual connections the removal of the roundabout allows for additional land for development to be brought forward. The completion of these works will, through the Collaboration Agreement (approved by Cabinet in 2011) between Friargate LLP and Coventry City Council, require the developer to discharge the reserved matters on its outline planning consent and implement the pedestrian boulevard route from the front of the railway station to the ring road – another transformational element of the masterplan.

The Council has been successful in securing a Regional Growth Fund (RGF) bid on behalf of the Coventry and Warwickshire Local Enterprise Partnership (CWLEP). Within the bid £12.7million is being made available to the City Council for the rebuilding of Ring Road junction 6, making significant road improvements and opening up the Friargate site for greater development and opportunity. The rebuilding of junction 6 will also ensure the Friargate site is integrated into the current city centre and future City Centre South aspirations. The RGF funding agreement with government for the £12.7million stipulates the funding has to be spent by 30 June 2015 and the delivery of over 2,000 jobs by April 2022 through the office space being developed on the site.

To achieve this tight timescale it is proposed to enter into an Early Contractor Involvement arrangement with a contractor who will be co-located with the City Council's appointed design team to develop the scheme and a target contract price. This target price will be fixed by December 2013.

It will be necessary to incur development costs up to December 2013 when the target price will be known. We will be incurring these costs without certainty that the project is affordable and that it will therefore proceed. The estimated spend up to this point (principally design fees and project management costs) is £0.7million. If the Council chooses not to proceed with the bridge, it will not be able to claim from RGF for the costs incurred to this date.

This report should be read in conjunction with the report 'Starting the Friargate business district to regenerate the City, transform the Council and deliver savings' which is also being considered at this meeting.

Recommendations:

Cabinet are requested to:

1. Note the funding award Regional Growth Fund 3 for £12.7million for the purpose of constructing Friargate Bridge.
2. Approve that project management and design costs of £0.7million will be incurred at risk up until December 2013 when contracts would be signed.
3. Approve variations to the collaboration agreement with Friargate LLP to facilitate the bridge and boulevard works to an agreed timescale.
4. Support Friargate in the discharge of the reserved matters under the planning application and the required stopping up orders for the said works.

5. Recommend that Council:
 - a) Approve the addition of this scheme to the Council's Capital Programme for 2013/14 onwards
 - b) Approve the delegation of authority to The Director of CSD in consultation with the Cabinet Member (Business Enterprise & Employment) to award the ECI works contract for the bridge deck

Council are requested to approve the recommendations detailed in 5 (a) & (b).

List of Appendices included:

Appendix A– plan of proposed works
Appendix B – outline project delivery plan
Appendix C – Project delivery structure

Background papers:

None

Other useful documents:

Cabinet Report: Collaboration Agreement Heads of Terms – February 8th 2011
Planning Committee –July 21st 2011
Ourspace – June 18th 2013

These documents can be obtained from the Council's website www.coventry.gov.uk

Has it been or will it be considered by Scrutiny?

No

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?

Yes – 25th June 2013

**Report title:
Friargate Bridge**

1. Context (or background)

- 1.1 The redevelopment of the land and buildings adjacent to the Coventry's West Coast Mainline Railway Station to provide a new commercial quarter for the city together with improved connectivity between the station and the city centre has been a long term aspiration of the Council. This vision has been supported and incorporated into planning policy.
- 1.2 'Friargate' is located on approximately 37 acres of land around Coventry Railway Station. When completed the scheme will provide a new commercial quarter for the City of up to 300,000 sqm of new development, of which over 185,000 sqm will comprise high quality office accommodation. There will, in addition, be provision for retail, hotel and leisure uses along with residential. It has the potential to create up to 13,400 jobs.
- 1.3 Friargate is a fundamental part of the future economic growth, job creation and physical regeneration of Coventry and the region over the next 10-15 years. It is an essential element of the plans to regenerate the city centre and complements the 'City Centre South' retail development proposals. Outline permission was granted on July 21st 2011 with highways and access being reserved matters. One of the conditions of the planning permission requires that subsequent planning applications must conform to the principles of the approved masterplan which includes Friargate Bridge.
- 1.4 The success of the development depends on the integration of the site with the city centre. To achieve this it is essential that the barrier posed by Ring Road junction 6 is removed. It is proposed to remove the roundabout, associated slip roads and structures and to deck over the ring road to create Friargate Bridge. Warwick Road will be returned to its original (pre ring road) alignment and a much simplified junction created. A new junction and approach to provide access to the railway station is also required. The plan in Appendix A shows the proposed layout.
- 1.5 The cost estimate is based on a Capita Symonds and McAlpine feasibility study into the design and delivery of the works and includes all project management costs. The construction costs have been verified by our engineering consultants, Jacobs and the project team. Early Contractor Involvement in the design process will ensure value engineering opportunities are identified. The target price will be determined in December 2013 following completion of detailed design.
- 1.6 The completion of these works will oblige the developer (Cannon Kirk) to build the pedestrian boulevard route from Station Square to the Ring Road. This will complete a high quality link from the station to the city centre and transform the environment of this part of the city centre. This obligation arises from the Collaboration Agreement approved by Cabinet on February 8th 2011.
- 1.7 It is clearly essential that the rebuilding of junction 6 takes place as early as possible to help kick-start the Friargate development and attract much needed jobs and investment to the city.

2. Options considered and recommended proposal

- 2.1 An opportunity to finance the works at junction 6 has arisen through a successful bid to the Department of Business Innovation and Skills (BIS) for RGF3. The RGF supports projects and programmes that lever private investment to create economic growth and sustainable employment.
- 2.2 The total allocation to CWLEP was £24.4million of which they have awarded £12.7million for the works to create the Friargate Bridge. The other proposed RGF projects are improvements to Junction 12 M40 (Gaydon) and Whitley Interchange (JLR site).
- 2.3 One critical requirement for receiving RGF is that all of the funding needs to be spent by June 2015.
- 2.4 This is a very challenging timescale for the bridge works. Following a planning workshop in March it became clear that work on design, procurement and statutory processes had to start immediately. The outline project delivery plan is shown in Appendix B.
- 2.5 A variety of procurement options have been assessed: design and build, build only and early contractor involvement (ECI). Only ECI was found to meet the tight deadline. This entails procuring a contractor early to work with the council and its appointed design team to develop the scheme and a target price.
- 2.6 As there was insufficient time for a full OJEU process, the contractor is being procured using the Highway Agency's Asset Support Framework. This framework is the most appropriate for this type of work and had the added advantage of being available for our use free of charge and OJEU compliant. The design team is being appointed through our new Professional Services Contract Framework which went live on June 1st 2013 which is also OJEU compliant.
- 2.7 The contractor, design team and city council staff will be co-located. This integrated team approach will deliver value for money and ensure, crucially, that the project is delivered on time.
- 2.8 The team will develop a detailed design and a target cost by December 2013. The target cost will be based on an agreed schedule of rates and will be subject to a 'pain/gain' mechanism whereby the contractor and the council will share the benefits or costs of any variance to the target price. This incentivises the contractor and the client to look for ways of saving costs on the project.
- 2.9 It is proposed that the Director of CSD is authorised, in collaboration with the Cabinet Member for Business, Enterprise and Employment, to enter into a contract with the successful contractor to deliver the bridge works subject to the target price being within the current estimate.
- 2.10 The chosen method of procurement will ensure that the costs of the scheme are kept as low as possible whilst fully meeting the objectives of the masterplan and creating a high quality environment. The majority of the cost is in the structural work and a comprehensive exercise was undertaken to ensure that the most cost effective structural solution (taken on a whole life costing basis) has been selected.
- 2.11 In terms of statutory processes, the developer is intending to submit the reserved matters application in June and a decision is expected at the end of July 2013, timescales are currently subject to legal advice. The new highways layout requires a comprehensive set of Traffic Regulation Orders (TROs) which the City Council are intending to advertise mid-

June. Any representations will be reported to the Cabinet Member for Public Services in August 2013.

