

**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
<p>The Leader (Policy and Leadership)</p> <p>Cllr Mrs Lucas</p>	<p>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</p>
<p>The Deputy Leader (Community Safety and Equalities)</p> <p>Cllr Townshend</p>	<p>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</p>
<p>Cabinet Member (Strategic Finance and Resources)</p> <p>Cllr Gannon</p>	<p>Strategic Finance including Budget Setting External Resources Operational Finance incl Revenues and Benefits Service Transformation Procurement</p>

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 Hetheron	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 Hetheron) 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 for 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,	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 (5)	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.

