

Coventry City Council
Minutes of the Annual Meeting of Council held at 11.00 am on
Thursday, 21 May 2015

Present:

Councillor M Hammon (Chair)

Councillor F Abbott	Councillor R Lakha
Councillor N Akhtar	Councillor R Lancaster
Councillor P Akhtar	Councillor M Lapsa
Councillor M Ali	Councillor J Lepoidevin
Councillor A Andrews	Councillor A Lucas
Councillor M Auluck	Councillor P Male
Councillor Dr R Auluck	Councillor K Maton
Councillor R Bailey	Councillor J McNicholas
Councillor S Bains	Councillor C Miks
Councillor L Bigham	Councillor K Mulhall
Councillor J Birdi	Councillor J Mutton
Councillor J Blundell	Councillor M Mutton
Councillor R Brown	Councillor H Noonan
Councillor K Caan	Councillor J O'Boyle
Councillor J Clifford	Councillor E Ruane
Councillor G Crookes	Councillor T Sawdon
Councillor G Duggins	Councillor P Seaman
Councillor D Galliers	Councillor T Skipper
Councillor D Gannon	Councillor H Sweet
Councillor A Gingell	Councillor K Taylor
Councillor L Harvard	Councillor R Thay
Councillor J Innes	Councillor S Thomas
Councillor D Kershaw	Councillor P Townshend
Councillor T Khan	Councillor S Walsh
Councillor A Khan	Councillor D Welsh

Honorary Alderman J. Gazey

Apologies: Councillor D Chater, B Singh and D Skinner

Public Business

157. Correspondence and announcements of the Lord Mayor

The Lord Mayor read out the following response received from Kensington Palace to a letter to the Duke and Duchess of Cambridge extending congratulations on the safe arrival of Her Royal Highness Princess Charlotte.

“The Duke and Duchess of Cambridge have asked me to write and thank you very much for the letter which you so kindly sent on the occasion of the birth of their daughter, Princess Charlotte.

Their Royal Highnesses are so grateful for the kind messages they have received; it is a very special time for them as a family.

The Duke and Duchess would have me send their warmest thanks and best wishes to all of the Council and citizens of Coventry.”

158. **Election of the Chair of the Council (being the Lord Mayor of the City)**

It was moved by Councillor Taylor and seconded by Councillor Kershaw that Councillor Michael Hammon be elected as Chair of the Council (being the Lord Mayor of the City) for the ensuing year.

RESOLVED that Councillor Michael Hammon be elected as Chair of the Council for the 2015/16 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.

159. **Lord Mayor's Address**

The Lord Mayor, Councillor Hammon, addressed the City Council

160. **Vote of Thanks to the Retiring Lord Mayor**

A vote of thanks for the retiring Lord Mayor, Councillor Hazel Noonan, was moved by Councillor Bailey and seconded by Councillor Townshend.

Councillor Noonan responded to the vote of thanks.

RESOLVED:

(1) **That the warmest thanks of the Council were due and were thereby given to Councillor Hazel Noonan for the zeal and impartiality with which he has discharged the arduous duties of the office of Lord Mayor during the year 2015/15 and to Christopher as Lord Mayor's consort.**

(2) **That a copy of this resolution, under the common seal, be presented to Councillor Hazel Noonan.**

161. **Medallions for the Retiring Lord Mayor and Lady Mayoress**

The Lord Mayor, on behalf of the City Council, presented to Councillor Noonan and Christopher, Lord Mayor and consort during 2014/15, medallions inscribed with their names

162. **Election of the Vice-Chair of the Council (being the Deputy Lord Mayor of the City)**

It was moved by Councillor Duggins and seconded by Councillor Bigham that Councillor Lindsley Harvard be elected as Vice Chair of the Council (being the Deputy Lord Mayor of the City) for the ensuing year.

RESOLVED that Councillor Lindsley Harvard be elected Vice Chair of the Council for the 2015/16 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.

163. **Official Badge of the Deputy Lady Mayoress**

The Lord Mayor invested Ms Shirley Bush with the Badge of Office of the Deputy Lady Mayoress.

