

Time and Date

10.00 am on Tuesday, 23rd February, 2016

Place

Committee Rooms 2 and 3 - Council House

Public business

1. **Apologies**
2. **Declarations of Interest**
3. **Connecting Communities - Phase 1 Outcome of Consultation** (Pages 3 - 196)
Report of the Executive Director of Resources
4. **2016/17 Council Tax Setting Report** (Pages 197 - 204)
Report of the Executive Director of Resources
5. **Budget Report 2016/17** (Pages 205 - 252)
Report of the Executive Director of Resources
6. **Outstanding Issues**
Report of the Executive Director, Resources
7. **Any other items of public business which the Chair decides to take as a matter of urgency because of the special circumstances involved.**

Chris West, Executive Director, Resources, Council House Coventry

Monday, 15 February 2016

Note: The person to contact about the agenda and documents for this meeting is Lara Knight / Michelle Salmon, Governance Services, Tel: 024 7683 3237 / 3065, Email: lara.knight@coventry.gov.uk / michelle.salmon@coventry.gov.uk

Membership: Councillors R Brown (Deputy Cabinet Member), D Gannon, D Kershaw, A Khan (Deputy Chair), R Lancaster, A Lucas (Chair), E Ruane, F Abbott, K Maton, K Caan, J McNicholas (Deputy Cabinet Member), J Clifford (Deputy Cabinet

Member), S Thomas (Deputy Cabinet Member) and R Auluck (Deputy Cabinet Member)

By invitation Councillors A Andrews and J Blundell (non-voting Opposition representatives)

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

If you require a British Sign Language interpreter for this meeting
OR if you would like this information in another format or
language please contact us.

**Lara Knight / Michelle Salmon, Governance Services,
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Public report Cabinet Report

Cabinet

23 February 2016

Name of Cabinet Member:

Cabinet Member for Strategic Finance and Resources – Councillor Gannon
Cabinet Member for Education – Councillor Kershaw
Cabinet Member for Children and Young People – Councillor Ruane

Director Approving Submission of the Report:

Executive Director of Resources

Ward(s) affected:

All

Title:

Connecting Communities – Phase 1 Outcome of Consultation

Is this a key decision?

Yes – the proposals in the report will affect the whole city and involve financial implications in excess of £1m

Executive Summary:

Connecting Communities is an ambitious and wide reaching approach to radically redesign services through co-production and collaboration with local communities. The approach focuses on how services might be delivered differently in the future in the communities and neighbourhoods where there is most need, and within the resources available.

This might include joining services together to reduce the number of buildings and staff that the Council and other statutory organisations require to deliver services.

Phase 1 of this element of Connecting Communities focuses on ten specific proposals for the delivery of a £1.2 million saving. The target for 2016/17, set through the original City Centre First programme for 2016/17 was £1 million but proposals made to Cabinet in November 2015, exceeded this by £0.2 million.

A public consultation process on the ten proposals took place between 7 December 2015 and 1 February 2016.

Cabinet also agreed for officers to begin to progress a widescale engagement programme, using innovative engagement methods, with residents, community groups and partner organisations.

This report provides an update on this activity and proposed next steps.

Proposals to achieve a further £3.8million savings needed for 2017/18 (Phase 2) will be developed following engagement between now and May 2016. Proposals for consultation will be brought to Cabinet in the summer of 2016. This reflects the total saving requirement of the original City Centre First programme of £5 million.

A number of Council services are included within the scope of Connecting Communities i.e. libraries, youth centres and services, children's centres, Play Centres, community centres, public conveniences and adult education. This list is by no means exhaustive and is expected to eventually comprise all elements of People Directorate, and possibly wider service transformation to deliver broader savings targets.

This report and its associated appendices deal with the consultation outcomes, the identified impacts of the proposals and make a set of recommendations for Cabinet to consider.

Recommendations:

Cabinet is recommended to:

1. Note that 7 petitions were considered by the Cabinet Members for Education and Children and Young People in relation to the proposals at their respective meetings on 12th February 2016 and have been considered and included as part of the consultation process and outcomes.
2. Consider the outcome of the consultation and the resulting equality impacts and the updated Equality and Consultation Analysis in **Appendix A** of this report.
3. Approve the implementation of the proposals detailed in **Appendix B**:
 - a. For the Council to stop providing play activities at Edgewick and Eagle Street Play Centres and for the Council to lease the buildings to third party operators to be used for nursery provision for two, three and four year olds instead by September 2016.
 - b. To end delivery of library services from the Arena Park Library facility by not renewing the lease and to continue engagement with Holbrooks Community Care Association (HCCA) about the potential delivery of a reduced library service to be provided in the HCCA building by September 2016.
 - c. To end delivery of library services by not renewing the lease from the current Willenhall Library facility and to continue engagement about the potential delivery of a reduced library service to be provided in the Hagard Centre building by September 2016.
 - d. To end the mobile library service by 1 June 2016.
 - e. To cut the library media fund of £658,000 to £558,000 with effect from 1 April 2016.
 - f. For Central Library to continue to open seven days per week, but to close one hour earlier on weekdays – closing at 7pm instead of 8pm by September 2016.
 - g. To close Caludon Castle, Earlsdon and Foleshill libraries on Wednesdays and close Stoke and Tile Hill on Sundays by September 2016. To agree in principle that Bell Green, Earlsdon and Foleshill libraries remain open on Sundays provided that officers are satisfied as to the viability of a mix of paid staff and volunteers operating

the libraries on these days. In the event officers are not satisfied the question of whether the libraries should remain open on Sundays would be referred back to the Cabinet Member for Education.

- h. Withdraw the youth services commissioning budget effect from 1 April 2016 and continue to work with the community and voluntary sector to explore the best way that youth services for young people should be delivered across Coventry.
- i. To close six public conveniences located outside the city centre from 1 April 2016, keeping open the two city centre public conveniences.
- j. To enter into a lease with each of the community associations currently managing the community centres (six) within 12 months from approval of the proposal subject to variations to the approach specifically for Radford and Foleshill Community Centres

List of Appendices included:

Appendix A - Equality Consultation Analyses.

Appendix B - Final proposals for 2016/17 (Connecting Communities, Phase 1).

Appendix C - Connecting Communities (Phase 1) Programme Impact Analysis

Background papers:

None

Other useful documents

Connecting Communities – Cabinet – 26 November 2015

<http://moderngov.coventry.gov.uk/ieListDocuments.aspx?CId=124&MId=10764&Ver=4>

Empowered Citizens: Networked Communities

<http://democraticservices.coventry.gov.uk/documents/s27373/Empowered%20Citizens%20Networked%20Communities.pdf>

Has it been or will it be considered by Scrutiny?

No

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

No

Will this report go to Council?

No

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Report title: Connecting Communities

1. Context (or background)

- 1.1 The Council's budget setting report for 2016/17 sets out a series of spending pressures and savings proposals for 2016/17 and beyond, taking into account proposals that have already been made, in earlier budget setting reports as part of the Council's medium term financial strategy.
- 1.2 These proposals in the budget setting report focused on ways, in light of reducing resources, the Council needed to protect the city's most vulnerable residents while supporting economic regeneration, investment, growth and job creation in the city.
- 1.3 The original City Centre First element of Connecting Communities is a key part of these proposals. The Council's budget setting report 2015/16 set saving targets for Connecting Communities of £1 million in 16/17, rising to £5m in 17/18.
- 1.4 Connecting Communities is a transformational approach that will enable services to be developed in areas where there is most need, focusing on making the best use of resources across sectors, organisations and groups and local communities.
- 1.5 This report describes the progress made with the emerging Connecting Communities programme, which replaces and expands the City Centre First programme. An update is provided on the steps the Council is taking to deliver the ambitious changes needed in order to deliver essential support against a background of significant spending cuts that will, by 2017, see the Council's grant from Government halved from 2010 levels.
- 1.6 Connecting Communities, to reflect the importance of delivering support effectively in neighbourhoods, aims to:
 - Transform the provision of public services by identifying existing community strengths, resources and aspirations in communities
 - Work with and support communities and organisations who want to develop and deliver alternative support and services in their communities
 - Invest in ways of delivering high quality services
 - Focus key services in areas of highest need
 - Deliver better services at lower cost – developing high quality services in fewer high quality buildings
- 1.7 While the aim of Connecting Communities is to empower local communities to be creative and to collaborate with others on how services can be delivered differently in the future, there is also an initial savings target of £5m, from the original City Centre First programme, set against the approach; for delivery by 2017/18.

1.8 Scope of Connecting Communities

- 1.8.1 The scope of Connecting Communities includes, but is not limited to, all community facing services operating from Council or community buildings excluding schools and in particular includes:
 - 17 libraries
 - 8 youth centres and youth services provided in 7 community venues
 - 14 children's centres managed by the Council and three operated by private, voluntary or independent sector
 - 2 play centres

- 21 community centres – 6 of these are directly controlled by the Council
 - 6 public conveniences outside the city centre
 - 26 sites where adult education classes are delivered (many of these taking place in the venues and centres listed)
- 1.8.2 The scope of Connecting Communities may be expanded to include other council support.
- 1.8.3 This original savings target for City Centre First, that was then set against Connecting Communities, meant that some specific proposals were required for delivery in 2016/17 and further proposals are required for 2017/18.
- 1.8.4 To enable delivery of 2016/17 savings target of £1m, ten specific proposals were developed and Cabinet approved a consultation with stakeholders to take place from 7 December 2015 to 1 February 2016.
- 1.8.5 This report and associated appendices details the outcome of the consultation and makes recommendations on proposals to be implemented. Each of the proposals consulted upon in each of the ten areas of activity are outlined in section 2 below.

1.9 Emerging messages from the consultation

- 1.9.1 There are a number of emerging messages from consultation feedback that do not relate specifically to individual proposals but the overall Connecting Communities approach and proposals consulted on to date as part of Phase 1. These are described below:
- Views that the consultation process could have been more accessible and better publicised. A significant range and number of responses were received as described in section 3 below.
 - General perception that the Council should continue to *provide* and *do*. Where alternatives have been suggested, the majority of these focus on what the Council can do differently rather than what communities or other organisations could do. It was made clear during the consultation that this approach is not viable.
 - Some suggestions that the Council could charge people to use services or generate income in other ways and views that the Council should consider reducing hours or closing smaller libraries in order to keep busier libraries open. The idea of seeking the sponsorship of libraries from businesses in the city was raised. This can be further tested through the Connecting Communities Phase 2 engagement process.
 - It was made clear that Coventry's residents value the library service and staff and consider that libraries are vital for accessing computers and the internet, for others it is somewhere to go and meet others and reduce social isolation. Parents and children value the opportunity to attend activities and interact with others, sometimes from different backgrounds.
 - Concern about potential negative impact of a number of proposals on older people, children and people with disabilities particularly in relation to proposed closure of Public Conveniences, the Mobile Library service, Play Centres and the proposed changes to library provision. The Equality Consultation Analyses have considered these concerns and where possible identified potential ways to mitigate against any negative impact. However, it will not be possible for the

Council to mitigate against all potential impacts and these are areas that Cabinet Members will need to consider when making their decisions.

- A concern that there will be a negative impact on the local community in Foleshill as a result of the proposal to stop the provision of play activities. The Equality Consultation Analyses have considered these concerns and where possible identified potential ways to mitigate against any negative impact. However, it will not be possible for the Council to mitigate against all potential impacts and these are areas that Cabinet Members will need to consider when making their decisions.
- Recognition that the proposals could have been more severe but concern about future service reductions. It was made clear during the consultation that there will be a need for further changes to Council services due to budget reductions but there are also opportunities to deliver services differently and more effectively.
- Lack of viable alternative options to save money or communities identifying their own ability to contribute to their local community; particularly as part of Phase 1. This is the start of a new conversation with local communities and we recognise that changing relationships and expectations takes time.
- Concern about how alternative community based libraries will work in practice i.e. location of library service within building, accessibility and whether buildings can be used for activities other than the specific library provision. These concerns will be taken into account as alternative library models are developed and implemented.
- Suggestion that the Council can make savings in other places e.g. senior manager salaries, Member allowances, roadworks, new buildings or make use of reserves to avoid the need to reduce services.
- Need to further develop with the public what we really mean by Connecting Communities and the value this could have in helping local communities to achieve their aspirations in the future. Work is in progress to communicate to the public in a way that is meaningful as this approach develops.

1.10 Delivering broader transformation through Connecting Communities

- 1.10.1 Redesigning services is a key component of the Connecting Communities approach and in some areas significant work continues to progress.
- 1.10.2 Two workshops have taken place since November 2015 to begin to explore with partners, the potential to collaborate and achieve both improved outcomes for people living in the city and required budgetary savings.
- 1.10.3 These workshops have started discussions between a range of public and voluntary sector organisations about current challenges and opportunities that might already exist, or could be created, to work together differently.
- 1.10.4 Public, voluntary and community sector partners are in a situation of having to make cuts and are keen to explore where there is appetite or opportunity to jointly deliver services with partners, or to encourage alternative community provided services.

- 1.10.5 The concept of organisations working across a variety of levels, from community roots through to big systems leadership; to enable development has been introduced and supported by the Local Public Services Board and as part of workshop and individual partner discussions.
- 1.10.6 Five neighbourhoods have been identified as being part of a first wave of engaging differently with local communities. This engagement will involve the communities themselves but also public sector organisations operating in that area, local ward councillors and others who are able to contribute and add value. The aim is to build on existing community strengths and existing networks to develop relationships between citizens and with local organisations, which actively promote and support collaboration to develop new local service models, which include community-led provision alongside public sector services.
- 1.10.7 More detail is set out in the report 'Empowered Citizens: Connected Communities'. The approach was agreed by the Cabinet Member Community Development, Co-operatives and Social Enterprises on 28th January 2016.
- 1.10.8 This type of engagement approach, and changing the way that engagement has been delivered historically, takes time to achieve.
- 1.10.9 The Council will therefore need to identify proposals to achieve the £3.8m saving, required specifically as part of Connecting Communities Phase 2, using a more traditional approach.
- 1.10.10 Opportunities identified through the Transition fund process will support this and where groups have expressed an interest in a particular area of service delivery, they will be directly involved in a process of targeted engagement for Phase 2.
- 1.10.11 Officers will develop outline proposals and work these up further in discussion with key stakeholders.
- 1.10.12 The innovative use of technology will play an important part in delivering the Connecting Communities programme. This could include technology that enables increased levels of self-serve and digital literacy, up to date public access equipment, loaning resources in different locations or through digital methods, and mobile working for staff that further reduces reliance on buildings as fixed service delivery or staff bases, enabling staff to spend more time with customers.
- 1.10.13 The opportunities to develop the use of technology in Council services will be considered during the engagement programme with opportunities being taken as they arise based on affordability, the Council's ICT strategy and service objectives. By mid-March 2016 all Coventry libraries, including those delivered in partnership, will have free high speed public Wi-Fi as standard following a successful grant award from the Arts Council.

2. Options considered and recommended proposals

- 2.1 The consultation analysis for each individual proposal is contained within the appendices to this report along with the accompanying Equality and Consultation Analysis. Cabinet is required to read all of this material when making their decision. The summaries below do not provide a comprehensive treatment of all of the issues raised during the consultation but highlight those considered to be most significant.

- 2.2 During and following conclusion of the consultation the comments received in respect of each proposal were collated and analysed. The impact of each proposal was considered as well as the overall impact of the proposed change. An overarching impact analysis has been completed to illustrate this and is included in **Appendix C** of this report.
- 2.3 Consideration has been given to consultation feedback and equality analysis to inform a view on whether the existing proposal should proceed as originally described, be varied in light of consultation feedback and impacts or withdrawn. The following sections summarise this for each proposal with full information included in the appendices.
- 2.4 Proposal 1 - Play Centres**
- 2.4.1 In reading this section please refer to:
- Appendix A – ECA, Play Centres**
Appendix B – Proposal, Play Centres
- 2.4.2 **Proposal summary**
- 2.4.2.1 The proposal was for the Council to stop providing play activities at Edgewick and Eagle Street Play Centres and to explore the option for them to be used for nursery provision for two, three and four year olds. The specific areas consulted on are detailed in Appendix B.
- 2.4.3 **Summary of consultation response**
- 2.4.3.1 This proposal has generated the greatest level of interest, with 5 petitions, media coverage, letters from children and opposition from a local school. Parents are particularly concerned about a lack of safe places for children to play in Foleshill and consider the Play Centres to have a positive impact on the lives of their children.
- 2.4.3.2 The viability of using the existing Play Centre buildings for nursery provision was explored during the consultation period and the response was positive, with three providers planning to submit a business case for both Play Centres, a further two just for Eagle Street and one just for Edgewick.
- 2.4.3.3 There is also a clear evidence base to demonstrate the need for nursery provision in the Foleshill area; particularly the 2 year old places. Foleshill has a lower uptake than other areas of Coventry. This links to the Early Help and Prevention Strategic objectives of supporting children to get ready for school, by giving them quality early learning opportunities and giving them the best start in life.
- 2.4.3.4 In addition, the Childrens Centre also based in Foleshill, will provide some mitigation of some of the perceived impacts of the Council ceasing to provide play activities e.g. provision of information and advice and a contact point to raise safeguarding concerns. Local schools will also be encouraged to consider additional after-school provision, although these decisions are at the discretion of these individual schools.
- 2.4.3.5 One e-petition and four written petitions have been submitted asking for the Council to reconsider this proposal. In accordance with the City Council's procedure for dealing with petitions, these play centre petitions were submitted for consideration by the Cabinet Member for Children and Young People on 12th February 2016.

- 2.4.3.6 The Council received an e-petition, "To save the closure of Edgewick and Eagle Street Play Centres" on 8th January 2016. The e-petition was organised by a Foleshill Ward resident and has 12 signatures as at 12th February 2016. The petition states:

"This petition is to save the closure of Edgewick and Eagle Street Play Centres. These centres are the last of the play centres within Coventry, and provide a safe place for our children to play. They are a place where multi-cultured children play together, and is one of only a few things which are still running which bring the community together. The council want to replace these for nurseries for the under 2's, but then there will be nothing for the older children left within Coventry where the children to play together safely. It is also where parents can report any misbehaviour's within and around the park, e.g. drug users, needles being found, which unfortunately is not as uncommon as some may think. Generations of families have used the play centres, and parents whom I have spoken to who used the centres themselves say it is where some of their fondest memories lay, so it would be a real shame to take this opportunity away from this and future generations."

- 2.4.3.7 A written petition was submitted to the Council on 17th December 2015. This was organised by a Foleshill Ward resident and has 72 signatures as at 12th February 2016. The petition states:

"We the undersigned, request the mayor and Councillors of Coventry City Council to immediately stop and remove any plans to close the usage of Eagle Street Play centre for children's play activities. The Eagle Street Play Centre has been operating for many years and has provided children of all cultures and backgrounds an opportunity to play together in a safe, warm and friendly environment. This has been instrumental in allowing children to have fun and at the same time learn to integrate successfully within a multicultural society. The Play Centre provides activities year round such as arts and crafts, sports and games, organised trips and much more."

- 2.4.3.8 A written petition was submitted to the Council on 23rd December 2015. This was organised by a Foleshill Ward resident and has 153 signatures as at 12th February 2016. The petition states:

"We, the undersigned parents have benefited from the play centres. We believe that taking the centre away will have a very negative effect on our communities and ask the Council to consider how they can be saved."

- 2.4.3.9 A written petition was submitted to the Council on 23rd December 2015. This was organised by a Foleshill Ward resident and has gathered 145 signatures as at 12th February 2016. The petition states:

"Petition to save our centres Edgewick and Eagle Street."

