

Coventry City Council
Minutes of the Meeting of Council held at 11.00 am on Thursday, 17 May 2018

Present:

Members: Councillor J Blundell (Chair)

Councillor F Abbott	Councillor A Lucas
Councillor N Akhtar	Councillor P Male
Councillor P Akhtar	Councillor K Maton
Councillor R Ali	Councillor T Mayer
Councillor A Andrews	Councillor J McNicholas
Councillor R Auluck	Councillor C Miks
Councillor S Bains	Councillor J Mutton
Councillor L Bigham	Councillor M Mutton
Councillor J Birdi	Councillor J O'Boyle
Councillor R Brown	Councillor G Ridley
Councillor K Caan	Councillor E Ruane
Councillor J Clifford	Councillor Sandhu
Councillor G Crookes	Councillor T Sawdon
Councillor G Duggins	Councillor P Seaman
Councillor L Harvard	Councillor B Singh
Councillor Hetherton	Councillor R Singh
Councillor J Innes	Councillor D Skinner
Councillor B Kaur	Councillor T Skipper
Councillor L Kelly	Councillor H Sweet
Councillor D Kershaw	Councillor K Taylor
Councillor T Khan	Councillor R Thay
Councillor A Khan	Councillor S Walsh
Councillor R Lakha	Councillor D Welsh
Councillor R Lancaster	Councillor G Williams
Councillor M Lapsa	

Honorary Alderman: D Batten, S Collins, H Fitzpatrick, J Gazey, M Hammon, K Mulhall, H Noonan, A Waugh

Apologies: Councillor R Bailey, D Gannon, J Lepoidevin and C Thomas

Public Business

1. Correspondence and Announcements of the Lord Mayor

There were no announcements from the Lord Mayor.

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

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

RESOLVED that Councillor John Blundell be elected as Chair of the Council for the 2018/19 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.

3. The Lord Mayor's Address

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

4. Vote of thanks to the Retiring Lord Mayor

A vote of thanks for the retiring Lord Mayor, Councillor Tony Skipper, was moved by Councillor M Mutton, seconded by Councillor Duggins and supported by Councillor Ridley..

Councillor Skipper responded to the vote of thanks.

RESOLVED:

(1) That the warmest thanks of the Council were due and were thereby given to Councillor Tony Skipper for the zeal and impartiality with which he has discharged the arduous duties of the office of Lord Mayor during the year 2017/18; and

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

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

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

RESOLVED that Councillor Linda Bigham be elected as Vice Chair of the Council for the 2018/19 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.

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

(a) The Leader of the Council announced that Coventry would be the European City of Sport 2019.

(b) The City Council received a report of the Leader, Councillor Duggins, which confirmed the composition of the Cabinet and the allocation of executive portfolios/functions within the Cabinet (detailed below):

Member	Portfolio
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<p>The Leader Policy and Leadership</p> <p>Councillor Duggins</p>	<p>Council Plan City of Culture Scrutiny External relations / public relations Image and reputation Chair of Cabinet / Management Board meetings Emergency Planning Regional Matters West Midlands Combined Authority Corporate Governance Information Management and Governance Risk Management</p>
<p>The Deputy Leader Policing and Equalities</p> <p>Councillor A Khan</p> <p>Deputy Cabinet Member</p> <p>Councillor P Akhtar</p>	<p>Community Safety Community Cohesion Public Protection and Licensing Prosecution and Enforcement Democratic Services, including Lord Mayor's Electoral Services Equalities Legal Services Training (Members) Constitutional Matters and Political Management Domestic Violence and Sexual Exploitation Local Policing Media Strategy Events Parks International Liaison Deputising on Leader Items</p>
<p>Cabinet Member Strategic Finance and Resources</p> <p>Councillor J Mutton</p>	<p>Strategic Finance Medium Term Financial Strategy Budget Setting External Resources Operational Finance incl. Revenues and Benefits Service Transformation and value for money Procurement Human Resources Key Staff Recruitment and Retention Information Technology and Customer Services Health and Safety Pensions</p>
<p>Cabinet Member Children and Young People</p> <p>Councillor Seaman</p>	<p>Children and Families Children and Young People's Social Care Child Sexual Exploitation Young People Youth Offending Service Safeguarding</p>

