

**Coventry City Council**  
**Minutes of the Meeting of Cabinet held at 2.00 pm on Tuesday, 30 October 2018**

Present:

Members: Councillor G Duggins (Chair)  
Councillor K Caan  
Councillor K Maton  
Councillor J O'Boyle  
Councillor E Ruane  
Councillor P Seaman

Non-Voting Opposition Members: Councillor A Andrews  
Councillor K Taylor (Substitute for Councillor G Ridley)

Other Members: Councillor N Akhtar  
Councillor R Ali  
Councillor J Birdi  
Councillor J Clifford  
Councillor B Kaur  
Councillor R Lakha  
Councillor M Mutton  
Councillor R Singh  
Councillor G Williams

Employees (by Directorate):

Chief Executives M Reeves (Chief Executive)

People G Quinton (Deputy Chief Executive (People)), D Ashmore,  
M Duffy, J Gregg, L Gaulton, N Hart, G Kell, K Nelson,  
P Ward

Place M Andrews, B Hastie, C Knight, S C Lam, R Moon, M Salmon

Apologies: Councillor F Abbott  
Councillor P Akhtar  
Councillor J Innes  
Councillor AS Khan  
Councillor J Mutton  
Councillor G Ridley  
Councillor T Skipper

## **Public Business**

### **57. Declarations of Interest**

There were no disclosable pecuniary interests.

58. **Minutes**

The minutes of the meeting held on 2<sup>nd</sup> October 2018 were agreed and signed as a true record.

There were no matters arising.

59. **Exclusion of Press And Public**

**RESOLVED that the Cabinet agrees to exclude the press and public under Sections 100(A)(4) of the Local Government Act 1972 relating to the private report in Minute 69 below headed 'Procurement of Contract for Maintenance and Inspection Service of Traffic Signal Equipment and Intelligent Transport Equipment and Supply and Installation of Traffic Signal Equipment and Other Works' on the grounds that the report involves the likely disclosure of information as defined in Paragraph 3 of Schedule 12A of the Act, as it contains information relating to the financial affairs of a particular person (including the authority holding that information) and in all circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.**

60. **Youth Justice Plan 2018/2019**

The Cabinet considered a report of the Deputy Chief Executive (People) that would also be considered by Council at its meeting on 4 December 2018, which sought approval of The Coventry Youth Offending Service (CYOS) Youth Justice Plan following its agreement and signing off by Statutory Partners, and to seek Council endorsement.

Youth Offending Teams (YOTS) were established under the Crime and Disorder Act 1998 (CDA). The functions assigned to the YOS included the duty upon the local authority under the Children Act 1989 to take all reasonable steps to encourage children not to commit offences. The Act imposed a duty on each Local Authority acting in cooperation with its Statutory Partners, (Police, Health and Probation) to ensure that all youth justice services were available in their area to such an extent as was appropriate for the area.

The key tasks of the service were:

- Assessing and delivering interventions to the out-of-court-disposal cohort
- Management and delivery of community sentences
- Management and delivery of secure estate sentences and resettlement
- Servicing the Youth Court and Crown Courts (in terms of provision of a court team, bail & health assessments, provision of pre-sentence reports and stand down reports)
- Victim services
- Parenting services and management of Parenting Orders

The CDA legislation also imposed a duty to complete and submit a Youth Justice Plan each year.

The Plan provided an overview of CYOS achievements against key indicators, plans and targets, and identified the key strategic actions for the next 12 months. Statutory Partners (Police, Health, Probation) and Local Authority, represented by The Director of Children Services, had agreed and signed off on the Plan.

**RESOLVED that the Cabinet:**

**1) Approves and endorses the Youth Justice Plan 2018-2019.**

**2) Recommends that Council endorse the Youth Justice Plan 2018-2019.**

**61. Council Plan 2017/18 - End of Year Performance Report**

The Committee considered a report of the Chief Executive, that had also been considered by the Scrutiny Co-ordination Committee (their minute 23/18 referred), which provided details of the Council Plan 2017/18 End of Year Performance covering progress made towards the Plan during the period April 2017 to March 2018. The Council Plan 2016-2024, the Council Plan 2017/2018 end of year performance report, the table of indicators and the performance management framework were attached as appendices to the report.