- 2.4.3.10 A written petition was submitted to the Council on 30th January 2016. This has gathered 311 signatures as at 12th February 2016. The petition states:

"Change their stance on public service cuts for free childcare! With new cuts from the council, free after school and holiday centres risk being cut. However, this can cause problems for the children that rely upon these centres. These cuts could see children playing by dangerous roads or getting caught up in gangs. The petition's aim is to make the council aware of the effect their decisions will have. We will not have them turn a blind eye to our children."

2.4.3.11 The Cabinet Member for Children and Young People considered the above petitions at a meeting held on 12th February 2016. The petition organisers were invited to the meeting to present the concerns of the petitioners.

2.4.3.12 Having considered the issues raised, the Cabinet Member recommended that the Cabinet note the concerns raised within the petitions (as detailed in paragraphs 2.4.3.6 to 2.4.3.10 above).

2.4.4 Summary of impact analysis

2.4.4.1 Within the population that would be affected by this proposal there are protected groups of age, race and deprivation.

2.4.4.2 At the time of writing the original proposal document in November 2015, 173 children were registered across both the Play Centres (including 14 known to Children's Services).

2.4.4.3 The proposal would specifically impact on the children who currently attend the Play Centres and their families.

2.4.4.4 The majority of children who attend the Play Centres are from Black and Minority Ethnic Groups and Foleshill is located in an area of deprivation in the city.

2.4.5 Consideration of the consultation

2.4.5.1 There is no requirement for the Council to deliver unregulated play activities in the city. These activities are not generally provided by other Councils and Foleshill is the only part of Coventry where these activities are provided.

2.4.5.2 There is also evidence that there are not enough early learning (nursery) places in the Foleshill area for two, three and four year olds. The evidence is that the participation of 2, 3 and 4 years olds in these improves the chances of children being ready for school.

2.4.6 Proposal following consultation

2.4.6.1 The proposal is for the Council to stop providing play activities at Edgewick and Eagle Street Play Centres and for the Council to lease the buildings to third party operators to be used for nursery provision for two, three and four year olds instead by September 2016.

2.4.6.2 Although potential nursery providers will be encouraged to consider their ability to provide activities for children at all times of the day, this would be at their own cost; although there may be opportunities for providers to apply for a broader range of funding to provide this type of activity. There would be no resource or commissioning commitment from the City Council in relation to this and decisions in this respect would be completely at the providers own risk. If potential nursery providers chose to provide play activities then they may charge for this service.

2.4.6.3 A plan will be developed to stop providing play activities from the existing Play Centre buildings and for nursery providers to begin delivery by September 2016. Existing play activities would stop prior to this date, subject to staff consultation and implementation will be carefully managed in line with Council Policies and Procedures.

2.5 Proposal 2 – Arena Park Library

2.5.1 In reading this section please refer to:

Appendix A – ECA, Arena Park Library

Appendix B – Project Proposal, Arena Park Library

2.5.2 Proposal summary

- 2.5.2.1 The proposal was to end delivery of library services from the Arena Park Library facility (and not renew the lease) and to enter into discussions to relocate reduced library provision at an alternative community location in Holbrooks.

2.5.3 Summary of the consultation response

- 2.5.3.1 During the consultation, discussions were progressed with Holbrooks Community Care Association (HCCA) to explore the viability of the provision of an alternative, reduced community library service in their building in Holbrooks.
- 2.5.3.2 These discussions were positive and HCCA have formally expressed an interest in the Transition Fund to enable them to progress this.
- 2.5.3.3 HCCA will now be required to complete a Business Case, as part of the Transition Fund process, to demonstrate their ability to deliver a library service. This will take place at the same time as further work with managers from the Library Service to ensure sustainability. HCCA will be supported in the co-delivery of a local library service for the Holbrooks area by limited Council staff support and use of library service stock and other resources.
- 2.5.3.4 During the consultation, there were clear concerns raised about the need to ensure accessibility to the new service location. The current library is seen to be in a convenient location and there are concerns about the potential loss of other services that are provided from the building. These matters will be taken into account when planning service changes.
- 2.5.3.5 A petition was received that relates to this proposal. In accordance with the City Council's procedure for dealing with petitions relating to library issues will be heard by the Cabinet Member for Education on 12th February 2016.
- 2.5.3.6 An e-petition was received by the City Council on 27th January entitled "Save Arena Park Library Community Hub". The petition closed before the Cabinet Member's meeting on 12th February 2016. The petition had 5 signatures in total. The petition states:

"Arena Park Library is a more than just a library, it is a Community Hub valued by so many people.

The library, the third busiest in the city, also provides a home for many community groups such as Friendship Group, Book Club Group, Poetry Group, Knit and Natter Group, Rhyme Time Groups, Stay and Play Groups and is a Homework Help Hub, to name but a few. There are community groups meeting within the library most mornings and afternoons. It also provides free Community IT access for a great many people. The library is a part of the Arena Park Shopping Complex. This means that it is extremely well supported by the public transport network, has extensive adjacent

parking and wonderful disabled access. The City Council is planning to close all of this and replace it with a small self service facility. This alternative will have no staff and will not support the community in anyway. It is purely a cost cutting exercise. They have already drastically reduced the number of staff at the library.

I am a member of the Knit and Natter Group at Arena Park Library. We are a group of ladies from a variety of cultures and backgrounds who come together each week to support and encourage each other. Several members of the Group have mental health issues, two members of the Group have Special Educational Needs, some of the ladies use it as a way to improve their English language skills. These are people and issues that Coventry City Council claims to support. Yet they are willing to destroy all this with, I believe, no accurate picture of the effects that their actions will have on the lives of the people who are members of these Groups.

I want the Kirsten Nelson, Director of Education, Adult Education and Libraries to look again at the proposed "replacement" of Arena Park Library and to fully identify the impact of closing the city's THIRD BUSIEST library in the city. If it must be moved to save money (the company that owns the building is asking for the council to sign a five year lease agreement costing £160,000 per year), then move it to a similar sized location and retain all of its current facilities and staff.

2.5.3.7 The Cabinet Member for Education considered the above petition at a meeting held on 12th February 2016. The petition organiser was invited to the meeting to present the concerns of the petitioners.

2.5.3.8 Having considered the issues raised, the Cabinet Member recommended that the Cabinet note the concerns raised within the petition (as detailed in paragraphs 2.5.3.6 above).

2.5.4 **Summary of impact analysis**

2.5.4.1 Within the population that would be affected by this proposal there are protected groups of age, race, disability, gender, carers and deprivation.

2.5.4.2 Arena Park library has a total of 8,617 members (as at 3rd September 2015). In 2014/15 there were a relatively high percentage of members (1,184) living outside Coventry. That same year, it was the fifth highest library visited with the third highest issues of books in Coventry. The facility is leased to the Council by a private landlord.

2.5.4.3 The lease ended in September 2014 and the landlord of Arena Park Library is asking the Council to commit to a new five year lease at a cost of £160,000 a year. It is the most expensive community library. The nearest alternative library facilities are at Bell Green (2.3 miles* from Arena Park), Foleshill (2.1 miles* from Arena Park) and Jubilee Crescent (2 miles* from Arena Park).

*driving distance, source google maps

2.5.5 **Consideration of the consultation**

2.5.5.1 HCCA have provided the Council with an opportunity for services to be delivered differently in the community.

2.5.5.2 It is not viable for the Council to continue to pay such high lease costs in light of its budgetary position.

- 2.5.5.3 Although people are concerned about the perceived loss of a library service in a convenient location, the alternative location is in the same area of the city.

2.5.6 **Proposal following consultation**

- 2.5.6.1 To end delivery of library services from the Arena Park Library facility by not renewing the lease and to continue engagement with Holbrooks Community Care Association (HCCA) about the potential delivery of a reduced library service to be provided in the HCCA building by September 2016.

2.6 **Proposal 3 – Willenhall Library**

- 2.6.1 **In reading this section please refer to:**

Appendix A – ECA, Willenhall Library

Appendix B – Project Proposal, Willenhall Library

2.6.2 **Proposal summary**

- 2.6.2.1 The proposal was to end delivery of library services (and not renew the lease) from the current Willenhall Library facility and to continue discussions with the Hagard Centre about a more cost effective community library being located within the Centre.

2.6.3 **Summary of the consultation response**

- 2.6.3.1 During the consultation, discussions were progressed with the Hagard Centre to explore the viability of the provision of an alternative, reduced community library service in their building.
- 2.6.3.2 Discussions with the Hagard Centre have been positive and an expression of interest in the Transition Fund has been received to support the delivery of this alternative library service.
- 2.6.3.3 The Hagard Centre will now be required to complete a Business Case, as part of the Transition Fund process, to demonstrate their ability to deliver a library service. This will take place at the same time as further work with managers from the Library Service to ensure sustainability.
- 2.6.3.4 Some concerns have been expressed about space and access limitations in the proposed new library service location, however these would be considered as part of implementation of the new model.

2.6.4 **Summary of impact analysis**

- 2.6.4.1 Within the population that would be affected by this proposal there are protected groups of age, race, disability, gender, deprivation, pregnancy/maternity and carers.
- 2.6.4.2 Willenhall Library has a total of 3,408 members (as at 3rd September 2015). In 2014/15, there were 69 members living outside Coventry. That same year, it was the third busiest for visitors, and had the sixth most book issues. There are currently limited other library resources available for this part of the city.
- 2.6.4.3 The alternative library location is on the same road as the current library building.

2.6.5 Consideration of the consultation

2.6.5.1 The Hagard Centre has provided the Council with an opportunity for services to be delivered differently in the community.

2.6.5.2 Although concerns have been expressed about space and access limitations in the proposed new library service location, these would be considered as part of implementation of the new model.

2.6.6 Proposal following consultation

2.6.6.1 To end delivery of library services by not renewing the lease from the current Willenhall Library facility and to continue engagement about the potential delivery of a reduced library service to be provided in the Hagard Centre building by September 2016.

2.7 Proposal 4 – Mobile Library Service

2.7.1 In reading this section please refer to:

Appendix A – ECA, Mobile Library Service

Appendix B – Project Proposal, Mobile Library Service

2.7.2 Proposal summary

2.7.2.1 The proposal was to end the mobile library service. The mobile library service serves most parts of the city. The majority of stops are a mile or less from a library building. The service visits each of the 64 existing stops every week (Monday to Saturday).

2.7.3 Summary of the consultation response

2.7.3.1 A petition was received that relates to this proposal. In accordance with the City Council's procedure for dealing with petitions relating to library issues was heard by the Cabinet Member for Education on 12 February 2016.

2.7.3.2 An e-petition "Save the Mobile Library Service in Coventry" was presented to the Council on 3 December 2015. The e-petition organised by an Earlsdon resident and sponsored by Cllr Jaswant Singh Birdi gathered 16 signatures and has been subsequently added to by similarly worded hard copy petition which contained 193 signatures (total 209). The petition asked:-

"Coventry Council are consulting on changes to the library services in the City, with a proposal to scrap ALL mobile libraries across Coventry.

This petition requests the Council NOT to scrap the mobile library, but instead to explore the option of sharing this service with other Local Authorities (Similar to the service in Warwickshire and Solihull). This should enable the Council to make savings but also keep the mobile library running.

Cancelling the mobile library will mean that many people, especially in the rural parts of North-West Coventry, will be excluded from library services as the nearest ones will be in the city centre or other suburbs. On Wednesdays the only library proposed to be open will be the City Centre."

- 2.7.3.3 The Cabinet Member for Education considered the above petition at a meeting held on 12th February 2016. The petition organiser was invited to the meeting to present the concerns of the petitioners.
- 2.7.3.4 Having considered the issues raised, the Cabinet Member recommended that the Cabinet note the concerns raised within the petition (as detailed in paragraphs 2.7.3.2 above).
- 2.7.3.5 Concerns were raised during the consultation about the need to ensure that people who have limited mobility are able to access a library service and do not lose the interaction they currently have with library staff.
- 2.7.4 **Summary of impact analysis**
- 2.7.4.1 Within the population that would be affected by this proposal there are protected groups of age, race, disability, gender, pregnancy/maternity and deprivation.
- 2.7.4.2 The mobile library service serves most parts of the city including areas of deprivation. The majority of stops are a mile or less from a library building. The service visits each of the 64 existing stops every week (Monday to Saturday). The service has 794 registered users (as at 3rd September 2015); approximately 65% of those are children and approximately 6% are older people aged 60+.
- 2.7.4.3 There were 13,503 visits across 64 stops in 2014/15.
- 2.7.5 **Consideration of the consultation**
- 2.7.5.1 Members of the public not able to visit a static library, for example frail elderly people, those who have physical disabilities or who have limited mobility are able to access the Coventry Home Library Service provided in partnership with Age UK Coventry. This service has capacity to take on additional demand which may follow the mobile closure.
- 2.7.5.2 Additionally the Library and Information Service will be creating a Library Action Team with peripatetic staff able to visit group in the community and deliver library services where they are most needed, this could include communities potentially impacted by the end of the mobile library service.
- 2.7.5.3 Officers have considered a suggested alternative option of sourcing a Mobile Library Service from a neighbouring Local Authority. Following consideration, it was determined that the financial cost of any arrangement with a neighbouring provider would be disproportionate for the potential outcomes from the service given the limited and declining use of the current mobile library. In addition, there would also be difficulties with the borrowing and returning of library books.
- 2.7.6 **Proposal following consultation**
- 2.7.6.1 To end the mobile library service by 1 June 2016.

2.8 Proposal 5 – Library Media Fund

2.8.1 In reading this section please refer to:

Appendix A – ECA, Library Media Fund

Appendix B – Project Proposal, Library Media Fund

2.8.2 Proposal summary

- 2.8.2.1 The proposal was to cut the library media budget of £658,000 by £100,000 in 2016/17. The library and information service has a media fund of £658,000 for 2015/16 which is used for the purchase of new books, including books in large print and talking books, DVDs, newspapers and magazines and materials in other languages.

2.8.3 Summary of the consultation response

- 2.8.3.1 People suggested that the Media Fund should not be reduced and that budget cuts should be made elsewhere. Concerns were raised that the media fund is needed to provide a wide range of material as people are unable to buy books.

2.8.4 Summary of impact analysis

- 2.8.4.1 The proposed cut in funding will reduce the availability of new materials. Within the population that would be affected by this proposal there are protected groups of age, disability, pregnancy/maternity, race and deprivation.

2.8.5 Consideration of the consultation

- 2.8.5.1 The proposed reduction is only 15% of the total Media Fund, ensuring that the Council is still able to purchase a wide range of reading and other materials for library users. Spend would be prioritised to meet users' needs and Council priorities.
- 2.8.5.2 The Library and Information Service will ensure that expenditure on materials for people with disabilities will be protected against the budget reduction.

2.8.6 Proposal following consultation

- 2.8.6.1 To cut the library media budget of £658,000 by £100,000 with effect from 1 April 2016.

2.9 Proposal 6 – Central Library Opening Hours

2.9.1 In reading this section please refer to:

Appendix A – ECA, Central Library

Appendix B – Project Proposal, Central Library

2.9.2 Proposal summary

- 2.9.2.1 The proposal was for Central Library to continue to open seven days per week, but to close one hour earlier on weekdays – closing at 7pm instead of 8pm. Central Library is open from 9.00am to 8.00pm Monday to Friday and from 9.00am to 4.30pm on Saturdays and from 12.00pm to 4.00pm on Sundays.

2.9.3 Summary of the consultation response

2.9.3.1 During the consultation, people raised concerns about the ability for people to access a library service during 7pm and 8pm if the Central Library opening hours were to reduce. Some suggestions were made for the Council to consider closing during a different hour of the day.

2.9.3.2 However, the proposed hour for closure remains the quietest hour of each weekday and would therefore have the least amount of impact on people using the library.

2.9.4 Summary of impact analysis

2.9.4.1 Within the population that would be affected by this proposal there are protected groups of age, race, disability and gender.

2.9.5 Consideration of the consultation

2.9.5.1 The hour proposed for closure is the quietest of the working week (3,135 loans in total between 7.00pm and 8.00pm from 8th April 2015 to 17th September 2015).

2.9.5.2 Some people indicated during the consultation that they would be able to access the Central Library at alternative times during the week/weekend.

2.9.6 Proposal following consultation

2.9.6.1 It is proposed that Central Library continues to open seven days per week, but closes one hour earlier on weekdays – closing at 7pm instead of 8pm by September 2016.

2.10 Proposal 7 – Community library opening hours

2.10.1 In reading this section please refer to:

Appendix A – ECA, Community Library Opening Hours

Appendix B – Project Proposal, Community Library Opening Hours

2.10.2 Proposal summary

2.10.2.1 Community libraries in Coventry have variable opening hours. It was proposed to standardise opening hours across all community libraries and for all community libraries to be closed on Wednesdays and Sundays. This would mean Caludon Castle, Earlsdon and Foleshill libraries closing on Wednesdays and Bell Green, Earlsdon, Foleshill, Stoke and Tile Hill closing on Sundays. In addition to these reductions in opening hours it was proposed that the Council would pursue alternative ways of running the libraries working with other statutory and/or voluntary sector organisations and groups.

2.10.3 Summary of the consultation response

2.10.3.1 During the consultation, the importance of libraries being open on different days of the week was raised. Specifically for Bell Green, Foleshill and Earlsdon libraries, concerns were raised about the potential impact on local communities if they do not open on Sundays.

2.10.3.2 Further usage analysis was also completed by the library service, for the libraries potentially affected by this proposal during the consultation. This analysis took account of ICT usage, visitors and issues, alongside measures of deprivation and the potential to recruit volunteers in local communities. This analysis highlighted the high ICT usage at Bell Green and Foleshill along with high book issues at Earlsdon which resonated with the consultation responses received.

2.10.4 Summary of impact analysis

2.10.4.1 The libraries currently have approximately 959 average visits per week on Wednesdays and 888 average visits per week on Sundays (figures are weekly averages from Monday 29th June to Sunday 13th September 2015). Within the population that would be affected by this proposal there are protected groups of age, disability, gender, pregnancy/maternity, race, carers and deprivation.

2.10.5 Consideration of the consultation

2.10.5.1 The Library Service is keen to explore new ways in which there can be a Sunday opening presence in local communities. Consultation feedback and analysis of library usage suggests that it would be beneficial to retain Sunday opening at Bell Green, Foleshill and Earlsdon Libraries to ensure that local community needs are met in line with the analysis described above.

2.10.6 Proposal following consultation

2.10.6.1 To close Caludon Castle, Earlsdon and Foleshill libraries on Wednesdays and close Stoke and Tile Hill on Sundays.

2.10.6.2 To agree in principle that Bell Green, Earlsdon and Foleshill libraries remain open on Sundays provided that officers are satisfied as to the viability of a mix of paid staff and volunteers operating the libraries on these days. In the event officers are not satisfied the question of whether the libraries should remain open on Sundays would be referred back to the Cabinet Member for Education.

2.10.6.3 Proposed implementation by September 2016.

2.11 Proposal 8 – Youth Services Commissioning Budget

2.11.1 In reading this section please refer to:

Appendix A – ECA, Youth Services Commissioning Budget

Appendix B – Project Proposal, Youth Services Commissioning Budget

2.11.2 Proposal summary

2.11.2.1 The Youth Service has a commissioning budget with an allocation of £139,000 to enable organisations to deliver positive activities. No organisations are currently funded from this budget on an ongoing basis.

2.11.2.2 The proposal was to withdraw the youth services commissioning budget for 2016/17 and work with the community and voluntary sector to explore the best way that youth services for young people should be delivered across Coventry.

2.11.3 Summary of the consultation response

- 2.11.3.1 Concerns were raised during the consultation about the potential risk of increasing anti-social behaviour and general impact on young people if the proposal were to be implemented.
- 2.11.3.2 Some people suggested that an increased role of the voluntary/community sector in delivering youth services might be positive, whilst others identified the need for the Council to have an ongoing role.