Deputy Cabinet Member Councillor Skipper	*S19 Children Act 2004 Lead Member Fostering and Adoption Corporate Parenting
Cabinet Member Education and Skills Councillor Maton	Post 16 Education and Training Schools Early Years Libraries Adult Education Higher and Further Education (incl. Universities) Skills and Employability
Cabinet Member Jobs and Regeneration Councillor O'Boyle Deputy Cabinet Member Councillor Welsh	Economic Development City Centre International Trade and Inward Investment Commercial and Operational Property Local Enterprise Partnership Urban Regeneration Transportation Tourism and Marketing Climate Change Strategy and Development Energy Policy, Conservation and Renewables Sustainability Digital Strategy
Cabinet Member City Services Councillor Innes Deputy Cabinet Member Councillor Lakha	Highways, Drainage and Lighting Licensing Policy (Hackney Carriage and Private Hire) Public Realm Street Services (Ground Maintenance, Refuse (domestic and commercial), (Street Cleaning) Waste Management Flood Management Environment Bereavement Services Traffic Management and Road Safety
Cabinet Member Adult Services Councillor Abbott	Social Care for Adults, Older People and People with Disabilities Carers Sustainability and Transformation Plans
Cabinet Member Public Health and Sport Councillor K Caan Deputy Cabinet Member Councillor R Ali	Health Strategy and Policy Health and Wellbeing Board Health Inequalities Air Quality Local Health Economy Public Health Sexual Health Teenage Pregnancies Mental Health Fuel Poverty

	Sport
Cabinet Member Housing and Communities	Archives
Councillor Ruane	Arts
Deputy Cabinet Member	Heritage
Councillor Kaur	Museums
	Conservation
	Social Enterprise Strategy
	Catering
	Mutuals
	Community and Third Sector Relations
	Community Centres
	Refugees and Asylum Seekers
	Voluntary Sector
	Welfare Advice Services
	Housing and Homelessness
	Planning

*Cabinet Member Children and Young People is designated as the Lead Member for Children's Services as required by Section 19 of the Children's Act 2004

7. Minutes

The minutes of the meeting held on 13 March 2018 were signed as a true record.

8. To receive the return of persons elected as Councillors for the City on 3 May 2018

The return of Councillors elected for the following wards of the City on 3 May 2018 was reported:

Ward	Name	Political Party	Year of Retirement
BABLAKE	Jaswant Singh Birdi	Conservative	2022
BINLEY AND WILLENHALL	John Roderick Mutton	Labour	2022
CHEYLESMORE	Roger Maurice James Bailey	Conservative	2022
EARLSDON	Kindy Sandhu	Labour	2022
FOLESHILL	Tariq Khan	Labour	2022
HENLEY	Kevin Barry Maton	Labour	2022
HOLBROOK	Evelyn Ann Lucas	Labour	2022
LONGFORD	Lindsley Harvard	Labour	2022

LOWER STOKE	Rupinder Singh	Labour	2022
RADFORD	Patricia Maria Hetherton	Labour	2022
SHERBOURNE	Seamus Walsh	Labour	2022
ST MICHAEL'S	David Stuart Welsh	Labour	2022
UPPER STOKE	Sucha Singh Bains	Labour	2022
WAINBODY	Gary Edward Crookes	Conservative	2022
WESTWOOD	David John Skinner	Conservative	2022
WHOBBERLEY	Bally Singh	Labour	2022
WOODLANDS	Julia Elizabeth Lepoidevin	Conservative	2022
WYKEN	Faye Abbott	Labour	2022

9. **Declarations of Interest**

There were no declarations of interest.

10. **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, Ethics Committee, Joint Health Overview and Scrutiny Committee and other such Committee 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 included the appointment of the Chair and Deputy Chair of those bodies.
- (ii) The size and terms of reference for those Boards and Committee (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, Committee and Advisory Panels for 2018/19 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 together with the appointments to outside bodies.

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

There were no other matters arising.