164. **To receive a report of the Leader of the Council on the appointment of the Deputy Leader, composition of the Cabinet and the appointment of Deputy Cabinet Members and allocation of Executive Functions within the Cabinet**

The City Council received 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):

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
The Deputy Leader Policing and Equalities Cllr Townshend Deputy Cabinet Member Cllr Dr Auluck (Special emphasis on Domestic Violence and Sexual Exploitation)	Community Safety Community Cohesion Refugees and Asylum Seekers Welfare Advice Services Public Protection and Licensing Democratic Services (incl. Lord Mayor's Equalities Legal Services Training (Members) Neighbourhood Services Constitutional Matters + Political Management Delivering A Programme for Action Deputising on Leader items Domestic Violence and Sexual Exploitation Local Policing
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 Operational Property Catering Fuel Poverty
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<p>Cabinet Member Children and Young People</p> <p>Cllr Ruane</p>	<p>Children and Families Children and Young People’s Social Care Young People Youth Offending Service Safeguarding *S19 Children Act 2004 Lead Member Fostering and Adoption</p>
<p>Cabinet Member Education</p> <p>Cllr Kershaw</p> <p>Deputy Cabinet Member</p> <p>Cllr Thomas</p>	<p>Post 16 Education and Training Schools Early Years Libraries Adult Education Higher and Further Education (incl. Universities)</p>
<p>Cabinet Member Business, Enterprise and Employment</p> <p>Cllr Maton</p> <p>Deputy Cabinet Members:</p> <p>Cllr McNicholas (Transportation)</p> <p>Cllr Brown (Special emphasis on Small and Medium Size Enterprises)</p>	<p>Community Economic Development City Centre International liaison (including Lord Mayor’s) Inward Investment Property (Commercial) Urban Regeneration Regional Housing and Planning Transportation Tourism and Marketing Agenda 21 Climate Change Strategy and Development Carbon Footprint Green Travel Nottingham Declaration Energy Conservation and Renewal Sustainability Energy Policy</p>
<p>Cabinet Member Public Services</p> <p>Cllr Lancaster</p>	<p>Building Cleaning Highways, Drainage and Lighting Licensing Policy (Hackney Carriage and Private Hire) Street Services (Ground Maintenance, Refuse (domestic and commercial), (Street Cleaning) Waste Management Flood Management Building Services Environment Bereavement Services Traffic Management and Road Safety</p>

Cabinet Member Health and Adult Services Cllr Caan Deputy Cabinet Member Councillor Clifford	Social Care for Adults, Older People and People with Disabilities Carers Health Strategy and Policy Health Inequalities Local Health Economy Public Health Teenage Pregnancies Sexual Health Marmot
Cabinet Member Culture, Leisure, Sports and Parks Cllr A Khan	Archives Arts Heritage Museums Conservation Sport Parks Events
Cabinet Member Community Development, Co-Operatives and Social Enterprise Cllr Abbott	Social Enterprise Strategy Mutuals Community and Third Sector Relations City Centre Management City of Culture Bid Community Centres Homelessness Voluntary Sector

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

165. **Minutes**

The minutes of the meeting of the City Council held on 17 March were signed as a true record.

166. **Return of persons elected as Councillors for the City on 7 May 2015**

The return of Councillors elected for the following wards of the City on 7 May 2015 was reported:

Ward	Name	Year of Retirement
Bablake	David E Kershaw	2019
Binley and Willenhall	Ram P Lakha	2019
Cheylesmore	Richard J Brown	2019
Earlsdon	Ken Taylor	2019

Foleshill	Abdul S Khan	2019
Henley	Patricia Seaman	2019
Holbrook	Joe Clifford	2019
Longford	Linda J Bigham	2019
Lower Stoke	John D McNicholas	2019
Radford	Tony Skipper	2019
Sherbourne	Damian Gannon	2019
St Michael's	Jim O'Boyle	2019
Upper Stoke	Randhir K Auluck	2019
Wainbody	Tim Sawdon	2019
Westwood	Marcus E Lapsa	2019
Whoberley	Pervez Akhtar	2019
Woodlands	Peter R Male	2019
Wyken	Hazel J Sweet	2019

167. **Declarations of Interest**

There were no declarations of interest.