A Members seminar to discuss the performance report had already taken place.

The Council Plan was the Council's corporate plan which set out the Council's vision and priorities for the city. The current plan was last reviewed in July 2016. This year, the Plan had been reviewed and rebranded in line with the Council's emerging One Coventry approach which was intended to lead to services and teams across the Council working smarter and in a more joined-up way.

As part of the vision the Council sought to promote the growth of a sustainable economy, was committed to reform so that everybody, including the most vulnerable residents, could share in the benefits of the city's growth, underpinned by a Council that was enabling communities to solve local problems, at a time of reducing resources.

The report used indicators, contextual information and comparative information to describe and explain how the Council and the city's performance compared to previous years and to other places. Of the 67 headline indicators, 42 indicators improved or stayed the same, 17 indicators got worse, 1 indicator couldn't say since it was updated every other year and targets were not applicable for the remaining 7. Further information was included in a second appendix to the report. Members noted that this progress had been made in the context of a sustained reduction in overall resources, with the Council receiving £107m less core government grant in 2017/18 than the equivalent figure received in 2010/11.

The report also set out how the Council was addressing inequalities. A third appendix to the report set out the Council's performance management framework which detailed how the Council planned and organised its resources to achieve its vision and priorities.

The Cabinet noted that the Housing and Homelessness Strategy was a key priority for the Council and it was likely that there would be additional performance indicators in this area. There was also likely to be a refresh of the tourism indicators.

A Briefing note detailing the Scrutiny Co-ordination Committee's consideration of the report was attached to the report. The Committee decided that:

- (1) The Council's performance, as set out in the performance report, be noted.
- (2) 'One Coventry', the rebranded Council Plan, and the Council's revised performance management approach, be noted.
- (3) The Chairs of the Scrutiny Boards to give further consideration to the table of indicators relevant to the work of their Boards, with update reports being submitted to future meetings, if appropriate.
- (4) Additional information be circulated to members on the smoking statistics, in particular the monitoring of mothers post birth.

**RESOLVED that the Cabinet:**

- 1) Notes the Scrutiny Co-ordination Committee's consideration of the Council Plan 2017/18 end of year performance report**
- 2) Approves the Council Plan 2017/18 end of year performance report.**
- 3) Notes "One Coventry", the rebranded Council Plan, and the Council's revised performance management approach.**

## **62. Microsoft Enterprise Agreement**

The Cabinet considered a report of the Deputy Chief Executive (People) that sought approval for the procurement of a new three year contract to appoint a reseller for the renewal of the Council's Microsoft Enterprise Agreement (EA).

The EA was a volume licensing agreement that allowed the Council to legally access all of the licenced software products obtained from Microsoft. These products included Windows, Office 365 (including SharePoint and OneDrive) and the licensing for all back-end infrastructure supporting the systems in use across the organisation.

The maximum licence period for the EA was three years and the Council could not procure direct from Microsoft. For this reason, the Council engaged with a Microsoft reseller for transacting the EA. The Council's current reseller is Bytes Software Services Ltd, the existing 3 year EA transacted through them expired on the 31st March 2019.

ICT had been working with Microsoft and Bytes to audit the existing EA to ensure the Council only purchased the number of licences required for the new agreement. The Council's requirements had not changed significantly but the cost price had increased since 2015. The current indication was that the like for like renewal would be £1,073,000 per annum which represented a 30% increase.

Since the previous EA was procured, the Council had also taken the decision to move its corporate telephony solution from Mitel to Microsoft Skype. Skype licences could be procured as part of the EA agreement, so this cost, which equated to approximately £365k per annum for the new contract, would also be added to the new EA. Work was underway regarding procuring a specific telephony solution for the Customer Service Centre, the new solution would be in addition to Skype for Business therefore the potential costs for that, sat outside the scope of this report. The indicative total at the time of this report for the EA was £1.4m per annum (£4.3m for the 3-year contract).