(Meeting closed at 12.20 pm)

10 and 11 - Appointments.pdf

11- Political Proportionality.pdf

13 - Calendar of Meetings 2018.pdf

COUNCIL

17 May, 2018

APPOINTMENTS – 2018/19

CABINET

Appointed by the Leader (Report 6)

Non-Voting Representatives on Cabinet

Councillor Andrews

Councillor Ridley

(2 Conservative)

LICENSING AND REGULATORY COMMITTEE

CHAIR	DEPUTY CHAIR
Councillor Hetherton	Councillor Thomas

Councillor Birdi

Councillor Brown

Councillor Clifford

Councillor Crookes

Councillor Gannon

Councillor Kaur

Councillor Kershaw

Councillor Lucas

Councillor Mayer

Councillor Sandhu

Councillor Thay

Councillor Walsh

Political Balance (2018/19)	
Conservative	3
Labour	11

PLANNING COMMITTEE

CHAIR	DEPUTY CHAIR
Councillor Harvard	Councillor Sweet

Councillor N Akhtar

Councillor P Akhtar

Councillor Auluck

Councillor Bailey

Councillor Bains

Councillor Crookes

Councillor McNicholas

Councillor Skinner

Councillor Skipper

Political Balance (2018/19)	
Conservative	3
Labour	8

Note: The Cabinet Member for Housing and Communities (Councillor Ruane) is invited to attend meetings of this Committee.

ETHICS COMMITTEE

CHAIR:	Councillor Walsh
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Councillor Andrews

Councillor Bigham

Councillor Gannon

Councillor J Mutton

Labour Group Substitute – Councillor M Mutton

Conservative Group Substitute – Councillor Bailey

Independent Persons

Steve Atkinson

Ann Barton

Ruth Wills

Peter Wiseman

Political Balance (2017/18)	
Conservative	1
Labour	4

INDEPENDENT REMUNERATION PANEL

5 Independent Members

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

SCRUTINY

Scrutiny Co-ordination Committee

Designated as the Crime and Disorder Committee

CHAIR	DEPUTY CHAIR
Councillor T Khan	Councillor Clifford

Councillor N Akhtar

Councillor Andrews

Councillor Gannon

Councillor McNicholas

Councillor M Mutton

Councillor Ridley

Councillor R Singh

Political Balance (2018/19)	
Conservative	2
Labour	7

Co-opted Members for Education Matters

Nomination of the Roman Catholic Church

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

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

1 Vacancy (Primary Parent Governor Representative)

1 Vacancy (Secondary Parent Governor Representative)

Finance and Corporate Services Scrutiny Board (1)

CHAIR:	Councillor R Singh
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Councillor Auluck

Councillor Bains

Councillor Brown

Councillor Harvard

Councillor Sandhu

Councillor Sawdon

Councillor Taylor

Councillor Thay

Political Balance (2018/19)	
Conservative	2
Labour	7

Note: The Chair of the Audit and Procurement Committee (Councillor Brown) 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 Bigham

Councillor Kaur

Councillor Kelly

Councillor Kershaw

Councillor Lepoidevin

Councillor Lucas

Councillor Male

Councillor Thomas

Political Balance 2018/19	
Conservative	2
Labour	7

Co-opted Members for Education Matters

Nomination of the Roman Catholic Church

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

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

1 Vacancy (Primary Parent Governor Representative)

1 Vacancy (Secondary Parent Governor Representative)

Business, Economy and Enterprise Scrutiny Board (3)

CHAIR:	Councillor McNicholas
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Councillor Auluck

Councillor Birdi

Councillor Crookes

Councillor Lancaster

Councillor Miks

Councillor B Singh

Councillor Skipper

Councillor Taylor

Political Balance 2018/19	
Conservative	3
Labour	6

Communities and Neighbourhoods Scrutiny Board (4)

Designated as the Flood Management Committee

CHAIR:	Councillor N Akhtar
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Councillor Ali

Councillor Bailey

Councillor T Khan

Councillor Sandhu

Councillor Sweet

Councillor Thay

Councillor Sawdon

Councillor Walsh

Political Balance 2018/19	
Conservative	2
Labour	7

Health and Social Care Scrutiny Board (5)

Designated as the Health Overview and Scrutiny Committee

CHAIR:	Councillor Gannon
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Councillor Clifford