- 2.12 In terms of the new junction, this has been subject to rigorous assessment and a number of design options have been tested. These included looking at traffic signals, roundabouts and priority ('give way') junctions.
- 2.13 Friargate Bridge is one of a series of projects aimed at regenerating this part of the city. To ensure consistency in terms of delivery and specification a comprehensive governance structure, as shown in Appendix C, has been established. The strategic Friargate Board includes the Cabinet Member for Business, Enterprise and Employment and the Director of CSD. There is a specific project board for Friargate Bridge chaired by the Assistant Director of Planning & Transport & Highways.

3. Results of consultation undertaken

- 3.1 The masterplan proposals were the subject of considerable consultation as part of the planning process. As a result of the discussions at planning committee the Friargate Liaison Group was created where the developers and appropriate council officers have met regularly with local residents to advise them of progress and issues arising from the scheme. The Liaison Group has been advised of the Regional Growth Funding proposal.
- 3.2 For the specific bridge proposals, there has been early engagement with a number of stakeholders including:
 - Friargate Liaison Group
 - Standard Life (owners of Central 6)
 - Network Rail
 - Virgin Trains
 - Stagecoach
 - Travel De-Courcey
 - National Express
 - King Henry VIII School
- 3.3 The purpose of the early engagement has been to explain the proposals, the need for the development, provide reassurance regarding temporary traffic management arrangements and to establish points of contact for ongoing communication. The project team have developed a communications plan which sets out how consultation and communications will be undertaken throughout the project.

4. Timetable for implementing this decision

- 4.1 The project delivery plan in Appendix B sets out the implementation timetable.

5. Comments from Director of Finance and Legal Services

5.1 Finance

- 5.1.1 The project costs are based on financial modelling using the following assumptions;

- *Design costs* which include feasibility and preliminary design, detailed design and on site costs;

- *Construction costs* which include preparatory work, bridge deck and central piers, demolition, road works and public realm;
- *Project Management costs* which include the cost of external consultant support and appointment of external posts/back filling;
- *Other costs* which include service diversions, ground conditions, landscaping, profit, service bridge, asbestos, offsite enabling costs and contingency;
- Budget available is RGF funding of £12.7million.

5.1.2 Revenue costs are expected to be minimal with any costs being met by existing budgets or revenue income from advertising on the bridge deck.

5.1.3 Included in the costs are potential abortive costs of up to £0.7million which may be incurred if the project does not proceed to contract. These costs may be incurred for project management and for design/survey work. Project management abortive costs could be up to £0.1million and design/survey work could be up to £0.6million. Abortive costs will only be incurred if we opt not to appoint a contractor and before any formal contract is signed. A contract is likely to be signed with the preferred contractor during December 2013, after which point we are contractually obliged and there is no opportunity to withdraw.

5.2 Legal implications

5.2.1 Any public works carried out that are part of the public realm and are over the EU thresholds will be tendered under the Public Works Contract Regulations 2006. The use of the highway Agency's framework does comply with 2006 regulations.

The Council has not secured its own planning consent for the bridge works but will rely and carry out the works under the outline consent that Friargate has for the development. Friargate will lead on the discharge of the reserved matters supported by the Council under the collaboration agreement. As the planning consent is with Friargate it is the entity which must secure the stopping up orders under section 247 of the Town and Country Planning Act 1990.

The RGF funding will come with conditions about the creation of jobs which the Council alone cannot comply with. It will therefore require a legal obligation from Friargate to comply with the grant condition on the number of jobs to be created within its development over a nine year period. There may still be some exposure to grant clawback on the Council if that grant obligation is not fulfilled by either party.

5.2.2 The Council has the power to regulate the flow of traffic and to install pedestrian crossings through the 1984 Road Traffic Regulation Act.

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 delivery of the Friargate project will help achieve many of the priority themes of the Sustainable Community Strategy and objectives within the Councils Corporate Plan. These include:

- ***A prosperous Coventry with a good choice of jobs and business opportunities for all the city's residents*** - by providing significant opportunities for existing and new business to locate into the predominate office development providing them a quality environment which will provide them with the profile to develop and expand their business
- ***A safer and more confident Coventry-*** by designing out crime within the new development, removing the subways and bringing more life and activity to the areas of the scheme over a longer period of the day
- ***Making Coventry's streets, neighbourhoods, parks and open spaces attractive and enjoyable places to be*** - by improving and extending Greyfriars Green, providing new high quality public spaces and routes through the development and creating a new predominantly commercial neighbourhood in which the city can be proud
- ***A good choice of housing to meet the needs and aspirations of the people of Coventry-*** by providing a range of city centre living opportunities taking advantages of its key sustainable transport location
- ***Making places and services easily accessible for Coventry people*** – by in a physical sense making the scheme area including a new route to the railway station and buildings constructed around it more accessible to those with a disability. Also providing opportunities for new and improved services and activities to locate in the area increasing the opportunities for the people of Coventry and the region
- ***A creative, active and vibrant Coventry*** - by providing a new business district for the City which will bring an increase to the number of people who work, live, use and play in the area improving the visually and economic environment of the area
- ***Improving Coventry's environment and tackling climate change*** – by creating a sustainable business location around a transport interchange and delivering highly resource efficient business premises. Additionally the expansion of green space in the city centre will help reduce the heat trapped in the city and increase biodiversity.

6.2 How is risk being managed?

6.2.1 To mitigate the risk there is a comprehensive governance structure in place to ensure correct procedures are being followed and that the programme is maintained. A risk workshop has been held to identify the main risks and associated mitigation measures which have been outlined in the report. The principal risks to the project are cost, time (we lose funding if the project is not substantially complete by June 2015) and challenge of the statutory processes.

6.3 What is the impact on the organisation?

6.3.1 This has already been addressed in the report for the Friargate development.

6.4 Equalities / EIA

6.4.1 Under the Equality Act 2010 the provision of public highway and regulation of traffic are services to which equality must be considered. Access Development and disability groups have been consulted regarding the scheme and will be engaged throughout the design and build process. Contractors bidding for the construction work must demonstrate their approach to involving small firms, ethnic minority businesses, social enterprises and third sector suppliers within the supply chain, and also how they will support the education and training of young people. Local people will be engaged throughout the project and appropriate consideration given to protected characteristics.

6.5 Implications for (or impact on) the environment

6.5.1 The Friargate scheme is a development located in a highly sustainable location with its unrivalled accessibility adjacent to the West Coast main line railway station, bus routes and the city centre. The intention of the developer is to develop the office accommodation to meet the Breeam excellent environmental standards, helping to reduce its occupier's carbon footprint.