2.11.4 Summary of impact analysis

- 2.11.4.1 Within the population that would be affected by this proposal there are protected groups of age, disability, gender, race and deprivation.
- 2.11.4.2 The number of young people directly impacted will be minimised because there are currently no ongoing activities being funded through this budget so no current service users will be impacted. Where grants are awarded, it is clear that the grants are time-limited.
- 2.11.4.3 Youth service activities focusing on the most vulnerable young people should be prioritised above the provision of more general activities funded through the commissioning budget.

2.11.5 Consideration of the consultation

- 2.11.5.1 No organisations are currently funded from the Youth Services Commissioning budget on an ongoing basis. Whilst young people would have a reduced access to positive activities currently funded through this pot of money, withdrawing it will not fundamentally impact on large numbers. Activities that have been supported by the fund in the past have not been targeted to support any particular youth groups.
- 2.11.5.2 The Council's Integrated Youth Support Service will continue at this stage and will actively engage with groups and volunteers who identify ways that they can support young people in the city.

2.11.6 Proposal following consultation

- 2.11.6.1 To withdraw the youth services commissioning budget for 2016/17 with effect from 1 April 2016.

2.12 Proposal 9 – Public Conveniences

2.12.1 In reading this section please refer to:

Appendix A – ECA, Public Conveniences
Appendix B – Project Proposal, Public Conveniences

2.12.2 Proposal summary

- 2.12.2.1 The proposal was to close six public conveniences located outside of the City Centre. The two city centre public conveniences would remain open.

2.12.3 Summary of the consultation response

- 2.12.3.1 The Council provides eight public conveniences in the city, two in the city centre (Library and Pool Meadow) and six in suburban locations (Canal Basin, Earlsdon, Foleshill, Radford, Riley Square and Tile Hill).
- 2.12.3.2 During the consultation, concerns were raised about people being able to access public conveniences when they go out. It was also suggested that if the public conveniences closed, this might mean that some people do not go out as often and/or do not visit shops and other facilities located near to the public conveniences.

2.12.4 Summary of impact analysis

- 2.12.4.1 Within the population that would be affected by this proposal there are protected groups of age, disability, gender and pregnancy/maternity. Concerns were raised during the consultation about the potential impact on older people, people with disabilities/health issues and pregnant women and those with young children if this proposal were to be implemented.

2.12.5 Consideration of the consultation

- 2.12.5.1 In line with Public Health legislation the Council has the discretion to provide public conveniences. There are currently many areas of the city where there is no Council provision of public conveniences and the location of the suburban public conveniences is a historic anomaly. There are existing toilet facilities that can be used, although the Council can make no guarantee of these. Information about the location of alternative toilets that are available for the public to use can be found in a variety of ways including information available online or by downloading one of the relevant mobile phone applications.

2.12.6 Proposal following consultation

- 2.12.6.1 It is proposed to close six public conveniences located outside of the City Centre from 1 April 2016. The two city centre public conveniences would remain open.

2.13 Proposal 10 – Community Centres

2.13.1 In reading this section please refer to:

Appendix B – Project Proposal, Community Centres

2.13.2 Proposal summary

- 2.13.2.1 The City Council has successfully transferred community centres at Bell Green, Cheylesmore, Haggard and Wyken to full community self-management. It was proposed to asset transfer the remaining (six) community centres to community organisations on a full responsibility basis.

2.13.3 Summary of the consultation responses

2.13.3.1 Some concerns were raised during the consultation about the ability of community groups to take on full responsibility for a community centre. Some clarification was also sought regarding the Council's asset transfer policy and in what circumstances a community group, other than the one currently running the building, can apply for asset transfer.

2.13.3.2 Some Expressions of Interest in the Transition fund were also received from community organisations with an interest in running the community centres. These were from organisations other than existing community organisations currently managing the community centres.

2.13.4 Summary of impact analysis

2.13.4.1 There has been no identified impact on users as a result of the proposed asset transfers. Equality impacts will be considered on an ongoing basis.

2.13.5 Consideration of the consultation

2.13.5.1 The consultation identified the timescale for current community organisations managing community centres to enter into a full repairing and insuring lease and to take full responsibility for the buildings that they occupy.

2.13.6 Proposal following consultation

2.13.6.1 To enter into a lease with each of the community associations currently managing the community centres (six) within 12 months from approval of the proposal subject to variations to the approach specifically for Radford and Foleshill Community Centres.

2.13.6.2 The Council will continue discussions with the community association managing Radford Community Centre to consider the possible redevelopment of the site within Phase 2. Foleshill Community Centre will continue to be subject to the recommendation of Cabinet Member for Community Development Cooperatives and Social Enterprise in the report on the future of Foleshill Community Centre dated 10th September 2015.

2.13.6.3 If at the end of the 12 month period referred to above the existing community association has not entered into a full repairing and insuring lease, the community association will be required to vacate the community centre and the Council would then go out to seek expressions of interest for an alternative community organisation to take on the management of the community centre and enter into a lease. If no such group can be found then the Council will look to close the community centre.

2 Use of Transition Fund

2.1 As part of the 2015/16 budget setting process the Council agreed to establish a one-off £500,000 Transition Fund to support work with residents and communities in developing new approaches to delivering Council services.

2.2 Following a merger of this fund with the Community Grant Fund, the Transition fund has increased to £525,000.

- 2.3 During the consultation period, Expressions Of Interest (EOI) were invited from groups and organisations. 37 EOI's were received in total to the value of approximately £650,000. These EOI's are being evaluated and groups/organisations will be invited to submit formal applications or business cases where appropriate, to access one-off funds from the Transition Fund.
- 2.4 EOI's have been received that would potentially support the delivery of Phase 1 proposals or help to develop Phase 2 proposals. In some cases, criteria has not been met and groups/organisations will be informed that they have not been successful in progressing to the next stage of the process.
- 2.5 Key criteria for final award will include the need for a clear plan for the proposal to deliver long-term cost savings to the Council as well as being required to fit with the principles of the Connecting Communities programme (see paragraph 1.6).
- 2.6 The Executive Director, Resources was granted delegated authority to make decisions on the award of the Transition Fund in consultation with the Cabinet Member for Strategic Finance and Resources as part of the November Cabinet Report, where a matter requires expediency or where lower risk/value opportunities are identified.
- 2.7 Decisions such as this will be required to enable delivery of some Phase 1 proposals (proposals 1 to 3) subject to satisfactory completion of the Transition Fund process. Furthermore, additional decisions may be required to enable progress with other opportunities.

3 Results of consultation undertaken

- 3.1 The consultation undertaken between 7 December 2015 and 1 February 2016 was extensive and covered the ten proposals that form Phase 1 of Connecting Communities.
- 3.2 The consultation was public. In order to ensure that stakeholders were able to share their views with the Council, the consultation was undertaken in a variety of ways.
- 3.3 A combination of methods was used to consult including on-line surveys, with paper copies available on request, with a generic set of questions for each proposal. The survey was available throughout the eight week consultation period, on the City Council website. The consultation was also made available in ten different languages including Punjabi, Gujarati, Mandarin and others.
- 3.4 Staff, Trade Unions, service users, voluntary sector organisations and local communities were encouraged to take part in and had the opportunity to take part in the consultation through the methods outlined above.
- 3.5 Consultation responses were received in a variety of formats including meeting discussion, letters, e-mails and telephone conversations.
- 3.6 A range of consultation meetings and drop-in sessions were held for different communities and groups, some of these offering the opportunity to discuss all ten proposals. During consultation meetings people were asked to encourage other interested parties to participate in the consultation and share their views. People were also reminded that they could contribute to the consultation on as many occasions as they wanted to.

- 3.7 Paper copies of the consultation proposal documents and the consultation survey were made available on request. Pre-paid envelopes were made available if required.
- 3.8 An easy read leaflet was also developed to provide an overview of all ten proposals and described how people could get involved in the consultation.
- 3.9 Social Media was used to promote the consultation, reminding people about the consultation meeting dates via the Council's Facebook and Twitter accounts.
- 3.10 Over the period of the consultation, approximately 80 consultation meetings were held, 550 people were spoken to as part of a consultation meeting or in response to individual feedback and approximately 12,000 people were directly contacted using mailing and distribution lists. Furthermore, more than 980 survey responses were recorded, with many of these responses representing feedback from a number of people rather than an individual and more than 3,300 website visits were registered. 141 letters and pictures have also been received from children and young people in response to the Play Centres proposal, in addition to a scrapbook containing 127 comments from children.
- 3.11 Specific responses were also received from 2 Trade Unions (Coventry Teachers Association and Unison/Unite).
- 3.12 All feedback from the consultation was recorded and analysed throughout the process.
- 3.13 It is clear from the consultation that most people who responded are not in support of the proposals. This has been identified through comments received during consultation meetings and through survey responses where people indicated that they disagreed with the proposals. In some cases people have completed the survey to the effect that they consider the proposal that they are feeding back on to be positive but their written comments do not support this and in fact suggest that they would consider the impact to be negative.
- 3.14 During the consultation people were given the opportunity to put forward alternative options for how savings could be made. Although some alternative proposals were received, these would not achieve the level of savings required by the financial target for 2016/17. See section 1.9.1 above and proposal documents in Appendix B.

4 Timetable for implementing this decision

- 4.1 If decisions were made to implement any or all of the proposals they will be implemented as early as possible in 2016/17.
- 4.2 Due to the range and complexity of proposals identified, implementation will begin from 1 April 2016 and will be achieved across all proposals during 2016/17.

Table 1 – delivering the financial requirement

Proposal	Recommended changes	Full year saving £000's
1	De-commissioning of Play Centres	165
2	Not renewing lease at Arena Park library and continuing discussions to deliver reduced library provision within Holbrooks Community Care Association building.	303
3	Not renewing lease at Willenhall library and continuing discussions to deliver reduced library provision within the Hagard Centre building.	46
4-7	Deliver library services savings as detailed in table 2 below	433
8	Ceasing the use of the Youth Service Commissioning Fund	139
9	Cease provision of suburban public conveniences	50
10	Transfer community centres	30
		1,166

The library service savings identified in the table above can be broken down further:

Table 2: Outline of library service proposals

Proposal	Recommended Changes	Full year saving £000's
4	Closure of mobile library	85
5	Reduced media fund	100
6	Reduced opening hours at Central library (staffing)	40
7	Reduced opening hours at Community Libraries (staffing)	98
	Management Costs (staffing)	110
	Total	433

5 Comments from Executive Director of Resources

5.1 Financial implications

- 5.1.1 The financial implications have been included throughout this report. This section provides a brief summary.
- 5.1.2 The recommendations in this report will enable achievement of the £1 million saving target allocated to the City Centre first review as part of the Medium Term Financial Strategy. See table 1 in section 4.2. The target rises to £5 million in 2017/18.
- 5.1.3 The proposals will enable achievement of a £1.2 million full year saving. However delays in implementation will reduce the level of financial savings that can be achieved in 2016/17.
- 5.1.4 Following a period of engagement, officers will formulate proposals for consultation that will deliver the full saving of £5 million, as identified through the City Centre First Programme; which has been consumed into Connecting Communities. The overall financial target for which will be much greater considering the scale of change needed for the City Council to operate within its available resources and deliver support to the people of Coventry alongside partner organisations. Proposals for consultation will be formulated by summer 2016.

- 5.1.5 Any capital investment decisions will be considered following the recommended period of engagement. Any capital investment (including further enhancement of the digital offer) will need to be funded from further savings as a result of the implementation of this strategy.
- 5.1.6 The £500,000 Transition Fund identified in the February 2015 budget setting report will be used to support Council stakeholders in accessing one-off funds. Following a merger of this fund with the Community Grant Fund, the Transition Fund has increased to £525,000. The fund will be accessed where; following consultation and engagement with stakeholders, expressions of interest are made that will deliver ongoing savings for the Council.

5.2 Legal implications

- 5.2.1 The proposals outline a number of significant changes to the way in which the Council delivers services to the population of the city, whilst continuing to comply with its statutory responsibilities.
- 5.2.2 Public authority decision makers are under a non-delegable ongoing duty to have due regard to the need to advance equality of opportunity and foster good relations between persons who share a relevant protected characteristic and those who do not (Public sector equality duty - s 149(1) Equality Act 2010).
- 5.2.3 The protected characteristics are age, disability, gender, gender reassignment, marriage/civil partnership, pregnancy/maternity, race, religion/belief, sexual orientation, looked after children, carers and deprivation.
- 5.2.4 Decision makers must be consciously thinking about the equality duty as part of their decision making process with rigour and with an open mind. The duty is to have “due regard”, not to achieve a result but to have due regard to the need to achieve these goals. Consideration must be given to the potential adverse impacts and the measures (if any) that are available to minimise any discriminatory effects.
- 5.2.5 The proposed consultation and resulting updated equality assessment is intended to enable the decision makers to consider the impact and public response to the proposals and any alternative proposals raised. The product of the consultation must be conscientiously taken into account when the ultimate decision is made.
- 5.2.6 In respect of proposals around library provision S.7 Public Libraries and Museums Act 1964 creates a duty upon local authorities to provide a comprehensive and efficient library service for all persons. In fulfilling its duty local authorities should have consideration to the desirability of securing adequate stock and encourage people to make full use of the service.
- 5.2.7 In respect of the provision of public conveniences Public Health legislation creates discretion for Local Authorities to make provision.
- 5.2.8 The Council will be required to enter into sub leases with Holbrooks Community Care Association (HCCA) and Willenhall Community Forum Ltd in respect of the proposed transfer of library provision to Holbrooks (HCCA) and Hagard Community Space.
- 5.2.9 The Council will have to enter into lease(s) with the chosen nursery provider(s) for Eagle Street & Edgewick Park Play Centres.

- 5.2.10 The Council will need to take legal steps to end the leases of the Arena Park and Willenhall libraries.

6 Other implications

6.1 How will this contribute to the Council's priorities? **<http://www.coventry.gov.uk/councilplan>**

- 6.1.1 The Connecting Communities programme, subject to further engagement and consultation, will make a positive contribution to the council's priorities, particularly in relation to: a prosperous Coventry; citizens living longer, healthier, independent lives; making Coventry an attractive and enjoyable place to be; ensuring that children and young people are safe, achieve and make a positive contribution; encouraging a creative, active and vibrant city; developing a more equal city with cohesive communities and neighbourhoods.

- 6.1.2 Following the implementation of the above proposals, the City Council has considered the City's needs in terms of its responsibility to deliver a comprehensive and efficient library service (as defined by the Public Libraries and Museums Act 1964) and has concluded that the service as amended will comply with statutory requirements.

6.2 How is risk being managed?

- 6.2.1 A strategic group meets regularly supported by an operational group that meets fortnightly to progress actions and manage identified risks. A project risk register has been established for the programme of work. Key risks identified include community readiness to deliver services differently, management and implementation of the Transition Fund. Risks will continue to be identified, mitigations sought and impact managed through this process.

- 6.2.2 There is a risk to the delivery of proposals 2 and 3, if community organisations are not successful in being awarded Transition funding as described in section 2 above.

6.3 What is the impact on the organisation?

6.3.1 Financial impacts

- 6.3.1.1 The financial impact of the recommendations made will enable achievement of the Medium Term Financial Strategy targets for 2016/17, and provide a strategy for achieving further targets by 2017/18.

6.3.2 Staffing impacts

- 6.3.2.1 If approved, the specific proposals for Connecting Communities Phase 1 2016/17 will impact on staff in different ways; there will be staffing reductions in some cases and changes to working patterns and shift allowances in others. The proposed changes in library services would lead to a reduction of approximately 16.75 FTE and changes to some shift allowances; a reduction of 3.98 FTE (headcount 8) in Play Centres and a reduction of 1.0 FTE in relation to public conveniences. In addition proposed library management changes would impact on a further 3.0 FTE. Staff and Trade Unions have been consulted on the specific content of the proposals for 2016/17 and if approved they will also be consulted on detailed plans for implementation, where staff are affected. Any staff impacts will be managed in accordance with the City Councils'

agreement on management of change which aims to manage staffing reductions through management of vacancies, reviews of temporary contracts and avoidance of compulsory redundancies through redeployment or ER VR opportunities where possible.

- 6.3.2.2 In relation to Connecting Communities Phase 2 – delivering the financial requirement for 2017/18, Staff and Trade Union colleagues will be invited to contribute to the engagement programme and play an active role in helping shape the future service delivery and identify solutions to budget pressures.

6.4 Equalities / EIA

- 6.4.1 Proposals for delivery of savings in 2016/17 (Phase 1) cover libraries, Play Centres, the youth services commissioning budget, community centres and public conveniences. These are attached in **Appendix B**. An analysis of equality impacts was completed before the consultation for proposals affecting the libraries service, Play Centres, youth services and public conveniences. The initial Equality Consultation Analysis (ECA) documents have been updated to take account of consultation feedback and findings and these are attached in **Appendix A** to illustrate the current understanding of the potential impact of implementation of these proposals. An ECA has not been completed for community centres but equality impacts will be considered as part of each proposed asset transfer process on an ongoing basis. An equalities impact analysis for the Connecting Communities Programme is provided in **Appendix C**.

- 6.4.2 ECA documents will be completed to illustrate the potential impact of implementation of integrated services, increased community and partnership work that may emerge from delivery of the Connecting Communities approach when this is better understood, as a result of the planned community engagement to encourage collaboration and co-design of local services.

6.5 Implications for (or impact on) the environment

- 6.5.1 None

6.6 Implications for partner organisations?

- 6.6.1 The programme of work described focuses on changing the current relationship that the Council has with local communities in Coventry, as well as partner organisations, the community and voluntary sector. Subject to the outcome of consultation and engagement, it is envisaged the work will result in closer working and more shared responsibilities and ultimately a transformation of community and partnership working in the city.

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Pete Fahy	Director, Adult Services	People	1.2.16	9.2.16
John Gregg	Director, Children's Services	People	1.2.16	5.2.16
Lisa Commane	Assistant Director - ICT, Transformation and Customer Services	Resources	1.2.16	3.2.16
Nigel Clews	Assistant Director – Property Asset Management	Place	1.2.16	10.2.16
Kirston Nelson	Director of Education	People	1.2.16	12.2.16
Lara Knight	Governance Services Co-ordinator	Resources	1.2.16	2.2.16
Aimee Proctor	Finance Business Partner	Resources	1.2.16	4.2.16
Sarah Kinsell	Accountant	Resources	1.2.16	4.2.16
Marion O'Brien	HR Business Partner	Resources	1.2.16	4.2.16
Richard Pearson	HR Advisor	Resources	1.2.16	4.2.16
Helen Shankster	Insight Manager (Engagement)	Chief Executives	1.2.16	10.2.16
Darren O'Shaughnessy	Communications Manager	Chief Executives	1.2.16	5.2.16
Adrian Coles	Programme Delivery Manager	People	1.2.16	11.2.16
Peter Barnett	Head of Libraries	People	1.2.16	10.2.16

Angie Parks	Head of Integrated Youth Services	People	1.2.16	4.2.16
Fran Doyle	Head of Early Help and Prevention	People	1.2.16	10.2.16
Gail Quinton	Executive Director - People	People	1.2.16	10.2.16
Paul Jennings	Finance Manager (Corporate Finance)	Resources	1.2.16	2.2.16
Gemma Tate	Policy Analyst	People	1.2.16	11.2.16
Other members				
Names of approvers for submission: (officers and members)				
Finance: Rachael Sugars	Finance Manager	Resources	1.2.16	11.2.16
Legal: Julie Newman	People Team Manager (Legal)	Resources	1.2.16	10.2.16
Director: Chris West	Executive Director	Resources	1.2.16	11.2.16
Members:				
Councillor Damian Gannon	Strategic Finance and Resources		10.2.16	12.2.16
Councillor David Kershaw	Education		10.2.16	12.2.16
Councillor Ed Ruane	Children and Young People		10.2.16	12.2.16

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

Guidance

Please read the [Equality and Consultation Analysis Guidance Note](#) for help in completing this form. For further information and support to complete this form, please contact – **equalities**: Jaspal Mann (Jaspal.Mann@coventry.gov.uk 024 7683 3112) or Wendy Ohandjanian (Wendy.Ohandjanian@coventry.gov.uk 024 7683 2939) in the Chief Executive's Policy Team; or for **consultation**: Helen Shankster (Helen.Shankster@coventry.gov.uk 024 7683 4371) in the Insight Team.