Councillor Hetherton

Councillor Kershaw

Councillor Lakha

Councillor Lancaster

Councillor Mayer

Councillor Miks

Councillor Skinner

Political Balance 2018/19	
Conservative	2
Labour	7

Co-opted Member

1 Representative from Coventry Healthwatch

Joint Health Overview and Scrutiny Committee

JOINT CHAIR: (With Warwickshire County Council)	Councillor Gannon (Chair of the Health and Social Care Scrutiny Board (5))
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Councillor Clifford

Councillor Hetherton

Councillor Kershaw

Councillor Lapsa

Political Balance 2018/19	
Conservative	1
Labour	4

AUDIT AND PROCUREMENT COMMITTEE

CHAIR	DEPUTY CHAIR
Councillor Brown	Councillor Bains

Councillor P Akhtar

Councillor Sawdon

Councillor R Singh

Councillor Sweet

Councillor Taylor

Labour Group Substitute – Councillor Skipper

Conservative Group Substitute – Councillor Bailey

Political Balance 2018/19	
Conservative	2
Labour	5

COVENTRY HEALTH AND WELL-BEING BOARD

Councillor K Caan	Cabinet Member for Public Health and Sport (Chair)
Councillor Duggins	Leader of the Council
Councillor Seaman	Cabinet Member for Children and Young People
Councillor Abbott	Cabinet Member for Adult Services
Councillor Taylor	Conservative Group Representative

Deputy Chief Executive (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)
Martin Reeves	Chief Executive, Coventry City Council
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	
Coventry and Rugby GP Federation – Chief Executive or representative	
Councillor K Caan to be appointed as Chair	
A representative of one of the partner organisations to be appointed as Deputy Chair	

ADVISORY PANELS / PANEL TO BE RE-APPOINTED DURING 2018/19

ADVISORY PANELS TO BE RE-APPOINTED

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

Councillor Seaman	Cabinet Member for Children and Young People (Chair)
Councillor Maton	Cabinet Member for Education and Skills
Councillor M Mutton	Chair of Education and Children's Scrutiny Board (2)
Councillor Skipper	Labour Group Representative
Councillor Male	Shadow Cabinet Member for Education and Skills
Councillor Lepoidevin	Shadow Cabinet Member for Children and Young People
Councillor Birdi	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 Walsh	Labour Member on Ethics

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

Councillor Bailey	
Councillor M Mutton	(Chair)

1 Member from Controlling Group

Councillor J Mutton

CABINET ADVISORY PANEL – SCHOOL ORGANISATION

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

Councillor Auluck

Councillor M Mutton

Councillor Thomas

Councillor Male Shadow Cabinet Member for Education and Skills

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 Ruane Cabinet Member for Housing and Communities (Chair)

Councillor O'Boyle Cabinet Member for Jobs and Regeneration

Councillor Innes Cabinet Member for City Services

Councillor Harvard Chair of Planning Committee

Councillor Duggins Leader

Councillor McNicholas Chair of Business, Economy and Enterprise Scrutiny Board (3)

Councillor Sweet 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 A Khan	Deputy Leader & Cabinet Member for Policing and Equalities (Chair)
Councillor Duggins	Leader and Cabinet Member for Policy and Leadership
Councillor K Caan	Labour Group Representative
Councillor Welsh	Labour Group Representative
Councillor Ridley	Leader of Opposition
Councillor Andrews	Deputy Leader of Opposition

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

Councillor A Khan	Cabinet Member for Policing and Equalities (Chair)
Councillor J Mutton	Cabinet Member for Strategic Finance and Resources
Councillor T Khan	Chair of Scrutiny Co-ordination Committee (or their nominee)
Councillor Andrews	Shadow Cabinet Member for Policing and Equalities
Councillor Blundell	Lord Mayor, ex officio
The Honorary Recorder	

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

Councillor A Khan	Cabinet Member for Policing and Equalities
Councillor O’Boyle	Cabinet Member for Jobs and Regeneration
Councillor Ruane	Cabinet Member for Housing and Communities
Councillor Andrews	Shadow Cabinet Member for Policing and Equalities
Councillor Ridley	Conservative Group Nominee
Councillor Blundell	Lord Mayor, ex officio
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 Thomas	Labour Group Nominee
Councillor Abbott	Substitute for Labour Group Nominee