Microsoft had confirmed there would be another 6% increase to its public sector pricing in October 2018. The Council had agreed an extension to this deadline to allow for further audit work to be concluded. By committing to the new EA before the 30th November 2018, the Council would avoid a further £86k per annum approximate increase in cost.

Although the Council were not in a position to compete for an alternative licence, it could still compete the spend to appoint the reseller. By completing a further competition through a national procurement framework, it would ensure it paid the lowest possible margin whilst giving compliance to its spend. The resellers also offered added value to the Council in terms of auditing its requirements and offering guidance and support as required.

Procurement intended to complete the further competition under Kent Commercial Services (KCS) Central Buying Consortium (CBC) Software Products and Associated Services framework (Y170358) Lot 1 - Microsoft. The framework had several approved Microsoft approved resellers including the Council's existing reseller Bytes that would allow for a competitive procurement process.

**RESOLVED that the Cabinet:**

- 1) Authorises the procurement of a new three year contract to appoint a reseller for the renewal of the Council's Microsoft Enterprise Agreement.**
- 2) Delegates authority to the Deputy Chief Executive (People) and Director of Finance and Corporate Services to agree the award of contract(s) following the procurement process.**

**63. Land at Browns Lane, Coventry**

The Cabinet considered a report of the Deputy Chief Executive (Place) on proposals to market and dispose of land at Browns Lane, Coventry.

The Council owned the freehold of land located at Browns Lane comprising approximately 42 acres. The site had been allocated as a future housing site in the Coventry Local Plan which was adopted by the Council on 5<sup>th</sup> December 2017 (their minute 70/17 referred). The Plan evaluated the land at Browns Lane with a capacity of up to 475 dwellings.

Consultants would be instructed to undertake requisite studies and to prepare and submit Outline Planning Applications for the land to establish the principle and density. Subsequent to planning permission being granted, the site would be released for marketing and disposal by tender over the financial years between 2020-2022.

**RESOLVED that the Cabinet:**

- 1) Approves the undertaking of requisite studies and the preparation and submission of an outline planning application for residential development of the land at Browns Lane, Coventry.**
- 2) Agrees to enter into negotiations with adjoining land owners for Browns Lane for a more comprehensive development (if applicable).**
- 3) Approves the marketing and disposal of Browns Lane by tender.**
- 4) Delegates authority to the Director of Property Management and Property Services, following consultation with the Cabinet Member for Jobs and Regeneration, for any subsequent variation in terms.**
- 5) Delegates authority to the Legal Services Manager to execute all the necessary documentation for the freehold transfer of the land at Browns Lane.**

**64. One Strategic Plan - SEND Proposal for the use of the Woodlands Site**

The Cabinet considered a report of the Deputy Chief Executive (People) that sought in principle approval to co-locate Woodfield Primary and Secondary Schools to the site previously occupied by Woodlands School, Broad Lane, Coventry.

Under Section 14 of the Education Act 1996, Coventry City Council had a statutory duty to ensure sufficient school places and fair, appropriate access to education for all. It was the Council's role to plan, commission and organise school places in a way that raised standards, managed supply and demand and created a diverse infrastructure.

Cabinet, at their meeting on 2<sup>nd</sup> October 2018 (minute 46 referred), approved in principle the draft One Strategic Plan and agreed that this should now be consulted on. The One Strategic Plan set out pupil forecasts for primary and secondary across education planning areas in response to rising or falling pupil cohorts across the city. It outlined the strategy proposed by the Local Authority and the Coventry Secondary Headteacher Partnership to meet the additional places required in secondary provision from 2019 – 2021.

The One Strategic Plan also outlined the strategy to meet the growing demand for places for children with special educational needs and disabilities including provision for children age 5 to 16, with complex social, emotional and behavioural difficulties. This specialist provision was currently delivered by Woodfield Special School from two separate sites. It was acknowledged that the existing school buildings were deemed unsuitable for purpose in the long term and had insufficient capacity to meet the growing demand.