168. **Matters for determination by the City Council**

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

- (i) Details 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 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 2015/16 including the date and time of the next Annual Meeting.

RESOLVED that the City Council approve the allocation of seats, appointments and programme of meetings as appended to these minutes.

169. Changes to the Governance Arrangements of the West Midlands Integrated Transport Authority

The City Council considered a report of the Executive Director of Resources which detailed changes to the governance arrangements of the West Midlands Integrated Transport Authority and sought approval to the establishment of the Centro Members Joint Committee.

RESOLVED that the City Council:

- (1) Notes the changes to the terms of reference of the West Midlands Integrated Transport Authority and endorses the changes to the governance arrangements as detailed in Appendix 1 to the report.**
- (2) Approves the reduction in membership of the Transport Delivery Committee of the Integrated Transport Authority as per the amended Scheme of Delegation and the change in name to set out in the Authority's amended terms of reference.**
- (3) Authorises the Assistant Director of Legal and Democratic Services to agree and enter into such documents as are necessary to give effect to these decisions**

170. Amendments to the Terms of Reference of the West Midlands Joint Committee

The City Council considered a report of the Executive Director of Resources which set out proposed changes to the terms of reference of the West Midlands Joint Committee which were needed now that the West Midlands Integrated Transport Authority (ITA) was operational.

The main changes to the Joint Committee's Constitution were:

- To remove responsibilities for the shadow ITA, now that the formal West Midlands ITA is up and running; and

- To include reference to the role of the WMJC in confirming the appointment of the 5 additional members of the ITA's Joint Overview and Scrutiny Committee to achieve the balanced appointment.

Each local authority member of the Joint Committee must agree the changes before they can be implemented.

RESOLVED that the City Council:

- (1) Approve the changes to the Terms of Reference and Constitution of the West Midlands Joint Committee as set out in Appendix 1 to the report.**
- (2) Authorise the Assistant Director of Legal and Democratic Services to agree and enter into such documents are necessary to give effect to the above recommendation.**

171. **If required, to consider any changes to the Constitution or any other matters arising from the Annual Meeting decisions and appointments**

This item was not required.

(Meeting closed at 12.15 pm)

COUNCIL

21 May, 2015

APPOINTMENTS – 2015/16

CABINET

Appointed by the Leader (Report 6)

Non-Voting Representatives on Cabinet

Councillor Andrews

Councillor Blundell

CABINET COMMITTEE (COVENTRY INVESTMENT FUND)

Councillor Maton (Chair)	Cabinet Member for Business, Enterprise and Employment
Councillor Gannon	Cabinet Member for Strategic Finance and Resources (Deputy Chair)
Councillor Lucas	Leader of the Council

CABINET COMMITTEE (CHILDREN'S SERVICES)

Councillor Gannon	Cabinet Member for Strategic Finance and Resources (Chair)
Councillor Ruane	Cabinet Member for Children and Young People (Deputy Chair)
Councillor Lucas	Leader of the Council
Councillor Townshend	Deputy Leader of the Council

By invitation as non-voting Members:-

Councillor Noonan	Shadow Cabinet Member for Children and Young People
Councillor Sawdon	Shadow Cabinet Member for Strategic Finance and Resources
Councillor Blundell	Leader of the Opposition
Councillor Andrews	Deputy Leader of the Opposition
Councillor M Mutton	Chair of the Education and Children's Services Scrutiny Board (2)

CABINET CONSULTATIVE GROUP PSPO (COVENTRY DOG CONTROL)
(NB – This Group was appointed by the Leader in January, 2015 for a maximum period of 12 months)

Sue Bent	Director – Coventry Law Centre (Chair)
Roger Archer	Representative of Friends of Allesley Park
Councillor Bigham	Coventry City Council
Caroline Blake	Member of Public with interest in issue
Councillor Blundell	Coventry City Council
Alan Dadley	Fixtures Secretary, Coventry & District Sunday Football League
Mike Konrad	Chairperson, Dogs in Coventry Group
PC Nick Mansall	West Midlands Police ASB Co-ordinator
Elly Pittaway	Veterinary Surgeon
Glenys Roberts	General Secretary, Coventry Dog Training Club
Dr Abdullah Shehu	Chairperson of the Coventry Muslim Forum
Jim Smallman	Member of the Physical & Sensory Impairment Partnership