6.6 Implications for partner organisations?

6.6.1 The impact on partner organisations will continue to be reviewed.

Report author(s):

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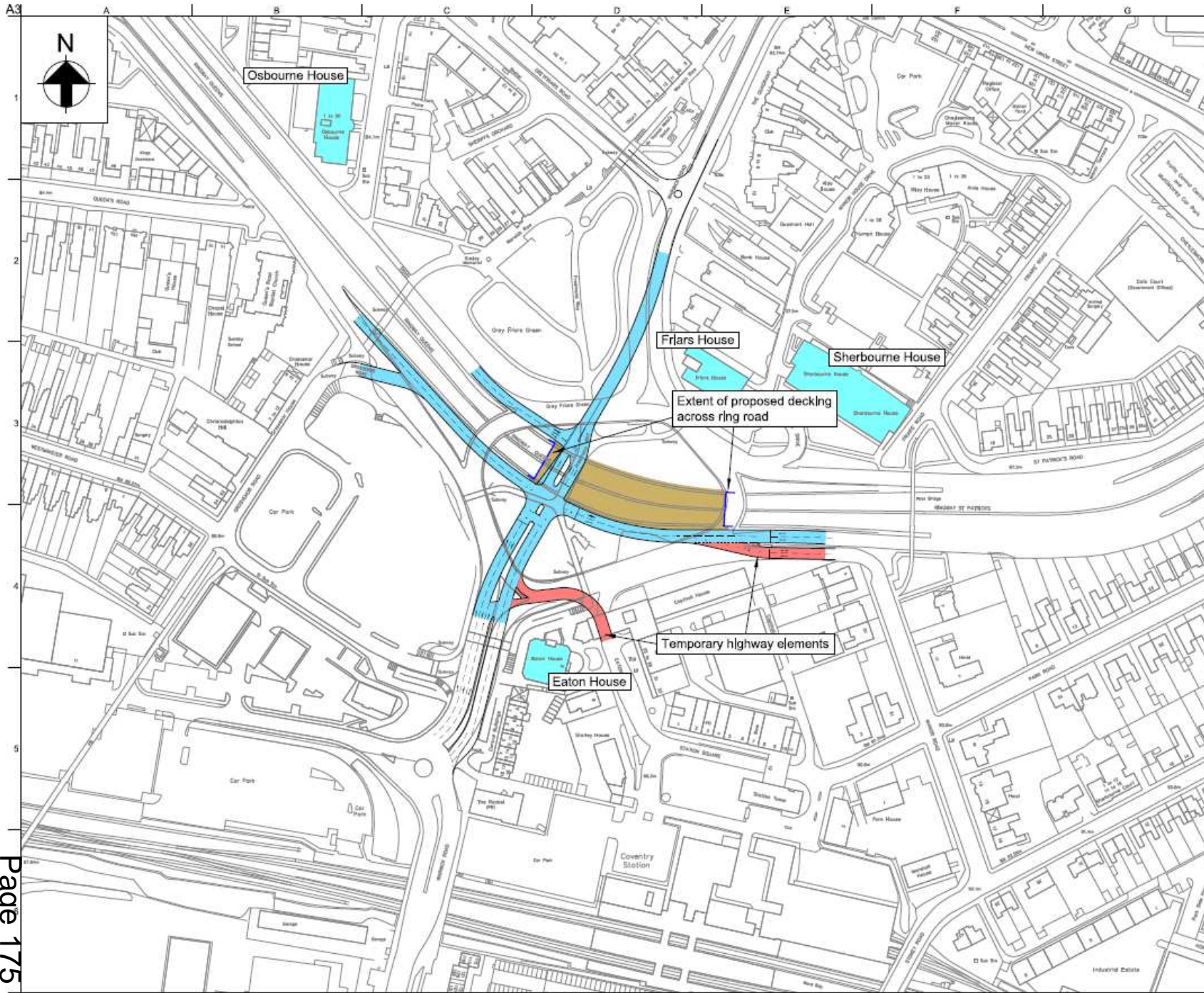
Enquiries should be directed to the above person.

Contributor/approver name	Title	Directorate or organisation	Date doc sent out	Date response received or approved
Contributors:				
Nigel Clews	Assistant Director (Property Asset Management)	CS&DD	16/5/13	23/5/13
Richard Moon	Senior Development Executive	CS&D	16/5/13	25/5/13
Paul Boulton	Group Manager, Traffic & Transportation	CS&D	16/5/13	20/5/13
Andy Williams	Resources & New Projects Manager	CS&D	16/5/13	20/5/13
Barry Butterworth	Team Leader Development & Regeneration	CS&D	16/5/13	17/5/13
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Members: Councillor Kelly	CM (BEE)		31/5/13	
Councillor Lancaster	CM(PS)		31/5/13	

This report is published on the council's website:

www.coventry.gov.uk/councilmeetings

Appendices



Key:

- New Roads
- Temporary Roads

01	15/04/13	NS	CM	PS
First Issue				
Issue	Date	By	Checked	Approved

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Client
Frlargate Coventry LLP

Job Title
Frlargate Coventry

Drawing Title
Proposed Junction 6 Scheme

Scale at A3
 1:2000

Plot ID

Drawing Status Information

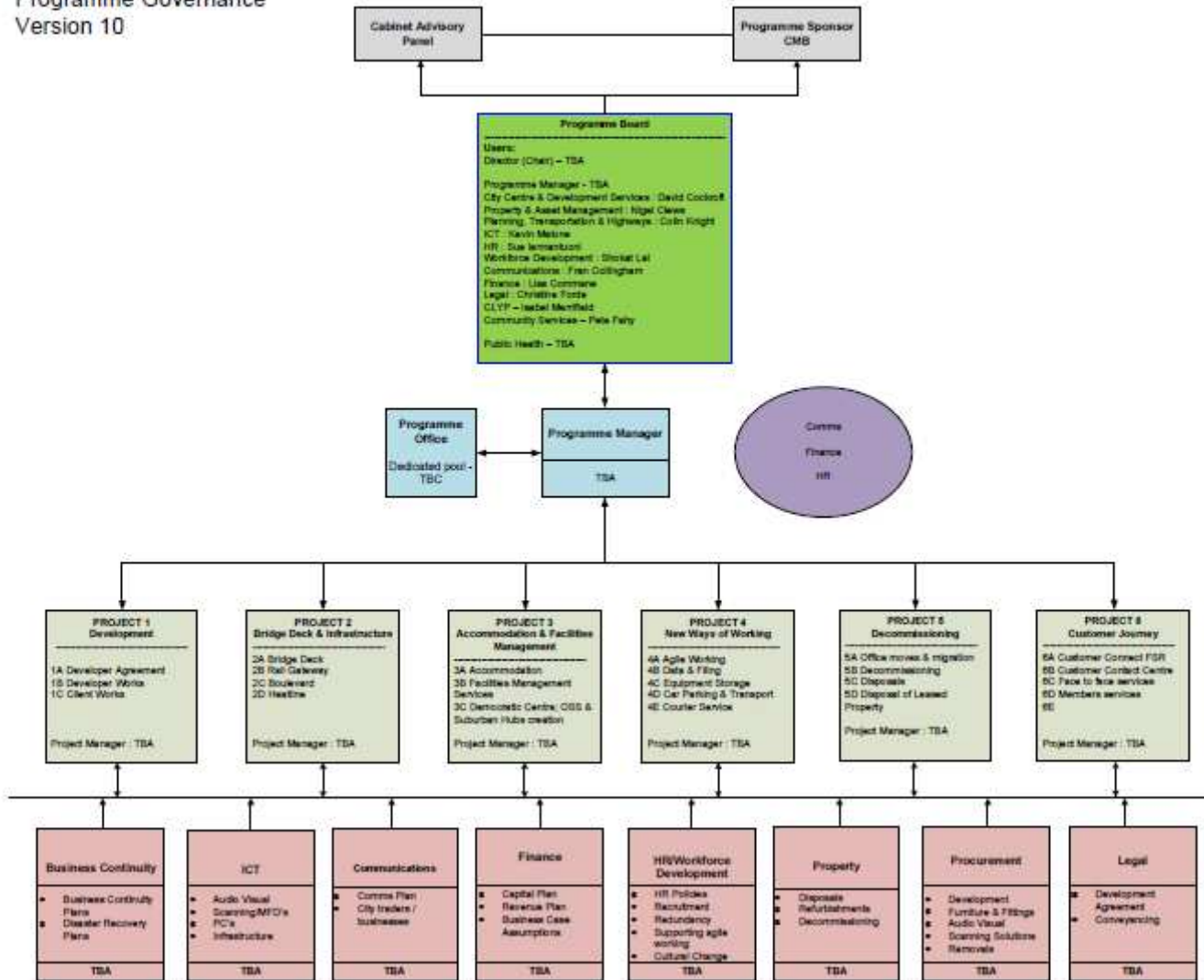
Job No 122200-00	Drawing No CH002	Issue 01
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Appendix B
Outline Project Delivery Plan