An opportunity had arisen to re-use the site which contained listed buildings, previously occupied by Woodlands School, to co-locate Woodfield School, in its entirety. This would provide a future proofed fit for purpose educational environment, offering a full range of facilities including sport to learners, with the capacity for the provision to grow. The potential utilisation of the 'Woodlands site' enabled the physical separation of phases specifically primary and secondary to ensure that pupils from either phase were able to benefit from age appropriate curriculum and resources. The site security and design would ensure that pupils would only be able to access their own internal and external learning environment.

The report set out how the relocation could be facilitated and sought an "in principle" approval to proceed with a detailed feasibility study, consultation and, if appropriate, present final proposals for Council consideration and decision.

**RESOLVED that the Cabinet:**

- 1) Approves the principle of refurbishing the existing Woodlands School site to provide a new home for the existing Woodfield Primary and Secondary schools, the potential subsequent relocation of the Woodfield schools to the Woodlands site, and to apply for planning/listed building consent in order to be able to implement the proposals if a subsequent detailed feasibility study is approved by a future Cabinet and Council.**
- 2) Approves the proposal to pursue planning consent for residential use and subsequent disposal, subject to consent being granted, of the current Woodfield Primary (Stoneleigh Road) and Secondary (Hawthorne Lane) sites and to "ring fence" the receipts towards the costs of implementing recommendation 1) above.**
- 3) Undertakes all necessary consultation with families, the wider education community and all statutory bodies on the proposals set out in recommendation 1) above and to bring the outcome of the consultations and feasibility study, along with the financial implications of any final proposal, back to Cabinet and Council for consideration in making any final decision.**

**65. Procurement of Contract for Maintenance and Inspection Service of Traffic Signal Equipment and Intelligent Transport Equipment and Supply and Installation of Traffic Signal Equipment and Other Works**

The Cabinet considered a report of the Deputy Chief Executive (Place) which sought approval for the procurement of a contract for maintenance and inspection

service of traffic signal equipment and intelligent transport systems, and for the supply and installation of traffic signal and equipment.

A corresponding private report was also submitted to the meeting setting out the commercially confidential matters of the proposal. (Minute 69 below refers.)

Traffic signal controller junctions and pedestrian crossings must be maintained and inspected at regular time intervals. The Council had a duty as the responsible authority to ensure that the equipment used for the safe management of traffic was reliable and continued to operate as intended.

The scope of this contract would include the supply of goods, works and services associated with the: -

- Maintenance and inspection of traffic signals controlled junctions, pedestrian crossings and cycle crossings.
- Maintenance and inspection of Intelligent Transport Systems equipment including car park variable message signs, free text variable message signs etc.
- Installation of new traffic signal controlled junctions, pedestrian crossings and cycle crossings.
- Upgrade of existing installations;
- Minor civil engineering works associated with the upgrade of existing installation and the installation of new schemes.

The current contract for maintenance, inspection, supply and installation was procured collaboratively with Warwickshire County Council, Solihull Metropolitan Borough Council and Nottingham City Council and was due to end on the 30th June 2019. To ensure a new contract was place by 1st July 2019 it was necessary to start the procurement process. To put an attractive proposition to market and achieve best value, it was proposed that the Council would participate in a joint procurement exercise with Warwickshire County Council (as the lead authority) and Nottingham City Council to procure a contract for an initial period of five years and, thereafter renewable by agreement for further period(s) up to a maximum of not more than 2 years.

The City Council's current expenditure was likely to increase over the life of the new contract due to external funding opportunities including City of Culture, Housing Development, National Productivity Investment Fund, Transport for West Midlands and Air Quality Management.

**RESOLVED that the Cabinet:**

- 1) Gives approval to proceed with an appropriate procurement process for the Supply, Installation, Inspection and Maintenance of Traffic Signal Equipment and Intelligent Transport Systems in conjunction with Warwickshire County Council and Nottingham City Council.**
- 2) Authorises the Deputy Chief Executive (Place), following consultation with Cabinet Member for City Services, to enter into the relevant contract for the Supply, Installation, Inspection and Maintenance of**

**Traffic Signal Equipment and Intelligent Transport Systems, on terms and conditions acceptable to the Deputy Chief Executive (Place).**

**66. Outstanding Issues**

There were no outstanding issues.