LICENSING AND REGULATORY COMMITTEE

CHAIR	DEPUTY CHAIR
Councillor Galliers	Councillor Thay

Councillor Ali

Councillor Andrews

Councillor Dr Auluck

Councillor Bigham

Councillor Birdi

Councillor Crookes

Councillor Duggins

Councillor Harvard

Councillor Innes

Councillor Lapsa

Councillor J Mutton

Councillor O'Boyle

Political Balance	
Conservative	4
Labour	10

PLANNING COMMITTEE

CHAIR	DEPUTY CHAIR
Councillor Sweet	Councillor Chater

Councillor N Akhtar

Councillor P Akhtar

Councillor Bailey

Councillor Brown

Councillor Crookes

Councillor Lepoidevin

Councillor McNicholas

Councillor Miks

Councillor Thomas

Political Balance	
Conservative	3
Labour	8

ETHICS COMMITTEE

CHAIR:	Councillor Clifford
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Councillor Andrews

Councillor Bigham

Councillor Gannon

Councillor McNicholas

Independent Person

Mr K Sloan

Political Balance	
Conservative	1
Labour	4

INDEPENDENT REMUNERATION PANEL

5 Independent Members

(Up to 5 to be appointed by the Executive Director of Resources after consultation with the Group Leaders)

SCRUTINY

Scrutiny Co-ordination Committee

Designated as the Crime and Disorder Committee

CHAIR	DEPUTY CHAIR
Councillor Duggins	Councillor N Akhtar

Councillor Blundell

Councillor T Khan

Councillor Lakha

Councillor J Mutton

Councillor M Mutton

Councillor Taylor

Councillor Welsh

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 J Mutton
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Councillor Bains

Councillor Blundell

Councillor Chater

Councillor Duggins

Councillor Lakha

Councillor Sawdon

Councillor Skipper

Councillor Singh

Political Balance	
Conservative	2
Labour	7

Note: The Chair of the Audit and Procurement Committee (Cllr Skipper) has been appointed as a Member of this Board.

Education and Children's Services Scrutiny Board (2)

CHAIR:	Councillor M Mutton
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Councillor N Akhtar

Councillor Bains

Councillor Bigham

Councillor Lepoidevin

Councillor Miks

Councillor Noonan

Councillor O'Boyle

Councillor Seaman

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 Lakha
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Councillor Ali

Councillor Bigham

Councillor Birdi

Councillor Crookes

Councillor Mulhall

Councillor M Mutton

Councillor Sweet

Councillor Walsh

Political Balance	
Conservative	2
Labour	7

Communities and Neighbourhoods Scrutiny Board (4)

Designated as the Flood Management Committee

CHAIR:	Councillor T Khan
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Councillor P Akhtar

Councillor M Auluck

Councillor Innes

Councillor Male

Councillor Mulhall

Councillor Singh

Councillor Skinner

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 Welsh
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Councillor Ali

Councillor Galliers

Councillor Innes

Councillor T Khan

Councillor O'Boyle

Councillor Skinner

Councillor Taylor

Councillor Walsh

Political Balance	
Conservative	2
Labour	7

Co-opted Member

1 Representative from Coventry Healthwatch

AUDIT AND PROCUREMENT COMMITTEE

CHAIR	DEPUTY CHAIR
Councillor Skipper	Councillor Bains

Councillor Blundell

Councillor Harvard

Councillor Sawdon

Councillor Welsh

Political Balance	
Conservative	2
Labour	4

Labour Group Substitute – Councillor Brown

Conservative Group Substitute – Councillor Andrews

COVENTRY HEALTH AND WELL-BEING BOARD

Councillor Lucas	Leader of the Council
Councillor Caan	Cabinet Member for Health and Adult Services (Deputy Chair)
Councillor Ruane	Cabinet Member for Children and Young People
Councillor Gingell	One additional Councillor nominated by the Leader (Chair)
Councillor Taylor	Conservative Group Representative