About the project

Project or review	Connecting Communities (Phase 1) - Review of Play Centres - Proposal 1
Service	Children's Services Transformation
Directorate	People

About the person completing this form

Name	Adrian Coles
Role	Programme Delivery Manager
Email	Adrian.Coles@coventry.gov.uk
Telephone	024 7683 3551
Date section 1a completed	13/11/2015

1. Provide brief details of the aims of the project / review

The proposed programme entails a redesign of Council services so they are delivered in partnership with local communities and neighbourhoods where there is most need. Council services included within the scope of this programme are libraries, youth centres and services, children's centres, play centres, community centres, public conveniences and adult education.

This Equality and Consultation Analysis looks specifically at **proposal 1** within the Connecting Communities programme which is to stop providing play activities at Edgewick and Eagle Street Play Centres and to explore the option for them to be used for nursery provision for two, three and four year olds.

In the context of significant financial pressure it is not a priority for the Council to provide, nor pay for, play centre activities. The Council can save a total of £165,000 annual revenue costs of £125,000 (direct costs of which £115,000 are staff costs) plus £40,000 property costs by stopping play centre activities.

Alternative positive uses for the building will be explored including an alternative use for the buildings for a nursery provider to deliver provision from these buildings. Alternative local play activities that users of the play centres could benefit from will also be explored and the outcome of this will feed into final decisions about the play centres. It is recognised that there may or may not be a charge for these activities.

Section 2 below explores areas of positive and negative impact against each characteristic in detail. However, to summarise, the closure of the play centres could have a potentially negative impact in relation to:

- Age – as the service users are children;
- Race – as high numbers of ethnic minority children attend the centres; and
- Deprivation – as the centres are located in highly deprived areas their closure is likely to affect families currently experiencing high levels of deprivation.

Impact on service users

2. What are the possible impacts of this project / review on the following groups?



Assess the impact of this project / review on people with the following [protected characteristics](#); and agreed local priority groups. Please summarise local service level data as evidence of any impact and also consider other local and national data or evidence. Under 'Mitigating Actions' outline briefly what actions you plan to put in place to lessen any negative impact on protected groups. Delete any of the characteristics below which do not apply.

Protected characteristic	Commentary / Analysis	Impacts / Mitigating actions
Age	<p>Children aged 5 to 12 years old attend the play centres. As at 31st August 2015, a total of 173 children were registered at the two play centres. A total of 80 children use the centres very regularly (5 or more sessions per week) and approximately 20-40 children attend each session.</p> <p>(Note: at the end of every quarter the registration list is review and children who have not attended in that time period are taken off the list).</p>	<p>Positive impacts: None</p> <p>Negative impacts: Ceasing play activities would mean that up to 173 children do not have the opportunity for after-school and Saturday play activities that are free of charge at the play centres.</p> <p>Mitigations: Existing activities within the local area or elsewhere in Coventry that are available at no charge or low cost and/or community groups will be explored. Local schools will also be encouraged to consider additional after-school provision – although these decisions are at the discretion of these individual schools.</p>
Disability	<p>No information is available for this characteristic as the Play Centres do not collect this type of information about the users of the service. The Play Centres run activities for children and young people, some of these children and young people may have a disability. Therefore disabled children and young people who use the Play Centres will be affected by this proposal.</p>	<p>Positive impacts: None</p> <p>Negative impacts: No disproportionate impacts have been identified by the Play Centres nor through the consultation process but all groups with protected characteristics will be affected if the proposal is implemented. Coventry City Council recognises that individuals falling within this protected characteristic will be negatively impacted.</p> <p>Mitigations: Existing activities within the local area or elsewhere in Coventry that are available at no charge or low cost and/or community groups will be explored. Local schools will also be encouraged to consider additional after-school provision – although these decisions are at the discretion of these individual schools..</p>
Gender	<p>Of the 173 children registered, 92 are boys and 81 are girls.</p>	<p>Positive impacts: As above for age</p> <p>Negative impacts: As above for age.</p> <p>Mitigations: As above for age</p>
Gender Reassignment	<p>Not applicable due to 5-12 year old age range.</p>	<p>Positive impacts: None</p> <p>Negative impacts: None</p> <p>Mitigations: N/A</p>
Marriage/Civil Partnership	<p>Not applicable due to 5-12 year old age range.</p>	<p>Positive impacts: None</p> <p>Negative impacts: None</p> <p>Mitigations: N/A</p>
Pregnancy/Maternity	<p>Not applicable due to 5-12 year old age range.</p>	<p>Positive impacts: None</p> <p>Negative impacts: None</p> <p>Mitigations: N/A</p>

**Protected
characteristic**
Commentary / Analysis
Impacts / Mitigating actions

Race

The ethnic origin of the 173 children registered was recorded as follows:

Pakistani	44
White/British	45
African	35
Arabic	11
Indian	8
Caribbean	7
Asian/Other	3
Bangladeshi	3
Mixed/Other	6
White/Other	6
African/Caribbean	2
Iraqi	3

Positive impacts: None

Negative impacts: The impact on children of non-white ethnic origin is disproportionately higher than the Coventry child population.

Mitigations: Existing activities within the local area or elsewhere in Coventry that are available at no charge or low cost and/or community groups will be explored.

Religion/Belief

Information about whether children who attend the play centres have religion/belief is not currently collected.

Positive impacts: None

Negative impacts: The consultation highlighted that the play centres offer children the opportunity to play freely and integrate with children of all different ages, races, religions, genders and schools

Mitigations: Existing activities within the local area or elsewhere in Coventry that are available at no charge or low cost and/or community groups will be explored.

Sexual
Orientation

There is no statistical information available for this characteristic. However, LGBT people requiring services from Coventry City Council will be affected by this proposal.

Positive impacts: None

Negative impacts: The consultation has not identified any disproportionate impacts on LGBT people, but it does state that all groups with protected characteristics will be disproportionately affected by the reduced level of services that would be necessary if the proposal is implemented. Coventry City Council recognises that LGBT people will be negatively impacted

Mitigations: Existing activities within the local area or elsewhere in Coventry that are available at no charge or low cost and/or community groups will be explored

Looked After
Children

2 of the 173 children registered are looked after children.

Positive impacts: None

Negative impacts: No disproportionate impacts have been identified by the service or through the consultation process but all groups with protected characteristics will be affected if the proposal is implemented. Coventry City Council recognises that individuals falling within this protected characteristic will be negatively impacted.

Mitigations: Existing activities within the local area or elsewhere in Coventry that are available at no charge or low cost and/or community groups will be explored

Protected characteristic	Commentary / Analysis	Impacts / Mitigating actions
Carers	No information is available for this characteristic as the service does not collect this type of information about the users of the service.	<p>Positive impacts: None</p> <p>Negative impacts: No disproportionate impacts have been identified by the service or through the consultation process but all groups with protected characteristics will be affected if the proposal is implemented. Coventry City Council recognises that individuals falling within this protected characteristic will be negatively impacted</p> <p>Mitigations: Existing activities within the local area or elsewhere in Coventry that are available at no charge or low cost and/or community groups will be explored</p>
Deprivation (e.g. income, educational attainment, worklessness)	Foleshill is an area of high deprivation. It can be inferred that it is likely that children attending the play centres are from families experiencing higher deprivation.	<p>Positive impacts: As above for age characteristic</p> <p>Negative impacts: There could be a negative impact on deprivation if the changes impact on the childcare arrangements for parents who work.</p> <p>Mitigations: Existing activities within the local area or elsewhere in Coventry that are available at no charge or low cost and/or community groups will be explored.</p>

3. Have you considered social value requirements as part of this project/review?

Please note that this question only applies if you are intending to outsource / commission the service / project under review. Please refer to the Council's [Social Value Policy](#) for further information.

4. How many staff belong to the protected characteristics?

Contact the HR Change Management Team (Marion O'Brien, Marion.O'Brien@coventry.gov.uk 024 7683 2454) for management information on the workforce affected by this project/review.

The centres are staffed by 9 people – 1 Manager over both play centres with 4 staff at Eagle Street and 4 staff at Edgewick (grades 2 and 3). All staff employed are female. Staffing is 4.42 full time equivalents. Staff hours and grades are show below.

Grade	G6	G3	G3	G2	G2	G2	G2	G2	G2
Hours	37	22	22	16	15.5	13	13	13	12

A member of staff (G2 – 16 hours) has since left the service in November - staff establishment is now as below

The centres are staffed by 8 people – 1 Manager over both play centres with 4 staff at Eagle Street and 3 staff at Edgewick (grades 2 and 3). All staff employed are female. Staffing is 3.98 full time equivalents. Staff hours and grades are show below.

Grade	G6	G3	G3	G2	G2	G2	G2	G2
Hours	37	22	22	15.5	13	13	13	12

5. What are the likely impacts of this project / review on different groups of staff?

The impact would be that all posts outlined above would be deleted and as a result staff would be subjected to the normal council management of change process outlined in its Security of Employment Agreement.

6. Do you plan to undertake formal consultation as part of this project?

Yes

☒

No

☐
7. Has a report to elected members been prepared in relation to this work?

Yes

☒

No

☐

Web link to the report: Insert link to the report (usually <http://modern.gov.coventry.gov.uk/>....).

Next steps

Please send this completed pre-consultation form to the Chief Executive's Policy Team: Jaspal Mann (Jaspal.Mann@coventry.gov.uk 024 7683 3112); or Wendy Ohandjanian (Wendy.Ohandjanian@coventry.gov.uk 024 7683 2939). This form will also be shared with Public Health, who will be in touch in relation to the impact of this project/review on health inequalities.

1b

Post-consultation

**The section below should be completed following consultation.**

Name

Helen Hodge

Date section 1b completed

12/02/2016

8. Update any equality impacts on service users listed in Part 1a question 2 following consultation.

Reflect any new information that may have come to light during the consultation process. Under mitigating actions, identify the responsible Council officer or named person in an external provider responsible for completing the action and timescales involved.

9. What were the key findings from the consultation process?

The overriding message in response to the consultation is that people are strongly opposed to the proposal and value the play centres. The key themes (across feedback from adults and children) underpinning this are as follows:

Keeping children safe: Should play activities cease the community feels that there is a lack of safe places for children to play and stay safe within the area with minimal alternatives for their children to engage in a range play based activities and opportunities.

Risk of children engaging in anti – social behaviour: Play centres provide play based activities for children from 5 – 12 years and provides opportunities for children to experience a range of activities that takes them outside of their home and school environment. The feeling within the community is that if such opportunities are removed then incidents of anti-social behaviour would increase across the area and a fear of children becoming socially isolated that could potentially result in increased incidents of radicalisation.

Community cohesion: It was felt that play centres play a part in uniting children from a range of nationalities, cultures and religion by providing a community venue for children to come together outside of the school environment.

The cost of affordable childcare is too high and not affordable for parents: The community felt that there are no real affordable options available to them as the cost of childcare to enable parents to attend work or training is too high.

There were **three main protected characteristics** which respondents to the consultation felt would be most adversely affected by the proposal is for the Council to stop providing play activities at Edgewick Play Centre and Eagle Street Play Centre.

Firstly **children and young people**, with the main reasons cited as the play centres were a place where they could play freely and come together in safety, it was also felt that closure would lead to isolation for those children who have issues as the play centres are seen as places where children can express themselves freely. It was also felt that the closure would lead to children getting involved with the wrong people, anti-social behaviour, crime, and even becoming radicalised

Secondly **Race and Ethnicity** were identified as respondents felt the play centres offers children the opportunity to mix together with different cultures and backgrounds, and children from different ethnical backgrounds will have nowhere to play together safely.

Thirdly **Religion and Belief** were identified as respondents felt the play centres offers children the opportunity to play freely and integrate with children of all different ages, races, religions, genders and schools

10. Have any of the preferred delivery options or service model(s) changed following the consultation?

Yes

☐

No

☒

The proposal remains the same, for the Council to stop providing play activities at Edgewick and Eagle Street Play Centres and for the Council to lease the buildings to third party operators to be used for nursery provision for two, three and four year olds instead by September 2016.

Potential nursery providers will be encouraged to consider their ability to provide activities for children at all times of the day but this would be at their own cost; although there may be opportunities for providers to apply for a broader range of funding to provide this type of activity. There would be no resource or commissioning commitment from the City Council in relation to this and decisions in this respect would be completely at the providers own risk.

In addition the role of the Childrens Centre also based in Foleshill, will be explored to identify the contribution that the Centre can make to support the mitigation of some of the perceived impacts of the Council ceasing to provide play activities e.g. provision of information and advice, contact point to raise safeguarding concerns.

Existing activities within the local area or elsewhere in Coventry that are available at no charge or low cost and/or community groups were explored, a list of other alternative options has been developed and this will be shared with all current service users as part of any implementation plan following any subsequent decision by Cabinet to close the play centres

11. Update the workforce data tables in Part 1a question 4 as required.



If no changes have been made, state 'no changes made'.

No changes made.

13. Following consultation, please indicate which of the following best describes the equality impact of this review/project.

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

There will be **positive** equality impact if the proposed option is implemented ☐

There will be **negative** equality impact if the proposed option is implemented but this can be objectively justified ☒

14. Will this form be used to compile a Programme Level Analysis (Part 2)?

Yes

☒

No

☐

If yes, state the name of the programme:

Connecting Communities Phase 1

15. Approvals from Director and Cabinet Member

Name

Date

Director: Kirston Nelson

[Click here to enter date agreed.](#)

Cabinet Member: Cllr Kershaw

[Click here to enter date agreed.](#)

16. Please detail below any committees, boards or panels that have considered this analysis.

Name	Date	Chair	Decision taken
Name of board.	Click here to enter meeting date.	Name of chair.	Decision made / link to report.
Name of board.	Click here to enter meeting date.	Name of chair.	Decision made / link to report.
Name of board.	Click here to enter meeting date.	Name of chair.	Decision made / link to report.

Next steps

Please send the completed form to the Chief Executive's Policy Team: Jaspal Mann (Jaspal.Mann@coventry.gov.uk 024 7683 3112); or Wendy Ohandjanian (Wendy.ohandjanian@coventry.gov.uk)

Version control

Find the latest version on Beacon at <http://beacon.coventry.gov.uk/equalityanddiversity/>

Version	Date	Summary of Changes (Author)
1.0.0	17 July 2014	Initial release (Jaspal Mann)
1.0.1	05 August 2014	Added protected characteristic of Disability under section 2 (Si Chun Lam)
1.0.2	05 May 2015	Jaspal Mann

Guidance

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About the project

Project or review

Connecting Communities (Phase 1) – Arena Park Library Proposal 2

Service

Coventry Libraries, Advice, Health and Information Service

Directorate

People

About the person completing this form

Name

Peter Barnett / Gemma Tate

Role

Head of Libraries, Advice and Health Information Services

Email

peter.barnett@coventry.gov.uk

Telephone

02476831579

Date section 1a completed

13/11/2015

1. Provide brief details of the aims of the project / review

The proposed programme entails a redesign of Council services so they are delivered in partnership with local communities and neighbourhoods where there is most need. Council services included within the scope of this programme at phase one are libraries, youth centres and services, children's centres, play centres, community centres, public conveniences and adult education.

This equality and consultation analysis looks at one of six proposals specifically relating to the Coventry Libraries and Information Service. There are currently 17 libraries in Coventry; Central Library and 16 community libraries across the city. There is also a mobile library service.

The proposals look at the options available to reshape the Coventry Libraries and Information Service to deliver quality services within the financial resources available.

The Library and Information Service seeks to target services to meet the needs of the most vulnerable in the city. The review of the service looks at new ways of working in collaboration with other organisations to deliver services within local communities.

This Equality and Consultation Analysis looks specifically at **proposal 2** within the Connecting Communities programme which is to end delivery of library services from the Arena Library facility (and not renew the lease) and to enter into discussions to relocate reduced library provision at an alternative community location in Holbrooks.

In 2014/15 there were 139,142 visits to Arena Park library. It was the fifth highest library visited, although the number of visits has decreased by 8% from the previous year (2013/14)

Impact on service users**2. What are the possible impacts of this project / review on the following groups?**

Assess the impact of this project / review on people with the following [protected characteristics](#); and agreed local priority groups. Please summarise local service level data as evidence of any impact and also consider other local and national data or evidence. Under 'Mitigating Actions' outline briefly what actions you plan to put in place to lessen any negative impact on protected groups. Delete any of the characteristics below which do not apply.

**Protected
characteristic**

Commentary / Analysis

Impacts / Mitigating actions

Protected characteristic	Commentary / Analysis	Impacts / Mitigating actions
Age	<p>This proposal would affect children, adults and older people who currently use the Arena Park Library. There are 8,617 registered members (who registered for the Library and Information Service at Arena Park as at 3rd September 2015) Although any member of the Library and Information Service can use Arena Park Library.</p>	<p>Positive impacts: None</p> <p>Negative impacts: These proposals would impact on children, adults and older people who use Arena Park Library. During the consultation respondents raised concerns about the negative impact on children and young people as the library was a place where they could learn, socialise, obtain help with or resources for school homework and have access to computers to help them do this. Some respondents felt older people will be negatively impacted because social isolation would increase if they couldn't use the library. Coventry City Council recognises that individuals falling within this protected characteristic will be negatively impacted.</p> <p>Mitigations: The Council will deliver a reduced library service from an alternative community location in Holbrooks from within the Holbrooks Community Care Association (HCCA) building, which is close to the current location of Arena Park Library. Alternative library provision is also available at Bell Green, Foleshill and Jubilee Crescent Libraries. The Library and Information Service will promote the wide range of services that are available for people to access from their own home 24/7 e.g. renew and reserve books, access online reference and information services to support children and adults with their educational attainment. However it is acknowledged that this mitigation will only apply to those with access to the Internet. The Library and Information Service plan to create a 'Library Action Team' with peripatetic staff able to visit groups in the</p>

**Protected
characteristic**
Age continued

Commentary / Analysis

Impacts / Mitigating actions

Disability

Some of the people that currently use Arena Park Library may have a disability. The Library and Information Service does not hold full records on library users with disabilities. The Library and Information Service does hold information about some library users who have a hearing or visual impairment. This information is voluntarily provided by those library users. As at 03.09.15 there were 91 library users with either a hearing impairment and/or visual impairment who are members of Arena Park Library

The above figures are only for one type of disability. However disabled people will be affected by this proposal.

community and deliver library services where they are most needed. The team would focus on meeting the needs of children and older people.

Positive impacts: None

Negative impacts: People with a disability would need to use an alternative library building in the city and may need to re-plan their travel journey. This may involve longer travel times which could result in extra costs for petrol or travelling via public transport and this could be a barrier for accessing alternative library provision. During consultation respondents felt that the current location of Arena Park provided excellent accessibility and parking for disabled people and felt a move to an alternative community location would limit access to provision. Coventry City Council recognises that individuals falling within this protected characteristic will be negatively impacted.