**67. Draft Housing and Homelessness Strategy 2019-2024 Public Consultation**

The Cabinet considered a report of the Deputy Chief Executive (Place) that requested permission to carry out public consultation on the draft Housing and Homelessness Strategy 2019-2024, attached as an appendix to the report.

The Council was required to have an up to date Strategy to prevent homelessness. The current Housing and Homelessness Strategy covered the period from 2013 to 2018. Following engagement with key stakeholders, a draft Housing and Homelessness Strategy for 2019-2024 had been produced. The Strategy 2019-2024 focussed on four main themes:

- Preventing homelessness and supporting homeless households - this theme would be the Homelessness Strategy for the city and would embed the principles of preventing homelessness and providing effective support if people do become homeless, through adoption of the pathways model. To achieve this, actions would be put in place to increase effective partnership working both within the Council and with relevant partners, improve the information and advice available, and include support for people to sustain tenancies and build resilience to avoid the future risk of homelessness. This would also include a review of the Coventry Homefinder policy and the re-commissioning of homeless and ex-offender accommodation and floating support services.
- New Housing Development – this theme would focus on ensuring that the growth needs of the city were met with an appropriate mix of housing types and tenures. To achieve this, actions would be put in place to develop the relevant supplementary planning documents (SPDs), to work collaboratively with developers, Registered Providers (housing associations) and Homes England to ensure that affordable housing needs were met, and improve the design and diversity of new housing development.
- Improving the use of existing homes – this theme would focus on the city’s existing housing stock and ensure it was used in the most effective and efficient way to meet the needs of local people. To achieve this, actions would be put in place to reduce the number of empty homes, improve the standard and management of rented housing, including exploring options for discretionary licensing, and improve the quality of existing homes through energy efficiency measures etc.
- Support for people and communities – this theme would focus on ensuring that the city’s housing was fit for an aging population, people that need support to live independently were able to access it, and support for communities to influence housing in their area through Neighbourhood Plans and regeneration. To achieve this, actions would be put in place to assess the

need for supported housing, administer disabled facilities grants (DFGs), and support communities that wanted to prepare a neighbourhood plan.

The Draft Action Plan, attached as a second appendix to the report, was published alongside the Draft Housing and Homelessness Strategy. Once approved, the action plan would be regularly reviewed and updated to ensure that actions were being progressed and responses were being made to any changes in trends or issues that emerged during the lifetime of the Strategy.

**RESOLVED that the Cabinet:**

- 1) Approves a period of public consultation with the local community and key stakeholders on the Draft Housing and Homelessness Strategy 2019-2024, as attached as an Appendix to the report.**
- 2) Instructs officers to produce a final Housing and Homelessness Strategy following the public consultation, for approval and adoption by the Cabinet and Council.**

68. **Any other items of public business which the Chair decides to take as a matter of urgency because of the special circumstances involved.**

There were no other items of public business.

69. **Procurement of Contract for Maintenance and Inspection Service of Traffic Signal Equipment and Intelligent Transport Equipment and Supply and Installation of Traffic Signal Equipment and Other Works**

Further to Minute 65 above, the Cabinet considered a private report of the Deputy Chief Executive (Place) setting out the commercially confidential matters relating to proposals for the procurement of a contract for maintenance and inspection service of traffic signal equipment and intelligent transport systems, and for the supply and installation of traffic signal and equipment.

**RESOLVED that the Cabinet:**

- 1) Gives approval to proceed with an appropriate procurement process for the Supply, Installation, Inspection and Maintenance of Traffic Signal Equipment and Intelligent Transport Systems in conjunction with Warwickshire County Council and Nottingham City Council.**
- 2) Authorises the Deputy Chief Executive (Place), following consultation with Cabinet Member for City Services, to enter into the relevant contract for the Supply, Installation, Inspection and Maintenance of Traffic Signal Equipment and Intelligent Transport Systems on terms and conditions acceptable to the Deputy Chief Executive (Place).**

70. **Any other items of private business which the Chair decides to take as a matter of urgency because of the special circumstances involved.**

There were no other items of private business.

(Meeting closed at 2.55 pm)