Executive Director of People (Statutory Appointment)

Director of Public Health (Statutory Appointment)

Coventry 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

Coventry and Warwickshire Partnership Trust – 1 representative

University Hospitals Coventry and Warwickshire – Chief Executive or representative

CHAIRS OF WARD FORUMS

Bablake – Councillor Galliers

Binley and Willenhall – Councillor Chater

Cheylesmore – Councillor Noonan

Earlsdon – Councillor Andrews

Foleshill – Councillor A Khan

Henley – Councillor Ruane

Holbrook – Councillor Lancaster

Longford – Councillor Duggins

Lower Stoke – Councillor Miks

Radford – Councillor M Mutton

Sherbourne – Councillor Gannon

St. Michael's – Councillor N Akhtar

Upper Stoke – Councillor Caan

Wainbody – Councillor Blundell

Westwood – Councillor Skinner

Whoberley – Councillor Innes

Woodlands – Councillor Lepoidevin

Wyken – Councillor Thay

ADVISORY PANELS / PANEL TO BE RE-APPOINTED DURING 2014/15

ADVISORY PANELS TO BE RE-APPOINTED

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

Councillor Ruane	Cabinet Member for Children and Young People (Chair)
Councillor Kershaw	Cabinet Member for Education
Councillor Thomas	Deputy Cabinet Member for Education
Councillor M Mutton	Chair of Education and Children's Scrutiny Board (2)
Councillor Dr Auluck	Labour Group Representative
Councillor Blundell	Shadow Cabinet Member for Education
Councillor Noonan	Shadow Cabinet Member for Children and Young People
Councillor Taylor	Conservative Group Representative

CABINET MEMBER FOR POLICING AND EQUALITIES - CONSTITUTIONAL ADVISORY PANEL

2 Council Members on Ethics Committee

Councillor Andrews Conservative Member on Ethics

Councillor Clifford Labour Member on Ethics

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

Councillor Bailey

Councillor Gannon (Chair)

1 Member from Controlling Group

Councillor Lucas

CABINET ADVISORY PANEL – SCHOOL ORGANISATION

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

Councillor Dr Auluck Labour Councillor

Councillor Miks Labour Councillor

Councillor M Mutton Labour Councillor

Councillor Blundell Shadow Cabinet Member (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 Maton	Cabinet Member for Business, Enterprise and Employment (Chair)
Councillor Lancaster	Cabinet Member for Public Services
Councillor Sweet	Chair of Planning Committee
Councillor Lucas	Leader
Councillor Lakha	Chair of Business, Economy and Enterprise Scrutiny Board (3)
Councillor Chater	Deputy Chair of Planning Committee

NOTE: The Deputy Leader is invited to attend meetings of this Panel.

CABINET MEMBER FOR POLICING AND EQUALITIES ADVISORY PANEL - ELECTORAL ARRANGEMENTS

Councillor Townshend	Deputy Leader & Cabinet Member for Policing and Equalities (Chair)
Councillor Lucas	Leader and Cabinet Member for Policy and Leadership
Councillor Duggins	Labour Councillor
Councillor Welsh	Labour Councillor
Councillor Blundell	Leader of Opposition
Councillor Andrews	Deputy Leader of Opposition

CABINET MEMBER FOR POLICING AND EQUALITIES ADVISORY PANEL - THE COVENTRY AWARD OF MERIT

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

CABINET MEMBER FOR POLICING AND EQUALITIES ADVISORY PANEL – THE GOOD CITIZEN AWARD

Councillor Maton	Cabinet Member for Business, Enterprise and Employment
Councillor A Khan	Cabinet Member for Culture, Leisure, Sports and Parks
Councillor Abbott	Cabinet Member for Community Development, Co-operatives and Social Enterprise
Councillor Andrews	Shadow Cabinet Member for Policing and Equalities
Councillor Blundell	Conservative Group Nominee
Councillor Hammon	Lord Mayor, ex officio
His Honour Judge Griffith – Jones	The Honorary Recorder (Chair)