Mitigations: The Council will deliver a reduced library service from an alternative community location in Holbrooks from within the Holbrooks Community Care Association (HCCA) building, which is close to the current location of Arena Park Library. Alternative library provision is also available at Bell Green, Foleshill and Jubilee Crescent Libraries. The Library and Information Service will promote the wide range of services that are available for people to access from their own home 24/7 e.g. renew and reserve books, access online reference and information services to support children and adults with their educational attainment. However it is acknowledged that

Protected characteristic	Commentary / Analysis	Impacts / Mitigating actions
Disability Continued		this mitigation will only apply to those with access to the Internet. The Library and Information Service plan to create a 'Library Action Team' with peripatetic staff able to visit groups in the community and deliver library services where they are most needed. The team would focus on meeting the needs of children and older people.
Gender	<p>No statistical information is available for this characteristic as the Library and Information Service currently only asks people for their title (e.g. Mr/Mrs/Dr/Child) and not specially their gender.</p> <p>Although it is anecdotally known that a high proportion of women attend the range of activities available at Arena Park Library aimed at pre-school aged children. However an individual falling within this protected characteristic will be impacted by this proposal.</p>	<p>Positive impacts: None</p> <p>Negative impacts: Women are likely to be disproportionately impacted due to a high proportion of women attending activities in the libraries aimed at pre school children. Coventry City Council recognises that individuals falling within this protected characteristic will be negatively impacted.</p> <p>Mitigations: The Council will deliver a reduced library service from an alternative community location in Holbrooks from within the Holbrooks Community Care Association (HCCA) building, which is close to the current location of Arena Park Library. Alternative library provision is also available at Bell Green, Foleshill and Jubilee Crescent Libraries. The Library and Information Service will promote the wide range of services that are available for people to access from their own home 24/7 e.g. renew and reserve books, access online reference and information services to support children and adults with their educational attainment. However it is acknowledged that this mitigation will only apply to those with access to the Internet. The Library and Information Service plan to create a 'Library Action Team' with peripatetic staff able to visit groups in the community and deliver library</p>

Protected characteristic	Commentary / Analysis	Impacts / Mitigating actions
Gender continued	No statistical information is available for this characteristic as the Library and Information Service does not collect this type of information about the users of the service. However an individual falling within this protected characteristic will be impacted by this proposal.	services where they are most needed. The team would focus on meeting the needs of children and older people
Gender Reassignment		<p>Positive impacts: None.</p> <p>Negative impacts: No disproportionate impacts have been identified by the Library and Information Service nor through the consultation process but all groups with protected characteristics will be affected by a change in location of Arena Park Library if the proposal is implemented. Coventry City Council recognises that individuals falling within this protected characteristic will be negatively impacted..</p> <p>Mitigations: The Council will deliver a reduced library service from an alternative community location in Holbrooks from within the Holbrooks Community Care Association (HCCA) building, which is close to the current location of Arena Park Library. Alternative library provision is also available at Bell Green, Foleshill and Jubilee Crescent Libraries. The Library and Information Service will promote the wide range of services that are available for people to access from their own home 24/7 e.g. renew and reserve books, access online reference and information services to support children and adults with their educational attainment. However it is acknowledged that this mitigation will only apply to those with access to the Internet. The Library and Information Service plan to create a 'Library Action Team' with peripatetic staff able to visit groups in the community and deliver library services where they are most needed. The team would focus on meeting the needs of children and older people.</p>

Protected characteristic	Commentary / Analysis	Impacts / Mitigating actions
Marriage/Civil Partnership	<p>No statistical information is available for this characteristic as the Library and Information Service currently only asks people for their title (e.g. Mr/Mrs/Dr/Child) and not specially their marital status. However an individual falling within this protected characteristic will be impacted by this proposal.</p>	<p>Positive impacts: None.</p> <p>Negative impacts: No disproportionate impacts have been identified by the Library and Information Service nor through the consultation process but all groups with protected characteristics will be affected by a change in location of Arena Park Library if the proposal is implemented. Coventry City Council recognises that individuals falling within this protected characteristic will be negatively impacted.</p> <p>Mitigations: The Council will deliver a reduced library service from an alternative community location in Holbrooks from within the Holbrooks Community Care Association (HCCA) building, which is close to the current location of Arena Park Library. Alternative library provision is also available at Bell Green, Foleshill and Jubilee Crescent Libraries. The Library and Information Service will promote the wide range of services that are available for people to access from their own home 24/7 e.g. renew and reserve books, access online reference and information services to support children and adults with their educational attainment. However it is acknowledged that this mitigation will only apply to those with access to the Internet. The Library and Information Service plan to create a 'Library Action Team' with peripatetic staff able to visit groups in the community and deliver library services where they are most needed. The team would focus on meeting the needs of children and older people.</p>

Protected characteristic Pregnancy/Mate rernity	Commentary / Analysis	Impacts / Mitigating actions
	<p>No information is available for this characteristic as the Library and Information Service does not collect this type of information about the users of the service.</p> <p>However the Library and Information service is anecdotally aware that some people who use the service are pregnant or are currently on maternity leave. For example some mothers on maternity leave will use the library to attend activities aimed at babies/pre-school aged children.</p>	<p>Positive impacts: None.</p> <p>Negative impacts: During consultation some respondents stated that pregnant women would be negatively affected by the proposal but they did not give reasons why they believed this to be the case. Coventry City Council recognises that individuals falling within this protected characteristic will be negatively impacted.</p> <p>Mitigations: The Council will deliver a reduced library service from an alternative community location in Holbrooks from within the Holbrooks Community Care Association (HCCA) building, which is close to the current location of Arena Park Library. Alternative library provision is also available at Bell Green, Foleshill and Jubilee Crescent Libraries. The Library and Information Service will promote the wide range of services that are available for people to access from their own home 24/7 e.g. renew and reserve books, access online reference and information services to support children and adults with their educational attainment. However it is acknowledged that this mitigation will only apply to those with access to the Internet. The Library and Information Service plan to create a 'Library Action Team' with peripatetic staff able to visit groups in the community and deliver library services where they are most needed. The team would focus on meeting the needs of children and older people.</p>

Protected characteristic	Commentary / Analysis	Impacts / Mitigating actions
Race	<p>No statistical information is available for this characteristic as the Library and Information Service does not collect this type of information about the users of the service. Coventry is a diverse city and from the 2011 Census we know that 33% of Coventry's inhabitants come from ethnic minority communities compared to 20% for England as a whole. Arena Park Library is located in the Longford ward of the city, and according to the Census 2011 74.5% of people living in the ward identify as White British and 25.5% of people identify themselves as being from other ethnic groups. It must be noted that library catchment areas are wider and cross ward boundaries. The Library and Information Service is anecdotally aware that some people who use Arena Park Library are from different groups of people who may be defined by their race, colour, nationality (including citizenship) ethnic or national origin. Arena Park Library does have books available in other languages for example, Bengali, Gujarati, Hindi, Polish, Punjabi, Tamil and Urdu.</p>	<p>Positive impacts: None</p> <p>Negative impacts: During the consultation process some respondents indicated that Asian people would be disproportionately affected by the proposal as Arena Park Library is seen as a safe place for Asian women to meet and Asian Elders use the library to meet which is important to those who use the library for this purpose. Coventry City Council recognises that individuals falling within this protected characteristic will be negatively impacted.</p> <p>Mitigations: The Council will deliver a reduced library service from an alternative community location in Holbrooks from within the Holbrooks Community Care Association (HCCA) building, which is close to the current location of Arena Park Library. Alternative library provision is also available at Bell Green, Foleshill and Jubilee Crescent Libraries. The Library and Information Service will promote the wide range of services that are available for people to access from their own home 24/7 e.g. renew and reserve books, access online reference and information services to support children and adults with their educational attainment. However it is acknowledged that this mitigation will only apply to those with access to the Internet. The Library and Information Service plan to create a 'Library Action Team' with peripatetic staff able to visit groups in the community and deliver library services where they are most needed. The team would focus on meeting the needs of children and older people. Libraries across the City stock a variety of books in different languages</p>

Protected characteristic Race continued	Commentary / Analysis	Impacts / Mitigating actions to reflect local community need.
Religion/Belief	<p>No statistical information is available for this characteristic as the Library and Information Service does not collect this type of information about the users of the service. However the Library and Information Service is anecdotally aware that some people who use the service have different religions or beliefs and will therefore be impacted by this proposal.</p>	<p>Positive impacts: None</p> <p>Negative impacts: No disproportionate impacts have been identified by the Library and Information Service nor through the consultation process but all groups with protected characteristics will be affected by a change in location of Arena Park Library if the proposal is implemented. Coventry City Council recognises that individuals falling within this protected characteristic will be negatively impacted.</p> <p>Mitigations: The Council will deliver a reduced library service from an alternative community location in Holbrooks from within the Holbrooks Community Care Association (HCCA) building, which is close to the current location of Arena Park Library. Alternative library provision is also available at Bell Green, Foleshill and Jubilee Crescent Libraries. The Library and Information Service will promote the wide range of services that are available for people to access from their own home 24/7 e.g. renew and reserve books, access online reference and information services to support children and adults with their educational attainment. However it is acknowledged that this mitigation will only apply to those with access to the Internet. The Library and Information Service plan to create a 'Library Action Team' with peripatetic staff able to visit groups in the community and deliver library services where they are most needed. The team would focus on meeting the needs of children and older people.</p>

Protected characteristic	Commentary / Analysis	Impacts / Mitigating actions
Sexual Orientation	<p>No statistical information is available for this characteristic as the Library and Information Service does not collect this type of information about the users of the service. However LGBT people who use the Library and Information Service will be affected by this proposal.</p>	<p>Positive impacts: None</p> <p>Negative impacts: No disproportionate impacts have been identified by the Library and Information Service nor through the consultation process but all groups with protected characteristics will be affected by a change in location of Arena Park Library if the proposal is implemented. Coventry City Council recognises that individuals falling within this protected characteristic will be negatively impacted.</p> <p>Mitigations: The Council will deliver a reduced library service from an alternative community location in Holbrooks from within the Holbrooks Community Care Association (HCCA) building, which is close to the current location of Arena Park Library. Alternative library provision is also available at Bell Green, Foleshill and Jubilee Crescent Libraries. The Library and Information Service will promote the wide range of services that are available for people to access from their own home 24/7 e.g. renew and reserve books, access online reference and information services to support children and adults with their educational attainment. However it is acknowledged that this mitigation will only apply to those with access to the Internet. The Library and Information Service plan to create a 'Library Action Team' with peripatetic staff able to visit groups in the community and deliver library services where they are most needed. The team would focus on meeting the needs of children and older people.</p>

Protected characteristic	Commentary / Analysis	Impacts / Mitigating actions
Looked After Children	<p>No statistical information is available for this characteristic as the Library and Information Service does not collect this type of information about the users of the service. Arena Park Library run activities for children and young people, some of whom maybe looked after children. Therefore Looked After Children who use the Library and Information Service will be affected by this proposal.</p>	<p>Positive impacts: None</p> <p>Negative impacts: No disproportionate impacts have been identified by the Library and Information Service nor through the consultation process but all groups with protected characteristics will be affected by a change in location of Arena Park Library if the proposal is implemented. Coventry City Council recognises that individuals falling within this protected characteristic will be negatively impacted..</p> <p>Mitigations: The Council will deliver a reduced library service from an alternative community location in Holbrooks from within the Holbrooks Community Care Association (HCCA) building, which is close to the current location of Arena Park Library. Alternative library provision is also available at Bell Green, Foleshill and Jubilee Crescent Libraries. The Library and Information Service will promote the wide range of services that are available for people to access from their own home 24/7 e.g. renew and reserve books, access online reference and information services to support children and adults with their educational attainment. However it is acknowledged that this mitigation will only apply to those with access to the Internet. The Library and Information Service plan to create a 'Library Action Team' with peripatetic staff able to visit groups in the community and deliver library services where they are most needed. The team would focus on meeting the needs of children.</p>

Protected characteristic	Commentary / Analysis	Impacts / Mitigating actions
Carers	<p>No statistical information is available for this characteristic as the Library and Information Service does not collect this type of information about the users of the service. The Library and Information Service is aware that a number of carers use the service both for themselves and to gather materials for the people for whom they care for and therefore will be affected by this proposal.</p>	<p>Positive impacts: None</p> <p>Negative impacts: No disproportionate impacts have been identified by the Library and Information Service nor through the consultation process but all groups with protected characteristics will be affected by a change in location of Arena Park Library if the proposal is implemented. Coventry City Council recognises that individuals falling within this protected characteristic will be negatively impacted.</p> <p>Mitigations: The Council will deliver a reduced library service from an alternative community location in Holbrooks from within the Holbrooks Community Care Association (HCCA) building, which is close to the current location of Arena Park Library. Alternative library provision is also available at Bell Green, Foleshill and Jubilee Crescent Libraries. The Library and Information Service will promote the wide range of services that are available for people to access from their own home 24/7 e.g. renew and reserve books, access online reference and information services to support children and adults with their educational attainment. However it is acknowledged that this mitigation will only apply to those with access to the Internet. The Library and Information Service plan to create a 'Library Action Team' with peripatetic staff able to visit groups in the community and deliver library services where they are most needed. The team would focus on meeting the needs of children and older people.</p>

Protected characteristic	Commentary / Analysis	Impacts / Mitigating actions
Deprivation (e.g. income, educational attainment, worklessness)	<p>The proposal affects a library in an area of high deprivation within the city. The Indices of Deprivation are made up of seven domains, Income, Employment, Health, Education, Crime, Barriers to housing and services and Living environment. Based on the overall Indices of Deprivation (2015) 44% of people who live within the Arena Park Library catchment area live in neighbourhoods of high deprivation of between 0 and 20% of most deprived neighbourhoods in England.</p> <p>In August 2013, Longford Ward, where Arena Park Library is located had an above City average unemployment rate, (7.1% compared to 5.4%) and 5.9% are claiming JSA.</p> <p>Public computer use is high as people come to libraries to look for work and apply for benefits. In 2014/15 computer usage at Arena Park Library was the 4th highest across the Library and Information Service.</p>	<p>Positive impacts: None</p> <p>Negative impacts: During the consultation process concerns were raised about the new proposed library location. There was great concern that access to computers would be reduced, that staff would not be available to support people and that less books would be available. Coventry City Council recognises that individuals falling within this protected characteristic will be negatively impacted.</p> <p>Mitigations: The Council will deliver a reduced library service from an alternative community location in Holbrooks from within the Holbrooks Community Care Association (HCCA) building, which is close to the current location of Arena Park Library. If the proposal is agreed the Council will work to ensure that similar IT provision is available. Alternative library provision is also available at Bell Green, Foleshill and Jubilee Crescent Libraries. The Library and Information Service will promote the wide range of services that are available for people to access from their own home 24/7 e.g. renew and reserve books, access online reference and information services to support children and adults with their educational attainment. However it is acknowledged that this mitigation will only apply to those with access to the Internet. The Library and Information Service plan to create a 'Library Action Team' with peripatetic staff able to visit groups in the community and deliver library services where they are most needed. The team would focus on meeting the needs of children and older people.</p>

3. Have you considered social value requirements as part of this project/review?

The Public Services (Social Value) Act 2012 places a requirement on commissioners to consider the economic, environmental and social benefits of their approaches to procurement before the process starts.

The nature of this proposal deals does not involve commissioning services and therefore this duty does not apply here.

Impact on the workforce**4. How many staff belong to the protected characteristics?**

Contact the HR Change Management Team (Marion O'Brien, Marion.O'Brien@coventry.gov.uk 024 7683 2454) for management information on the workforce affected by this project/review.

Characteristics of staff group

Many staff work in part –time contracts. Many staff are female and choose to work in a particular location due to caring responsibilities or childcare commitments. People from BME communities and people with disabilities are part of the staffing establishment of the Library and Information Service.

The current staffing establishment of the Library and Information Service is 118.8 full time equivalent (FTE) contracts. However many staff (two thirds of these are part time posts) The proposals would impact upon staff in various ways with some posts being deleted, and other staff being required to change their working patterns.

The proposal to close Arena Park Library would potentially affect 5.81 FTE contracts and these staffing reductions would be made from across the service. It is proposed that where possible the impact of posts being deleted would be managed through voluntary redundancy/ early retirement, ending a number of temporary posts and the deletion of several vacant posts. Staff displaced from a library that is closing will, if possible, be relocated or redeployed to other parts of the Service in line with the City Council Security of Employment Policy. When proposing changes to staffing hours and location the service would consider the protected characteristics applicable to many of the current staff.

5. What are the likely impacts of this project / review on different groups of staff?

The proposal will impact upon all staff working in the Library and Information Service. New patterns of working hours will be developed to open the reformatted Library and Information Service.

Staff who work a low number of hours may be affected as the pattern of required hours of work changes. Staff may need to work a different pattern of hours and potentially in a different location.

The majority of staff are paid on a Grade 2 salary. Changing work location in the city may increase travel costs for employees.

Many staff work part time and have family responsibilities, paying for childcare. A change to the required hours of work may increase the amount of money paid for childcare.

6. Do you plan to undertake formal consultation as part of this project?

Yes

☒

No

☐

7. Has a report to elected members been prepared in relation to this work?

Yes

☒

No

☐

Web link to the report:

Insert link to the report (usually <http://moderngov.coventry.gov.uk/....>).**Next steps**

Please send this completed pre-consultation form to the Chief Executive's Policy Team: Jaspal Mann (Jaspal.Mann@coventry.gov.uk 024 7683 3112); or Wendy Ohandjanian (Wendy.Ohandjanian@coventry.gov.uk 024 7683 2939). This form will also be shared with Public Health, who will be in touch in relation to the impact of this project/review on health inequalities.

1b

Post-consultation

**The section below should be completed following consultation.**

Name

Gemma Tate

Date section 1b completed

11/02/2016

8. Update any equality impacts on service users listed in Part 1a question 2 following consultation.

Reflect any new information that may have come to light during the consultation process. Under mitigating actions, identify the responsible Council officer or named person in an external provider responsible for completing the action and timescales involved.

9. What were the key findings from the consultation process?

The overarching themes from the consultation process focussed on **the ease of access of Arena Library** within the shopping park and good public transportation links. Therefore this was cited as the main reason people wanted the library to remain in its current location.

The **value of the library service as a focal point of the community** as places where people undertake educational activities, meet and socialise in groups. Respondents stressed the social importance of the Library and its positive impact upon their health and well-being.

Free access and help with ICT was noted as being a key service offered by the Library due to its important role in everyday life e.g. applying for jobs and undertaking homework. Respondents highlighted the importance of services aimed at **Children and Young People**.

A number of concerns were raised about the proposed **alternative location - HCCA** in particular its lack of car parking, poor public transport links and reduction in service.

There were **four main protected characteristics** which respondents to the consultation felt would be most adversely affected by the proposal to end delivery of services from Arena Park Library and enter into discussions to relocate a reduced library provision at an alternative community location in Holbrooks (Holbrooks Community Care Association).

Firstly **children and young people**, with the main reasons cited as the library was a place where they could learn, socialise, obtain help with or resources for school homework and have access to computers to help them do this. People stated that Sundays was a popular day for children and young people to use the community libraries that were currently open on a Sunday as it was a non-school day.

Secondly **older people** were identified as respondents felt the proposals would increase the level of social isolation for some older people, as many have made new friends and value the social interaction with other service users. They also value the accessibility of the library for those older people with limited mobility. They use the library to access books, the internet and to sit and read in a warm friendly environment.

Thirdly **people with Disabilities**, were identified as the current location of Arena Park Library offers excellent accessibility and parking for the disabled and those with limited mobility. It is important that in one trip they can visit the library and do their shopping at

the same time.