Key Project Milestone	Timescale
Commence stakeholder engagement	April 2013
Prepare contract documentation	May 2013
RGF contract awarded	May 2013
Submit reserved matters planning application	June 2013
Advertise TROs	June 2013
Submit Stopping Up Orders	June 2013
Award Design Contract	June 2013
Award ECI Contract	July 2013
Finalise highway 3D design	July 2013
Complete preliminary structural design	July 2013
Reserved Matters Approved	July 2013
TROs Approved	August 2013
Complete detailed structural design	November 2013
Stopping Up Orders Approved	November 2013
Target cost approved	December 2013
Award Build Contract	December 2013
Site mobilisation	January 2014
Construction start	February 2014
Construction complete	May /June 2015

Appendix C Project Delivery Structure

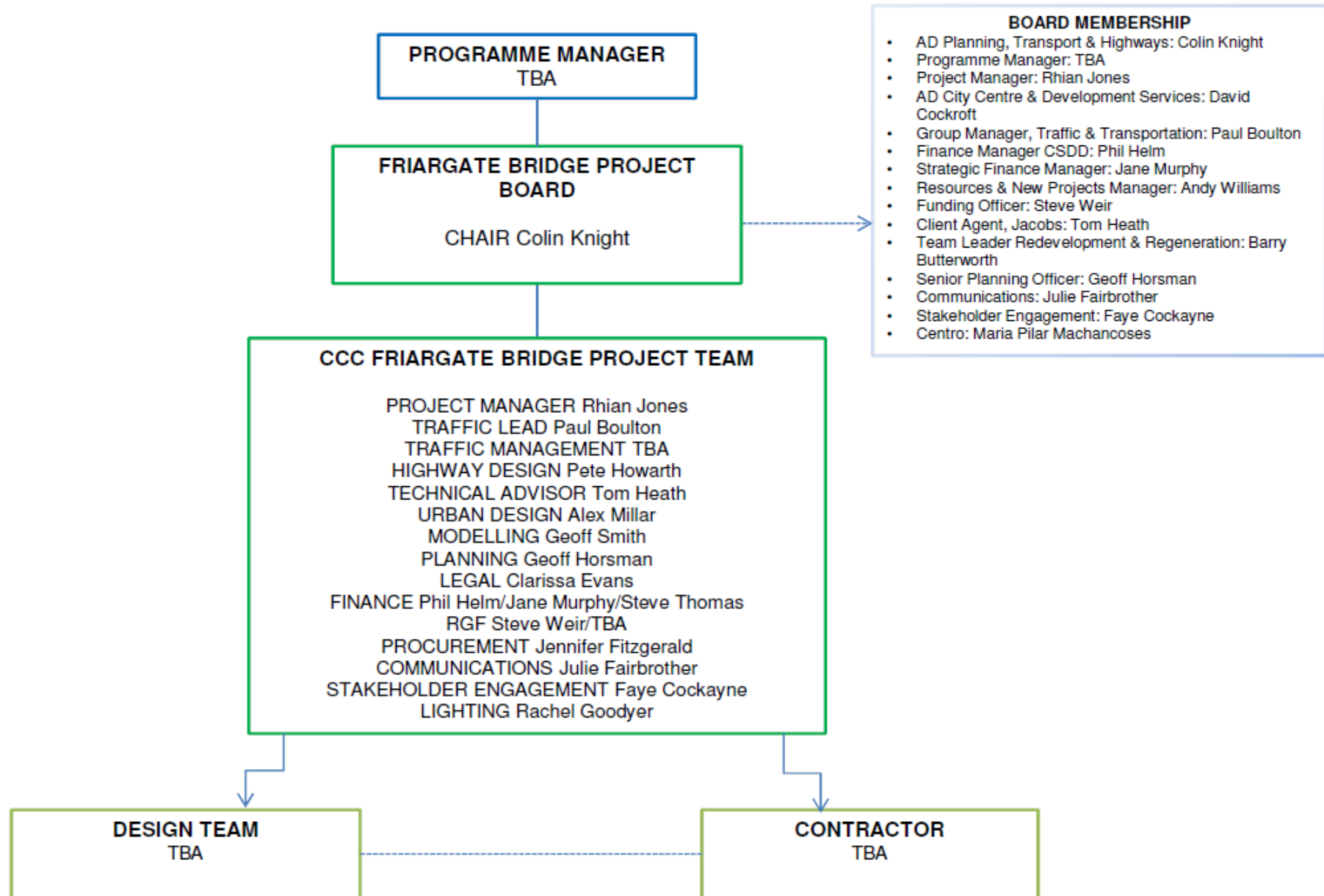
Kick-Start | Bridge Deck | Friargate
Programme Governance
Version 10



STAKEHOLDERS GROUPS



FRIARGATE BRIDGE PROJECT DELIVERY GOVERNANCE STRUCTURE



**Scrutiny
Annual Report
to Council

2012/2013**

To be considered at the City Council meeting
25th June 2013

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Scrutiny Annual Report 2012/2013

Introduction by Chair of Scrutiny Co-ordination Committee

Introduction by Chair of Scrutiny Co-ordination Committee

In May 2013, the Council appointed me as the new Chair of the Scrutiny Coordination Committee. After a year spent as Chair of the Wellness, Liveability and Public Health Scrutiny Board, I am looking forward to the opportunity to ensure that Scrutiny continues to make a positive contribution to the challenging decisions facing the council.

Scrutiny in Coventry has continued to develop year by year. During 2012/13, scrutiny boards received evidence at their meetings from a wider range of witnesses than before. This included housing developers, foster carers, the Police and Crime Commissioner, Cabinet Members from other Local Authorities, NHS partners, service users and residents. Task and finish groups have been used to assist with policy development in areas including housing and ensuring our Olympic legacy and they provide an opportunity for short and focussed pieces of work by councillors on priority issues. The work begun last year on issues associated with Houses in Multiple Occupation is a good example and I look forward to this producing helpful recommendations in the next few months.

The current financial climate is extremely challenging for local government and its partners and these pressures are set to increase into the future. Policy setting and decision-making become even more important as the council works to use its limited resources most effectively for the city. Scrutiny has a fundamental contribution to make in ensuring that the best possible decisions are made for local people.

This report summarises just a few examples of scrutiny work from the last year which illustrate the breadth of topics covered by the Boards and I look forward to continuing this work with scrutiny colleagues and partners over the coming year.



A handwritten signature in black ink that reads "C. Fletcher". The signature is written in a cursive, flowing style.

Councillor Colleen Fletcher
Chair, Scrutiny Co-ordination Committee

Scrutiny Co-ordination Committee

Remit

In 2012-2013 the Committee increased its remit to include the portfolio of the Cabinet Member (Strategic Finance and Resources) as well as continuing its responsibility for overseeing the Scrutiny function (including call-ins), considering cross-cutting issues and for overseeing the portfolio of the Cabinet Member (Policy, Leadership and Governance).

Membership

Councillors: Councillors Abbott, Bigham (Chair), Blundell, Fletcher, Foster, Howells, Lakha, M. Mutton, Skipper (Deputy Chair) and Welsh.

Co-opted members for education matters: Mr R. Potter (Roman Catholic Church), Mrs S. Hanson (Church of England), Ms Kelly Jones (Primary Parent Governors) and 2 vacancies (Secondary Parent Governors and Other Faiths).

Activities and outcomes

Scrutiny Management issues

At the start of the year, Scrutiny Co-ordination Committee reviewed the priority issues that had been identified at initial meetings of the boards to ensure a balanced scrutiny work programme. This was particularly important in the context of the introduction of an additional scrutiny board and changes to the remits of existing boards.