The Coventry Member of the UK Youth Parliament

Chief Superintendent of Coventry (or nominee)

CABINET MEMBER FOR POLICING AND EQUALITIES ADVISORY PANEL - DISABILITY EQUALITY

Councillor Abbott	Labour Group Nominee
Councillor Dr Auluck	Substitute for Labour Group Nominee

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

Councillor Abbott	Cabinet Member for Community Development, Co-operatives and Social Enterprise
Councillor Maton	Cabinet Member for Business, Enterprise and Employment
Councillor A Khan	Cabinet Member for Culture, Leisure, Sports and Parks (Chair)
Councillor Kershaw	Cabinet Member for Education
Councillor Ruane	Cabinet Member for Children and Young People
Councillor M Mutton	Chair of Education and Children's Services Scrutiny Board (2)
Councillor Duggins	Labour Councillor
Councillor O'Boyle	Labour Councillor
Councillor Skipper	Labour Councillor
Councillor Birdi	Conservative Councillor

CABINET ADVISORY PANEL – REGENERATION AND INFRASTRUCTURE

Councillor Lucas	Leader (Chair)
Councillor Gannon	Cabinet Member for Strategic Resources and Finance
Councillor Maton	Cabinet Member for Business, Enterprise and Employment
Councillor Lancaster	Cabinet Member for Public Services
Councillor Lakha	Chair, Business, Economy and Enterprise Scrutiny Board (3)
Councillor Blundell	Leader of Opposition

ACL PANEL

Councillor Lucas	Leader (Chair)
Councillor Townshend	Deputy Leader (Deputy Chair)
Councillor Gannon	Cabinet Member for Strategic Finance and Resources
Councillor Ruane	Cabinet Member for Children and Young People
Councillor Kershaw	Cabinet Member for Education
Councillor Maton	Cabinet Member for Business, Enterprise and Employment
Councillor Lancaster	Cabinet Member for Public Services
Councillor Abbott	Cabinet Member for Community Development, Co-operatives and Social Enterprise
Councillor Caan	Cabinet Member for Health and Adult Services
Councillor A Khan	Cabinet Member for Culture, Leisure, Sports and Parks
Councillor Dr Auluck	Deputy Cabinet Member for Policing and Equalities
Councillor McNicholas	Deputy Cabinet Member for Business, Enterprise and Employment
Councillor Brown	Deputy Cabinet Member for Business, Enterprise and Employment
Councillor Thomas	Deputy Cabinet Member for Education
Councillor Clifford	Deputy Cabinet Member for Health and Adult Services
Councillor Blundell	Leader of the Opposition
Councillor Andrews	Deputy Leader of the Opposition

NOTE: The Chair of Scrutiny Co-ordination Committee (Councillor Duggins) and the Chair of the Ethics Committee (Councillor Clifford) are invited to attend meetings of this Panel and the Leader or Deputy Leader are able to invite other member(s) or individual(s) to Panel meetings as required.

TERMS OF REFERENCE

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

Audit and Procurement Committee

Cabinet

Cabinet Committee (Coventry Investment Fund)

Coventry Health and Well-being Board

Ethics Committee

Independent Remuneration 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:

Cabinet Committee (Children's Services)

Terms of Reference

1. To approve spending up to £1.5m within the additional funding allocated by Council to support improvements within the Children's Service.
2. To monitor, review and make any further specific recommendations in respect of the additional funding provided to enable improvements within Children's Services to be undertaken.
3. To recommend to Cabinet Member, Cabinet and Council any further specific amendments regarding the funding of Children's Services.
4. To ensure the funding of improvements within Children's Services and the actions taken to improve the service are transparent, open and fair.