ACL PANEL

Councillor Duggins	Leader (Chair)
Councillor A Khan	Deputy Leader (Deputy Chair)
Councillor Abbott	Cabinet Member for Adult Services
Councillor J Mutton	Cabinet Member for Strategic Finance and Resources
Councillor Seaman	Cabinet Member for Children and Young People
Councillor Maton	Cabinet Member for Education and Skills
Councillor O'Boyle	Cabinet Member for Jobs and Regeneration
Councillor Innes	Cabinet Member for City Services
Councillor Ruane	Cabinet Member for Housing and Communities
Councillor K Caan	Cabinet Member for Public Health and Sport
Councillor Ali	Deputy Cabinet Member for Public Health and Sport
Councillor P Akhtar	Deputy Cabinet Member for Policing and Equalities
Councillor Lakha	Deputy Cabinet Member for City Services
Councillor Skipper	Deputy Cabinet Member for Children and Young People
Councillor Kaur	Deputy Cabinet Member for Housing and Communities
Councillor Welsh	Deputy Cabinet Member for Jobs and Regeneration
Councillor Ridley	Leader of the Opposition
Councillor Andrews	Deputy Leader of the Opposition

NOTE: The Chair of Scrutiny Co-ordination Committee (Councillor T Khan), the Chair of the Ethics Committee (Councillor Walsh) and Councillor Lucas 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:

Appeals Committee

Appointments Panel

Audit and Procurement Committee

Cabinet

Coventry Health and Well-being Board

Ethics Committee

Independent Remuneration Committee

Joint Health and Wellbeing Board

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:

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 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 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 Local Development Plan however, it is considered to be good practice to do so. The Advisory Panel will ensure regularly timetabled interaction between Elected Members of the group, in relation to the development of the Local Development Plan, and ensure that key issues are 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.

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 Deputy Chief Executive (Place), 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

Work jointly to tackle issues which are important to all disabled people in the city

Advise, comment and make recommendation to the Cabinet Member with responsibilities for Equalities on issues impacting disabled people

Take an annual report to the Cabinet Member with responsibilities for Equalities on the progress made through the Disability Equality Advisory Panel.

Identify key areas where services and partner agencies could deliver improvements.

Harness the skills, knowledge and abilities of panel members to strengthen working together to identify and resolve issues.

Provided a conduit for collating and disseminating key messages to disabled people.

Ensure young disabled people and other disability forums are working collaboratively with the panel.

To receive confirmation that all advice and recommendations have been considered and carried out or are to be implemented in the near future subject to Council policy

Membership of the panel will be reviewed on an annual basis.

The Disability Equality Advisory Panel will meet at least three times a year.

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 2018/19

		Allocation to groups – adjusted for rounding			Proportional entitlement for political groups (1 decimal place)		
	Total	Con	Lab	Ind	Total %	Con %	Lab %
Party seats	54	13	40	1	100.0%	24.5%	75.5%
Cabinet	10	0	10	0	100.0%	n/a	100.0%
Entitlement per group excl Cabinet places		22	69			22.2	68.8
Planning Committee	11	3	8	0	11	2.7	8.3
Licensing and Regulatory Committee	14	3	11	0	14	3.4	10.6
Ethics Committee	5	1	4	0	5	1.2	3.8
Audit and Procurement Committee	7	2	5	0	7	1.7	5.3
Scrutiny Co-ordination Committee	9	2	7	0	9	2.2	6.8
Scrutiny Board 1	9	2	7	0	9	2.2	6.8
Scrutiny Board 2	9	2	7	0	9	2.2	6.8
Scrutiny Board 3	9	3	6	0	9	2.2	6.8
Scrutiny Board 4	9	2	7	0	9	2.2	6.8
Scrutiny Board 5	9	2	7	0	9	2.2	6.8
Totals (excludes Cabinet)	91	22	69	0	91	22.2	68.8

The total number of seats allocated to a group is matched to the rounded entitlement for that group. The number of seats on each committee is matched to the rounded entitlement for that group on that committee but adjusted manually where required to ensure that the number of seats allocated to a particular group matches their entitlement.

CALENDAR OF MEETINGS 2018-2019

*meeting if 'required'

[illegible]

[illegible]