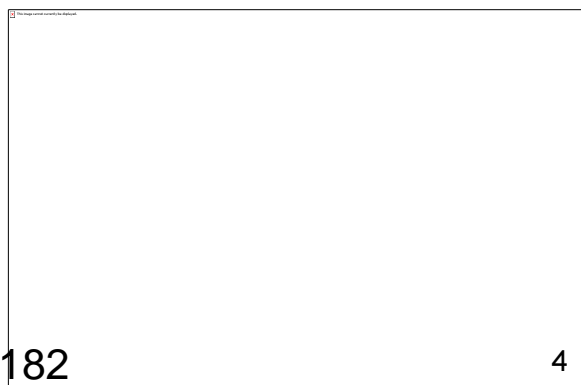
The Scrutiny Co-ordination Committee took an overview of council priorities including performance against priorities in the Council Plan, the abc Transformation Programme and the Medium Term Financial Strategy and identified issues that needed to be addressed as part of the scrutiny work programme.

No decisions made by Cabinet or Cabinet Members were called in for Scrutiny consideration during the year.

The Board also scrutinised a range of issues under its remit and papers from their meetings are available via the weblink on page 19.

Examples of Scrutiny work undertaken by the Committee in 2012/13

abc Transformation Programme



An on-going focus of the Committee's work in 2012/13 was the Council's abc Transformation Programme which is carrying out fundamental reviews of all council services. This programme has now moved into the "A Bolder Coventry" stage of work, which means there is a stronger focus on outward facing services.

The Board received regular progress reports on the programme of reviews, explanations about new ways of working and savings targets identified across the programme, as well as future reviews. It also received detailed reports evaluating the outcomes of two significant reviews of ICT and Business Services.

Scrutiny continued to promote a series of briefings, chaired by the chair of Scrutiny Co-ordination Committee and open to all members on key elements of the abc programme. These briefings have covered:

- programme progress for 2011/12
- the Children, Learning and Young People review
- an introduction to the bolder Coventry programme of reviews
- the review of Special Educational Needs, Children's Disability and Transitions
- Reviews addressing Operational Property; City Deal; and Strategic Regeneration and Business Rates Growth

The briefings have given Members the opportunity to find out more about the reviews; aims and objectives as well as progress. Members were also able to raise their own concerns and question officers on the content of the reviews

Charities Information

Following a task and finish group to identify which outside bodies would report to the Committee, it was identified that there were charitable organisations in the city which could support individuals in financial difficulty, but that there was patchy and inconsistent information available about how to access their support.

There was particular concern considering the impact of the Welfare Benefit changes and an increase in the number of people in financial hardship. Therefore a quick task and finish group was established to identify the best way to gather and disseminate this information.

Officers from the Council and the Citizens Advice Bureau supported the group and recommendations were presented to the Cabinet Member (Community Safety and Equalities) at his meeting on 11th April 2013 proposing that:

- a page be created on the Council website providing links to other organisations that can provide goods, services and direct financial support to those who are in financial need
- opportunities for partnership working should be taken advantage of, such as those with the Community Support Grant, the Department of Work and Pensions and Voluntary Action Coventry, etc.
- a small leaflet/postcard providing information about the web page be distributed to organisations, groups and individuals that will come into contact with those people who are experiencing financial hardship and Elected Members.

The recommendations were accepted.

Olympic Legacy Scrutiny Panel

Coventry was an Olympic City during the London 2012 Olympics and there was a desire to ensure that the spirit and success of the Olympics in the city was maintained and built on. A report on the Olympic evaluation and legacy report considered by the Cabinet Member (Policy, Leadership and Governance) recommended that a scrutiny panel should be set up to oversee the legacy work.

The panel has met three times so far and has identified recommendations for the sustainability of the Coventry Ambassadors which were so successful over the summer. The recommendations were that the Coventry Ambassadors continue as a social enterprise supported by Coventry University. It was proposed that initial grant funding for the scheme up to £20,250, which will be met from existing Council budgets and that an Elected Member be identified at the Council's Annual General Meeting to represent the Council as a director on the board of the social enterprise company.



These recommendations were accepted by Cabinet on 16th April 2013. Further areas of work that the panel have looked at are the Community Games and city dressing, including public art. A final meeting will take place in the new Municipal year to complete this piece of work.

Wellness, Liveability and Public Health Scrutiny Board (1)

Remit

In 2012/2013, the Scrutiny Board took responsibility for the scrutiny of Public Health, culture, sport and physical activity and equalities.

Membership

Councillors Singh Auluck, Bigham, Caan, Fletcher (Chair), Innes (Deputy Chair), Lepoidevin, Singh Sehmi, Skinner, Thomas.

Activities and outcomes

The Board scrutinised a range of issues under its remit and papers from their meetings are available via the weblink on page 19.

Examples of Scrutiny work undertaken by the Board on 2012/2013

Coventry's Cultural Offering



At the January meeting, the Board discussed Coventry's Cultural Offering. In preparation for the meeting, Members visited the Lunt Fort (pictured above left); Belgrade Theatre; Albany Theatre; Herbert Art Gallery and Museum; St Mary's Guildhall; Priory Visitor Centre (pictured above right) and Transport Museum.

Following the visits, the Board made a number of recommendations to the Cabinet Member (Neighbourhood Action, Housing, Leisure and Culture) about investigating new ways of working to best promote the City to both residents and tourists. These recommendations were all accepted at the Cabinet Member meeting on 11 April 2013.

Passport to Leisure and Learning Scheme Review

The Scrutiny Board have considered this item three times during the year, receiving in April the outcome of the consultation and proposed offer to holders of the card. Members revisited the item as they want to ensure that access to leisure and learning is as open as possible to Coventry citizens and that the card offers what people want it to. Members also sought assurance that officers were working closely with Public Health to help strengthen the baseline information.

The Wellbeing Fund

Public Health was in its transition year across to the Council and the Board were keen to start scrutinising their services. One of the areas the Board looked at was the Wellbeing Fund. This fund provides community organisations with a £500 grant to deliver activities which benefit the community.

A number of pilot areas had been identified where the wellbeing fund could be used to facilitate community-led ideas to work towards the ideals of the “10 ways to feeling good and doing well”.

The Board heard from representatives of two community groups about their experiences of accessing the fund and the difference that it has made in their areas. The Bell Green Silver Surfers had used the fund to buy in a teacher to show the basics of computing. The group used sessions as a purpose for meeting people, social interaction and learning new skills. They were hoping for further assistance in completing in one off applications for additional funding from other sources, in order to continue with the work once current funding ended.

The Ekta-Unity Group had similarly accessed the fund to set up a knitting club facility targeted at isolated, elderly Asian women. The group’s specific aim was to encourage and promote wellbeing. As with the Silver Surfer’s Group, they were working towards securing additional funding to ensure the future of the group.

The Scrutiny Board was impressed by the enthusiasm of the groups and the support given to them to start up and felt the input from the two community groups was very valuable to the content of the meeting.

The Board welcomed efforts being made within groups to share their knowledge and experiences in order to promote access to the fund and wellbeing generally. They asked that such positive examples be incorporated into a guide for community groups seeking to access start-up funding.

Children and Young People Scrutiny Board (2)

Remit

In 2012/13 the Scrutiny Board was responsible for the scrutiny of issues relating to children and young people, their social care, early years and education.

Membership

Councillors: Councillors Ali, Singh Auluck, Chater, Lepoidevin, Miks, Mal Mutton (Chair), Sandy, Sweet (Deputy Chair) and Williams.

Co-opted members for education matters: Mr R. Potter (Roman Catholic Church), Mrs S. Hanson (Church of England), Ms Kelly Jones (Primary Parent Governor) and 2 vacancies (Secondary Parent Governors and Other Faiths).

Activities and outcomes

The Board scrutinised a range of issues under its remit and papers from their meetings are available via the weblink on page 19.