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 Consultative Group (PSPO) (Coventry Dog Control)

Terms of Reference

1. Have a scope to monitor the efficacy and effectiveness of the Public Space Protection Order (Coventry Dog Control) and make such recommendations to Cabinet as are deemed necessary
2. Have the Chairperson appointed by the Council Leader
3. Remain in existence for a maximum period of 12 months (from January 2015)
4. Have a maximum membership of 12 persons (including the Chairperson)
5. Meet as often as is deemed necessary to:
 - Receive regular updates on the implementation of the 'Order', with specific regard to the local authorities performance in publicising and educating local people on the requirements of the 'Order' and ultimately, enforcement where necessary. This will include specific data on enforcement and relevant complaints/service requests received by the City Council concerning dogs.

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 for Policing 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.

- Advise, comment and make recommendations on the City Council's implementation of the 'Order'.
- Promote collaboration and partnership working with relevant organisations in implementing the 'Order'.
- Provide a conduit for disseminating key messages on the implementation of the 'Order' through members' own organisations and contacts.
- Promote consistency in the introduction of the 'Order' throughout the City.

Cabinet Member for Policing 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 for Policing and Equalities.
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 for Policing and Equalities 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 Member for Policing and Equalities Advisory Panel - The Coventry Award of Merit

Terms of Reference

1. The object of the Coventry Award of Merit shall be to publicly 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 for Policing 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 Executive Director, Resources, 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 for Policing and Equalities Advisory Panel – The Good Citizen Award

Terms of Reference

To provide advice and guidance and make recommendations to the Cabinet Member for Policing and Equalities on the Good Citizen Award.

In particular, to assist the Cabinet Member in the following roles:-

1. Promoting the Good Citizen Award and the honour conferred by the Council on recipients of the Award.
2. Promoting the Council's Equality and Diversity objectives and encouraging nominations from all the communities within Coventry
3. Considering nominations received and, in accordance with agreed criteria, approving recipients for the award to full Council

Cabinet Member for Policing 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.

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

6. To provide political guidance in relation to the City's Bid to become UK City of Culture in 2021 and a European Capital of Culture in 2023.

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
3. To provide political guidance and support to the operational aspects of the wider Friargate programme, including agreeing the scope and general remit of the programme delivery team in accordance with the governance arrangements approved by Cabinet.

ACL Panel

Terms of Reference

The ACL Panel will be responsible for providing an overarching governance role in relation to the outstanding loan facility provided to ACL. This will include but not be limited to an overview of the following areas:-

- Financial overview
- Risk management
- Consider matters submitted by the Council's observer or appointee (as the case may be) on the Board of ACL
- Consider matters submitted by the Council's S.151 Officer
- Receive updates on any outstanding legal matters
- Any other item deemed appropriate

The Panel will also be responsible in making recommendations to the appropriate Council body. In order to facilitate the Panel's function it will have the authority to obtain any external professional advice deemed appropriate.

Political Proportionality

	Proportional Entitlement for groups rounded up			Proportional Entitlement for groups (1 dec place)		
	Total	Con	Lab	Total %	Con %	Lab %
Party seats	54	13	41	100.0%	24.1%	75.9%
Cabinet	10	0	10	10.0	n/a	n/a
Entitlement per group excl Cabinet places				0.00	22	68
Planning Cttee	11	3	8	11.00	2.7	8.3
Licensing & Reg Cttee	14	4	10	14.00	3.4	10.6
Ethics	5	1	4	5.00	1.2	3.8
Audit & Procurement Cttee	6	2	4	6.00	1.4	4.6
Scrutiny Board 1	9	2	7	9.00	2.2	6.8
Scrutiny Board 2	9	2	7	9.00	2.2	6.8
Scrutiny Board 3	9	2	7	9.00	2.2	6.8
Scrutiny Board 4	9	2	7	9.00	2.2	6.8
Scrutiny Board 5	9	2	7	9.00	2.2	6.8
Scrutiny Co-ordination	9	2	7	9.00	2.2	6.8
Totals (excludes Cabinet)	90	22	68	90.00	21.7	68.3
Actual proportionality	100.0%	24.1%	75.9%	100.0%	24.1%	75.9%

CALENDAR OF MEETINGS 2015/16

* denotes "if required"