Fourthly **race** the elderly Asian Community responded that they value the space to read newspapers, books and to socialise. There were also comments received about how helpful staff at Arena Park Library are in supporting people where English is their second language.

Deprivation (unemployment and pc access) was identified as respondents as negative impact as they clearly stated that a lot of people use the library service to access computers to apply for benefits or to seek employment as they do not have IT/internet facilities in their own home. Without this service many users feel they would have difficulty completing job applications which are now mostly all online, they would also find it difficult to complete benefit forms which are again mostly online. Students and young children make use of IT facilities to help them with homework and study, and older people prefer to access the computers at the library as the staff are on hand to provide support and advice.

The **Pregnancy and Maternity** characteristic was mentioned during consultation by some respondents stated that pregnant women would be negatively affected by the proposal but they did not give reasons why they believed this to be the case

No specific comments were received during consultation about the other protected characteristics.

10. Have any of the preferred delivery options or service model(s) changed following the consultation?

Yes

☐

No

☒

There is no change to the proposal. The proposal is to end delivery of library services from the Arena Park Library facility by not renewing the lease and to continue engagement with Holbrooks Community Care Association (HCCA) about the potential delivery of a reduced library service to be provided in the HCCA building by September 2016.

11. Update the workforce data tables in Part 1a question 4 as required.



If no changes have been made, state 'no changes made'.

No statistical changes made.

13. Following consultation, please indicate which of the following best describes the equality impact of this review/project.

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

☐

There will be **positive** equality impact if the proposed option is implemented

☐

There will be **negative** equality impact if the proposed option is implemented but this can be objectively justified

☒

14. Will this form be used to compile a Programme Level Analysis (Part 2)?

Yes

☒

No

☐

If yes, state the name of the programme:

Connecting Communities Programme - Phase 1

15. Approvals from Director and Cabinet Member

Name

Date

Director: Kirston Nelson

[Click here to enter date agreed.](#)

Cabinet Member: Cllr Kershaw

[Click here to enter date agreed.](#)

16. Please detail below any committees, boards or panels that have considered this analysis.

Name	Date	Chair	Decision taken
Name of board.	Click here to enter meeting date.	Name of chair.	Decision made / link to report.
Name of board.	Click here to enter meeting date.	Name of chair.	Decision made / link to report.
Name of board.	Click here to enter meeting date.	Name of chair.	Decision made / link to report.

Next steps

Please send the completed form to the Chief Executive's Policy Team: Jaspal Mann (Jaspal.Mann@coventry.gov.uk 024 7683 3112); or Wendy Ohandjanian (Wendy.ohandjanian@coventry.gov.uk)

Version control

Find the latest version on Beacon at <http://beacon.coventry.gov.uk/equalityanddiversity/>

Version	Date	Summary of Changes (Author)
1.0.0	17 July 2014	Initial release (Jaspal Mann)
1.0.1	05 August 2014	Added protected characteristic of Disability under section 2 (Si Chun Lam)
1.0.2	05 May 2015	Jaspal Mann

Guidance

Please read the [Equality and Consultation Analysis Guidance Note](#) for help in completing this form. For further information and support to complete this form, please contact – **equalities**: Jaspal Mann (Jaspal.Mann@coventry.gov.uk 024 7683 3112) or Wendy Ohandjanian (Wendy.Ohandjanian@coventry.gov.uk 024 7683 2939) in the Chief Executive's Policy Team; or for **consultation**: Helen Shankster (Helen.Shankster@coventry.gov.uk 024 7683 4371) in the Insight Team.

About the project

Project or review

Connecting Communities (Phase 1) – Willenhall Library Proposal 3

Service

Coventry Libraries, Advice, Health and Information Service

Directorate

People

About the person completing this form

Name

Peter Barnett / Gemma Tate

Role

Head of Libraries, Advice and Health Information Services

Email

peter.barnett@coventry.gov.uk

Telephone

02476831579

Date section 1a completed

13/11/2015

1. Provide brief details of the aims of the project / review

The proposed programme entails a redesign of Council services so they are delivered in partnership with local communities and neighbourhoods where there is most need. Council services included within the scope of this programme at phase one are libraries, youth centres and services, children's centres, play centres, community centres, public conveniences and adult education.

This equality and consultation analysis looks at one of six proposals specifically relating to Coventry Libraries and Information Service. There are currently 17 libraries in Coventry; Central Library and 16 community libraries across the city. There is also a mobile library service.

The proposals look at the options available to reshape Coventry Libraries and Information Service to deliver quality services within the financial resources available.

The Library and Information Service seeks to target services to meet the needs of the most vulnerable in the city. The review of the service looks at new ways of working in collaboration with other organisations to deliver services within local communities.

This Equality and Consultation Analysis looks specifically at **proposal 3** within the Connecting Communities programme which is to end delivery of library services (and not renew the lease) from the current Willenhall Library facility to continue discussions with the Hagard Centre about a more cost effective community library being located within the Centre.

Willenhall Library was the third busiest for visitors, and had the sixth most book issues in 2014/15. The number of visits has increased by 5% from the previous year (2013/14)

Impact on service users

2. What are the possible impacts of this project / review on the following groups?



Assess the impact of this project / review on people with the following [protected characteristics](#); and agreed local priority groups. Please summarise local service level data as evidence of any impact and also consider other local and national data or evidence. Under 'Mitigating Actions' outline briefly what actions you plan to put in place to lessen any negative impact on protected groups. Delete any of the characteristics below which do not apply.

Protected characteristic	Commentary / Analysis	Impacts / Mitigating actions
Age	<p>This proposal would affect children, adults and older people who currently use the Willenhall Library. There are 3,408 registered members (who registered for the library service at Willenhall as at 3rd September 2015) Although any member of the library service can use Willenhall Library.</p> <p>The breakdown of numbers of registered library users by age at Willenhall Library shows that when compared to the population average of Coventry, children and young people would be disproportionately affected.</p>	<p>Positive impacts: Providing access to library services from community buildings increases access to a wider range of community facilities thus potentially reducing social isolation for older people</p> <p>Negative impacts: These proposals would impact on children, adults and older people who currently use Willenhall Library. During consultation concerns were raised that as a result of this proposal there will be less on offer and that could have an adverse effect on the educational attainment of those in the area</p> <p>Mitigations: Proposals have taken into account the proximity of community centre space to existing library building of 0.2 miles thus minimising the need for extra travel for families with children and for older people. The Library Service will optimise the space available to ensure content, layout and services available meet community need. The library service will promote the wide range of services that are available for people to access from their own home 24/7 e.g. renew and reserve books, access online reference and information services to support children and adults with their educational attainment. However it is acknowledged that this mitigation will only apply to those with access to the Internet.</p>

Protected characteristic Disability	Commentary / Analysis	Impacts / Mitigating actions
	<p>Some of the people that currently use Willenhall Library may have a disability. The Library and Information Service does not hold full records on library users with disabilities. The Library and Information Service does hold information about some library users who have a hearing or visual impairment. This information is voluntarily provided by those library users. As at 03.09.15 there were 46 library users with either a hearing impairment and/or visual impairment who are registered members of Willenhall Library.</p> <p>The above figures are only for one type of disability. However disabled people will be affected by this proposal.</p>	<p>Positive impacts: Providing access to library services from a community building increases access to a wider range of community facilities.</p> <p>Negative impacts: These proposals would impact on disabled people who currently use Willenhall Library. The main reason cited during consultation is that the Haggard does not offer adequate accessibility to those that are disabled or have limited mobility</p> <p>Mitigations: Proposals have taken into account the proximity of community centre space to the existing library building of 0.2miles thus minimising the need for extra travel for families with children, for older people and disabled people. The Library service will optimise the space available to ensure content, layout and services available best meet community need. The library service will promote the wide range of services that are available for people to access from their own home 24/7 e.g. renew and reserve books, access online reference and information services to support children and adults with their educational attainment. However it is acknowledged that this mitigation will only apply to those with access to the Internet.</p>

Protected characteristic	Commentary / Analysis	Impacts / Mitigating actions
Gender	<p>No statistical information is available for this characteristic as the Library and Information Service currently only asks people for their title (eg Mr/Mrs/Dr/Child) and not specially their gender.</p> <p>Although it is anecdotally known that a high proportion of women attend the range of activities available at Willenhall Library aimed at pre-school aged children.</p>	<p>Positive impacts: Providing access to library services from a community building increases access to a wider range of community facilities.</p> <p>Negative impacts: Women are likely to be disproportionately impacted due to a high proportion of women attending activities in the libraries aimed at pre-school children.</p> <p>Mitigations: Proposals have taken into account the proximity of community centre space to the existing library building of 0.2miles thus minimising the need for extra travel for people. The Library service will optimise the space available to ensure content, layout and services available best meet community need. The library service will promote the wide range of services that are available for people to access from their own home 24/7 e.g. renew and reserve books, access online reference and information services to support children and adults with their educational attainment. However it is acknowledged that this mitigation will only apply to those with access to the Internet.</p>

Protected characteristic	Commentary / Analysis	Impacts / Mitigating actions
Gender Reassignment	<p>No statistical information is available for this characteristic as the Library and Information Service does not collect this type of information about the users of the service. However an individual falling within this protected characteristic will be impacted by this proposal.</p>	<p>Positive impacts: Providing access to library services from a community building increases access to a wider range of community facilities.</p> <p>Negative impacts: No disproportionate impacts have been identified by the Library and Information Service nor through the consultation process for people in this protected characteristic.</p> <p>Mitigations: Proposals have taken into account the proximity of community centre space to the existing library building of 0.2miles thus minimising the need for extra travel for people. The Library service will optimise the space available to ensure content, layout and services available best meet community need. A key objective for the Library and Information Service is to promote the digital offer and the range of library services that are available 24/7 for people to access from their own home rather than from a specific library. For example, renew and reserve books, access online reference and information services to support children with educational attainment. However it is acknowledged that this mitigation will only apply to those with access to the Internet.</p>

Protected characteristic	Commentary / Analysis	Impacts / Mitigating actions
Marriage/Civil Partnership	<p>No statistical information is available for this characteristic as the Library and Information Service currently only asks people for their title (e.g. Mr/Mrs/Dr/Child) and not specially their marital status. However an individual falling within this protected characteristic will be impacted by this proposal.</p>	<p>Positive impacts: Providing access to library services from a community building increases access to a wider range of community facilities.</p> <p>Negative impacts: No disproportionate impacts have been identified by the Library and Information Service nor through the consultation process for people in this protected characteristic.</p> <p>Mitigations: Proposals have taken into account the proximity of community centre space to the existing library building of 0.2miles thus minimising the need for extra travel for people. The Library service will optimise the space available to ensure content, layout and services available best meet community need. A key objective for the Library and Information Service is to promote the digital offer and the range of library services that are available 24/7 for people to access from their own home rather than from a specific library. For example, renew and reserve books, access online reference and information services to support children with educational attainment. However it is acknowledged that this mitigation will only apply to those with access to the Internet.</p>

Protected characteristic	Commentary / Analysis	Impacts / Mitigating actions
Pregnancy/Maternity	<p>No statistical information is available for this characteristic as the Library and Information Service does not collect this type of information about the users of the service. However the Library and Information Service is anecdotally aware that some people who use the service are pregnant or are currently on maternity leave. For example some mothers on maternity leave will use the library to attend activities aimed at babies/pre-school aged children.</p>	<p>Positive impacts: Providing access to library services from a community building increases access to a wider range of community facilities</p> <p>Negative impacts: No disproportionate impacts have been identified by the Library and Information Service nor through the consultation process for people in this protected characteristic.</p> <p>Mitigations: Proposals have taken into account the proximity of community centre space to the existing library building of 0.2miles thus minimising the need for extra travel for families with children. The Library service will optimise the space available to ensure content, layout and services available best meet community need. The library service will promote the wide range of services that are available for people to access from their own home 24/7 e.g. renew and reserve books, access online reference and information services to support children and adults with their educational attainment However it is acknowledged that this mitigation will only apply to those with access to the Internet.</p>

Protected characteristic	Commentary / Analysis	Impacts / Mitigating actions
Race	<p>No information is available for this characteristic as the Library and Information Service does not collect this type of information about the users of the service. Coventry is a diverse city and from the 2011 Census we know that 33% of Coventry's inhabitants come from ethnic minority communities compared to 20% for England as a whole. Willenhall Library is located in the Binley and Willenhall Ward of the city, and according to the Census 2011 77.9% of people living in the ward identify as White British and 22.1% of people identify themselves as being from other ethnic groups. It must be noted that library catchment areas are wider and cross ward boundaries. The Library and Information Service is anecdotally aware that some people who use Willenhall Library are from different groups of people who may be defined by their race, colour, nationality (including citizenship) ethnic or national origin. Willenhall Library does have books available in other languages.</p>	<p>Positive impacts: Providing access to library services from a community building increases access to a wider range of community facilities.</p> <p>Negative impacts: No disproportionate impacts have been identified by the Library and Information Service nor through the consultation process for people in this protected characteristic.</p> <p>Mitigations: Proposals have taken into account the proximity of community centre space to the existing library building of 0.2miles thus minimising the need for extra travel for people. The Library service will optimise the space available to ensure content, layout and services available best meet community need. The Library and Information Service will continue to work in libraries across the city, using cultural understanding to provide a range of stock and events reflecting the needs of people in the city. The library service will promote the wide range of services that are available for people to access from their own home 24/7 e.g. renew and reserve books, access online reference and information service However it is acknowledged that this mitigation will only apply to those with access to the Internet.</p>

Protected characteristic Religion/Belief	Commentary / Analysis	Impacts / Mitigating actions
	<p>No statistical information is available for this characteristic as the Library and Information Service does not collect this type of information about the users of the service.</p> <p>However the Library and Information Service is anecdotally aware that some people who use the service have different religions or beliefs and will therefore be impacted by this proposal.</p>	<p>Positive impacts: Providing access to library services from a community building increases access to a wider range of community facilities.</p> <p>Negative impacts: No disproportionate impacts have been identified by the Library and Information Service nor through the consultation process for people in this protected characteristic.</p> <p>Mitigations: Proposals have taken into account the proximity of community centre space to the existing library building of 0.2miles thus minimising the need for extra travel for people. The Library service will optimise the space available to ensure content, layout and services available best meet community need. The library service will promote the wide range of services that are available for people to access from their own home 24/7 e.g. renew and reserve books, access online reference and information service. However it is acknowledged that this mitigation will only apply to those with access to the Internet.</p>

Protected characteristic Sexual Orientation	Commentary / Analysis	Impacts / Mitigating actions
	<p>No statistical information is available for this characteristic as the Library and Information Service does not collect this type of information about the users of the service. However LGBT people who use the Library and Information Service will be affected by this proposal.</p>	<p>Positive impacts: Providing access to library services from a community building increases access to a wider range of community facilities.</p> <p>Negative impacts: No disproportionate impacts have been identified by the Library and Information Service nor through the consultation process for people in this protected characteristic.</p> <p>Mitigations: Proposals have taken into account the proximity of community centre space to the existing library building of 0.2miles thus minimising the need for extra travel for people. The Library service will optimise the space available to ensure content, layout and services available best meet community need. The library service will promote the wide range of services that are available for people to access from their own home 24/7 e.g. renew and reserve books, access online reference and information service. However it is acknowledged that this mitigation will only apply to those with access to the Internet.</p>

Protected characteristic	Commentary / Analysis	Impacts / Mitigating actions
Looked After Children	<p>No information is available for this characteristic as the Library and Information Service does not collect this type of information about the users of the service. Willenhall Library run activities for children and young people, some of whom maybe looked after children. Therefore Looked After Children who use the Library and Information Service will be affected by this proposal.</p>	<p>Positive impacts: Providing access to library services from a community building increases access to a wider range of community facilities.</p> <p>Negative impacts: No disproportionate impacts have been identified by the Library and Information Service nor through the consultation process for people in this protected characteristic.</p> <p>Mitigations: Proposals have taken into account the proximity of community centre space to the existing library building of 0.2miles thus minimising the need for extra travel for families with children. The Library service will optimise the space available to ensure content, layout and services available best meet community need. The library service will promote the wide range of services that are available for people to access from their own home 24/7 e.g. renew and reserve books, access online reference and information service to support children and adults with their educational attainment. However it is acknowledged that this mitigation will only apply to those with access to the Internet.</p>

Protected characteristic Carers	Commentary / Analysis	Impacts / Mitigating actions
	<p>No information is available for this characteristic as the Library and Information Service does not collect this type of information about the users of the service.</p> <p>The Library and Information Service is aware that a number of carers use the service both for themselves and to gather materials for the people for whom they care for.</p>	<p>Positive impacts: Providing access to library services from a community building increases access to a wider range of community facilities.</p> <p>Negative impacts: No disproportionate impacts have been identified by the Library and Information Service nor through the consultation process for people in this protected characteristic.</p> <p>Mitigations: Proposals have taken into account the proximity of community centre space to the existing library building of 0.2miles thus minimising the need for extra travel for families with children, for older people and disabled people. The Library service will optimise the space available to ensure content, layout and services available best meet community need. The library service will promote the wide range of services that are available for people to access from their own home 24/7 e.g. renew and reserve books, access online reference and information service. However it is acknowledged that this mitigation will only apply to those with access to the Internet. The Library service will continue to work with the Carers Trust Heart of England to find new ways of supporting carers in the city.</p>

Protected characteristic	Commentary / Analysis	Impacts / Mitigating actions
Deprivation (e.g. income, educational attainment, worklessness)	<p>The proposal affects libraries in areas of deprivation in the city. The Indices of Deprivation are made up of seven domains, Income, Employment, Health, Education, Crime, Barriers to housing and services and Living environment. Based on the overall Indices of Deprivation (2015) 60% of people who live within the Willenhall Library catchment area live in neighbourhoods of high deprivation of between 0 and 20% of most deprived neighbourhoods in England.</p> <p>In August 2013, 7.5% of people living in Binley & Willenhall Ward were claiming JSA compared to only 5.4% of the City as a whole. Binley & Willenhall Ward ranks highest out of all of the Wards for total claimants of JSA who are aged 16-24 (2.4%).</p> <p>Public computer use is high in these areas as people come to libraries to look for work and apply for benefits.</p> <p>In 2014/15 computer usage at Willenhall Library was the 6th highest across the Library and Information Service.</p>	<p>Positive impacts: Providing access to library services from a community building increases access to a wider range of community facilities.</p> <p>Negative impacts: During the consultation process concerns were raised about the new proposed library location. There was great concern that access to computers would be reduced and that less books would be available.</p> <p>Mitigations: Proposals have taken into account the proximity of community centre space to the existing library building of 0.2miles thus minimising the need for extra travel costs for families with children, for older people and disabled people. The Library service will optimise the space available to ensure content, layout and services available best meet community need, particularly around access to ICT. The library service will promote the wide range of services that are available for people to access from their own home 24/7 e.g. renew and reserve books, access online reference and information service to support children and adults with their educational attainment. However it is acknowledged that this mitigation will only apply to those with access to the Internet. As a result of the consultation process, the same number of computers will be available at the new location if the proposal to move location is approved.</p>

3. Have you considered social value requirements as part of this project/review?

The Public Services (Social Value) Act 2012 places a requirement on commissioners to consider the economic, environmental and social benefits of their approaches to procurement before the process starts.

The nature of this proposal deals does not involve commissioning services and therefore this duty does not apply here.

Impact on the workforce**4. How many staff belong to the protected characteristics?**

Contact the HR Change Management Team (Marion O'Brien, Marion.O'Brien@coventry.gov.uk 024 7683 2454) for management information on the workforce affected by this project/review.