Examples of Scrutiny work undertaken by the Board in 2012/2013

Adoption and Fostering Service

With budgets under pressure, it is more important than ever that when a child is judged to need to come into care, the Council is able to provide as many in-house foster carers as possible. There have been concerns raised regarding our ability to support, and therefore, retain, our foster carers.

The service has undergone a review during the year and assured the Board that a number of measures have been put in place to speed up the recruitment process and to ensure foster carers feel fully supported in their role.



Educational Attainment

Following a report published by the Department of Education citing Coventry as having amongst the lowest number of primary schools in the Country being OFSTED rated 'good' or 'outstanding', the scrutiny board considered this issue, as well as a subsequent update.

The Cabinet Member attended the meetings and presented to the Board the steps he and Officers were taking to improve education in primary schools across the City.

This is still work in progress but he set an ambitious target that all schools will be 'good' or 'outstanding' within the next OFSTED inspection cycle (3 years) and the board will continue to review progress.

Serious Case Review

During the year, the Board looked at the outcome of the Serious Case review of Child W. Members questioned officers and partners on the progress they had made on their actions to ensure lessons learned are addressed to try and prevent the same failings impacting upon another child.

Members were particularly concerned that they had not received the reassurance they were looking for that the challenges around domestic violence had been fully addressed. A subsequent meeting of the relevant officers from Community Safety and Safeguarding provided the necessary reassurance.

A meeting with further updates on progress will be held during 2013/14.

Jobs, Skills and Growth Scrutiny Board (3)

Remit

In 2012/13, the Board was responsible for the scrutiny of, skills and employment, economic growth, regeneration, post 16 education and training and the project work of the Local Economic Partnership.

Membership

Councillors Clifford, Gannon (Deputy Chair), Lakha (Chair), McNicholas, Maton, Miks, Taylor, Walsh and Williams.

Activities and outcomes

The Board scrutinised a range of issues under its remit and papers from their meetings are available via the weblink on page 19.

Examples of Scrutiny work undertaken by the Board in 2012/13

Apprenticeships and Looked After Children

As part of Elected Members' Corporate Parenting Role, Members were concerned that Looked after Children and Care Leavers were missing out on opportunities to undertake apprenticeships at the City Council due to a number of barriers. The Voices of Care Council (which is formed of young people in care) raised a number of the challenges they face accessing apprenticeships. The Jobs, Skills and Growth Scrutiny Board set up a task and finish group to look at what the City Council can do to help Looked After Children and Care Leavers successfully obtain, and maintain, an apprenticeship.

The task and finish group made 8 recommendations to Cabinet Member (Children and Young People), which were accepted. It is hoped that these changes, which included additional pastoral and financial support, will enable looked after children to gain suitable work placements and for them to be successful.

Post 16 Education

The Board considered information on the current position regarding post-16 education and training in terms of both participation and attainment. The Chair outlined the Board's intention to seek to identify any gap between the City's skills offer and jobs available.

The Board received evidence from Coventry University, Warwick University and City College. All the represented organisations worked with local employers and had developed services to meet business needs including courses to develop 'soft' and generic employability skills as well as technical skills.

It was acknowledged that the field of post-16 education was vast and for the Board to make a positive impact there would need to be concentration on a particular area of work.

Streets and Neighbourhoods Scrutiny Board (4)

Remit

In 2012/13, the Board continued to be responsible for the scrutiny of issues relating to the environment, including refuse collections and parks and open spaces as well as being the designated Board for scrutinising the Community Safety Partnership.

Membership

Councillors Abbott (Chair), Akhtar, Andrews, Bains, Clifford (Deputy Chair), Crookes, Lakha, Sandy and Thay.

Activities and outcomes

The Board scrutinised a range of issues under its remit and papers from their meetings are available via the weblink on page 19.

Examples of Scrutiny work undertaken by the Board in 2012/13

Review of the Waste Strategy 2008-2020



As part of the review of the city's Waste Strategy for 2008-2020, Scrutiny Board 4 established a task and finish group to look at a refreshed action plan. Members were provided with information on recycling tonnage and the amount of recyclable waste in residual waste, as well as the city's performance on reducing waste over the last 5 years. There has been a considerable reduction in household waste, however there could be many factors driving this including the current economic climate.

Also site visits were made to:

- The Waste to Energy plant at Whitley
- The Biffa anaerobic digestion plant at Cannock
- The landfill site at Bubbenhall

The site visits were then followed up by a further meeting of the group to agree changes to the action plan and to identify further work and recommendations to the Cabinet Member (City Services). Members were provided with additional information on recycling tonnages and the amount of recyclable waste in residual waste, as well as information on the city's performance on reducing waste over the last 5 years. There has been a considerable reduction in household waste, however there could be many factors driving this including the current economic climate. The figures should also be put into the context of a steady increase since the end of the war.

Street Trading Content Policy

The Streets and Neighbourhoods Scrutiny Board contributed to the development of the consultation and also the consultation results for the revised Street Trading Licensing Policy.

The original Street Trading Consent was considered by Scrutiny in 2012. The Street Trading Policy had been successful in meeting its initial aims, in particular dealing with nuisance car sales. However, following the first 12 months of implementation, the policy has been reviewed in response to comments from local street traders and officers' experiences of administering and implementing it.

The Scrutiny Board considered that the feedback from the consultation was generally positive with overwhelming consensus on the proposed changes to the fee structure, including deemed consent arrangements. The Scrutiny Board noted that the reduction in fees would not have an impact on departmental budgets. The Board supported the proposed changes to the policy and recommendations to Cabinet Member (Community Safety and Equalities).

Monitoring of City Centre Low Speed Environments



Following a call-in and a petition about the “shared spaces”, the monitoring of the new Low Speed Environments was referred to the Streets and Neighbourhoods Scrutiny Board.

The Board received two separate reports on the monitoring of speeds in the city centre. The Board were concerned to ensure effective involvement of disabled groups in the consultation process for further developments in the city centre. The Board requested further updates and recommended to the Cabinet Member (City Services) that the current engagement arrangements should continue through the development of the Phase Two Public Realm Works.

The Elected Police and Crime Commissioner

Following his election in November 2012, the Streets and Neighbourhoods Scrutiny Board invited the Police and Crime Commissioner for the West Midlands, Bob Jones, to a meeting. He answered questions covering areas including:

- How the Community Safety Partnership be developed, specifically in terms of local representation and the future structures
- How funding and commissioning will be developed
- Links with other PCC's across the wider region? i.e. Warwickshire, Leicestershire
- How the stability of Community Policing can be supported. Members were concerned that they build good relationships with their local Police Officers and then they can be moved to a different area.
- Domestic violence and child protection is considered to be a priority for Coventry. How is this reflected across the West Midlands area?
- Concerns from Members on illegal and counterfeit tobacco products

Health, Social Care and Welfare Reform Scrutiny Board (5)

Remit

In 2012/13, the Scrutiny Board continued to be responsible for scrutinising issues relating to community services, as well as being the Council's designated Health Overview and Scrutiny Committee under the Health and Social Care Act 2001, incorporating scrutiny of local NHS services. In addition the Board was given responsibility for scrutiny of the local implementation of the Government's Welfare Reform agenda.

Membership

Councillors: Councillors Bigham, Clifford, Galliers, Hetherton (Deputy Chair), Hammon, Noonan, Singh, Thomas and Welsh (Chair).

Co-opted member: David Spurgeon (representing Coventry LINK).

Activities and outcomes

The Board scrutinised a range of issues under its remit and papers from their meetings are available via the weblink on page 19.

Examples of Scrutiny work undertaken by the Board in 2012/13

North Warwickshire Maternity and Paediatric Services Review



George Eliot Hospital in Nuneaton

The Board's June 20th meeting was dominated by the review by NHS commissioners into Maternity and Paediatric Services. Whilst this was largely focused on North Warwickshire (being centred on historical quality concerns about Children Services at George Eliot NHS Trust (GEH) in Nuneaton), this affected Coventry in that around 10% of the patients at GEH come from Coventry and the solution outlined by NHS managers included significant input from University Hospitals Coventry and Warwickshire (UHCW).