Meeting	Time (unless indicated otherwise)	May 15	Jun 15	July 15	Aug 15	Sept 15	Oct 15	Nov 15	Dec 15	Jan 16	Feb 16	Mar 16	Apr 16	May 16
Council	2.00 pm		23	14*		8	13		1	12	23	15		19 agm
Cabinet / Cabinet Members														
Cabinet	2.00 pm	28 (12 noon)	17	7	11	1	6	24		5	9, 23	8	19	
Cabinet Briefing	2.00 pm		2, 24	28	19	22		10	15	26	16		5	
CM for Business, Enterprise and Employment	10.00 am			20			19			18		21		
CM for Children & Young People	2.00 pm		30			15			8			22		
CM for Community Development, Co-Operatives & Social Enterprise	10.00am			16			8			28			7	
CM for Culture, Leisure, Sports & Parks	9.30 am			23		24		12				17		
CM for Education	2.30pm			8		30				20			20	
CM for Health & Adult Services	1.00pm			20			12		14		1			
CM for Policing & Equalities	2.00 pm		22	23		24		5	10	28		3		
CM for Policy & Leadership	1.00 pm			9			8			21			14	
CM for Public Services	10.00 am		16	7	4	1	6	3	8 (2pm)	12	22	15		
CM for Strategic Finance & Resources	2.00 pm			6			12		7			7		
Coventry Investment Fund Cabinet Committee	10.00 am			7		1		10		19		8		
Scrutiny Boards														
Scrutiny Co-ordination Committee	10.00 am		10	8, 29*	12*	9, 23*	14, 21*	4, 18*	9	13, 20*	10, 24*	9, 23*	20	
Finance and Corporate Services Scrutiny Board (1)	10.00 am		17	1		2		11		6		2	27	
Education and Children's Scrutiny Board (2)	2.00 pm		18	2		10	8	5	10	7	25	17	14	
Job, Skills & Growth Business, Economy and Enterprise Scrutiny Board (3)	10.00 am		24	15		16		25		27		16	13	
Communities & Neighbourhoods Scrutiny Board (4)	3.00 pm		17	8		16		4		13		9	20	
Health and Social Care Scrutiny Board (5)	2.00 pm		10	1		9	14	18		6	3	2		
Committees														
Audit and Procurement Committee	3.30 pm		22		3		26		14		15		11	
Ethics Committee	10.00 am			2		17			10			24		
Licensing & Regulatory Committee	9.30 am		30	28	25	22	20	17	8	19	16	22	26	
Planning Committee	2.00 pm		11	9	6	3	1, 29	26	17	14	11	10	7	12
Planning Committee Quarterly Seminar	2.00 pm			16		17			3			3		

Meeting	Time (unless indicated otherwise)	Jun 15	July 15	Aug 15	Sept 15	Oct 15	Nov 15	Dec 15	Jan 16	Feb 16	Mar 16	Apr 16	May 16
Advisory Panels													
ACL Shareholders	Rising of Cab / Brief	Dates & Times to be Confirmed											
Constitutional	2.00pm	9											
Corporate Parenting Board	2.00 pm		30			22			21		24		
Coventry Award of Merit		Dates & Times to be Confirmed											
Coventry Local Development Plan	2.00pm	1, 29		3	7	26	30		18	22	21	18	
Disability Equality	10.30 am		24				13				4		
Electoral Arrangements	11.00 am	Early dates to be confirmed						2				6	
Good Citizen Award		Dates & Times to be Confirmed											
Regeneration & Infrastructure		Dates & Times to be Confirmed											
School Organisation		Dates & Times to be Confirmed											
Sports Vision & Strategy, Tourism & City Wide Events		Dates & Times to be Confirmed											
Other Meetings													
Coventry and Solihull Waste Disposal Company Ltd Shareholders Panel	4.00 pm	10			23				20		16		
Coventry Health and Wellbeing Board	2.00 pm		6		7	19		7		8		11	
John Friends Memorial Fund		Dates & Times to be Confirmed											
School Admissions Forum	1.30 pm						6			12			
Tansley Charity Trust	11.00 am												
Cabinet Consultative Group PSPO (Dog Control)	6.00pm	3											
Tom Mann Trust		Dates & Times to be Confirmed											