Characteristics of staff group

Many staff work in part –time contracts. Many staff are female and choose to work in a particular location due to caring responsibilities or childcare commitments. People from BME communities and people with disabilities are part of the staffing establishment of the Library and Information Service.

The current staffing establishment of the Library Service is 118.8 full time equivalent (FTE) contracts. However many staff (two thirds of these are part time posts) The proposals would impact upon staff in various ways with some posts being deleted, and other staff being required to change their working patterns.

The specific proposal to potentially relocate Willenhall Library to an alternative community location would not have any initial staffing implications, as staff currently working at Willenhall Library would initially transfer to the new location. There might be implications in respect of shift patterns.

5. What are the likely impacts of this project / review on different groups of staff?

The proposal will impact upon all staff working in the Library and Information Service. New patterns of working hours will be developed to open the reformatted library service.

Staff who work a low number of hours may be affected as the pattern of required hours of work changes

The majority of staff are paid on G2. Changing work location in the city may increase in extra travel costs for employees. Staff may need to work a different pattern of hours and potentially in a different location.

Many staff work part time and have family responsibilities, paying for childcare. A change to the required hours of work may increase the amount of money paid for childcare

6. Do you plan to undertake formal consultation as part of this project?

Yes ☒ No ☐

7. Has a report to elected members been prepared in relation to this work?

Yes ☒ No ☐

Web link to the report: Insert link to the report (usually <http://moderngov.coventry.gov.uk/....>).

Next steps

Please send this completed pre-consultation form to the Chief Executive's Policy Team: Jaspal Mann (Jaspal.Mann@coventry.gov.uk 024 7683 3112); or Wendy Ohandjanian (Wendy.Ohandjanian@coventry.gov.uk 024 7683 2939). This form will also be shared with Public Health, who will be in touch in relation to the impact of this project/review on health inequalities.

1b

Post-consultation

**The section below should be completed following consultation.**

Name

Gemma Tate

Date section 1b completed

10/02/2016

8. Update any equality impacts on service users listed in Part 1a question 2 following consultation.

Reflect any new information that may have come to light during the consultation process. Under mitigating actions, identify the responsible Council officer or named person in an external provider responsible for completing the action and timescales involved.

9. What were the key findings from the consultation process?

The overarching themes from the consultation process focussed on **respondents wanting the current library service to remain the same**, to stay in the current location, with the same level of service provided. **People also expressed concern about reduction in services and what the new service will look like**, citing that key services such as access to computers need to remain part of the library offer and that there needs to be space for people to study, to meet and socialise alongside having enough space for a variety of books. People felt there may not be enough space within the Hagard to provide a range of services. The third theme was **Concern about appropriateness of Hagard Centre for Library provision**, queries were raised in respect of accessibility of the building and whether the welcoming atmosphere of the current Willenhall Library could be recreated.

There were **three main protected characteristics** which respondents to the consultation felt would be most adversely affected by the proposal to end delivery of services from (and not renew the lease) from the current Willenhall Library facility and to continue discussions with the Hagard Centre about a more cost effective community library being located within the Centre.

Firstly **Children & Young People**. People stated that the library is a place where children and young people go to read, do their homework and study, they value the quietness and also access to the array of resources available, the internet, books and computers. There is concern that as a result of this proposal there will be less on offer and could have an adverse effect on the educational attainment of those in the area.

Secondly, **Disability/Limited Mobility** the main reason cited is that the Hagard does not offer adequate accessibility to those that are disabled or have limited mobility.

Thirdly, **Deprivation** reasons stated were people were clear that a lot of people use the library service to access computers to seek employment as they do not have IT/internet facilities in their own home.

Other protected characteristics mentioned as being negatively affected by the proposal were **Older People**; reasons stated were libraries a safe place for older people to visit. Concerns were raised that some Older People might not use a library in the Hagard due to concerns about accessibility due to their age or worries about “younger people hanging around the centre”, making it a less inviting place to visit

Some respondents felt that people from **different ethnic groups (Race)** would be

negatively affected by the proposals; an example given was the fact that a lot of African people and people from other BME groups use Willenhall Library.

No specific comments were received during consultation about the other protected characteristics.

10. Have any of the preferred delivery options or service model(s) changed following the consultation?

Yes

☐

No

☒

There is no change to the proposal. The proposal is to end delivery of library services (and not renew the lease) from the current Willenhall Library facility and to continue engagement about the potential delivery of a reduced library service to be provided in the Hagard Centre building by September 2016.

11. Update the workforce data tables in Part 1a question 4 as required.



If no changes have been made, state 'no changes made'.

No changes made.

13. Following consultation, please indicate which of the following best describes the equality impact of this review/project.

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

☒

There will be **positive** equality impact if the proposed option is implemented

☐

There will be **negative** equality impact if the proposed option is implemented but this can be objectively justified

☐

14. Will this form be used to compile a Programme Level Analysis (Part 2)?

Yes

☒

No

☐

If yes, state the name of the programme:

Connecting Communities (Phase 1)

15. Approvals from Director and Cabinet Member

Name

Date

Director: Kirston Nelson

Click here to enter date agreed.

Cabinet Member: Councillor Kershaw

Click here to enter date agreed.

16. Please detail below any committees, boards or panels that have considered this analysis.

Name	Date	Chair	Decision taken
Name of board.	Click here to enter meeting date.	Name of chair.	Decision made / link to report.
Name of board.	Click here to enter meeting date.	Name of chair.	Decision made / link to report.
Name of board.	Click here to enter meeting date.	Name of chair.	Decision made / link to report.

Next steps

Please send the completed form to the Chief Executive's Policy Team: Jaspal Mann (Jaspal.Mann@coventry.gov.uk 024 7683 3112); or Wendy Ohandjanian (Wendy.ohandjanian@coventry.gov.uk)

Version control

Find the latest version on Beacon at <http://beacon.coventry.gov.uk/equalityanddiversity/>

Version	Date	Summary of Changes (Author)
1.0.0	17 July 2014	Initial release (Jaspal Mann)
1.0.1	05 August 2014	Added protected characteristic of Disability under section 2 (Si Chun Lam)
1.0.2	05 May 2015	Jaspal Mann

Guidance

Please read the [Equality and Consultation Analysis Guidance Note](#) for help in completing this form. For further information and support to complete this form, please contact – **equalities**: Jaspal Mann (Jaspal.Mann@coventry.gov.uk 024 7683 3112) or Wendy Ohandjanian (Wendy.Ohandjanian@coventry.gov.uk 024 7683 2939) in the Chief Executive's Policy Team; or for **consultation**: Helen Shankster (Helen.Shankster@coventry.gov.uk 024 7683 4371) in the Insight Team.

About the project

Project or review

Connecting Communities (Phase 1) – Mobile Library Service Proposal 4

Service

Coventry Libraries, Advice, Health and Information Service

Directorate

People

About the person completing this form

Name

Peter Barnett / Gemma Tate

Role

Head of Libraries, Advice and Health Information Services

Email

Peter.barnett@coventry.gov.uk

Telephone

02476831579

Date section 1a completed

13/11/2015

1. Provide brief details of the aims of the project / review

The proposed programme entails a redesign of Council services so they are delivered in partnership with local communities and neighbourhoods where there is most need. Council services included within the scope of this programme at phase one are libraries, youth centres and services, children's centres, play centres, community centres, public conveniences and adult education.

This equality and consultation analysis looks at one of six proposals specifically relating to the Coventry Libraries and Information Service. There are currently 17 libraries in Coventry; Central Library and 16 community libraries across the city. There is also a mobile library service.

The proposals look at the options available to reshape Coventry Libraries and Information Service to deliver quality services within the financial resources available.

The Library and Information Service seeks to target services to meet the needs of the most vulnerable in the city. The review of the service looks at new ways of working in collaboration with other organisations to deliver services within local communities.

This Equality and Consultation Analysis looks specifically at **proposal 4** within the Connecting Communities programme which is to end the mobile library service.

The mobile library service visits each of the 64 existing stops every week (Monday to Saturday). Once registered with the Library and Information Service people can use any library, including the mobile service. There were 13,503 visits across the 64 stops in 2014/15. The number of visits to the mobile library has decreased by 8.5% when compared to visits made in 2013/14.

The service scheduled opening hours is 38.8 hours a week (excluding driving time). The length of time at a stop can vary but can range from 10 minutes up to 1.5 hours, with the majority of stops lasting for 30 minutes.

Impact on service users**2. What are the possible impacts of this project / review on the following groups?**

Assess the impact of this project / review on people with the following [protected characteristics](#); and agreed local priority groups. Please summarise local service level data as evidence of any impact and also consider other local and national data or evidence. Under 'Mitigating Actions' outline briefly what actions you plan to put in place to lessen any negative impact on protected groups. Delete any of the characteristics below which do not apply.

**Protected
characteristic**

Commentary / Analysis

Impacts / Mitigating actions

Protected characteristic	Commentary / Analysis	Impacts / Mitigating actions
Age	<p>This proposal would affect children, adults and older people who currently use the mobile library service. There are 794 registered users; approximately 65% of those are children and 6% of people are aged 60+ (who registered for the Library and Information Service at the mobile service as at 3rd September 2015) Although any member of the Library and Information Service can use the mobile library.</p>	<p>Positive impacts: None</p> <p>Negative impacts: These proposals would impact on children, adults and older people who use the mobile library service. During consultation concerns were raised about the negative impact on older people who might not be eligible for the Age UK Housebound Service. Some people felt that ending the Mobile Library Service may increase their social isolation due to the loss of interaction with their neighbours and Mobile Library staff. Coventry City Council recognises that individuals falling within this protected characteristic will be negatively impacted.</p> <p>Mitigations: Coventry is a compact city and alternative building based provision will be available for people who currently use the mobile library service. The majority of stops are a mile or less from a library building. The Library and Information Service will promote the wide range of services that are available for people to access from their own home 24/7 e.g. renew and reserve books, access online reference and information services to support children and adults with their educational attainment. However it is acknowledged that this mitigation will only apply to those with access to the Internet. The Library and Information Service plan to create a 'Library Action Team' with peripatetic staff able to visit groups in the community and deliver library services where they are most needed. The team would focus on meeting the needs of children and older people.</p>

Protected characteristic	Commentary / Analysis	Impacts / Mitigating actions
Disability	<p>Some of the people that currently use the mobile library may have a disability. The Library and Information Service does not hold full records on library users with disabilities. The Library and Information Service does hold information about some library users who have a hearing or visual impairment. This information is voluntarily provided by those library users. As at 03.09.15 there were 20 library users with either a hearing impairment and/or visual impairment who are registered members of the Mobile Library Service</p>	<p>Positive impacts: None</p> <p>Negative impacts: People with a disability would need to use an alternative library building in the city and may need to re-plan their travel journey. This may involve longer travel times which could result in extra costs for petrol or travelling via public transport and this could be a barrier for accessing alternative library provision. These negative impacts were mentioned by a number of respondents during the consultation process. Coventry City Council recognises that individuals falling within this protected characteristic will be negatively impacted.</p> <p>Mitigations: Coventry is a compact city and alternative building based provision will be available for people who currently use the mobile library service. All library buildings are fully accessible for people with disabilities and have a range of services to support people with people disabilities, for example Books on Prescription and large print books. The majority of stops are a mile or less from a library building. The Coventry Home Library Service is available for people who are housebound and potentially available to children, adults or older people with limited mobility to access alternative community libraries. The Library and Information Service will promote the wide range of services that are available for people to access from their own home 24/7 e.g. renew and reserve books, access online reference and information services to support children and adults with their educational attainment. However it is acknowledged that this mitigation will only apply to</p>

Protected characteristic	Commentary / Analysis	Impacts / Mitigating actions
Disability continued		<p>those with access to the Internet.</p> <p>The Library and Information Service plan to create a 'Library Action Team' with peripatetic staff able to visit groups in the community and deliver library services where they are most needed. The team would focus on meeting the needs of children and older people</p>
Gender	<p>No statistical information is available for this characteristic as the Library and Information Service currently only asks people for their title (e.g. Mr/Mrs/Dr/Child) and not specially their gender. However an individual falling within this protected characteristic will be impacted by this proposal.</p>	<p>Positive impacts: None.</p> <p>Negative impacts: No disproportionate impacts have been identified by the Library and Information Service nor through the consultation process but all groups with protected characteristics will be affected by ending the Mobile Library Service if the proposal is implemented. Coventry City Council recognises that individuals falling within this protected characteristic will be negatively impacted.</p> <p>Mitigations: Coventry is a compact city and alternative building based provision will be available for people who currently use the mobile library service. The majority of stops are a mile or less from a library building. The Library and Information Service will promote the wide range of services that are available for people to access from their own home 24/7 e.g. renew and reserve books, access online reference and information services to support children and adults with their educational attainment. However it is acknowledged that this mitigation will only apply to those with access to the Internet.</p>

Protected characteristic	Commentary / Analysis	Impacts / Mitigating actions
Gender Reassignment	No statistical information is available for this characteristic as the Library and Information does not collect this type of information about the users of the service. However an individual falling within this protected characteristic will be impacted by this proposal.	<p>Positive impacts: None.</p> <p>Negative impacts: No disproportionate impacts have been identified by the Library and Information Service nor through the consultation process but all groups with protected characteristics will be affected by ending the Mobile Library Service if the proposal is implemented. Coventry City Council recognises that individuals falling within this protected characteristic will be negatively impacted.</p> <p>Mitigations: Coventry is a compact city and alternative building based provision will be available for people who currently use the mobile library service. The majority of stops are a mile or less from a library building. The Library and Information Service will promote the wide range of services that are available for people to access from their own home 24/7 e.g. renew and reserve books, access online reference and information services to support children and adults with their educational attainment. However it is acknowledged that this mitigation will only apply to those with access to the Internet.</p>

Protected characteristic	Commentary / Analysis	Impacts / Mitigating actions
Marriage/Civil Partnership	<p>No statistical information is available for this characteristic as the Library and Information Service currently only asks people for their title (e.g. Mr/Mrs/Dr/Child) and not specially their marital status. However an individual falling within this protected characteristic will be impacted by this proposal.</p>	<p>Positive impacts: None</p> <p>Negative impacts: No disproportionate impacts have been identified by the Library and Information Service nor through the consultation process but all groups with protected characteristics will be affected by ending the Mobile Library Service if the proposal is implemented. Coventry City Council recognises that individuals falling within this protected characteristic will be negatively impacted.</p> <p>Mitigations: Coventry is a compact city and alternative building based provision will be available for people who currently use the mobile library service. The majority of stops are a mile or less from a library building. The Library and Information Service will promote the wide range of services that are available for people to access from their own home 24/7 e.g. renew and reserve books, access online reference and information services to support children and adults with their educational attainment. However it is acknowledged that this mitigation will only apply to those with access to the Internet.</p>

Protected characteristic Pregnancy/Mate rernity	Commentary / Analysis	Impacts / Mitigating actions
	<p>No statistical information is available for this characteristic as the Library and Information Service does not collect this type of information about the users of the service.</p> <p>However the Library and Information Service is anecdotally aware that some people who use the service are pregnant or are currently on maternity leave. For example some mothers on maternity leave will use the library to obtain books and other materials aimed at babies/pre-school aged children and therefore will be impacted by this proposal.</p>	<p>Positive impacts: None.</p> <p>Negative impacts: During consultation some comments were received that pregnant women who rely on the Mobile Library Service would be negatively impacted if the service was withdrawn as there could potentially be travel associated difficulties. Coventry City Council recognises that individuals falling within this protected characteristic will be negatively impacted.</p> <p>Mitigations: Coventry is a compact city and alternative building based provision will be available for people who currently use the mobile library service. The majority of stops are a mile or less from a library building. The Coventry Home Library Service is available for people who are housebound and potentially available to children, adults or older people with limited mobility to access alternative community libraries. The Library and Information service will promote the wide range of services that are available for people to access from their own home 24/7 e.g. renew and reserve books, access online reference and information services to support children and adults with their educational attainment. However it is acknowledged that this mitigation will only apply to those with access to the Internet. The Library and Information Service plan to create a 'Library Action Team' with peripatetic staff able to visit groups in the community and deliver library services where they are most needed. The team would focus on meeting the needs of children and older people.</p>

Protected characteristic	Commentary / Analysis	Impacts / Mitigating actions
Race	<p>No statistical information is available for this characteristic as the Library and Information Service does not collect this type of information about the users of the service. Coventry is a diverse city and from the 2011 Census we know that 33% of Coventry's inhabitants come from ethnic minority communities compared to 20% for England as a whole. The Library and Information service is anecdotally aware that some people who use mobile library service are from different groups of people who may be defined by their race, colour, nationality (including citizenship) ethnic or national origin and therefore will be impacted by this proposal.</p> <p>The mobile library has a small collection of material in other languages.</p>	<p>Positive impacts: None</p> <p>Negative impacts: No disproportionate impacts have been identified by the Library and Information Service nor through the consultation process but all groups with protected characteristics will be affected by ending the Mobile Library Service if the proposal is implemented. Coventry City Council recognises that individuals falling within this protected characteristic will be negatively impacted.</p> <p>Mitigations: Coventry is a compact city and alternative building based provision will be available for people who currently use the mobile library service. Libraries across the city stock a variety of books in different languages to reflect local community need. The majority of stops are a mile or less from a library building. The Library and Information Service will promote the wide range of services that are available for people to access from their own home 24/7 e.g. renew and reserve books, access online reference and information services to support children and adults with their educational attainment. However it is acknowledged that this mitigation will only apply to those with access to the Internet.</p>

Protected characteristic Religion/Belief	Commentary / Analysis	Impacts / Mitigating actions
	<p>No statistical information is available for this characteristic as the Library and Information Service does not collect this type of information about the users of the service.</p> <p>However the Library and Information service is anecdotally aware that some people who use the service have different religions or beliefs and therefore will be impacted by this proposal.</p>	<p>Positive impacts: None</p> <p>Negative impacts: No disproportionate impacts have been identified by the Library and Information Service nor through the consultation process but all groups with protected characteristics will be affected by ending the Mobile Library Service if the proposal is implemented. Coventry City Council recognises that individuals falling within this protected characteristic will be negatively impacted.</p> <p>Mitigations: Coventry is a compact city and alternative building based provision will be available for people who currently use the mobile library service. The majority of stops are a mile or less from a library building. The Library and Information Service will promote the wide range of services that are available for people to access from their own home 24/7 e.g. renew and reserve books, access online reference and information services to support children and adults with their educational attainment. However it is acknowledged that this mitigation will only apply to those with access to the Internet.</p>

Protected characteristic Sexual Orientation	Commentary / Analysis	Impacts / Mitigating actions
	No statistical information is available for this characteristic as the Library and Information Service does not collect this type of information about the users of the service. However an individual falling within this protected characteristic will be impacted by this proposal.	<p>Positive impacts: None</p> <p>Negative impacts: No disproportionate impacts have been identified by the Library and Information Service nor through the consultation process but all groups with protected characteristics will be affected by ending the Mobile Library Service if the proposal is implemented. Coventry City Council recognises that individuals falling within this protected characteristic will be negatively impacted.</p> <p>Mitigations: Coventry is a compact city and alternative building based provision will be available for people who currently use the mobile library service. The majority of stops are a mile or less from a library building. The Library and Information Service will promote the wide range of services that are available for people to access from their own home 24/7 e.g. renew and reserve books, access online reference and information services to support children and adults with their educational attainment. However it is acknowledged that this mitigation will only apply to those with access to the Internet.</p>