The proposed solution to problems at GEH involved a complex arrangement of Paediatric Consultant posts and close co-operation between local acute Trusts. The Board expressed concerns about pressures on services at the University Hospital site and potential difficulties in recruiting to the new model of care which, whilst innovative, was nationally untested.

Safeguarding / Serious Case Review

During the year the Board as is usual considered the annual report of the Safeguarding Adult Board. Additionally this year the Board, along with the Cabinet Member for Health and Social care sponsored a half day seminar for Members on Safeguarding vulnerable adults.

In September the Board also considered the Executive Summary of a Serious Case Review (SCR) into the death of Mrs C. The circumstances of Mrs C's death were reported in this SCR and all of the agencies and partners working on Safeguarding in the City attended the Board's meeting to answer Members' questions on this death and the steps which were being undertaken to ensure as far as possible similar circumstances would not be repeated.

The Board were satisfied that the recommendations contained in the Executive Summary of the SCR would lead to significant improvements in the safeguarding of vulnerable elderly patients across the City. They did, however, feel that they would like more reassurance around the appropriate provision of alarm systems for elderly patients in extra care accommodation. In April officers and indeed the Safeguarding Adults Board reported back to confirm that the Action Plan and associated recommendations were progressing well, and that the additional work requested by the Scrutiny Board had been completed.

NHS Reforms / Changing Landscape of Local Health services



The new City of Coventry Health Centre on Stoney Stanton Road

The Board observed during the course of the year the local effects of changes in the NHS and the development of the new landscape of new commissioners and providers. The year marked the formal end of NHS Coventry (previously known as the Primary Care Trust) after two years of it being 'clustered' with NHS Warwickshire as the Arden Cluster. The

Coventry and Rugby Clinical Commissioning Group (CCG) also took part in a number of meetings and will

increasingly be expected to support Health Scrutiny as its role in directing the commissioning of secondary and acute care becomes established. The shadow 'Local Area Team' for NHS England also attended one of the Board's meeting and they will be the main point of contact in future for issues related to the planning and performance of primary care.

Both of the main local provider Trusts – UHCW and Coventry and Warwickshire Partnership Trust attended the Board to provide briefings on their developing Foundation Trust applications, and both Trusts provided updates on their challenging financial positions and the challenges of continued Quality Improvement Programme targets.

Welfare Reform Sub-group



The Board's Chair Cllr Welsh with Lisa Dixon of Whitefriars Housing Group

The Government Welfare Reform was of significant breadth and scale that the Board felt a dedicated Sub-Group would be best to monitor developments and provide feedback to officers on the various implications across the City. The Group considered draft proposals for the introduction of new requirements on the City Council (around Housing Benefit changes and the introduction of the Community Support Grant and added responsibilities around Discretionary Housing Payments). Members also considered the developing Advice Services Review in the light of the Welfare Reform agenda.

The Welfare Reform Sub-Group also encouraged work to ensure residents likely to be affected by these Reforms got as much notice as possible. Members were pleased to be able to visit a very successful Welfare Reform 'pop-up shop' held in Cathedral Lanes Shopping Centre at which the key local agencies including CAB, the Law Centre and Whitefriars worked together with the Council to help residents, and particularly social housing tenants, to prepare for the changes.

Transport and Infrastructure Development Scrutiny Board (6)

Remit

This was a new board for 2012/13, which has responsibility for scrutinising issues relating to housing, sustainability and local transport.

Membership

Councillors: Councillors Hammon, Howells (Chair), T. Khan, Lancaster, Mulhall, Noonan, Sandy (Deputy Chair), Singh and Skipper.

Activities and outcomes

The Board scrutinised a range of issues under its remit and papers from their meetings are available via the weblink on page 19.

Examples of Scrutiny work undertaken by the Board in 2012/13 **Homefinder Task and Finish Group**

At their meeting on 25th September 2012, the Transport and Infrastructure Development Scrutiny Board established a task and finish group to assist in a comprehensive examination and review of the Homefinder System and the Coventry Homefinder Nominations and Lettings Policy.

The group met four times between 1st November 2012 and 31st January 2013. They heard evidence from Council Officers from Housing, three Housing Associations in the City and two Advice and Support agencies that support Coventry residents with their housing needs.

The group questioned the witnesses on the effectiveness of the current system, whether there were any areas of weakness and how the system could be improved. Following analysis of the evidence that had been presented, the members of the task and finish group identified nine recommendations which were accepted by the Cabinet Member (Neighbourhood Action, Housing Leisure and Culture) at his meeting on 11th April 2013.

Housing Options with Housing Developers

The Board were interested in finding out how the Council could support the building of homes in the city so they invited several housing developers into the meeting to hear evidence from them.

The Board noted the difficulties that developers faced when creating housing developments in Coventry and the reasons for them choosing to develop outside of the City. The Scrutiny Board discussed the housing targets in Coventry, which had reduced from 33,500 to fewer than 12,000 in the recent submission of the Core Strategy. The developers raised their concern relating to the high Section 106 contributions, in particular for Education. It was noted that small sites were unviable to develop as the contributions were set too high. These small sites had been identified in the Strategic Housing Land Availability Assessment (SHLAA).

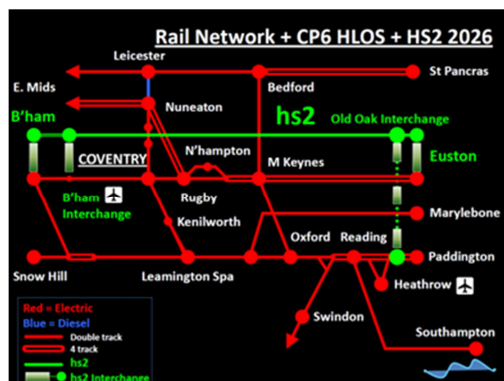
The Board also noted that working with neighbouring authorities was vital to delivering housing targets in the City and that more work needed to be done to achieve this. It was further noted that more retailers would be attracted to Coventry if they could see development potential. The developers were questioned about affordable housing in the North of the city, in particular, the impact of the social housing requirement. The developers discussed “land swaps” in Coventry and Members were of the view that this was a good idea and should be explored in more detail.

The developers further suggested a requirement for more aspirational housing to attract high earners to live in Coventry, which would allow the City to grow economically. The developers were also of the view that developing on green field sites would further increase the supply of aspirational housing and therefore support economic growth.

Members suggested that new housing developments should have a mix of types and sizes of properties which would enable residents wanting to move to either a smaller or larger property, to stay in the same vicinity.

The Board welcomed hearing evidence from external members of the public and suggested that this should be an approach adopted by Scrutiny in future.

Rail Story



The Board received a presentation on the future developments on the local rail network and the impact on the city. The information received included information on HS2, the NUCKLE and the electric spine (HLOS).

The presentation was based around the ambition that Coventry has for its future economy and the major factor that connectivity would play in supporting this economy. It was acknowledged that

Coventry’s existing rail connectivity was a significant and well used asset and a key selling point for the City. However, there was a need to build and improve on existing facilities and there were likely to be both threats and opportunities arising from proposals for both HS2 and HLOS (electric spine).

Having considered the issues identified within the presentation, the Board acknowledged the Council’s position in respect of HS2 but recognised that there was a need to plan for the future development of the rail network serving Coventry and the surrounding area, including opportunities to ensure that Coventry is linked closely to the Birmingham HS2 Interchange and that key links to London stations are maximised through the use of the HLOS. It was further acknowledged that there needed to be further work undertaken in order to fully understand the passenger usage of stations, including Coventry and Birmingham New Street, and the interaction of passengers between both of these stations, in order to push for further investment locally.

Details of how to find out more about Scrutiny

Agendas, papers and minutes for all Scrutiny meetings are on the Council's Committee Management Information System at www.coventry.gov.uk

More information on Scrutiny at Coventry City Council is available on the Council's website at www.coventry.gov.uk/scrutiny or from:

Scrutiny Team
Coventry City Council
Council House
Earl Street
Coventry City Council
CV1 5RR

Tel: 024 7683 1122

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Public report

Council Report

Council

25 June 2013

Name of Cabinet Member:

Councillor Ann Lucas (Leader)

Director Approving Submission of the report:

Customer and Workforce Services

Ward(s) affected:

None

Title:

Annual Report from the Leader to the Council on Key Decisions made under Special Urgency Provisions

Is this a key decision?

No

Executive Summary:

The Leader must submit to the Council at the first ordinary meeting after the Annual Meeting a Report of Key decisions made in the previous year where the Special Urgency provisions were used. This applies where it is not practicable to give notice at least 5 clear days in advance before a Key decision is made. The Leader is reporting that there were no such cases during the past year.

Recommendations:

That the City Council approves the Annual Report from the Leader on the use of Special Urgency provisions in the past year.

List of Appendices included:

None.

Other useful background papers:

- The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012
- The City Council's Constitution

Has it been or will it be considered by Scrutiny?

No

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?

Yes – 25 June 2013

Report title:

The Annual Report from the Leader to the Council on Key Decisions made under Special Urgency Provisions

1. Context (or background)

- 1.1 Special Urgency provisions are used where it is impracticable to give at least 5 clear days' notice of the intention to make a Key Decision.
- 1.2 The Leader of the Council must submit an Annual Report to the Council containing details of each Key Decision taken during the period since the last report was submitted where the making of the key decision was agreed as urgent. The Council's Constitution requires that this report be presented at the first ordinary meeting of the Council after the Annual Meeting.
- 1.3 The Leader hereby reports that there were no cases in the past year where the Council did not give at least 5 clear days' notice before making a Key decision.

2. Comments from Director of Finance and Legal Services

2.1 Financial implications

None

2.2 Legal implications

The Leader must make this report to Council in order to meet statutory requirements and comply with the Council's Constitution.

3. Other implications

None

4.1 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 Council's Values, as set out in the Council Plan 2011-2014 state that

We will...be honest, fair and transparent when we make decisions

This means:

- *Decisions will be based on sound evidence and analysis of local need*
- *We will explain the reasons for our decisions*
- *Information will be readily available and easy to understand*

This report is evidence that the Council has met its statutory requirements and given at least 5 clear days' notice of all Key decisions made in the past year.

4.2 How is risk being managed?

By presenting this Report to Council the Leader avoids any reputational risk that could arise from failure to meet the Council's statutory and constitutional requirements

4.3 What is the impact on the organisation?

None

4.4 Equalities / EIA

None

4.5 Implications for (or impact on) the environment

None

4.6 Implications for partner organisations?

None

Report author(s): Hugh Peacocke

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Directorate: Customer and Workforce Services

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Enquiries should be directed to the above person.

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Other members				
Names of approvers for submission: (officers and members)				
Finance: Name		Finance & legal		
Legal:	Christine Forde	Finance & legal	12/06/2013	13/06/2013
Director:	Bev Messinger	Customer and Workforce Services	12/06/2013	13/06/2013
Members:	Councillor Ann Lucas	Leader	12/06/2013	12/06/2013

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Public report

Council

25th June 2013

Name of Cabinet Member:

Not Applicable

Director Approving Submission of the report:

Director of Customer and Workforce Services

Ward(s) affected:

Not Applicable

Title:

Appointments of the City Council

Is this a key decision?

No

Executive Summary:

This report seeks approval:

- (a) For the appointment of a substitute representative for the City Council's nominated representative, Councillor Mrs Lucas, on the West Midlands Police and Crime Panel.
- (b) To amend an appointment made at the Annual Meeting of the City Council in May 2013 in relation to membership of the Scrutiny Co-ordination Committee
- (c) To appoint a Trustee of the Coventry General Charities

Recommendations:

That the City Council

- (a) Appoints Councillor Bains as the substitute representative for the City Council on the West Midlands Police and Crime Panel.
- (b) Approves the appointment of Councillor Taylor as a member of the Scrutiny Co-ordination Committee in place of Councillor Andrews with immediate effect.
- (c) Appoints Mr Nigel Lee as a Trustee of the Coventry General Charities

List of Appendices included:

None

Useful background papers:

Minutes from the meeting of the City Council held on 16th May 2013.

Has it or will it be considered by Scrutiny?

No

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

No

Will this report go to Council?

Yes – 25th June 2013

Report title: Appointments of the City Council

1. Context (or background)

Appointment to Outside Body – West Midlands Police and Crime Panel

- 1.1 The West Midlands Police and Crime Panel is a joint committee of West Midlands Authorities established to support the effective exercise of the functions of the Police and Crime Commissioner (PCC) for the West Midlands Police Force area. It is a scrutiny body with responsibility for scrutinising the PCC and promoting openness in the transaction of police business in the police force area.
- 1.2 Membership for the Panel requires that an Elected Member from Coventry City Council be appointed to represent it on the Panel. It is also necessary to identify a substitute Member in the event that the representative cannot attend meetings of the Panel.
- 1.3 At the meeting of the Council on 16th May 2013, Councillor Mrs Lucas was appointed as the City Council's representative.
- 1.4 The Council is now required to appoint a substitute to the Council's representative.
- 1.5 The substitute Member must be a Labour Member to maintain the political balance of the Panel.

Amendment to Membership of the Scrutiny Co-ordination Committee

- 1.6 At the Annual Meeting of the City Council on 16th May 2013, Councillor Andrews was appointed to the Scrutiny Co-ordination Committee. Councillor Andrews is unable to continue with his appointment due to work commitments and it is now proposed to make an amendment to the membership of the Committee with immediate effect.

Appointment of a Trustee to the Coventry General Charities

- 1.7 At the Annual Meeting of the City Council on 16th May, 2013, the City Council appointed the following eight representatives as Trustees of the Coventry General Charities:-
 - Councillor Mrs Miks (Lead Member)
 - Councillor Lakha
 - Councillor Thomas
 - Councillor Crookes
 - Mr M Lapsa
 - Mrs E Eaves
 - Mrs Lancaster
 - Mr W Thomson
- 1.8 It has subsequently been discovered that the City Council can appoint up to nine representatives and it is therefore proposed to appoint an additional Trustee.

2. Options considered and recommended proposal

It is proposed that:

- 2.1 Councillor Bains be appointed as the substitute representative for the City Council on the West Midlands Police and Crime Panel
- 2.2 Councillor Taylor be appointed to the Scrutiny Co-ordination Committee in place of Councillor Andrews.
- 2.3 Mr Nigel Lee be appointed as a Trustee of the Coventry General Charities

3. Results of consultation undertaken

- 3.1 Not applicable

4. Timetable for implementing this decision

- 4.1 The appointments will take effect from the date of the Council Meeting.

5. Comments from Director of Finance and Legal Services

- 5.1 Financial implications

Not applicable

- 5.2 Legal implications

Not applicable

6. Other implications

Not applicable

Report author:

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Customer and Workforce Services Directorate

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Carolyn Sinclair	Governance Services Officer	Customer and Workforce Services	07/06/13	07/06/13
Names of approvers for submission: (Officers and Elected Members)				
Christine Forde	Assistant Director (Legal Services) and Monitoring Officer	Finance and Legal Services	07/06/13	10/06/13
Bev Messinger	Director of Customer and Workforce Services	Customer and Workforce Services	07/06/13	10/06/13
Councillor Lucas	Leader of the Council	-	11/06/13	14/06/13

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