Protected characteristic	Commentary / Analysis	Impacts / Mitigating actions
Looked After Children	<p>No statistical information is available for this characteristic as the Library and Information Service does not collect this type of information about the users of the service. The mobile library has books and other materials available for children and young people, some of whom maybe looked after children and therefore will be impacted by this proposal.</p>	<p>Positive impacts: None.</p> <p>Negative impacts: No disproportionate impacts have been identified by the Library and Information Service nor through the consultation process but all groups with protected characteristics will be affected by ending the Mobile Library Service if the proposal is implemented. Coventry City Council recognises that individuals falling within this protected characteristic will be negatively impacted.</p> <p>Mitigations: Coventry is a compact city and alternative building based provision will be available for people who currently use the mobile library service. The majority of stops are a mile or less from a library building. The Library and Information Service will promote the wide range of services that are available for people to access from their own home 24/7 e.g. renew and reserve books, access online reference and information services to support children and adults with their educational attainment. However it is acknowledged that this mitigation will only apply to those with access to the Internet. The Library and Information Service plan to create a 'Library Action Team' with peripatetic staff able to visit groups in the community and deliver library services where they are most needed. The team would focus on meeting the needs of children and older people.</p>

Protected characteristic Carers	Commentary / Analysis	Impacts / Mitigating actions
	<p>No statistical information is available for this characteristic as the Library and Information Service does not collect this type of information about the users of the service.</p> <p>The Library and Information Service is aware that a number of carers use the service both for themselves and to gather materials for the people for whom they care for.</p>	<p>Positive impacts: None.</p> <p>Negative impacts: No disproportionate impacts have been identified by the Library and Information Service nor through the consultation process but all groups with protected characteristics will be affected by ending the Mobile Library Service if the proposal is implemented. Coventry City Council recognises that individuals falling within this protected characteristic will be negatively impacted.</p> <p>Mitigations: Coventry is a compact city and alternative building based provision will be available for people who currently use the mobile library service. The Library and Information Service will promote the wide range of services that are available for people to access from their own home 24/7 e.g. renew and reserve books, access online reference and information service. However it is acknowledged that this mitigation will only apply to those with access to the Internet. The Library and Information Service will continue to work with the Carers Trust Heart of England to find new ways of supporting carers in the city.</p>

Protected characteristic	Commentary / Analysis	Impacts / Mitigating actions
Deprivation (e.g. income, educational attainment, worklessness)	The Mobile Library Service operates city wide and therefore visits areas of the city with differing degrees of deprivation and therefore will be impacted by this proposal.	<p>Positive impacts: None</p> <p>Negative impacts: The Mobile Library Service operates on a city wide basis and therefore deprived areas of the city do currently benefit from the service. Coventry City Council recognises that individuals falling within this protected characteristic will be negatively impacted.</p> <p>Mitigations: Coventry is a compact city and alternative building based provision will be available for people who currently use the mobile library service. The majority of stops are a mile or less from a library building. Library buildings are situated in areas of deprivation in the city. The Library and Information Service will promote the wide range of services that are available for people to access from their own home 24/7 e.g. renew and reserve books, access online reference and information services to support children and adults with their educational attainment. However it is acknowledged that this mitigation will only apply to those with access to the Internet. The Library and Information Service plan to create a 'Library Action Team' with peripatetic staff able to visit groups in the community and deliver library services where they are most needed including in areas of deprivation. The team would focus on meeting the needs of children and older people.</p>

3. Have you considered social value requirements as part of this project/review?

The Public Services (Social Value) Act 2012 places a requirement on commissioners to consider the economic, environmental and social benefits of their approaches to procurement before the process starts.

The nature of this proposal deals does not involve commissioning services and therefore this duty does not apply here.

Impact on the workforce**4. How many staff belong to the protected characteristics?**

Contact the HR Change Management Team (Marion O'Brien, Marion.O'Brien@coventry.gov.uk 024 7683 2454) for management information on the workforce affected by this project/review.

Characteristics of staff group

Many staff work in part –time contracts. Many staff are female and choose to work in a particular location due to caring responsibilities or childcare commitments. People from BME communities and people with disabilities are part of the staffing establishment of the Library and Information Service.

The current staffing establishment of the Library and Information Service is 118.8 full time equivalent (FTE) contracts. However many staff (two thirds of these are part time posts) The proposals would impact upon staff in various ways with some posts being deleted, and other staff being required to change their working patterns.

The proposal to end the mobile library service would potentially affect 4.0 FTE contracts and these staffing reductions would be made from across the service. It is proposed that where possible the impact of posts being deleted would be managed through voluntary redundancy/ early retirement, ending a number of temporary posts and the deletion of several vacant posts. Staff displaced from a library that is closing will, if possible, be relocated or redeployed to other parts of the Service in line with the City Council Security of Employment Policy. When proposing changes to staffing hours and location the service would consider the protected characteristics applicable to many of the current staff.

5. What are the likely impacts of this project / review on different groups of staff?

The proposal will impact upon all staff working in the Library and Information Service. New patterns of working hours will be developed to open the reformatted Library and Information service.

Staff who work a low number of hours may be affected as the pattern of required hours of work changes. Staff may need to work a different pattern of hours and potentially in a different location.

The majority of staff are paid on Grade 2 salary. Changing work location in the city may increase travel costs for employees.

Many staff work part time and have family responsibilities, paying for childcare. A change to the required hours of work may increase the amount of money paid for childcare.

6. Do you plan to undertake formal consultation as part of this project?

Yes



No

**7. Has a report to elected members been prepared in relation to this work?**

Yes



No



Web link to the report:

Insert link to the report (usually <http://moderngov.coventry.gov.uk/>....).

Next steps

Please send this completed pre-consultation form to the Chief Executive's Policy Team: Jaspal Mann (Jaspal.Mann@coventry.gov.uk 024 7683 3112); or Wendy Ohandjanian (Wendy.Ohandjanian@coventry.gov.uk 024 7683 2939). This form will also be shared with Public Health, who will be in touch in relation to the impact of this project/review on health inequalities.

1b

Post-consultation

**The section below should be completed following consultation.**

Name

Gemma Tate

Date section 1b completed

12/02/2016

8. Update any equality impacts on service users listed in Part 1a question 2 following consultation.

Reflect any new information that may have come to light during the consultation process. Under mitigating actions, identify the responsible Council officer or named person in an external provider responsible for completing the action and timescales involved.

9. What were the key findings from the consultation process?

The overarching themes from the consultation process focussed on **Loss of social interaction from visits of the mobile library** particularly for older people with limited mobility who have less opportunities for social interaction. Respondents to the consultation highlighted that the mobile library service was a valued service and people greatly appreciated the opportunity to socially interact with library staff and their neighbours.

Concerns were raised about **people's ability to access alternative building based provision**. The reasons cited were because many users are non-car drivers, have mobility problems or there being insufficient bus services (frequency or bus route doesn't enable people to get to alternative library provision).

Some queries were made regarding the **Age UK Coventry Housebound Library Service** and whether the service could support all users of the mobile library service. A range of **alternative suggestions** were made, including operating on a fortnightly service, reduce stops or reduce number of days the mobile library operates.

There were **three main protected characteristics** which respondents to the consultation felt would be most adversely affected by the proposal to end the mobile library service.

Firstly **Older People**, If this service is stopped many older people that would not be eligible for the housebound service would become more socially isolated and would no longer have access to books. Reading books and the social interaction that the mobile library offers are the only pleasures that some older people experience.

Secondly, **Disability/Limited Mobility** It is felt by some respondents to the consultation that this would have a significant impact on those that have a disability; the mobile library is the only way that they can access books as it is incredibly difficult to access a static library due to their limited mobility or disability because of difficulties accessing public transport.

Thirdly, **Children & Young People** Reasons stated are that for some parents this is the only library service their children can access due to difficulties accessing static libraries. Some homes are book free and this gives children the opportunity to access books and read, particularly in the school holidays.

For the **Pregnancy and Maternity** protected characteristic people stated during consultation that pregnant women who rely on the Mobile Library Service could face travel associated difficulties accessing another Library.

Other general difficulties stated during consultation about access to a static library were time constraints because of other commitments they had but people didn't say what these were so it is difficult to know whether these would be linked to any of the protected characteristics.

No specific comments were received during consultation about the other protected characteristics.

10. Have any of the preferred delivery options or service model(s) changed following the consultation?

Yes

☐

No

☒

There is no change to the proposal to end the mobile library service. If the proposal is approved by Cabinet, the mobile library service would end by 1 June 2016.

11. Update the workforce data tables in Part 1a question 4 as required.



If no changes have been made, state 'no changes made'.

No changes made.

13. Following consultation, please indicate which of the following best describes the equality impact of this review/project.

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

There will be **positive** equality impact if the proposed option is implemented ☐

There will be **negative** equality impact if the proposed option is implemented but this can be objectively justified ☒

14. Will this form be used to compile a Programme Level Analysis (Part 2)?

Yes

☒

No

☐

If yes, state the name of the programme:

Connecting Communities – Phase 1

15. Approvals from Director and Cabinet Member

Name

Date

Director: Kirston Nelson

Click here to enter date agreed.

Cabinet Member: Councillor Kershaw

Click here to enter date agreed.

16. Please detail below any committees, boards or panels that have considered this analysis.

Name	Date	Chair	Decision taken
Name of board.	Click here to enter meeting date.	Name of chair.	Decision made / link to report.
Name of board.	Click here to enter meeting date.	Name of chair.	Decision made / link to report.
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Next steps

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Version control

Find the latest version on Beacon at <http://beacon.coventry.gov.uk/equalityanddiversity/>

Version	Date	Summary of Changes (Author)
1.0.0	17 July 2014	Initial release (Jaspal Mann)

1.0.1	05 August 2014	Added protected characteristic of Disability under section 2 (Si Chun Lam)
1.0.2	05 May 2015	Jaspal Mann

Guidance

Please read the [Equality and Consultation Analysis Guidance Note](#) for help in completing this form. For further information and support to complete this form, please contact – **equalities**: Jaspal Mann (Jaspal.Mann@coventry.gov.uk 024 7683 3112) or Wendy Ohandjanian (Wendy.Ohandjanian@coventry.gov.uk 024 7683 2939) in the Chief Executive's Policy Team; or for **consultation**: Helen Shankster (Helen.Shankster@coventry.gov.uk 024 7683 4371) in the Insight Team.

About the project

Project or review

Connecting Communities (Phase 1) – Library Media Fund – Proposal 5

Service

Coventry Libraries, Advice, Health and Information Service

Directorate

People

About the person completing this form

Name

Peter Barnett / Gemma Tate

Role

Head of Libraries, Advice and Health Information Services

Email

peter.barnett@coventry.gov.uk

Telephone

024 7683 1579

Date section 1a completed

13/11/2015

1. Provide brief details of the aims of the project / review

The proposed programme entails a redesign of Council services so they are delivered in partnership with local communities and neighbourhoods where there is most need. Council services included within the scope of this programme at phase one are libraries, youth centres and services, children's centres, play centres, community centres, public conveniences and adult education.

This equality and consultation analysis looks at one of six proposals specifically relating to the Coventry Libraries and Information Service. There are currently 17 libraries in Coventry. Central Library and 16 community libraries across the city. There is also a mobile library service.

The proposals look at the options available to reshape the Coventry Libraries and Information Service to deliver quality services within the financial resources available.

The Library and Information Service seeks to target services to meet the needs of the most vulnerable in the city. The review of the service looks at new ways of working in collaboration with other organisations to deliver services within local communities.

This Equality and Consultation Analysis looks specifically at **proposal 5** within the Connecting Communities programme which is to cut the library media budget of £658,000 by £100,000 in 2016/17.

The Library and Information service has a media fund which is used for the purchase of new books, including books in large print and talking books, DVDs, newspapers and magazines, and material in other languages. The media fund also provides the Libraries 24/7 offer enabling people to access online reference resources e.g. Encyclopaedia Britannica, and online downloads e.g. E-books, E-audiobooks, E-magazines and online newspapers.

There is no statutory obligation to spend the current media fund budget in full. The Public Libraries and Museums Act (1964) only refers to the need for the library authority to "have

regard to the desirability of securing, by the keeping of adequate stocks, by arrangements with other library authorities, and by any other appropriate means, that facilities are available for the borrowing of, or reference to, books and other printed matter, and pictures, gramophone records, films and other materials, sufficient in number, range and quality to meet the general requirements and any special requirements both of adults and children”.

The proposed reduction to the media budget will not impact on the City Council’s ability to fulfil this requirement.

In 2014/15 there were a total of 985,273 issues across the Library and Information Service. For 2014/15 this was a -17.9% decrease in item issues when compared to 2013/14.

Impact on service users

2. What are the possible impacts of this project / review on the following groups?



Assess the impact of this project / review on people with the following [protected characteristics](#); and agreed local priority groups. Please summarise local service level data as evidence of any impact and also consider other local and national data or evidence. Under ‘Mitigating Actions’ outline briefly what actions you plan to put in place to lessen any negative impact on protected groups. Delete any of the characteristics below which do not apply.

Protected characteristic	Commentary / Analysis	Impacts / Mitigating actions
Age	This proposal would affect children, adults and older people who currently use the Library and Information Service to access new books, DVD’s, newspapers, magazines and material in other languages.	<p>Positive impacts: None</p> <p>Negative impacts: The reduction in the media fund budget means that fewer books and other materials would be purchased. This would potentially result in people waiting longer to access items. Coventry City Council recognises that individuals falling within this protected characteristic will be negatively impacted.</p> <p>Mitigations: Spend would be prioritised to meet user needs and Council priorities. During consultation respondents suggested that further mitigation could be offering free reservations and circulating more stock across the city. The Library and Information Service will continue to look at ways to increase stock circulation around the City.</p>

Protected characteristic	Commentary / Analysis	Impacts / Mitigating actions
Disability	<p>The media fund purchases materials in a number of different formats and collections which are targeted at people with disability e.g. books in large print, stories on tape, Books on Prescription Collection for mental ill health and dementia (issues of this collection are a Marmot indicator), Pictures to Share (Dementia collection). The Library and Information Service supplies most residential care homes in the city with books for residents who are unable to access a library. The media fund provides a subscription to Calibre and RNIB for people who are visually impaired in the city.</p>	<p>Positive impacts: Following consultation feedback the resources listed in the commentary section will remain with protected expenditure on large print and talking books.</p> <p>Negative impacts: None.</p> <p>Mitigations: N/A.</p>
Gender	<p>No statistical information is available for this characteristic as the Library and Information Service currently only asks people for their title (e.g. Mr/Mrs/Dr/Child) and not specially their gender. However an individual falling within this protected characteristic will be impacted by this proposal.</p>	<p>Positive impacts: None</p> <p>Negative impacts: No disproportionate impacts have been identified by the Library and Information Service nor through the consultation process but all groups with protected characteristics will be affected by the reduced Library Media Fund budget if the proposal is implemented. Coventry City Council recognises that individuals falling within this protected characteristic will be negatively impacted.</p> <p>Mitigations: Spend would be prioritised to meet user needs and Council priorities. During consultation respondents suggested that further mitigation could be offering free reservations and circulating more stock across the city. The Library and Information Service will continue to look at ways to increase stock circulation around the City.</p>

Protected characteristic	Commentary / Analysis	Impacts / Mitigating actions
Gender Reassignment	No statistical information is available for this characteristic as the Library and Information Service does not collect this type of information about the users of the service. However an individual falling within this protected characteristic will be impacted by this proposal.	<p>Positive impacts: None</p> <p>Negative impacts: No disproportionate impacts have been identified by the Library and Information Service nor through the consultation process but all groups with protected characteristics will be affected by the reduced Library Media Fund budget if the proposal is implemented. Coventry City Council recognises that individuals falling within this protected characteristic will be negatively impacted.</p> <p>Mitigations: Spend would be prioritised to meet user needs and Council priorities. During consultation respondents suggested that further mitigation could be offering free reservations and circulating more stock across the city. The Library and Information Service will continue to look at ways to increase stock circulation around the City.</p>

Protected characteristic	Commentary / Analysis	Impacts / Mitigating actions
Marriage/Civil Partnership	No statistical information is available for this characteristic as the Library and Information Service currently only asks people for their title (e.g. Mr/Mrs/Dr/Child) and not specially their marital status. However an individual falling within this protected characteristic will be impacted by this proposal.	<p>Positive impacts: None</p> <p>Negative impacts: No disproportionate impacts have been identified by the Library and Information Service nor through the consultation process but all groups with protected characteristics will be affected by the reduced Library Media Fund budget if the proposal is implemented. Coventry City Council recognises that individuals falling within this protected characteristic will be negatively impacted</p> <p>Mitigations: Spend would be prioritised to meet user needs and Council priorities. During consultation respondents suggested that further mitigation could be offering free reservations and circulating more stock across the city. The Library and Information Service will continue to look at ways to increase stock circulation around the City.</p>

Protected characteristic	Commentary / Analysis	Impacts / Mitigating actions
Pregnancy/Maternity	<p>No statistical information is available for this characteristic as the Library and Information Service does not collect this type of information about the users of the service.</p> <p>However the Library and Information service is anecdotally aware that some people who use the service are pregnant or are currently on maternity leave. For example some mothers on maternity leave will use the library to obtain books and other materials aimed at babies/pre-school aged children. Therefore an individual falling within this protected characteristic will be impacted by this proposal.</p>	<p>Positive impacts: None</p> <p>Negative impacts: No disproportionate impacts have been identified by the Library and Information Service nor through the consultation process but all groups with protected characteristics will be affected by the reduced Library Media Fund budget if the proposal is implemented. Coventry City Council recognises that individuals falling within this protected characteristic will be negatively impacted</p> <p>Mitigations: Spend would be prioritised to meet user needs and Council priorities. During consultation respondents suggested that further mitigation could be offering free reservations and circulating more stock across the city. The Library and Information Service will continue to look at ways to increase stock circulation around the City</p>

Protected characteristic	Commentary / Analysis	Impacts / Mitigating actions
Race	<p>No statistical information is available for this characteristic as the Library and Information Service does not collect this type of information about the users of the service. Coventry is a diverse city and from the 2011 Census we know that 33% of Coventry's inhabitants come from ethnic minority communities compared to 20% for England as a whole.</p> <p>The Library and Information service is anecdotally aware that some people who use the service are from different groups of people who may be defined by their race, colour, nationality (including citizenship), ethnic or national origin. Therefore an individual falling within this protected characteristic will be impacted by this proposal.</p> <p>The Library and Information service does have books and other material available in other languages.</p>	<p>Positive impacts: None</p> <p>Negative impacts: The reduction in the media fund budget means that fewer books and other materials would be purchased. This may include fewer items being available in other languages. This would potentially result in people waiting longer to access items. During consultation concerns were raised about the reduction meaning less Asian Newspapers and Magazines being available. Coventry City Council recognises that individuals falling within this protected characteristic will be negatively impacted.</p> <p>Mitigations: Spend would be prioritised to meet user needs and Council priorities. During consultation respondents suggested that further mitigation could be offering free reservations and circulating more stock across the city. The Library and Information Service will continue to look at ways to increase stock circulation around the City.</p>

Protected characteristic Religion/Belief	Commentary / Analysis	Impacts / Mitigating actions
	<p>No statistical information is available for this characteristic as the Library and Information Service does not collect this type of information about the users of the service.</p> <p>However the Library and Information Service is anecdotally aware that some people who use the service have different religions or beliefs. Therefore an individual falling within this protected characteristic will be impacted by this proposal.</p>	<p>Positive impacts: None.</p> <p>Negative impacts: No disproportionate impacts have been identified through the consultation process or by the Library and Information Service. However, all groups with protected characteristics will be affected by the reduced Library Media Fund budget if the proposal is implemented. Coventry City Council recognises that individuals falling within this protected characteristic will be negatively impacted</p> <p>Mitigations: Spend would be prioritised to meet user needs and Council priorities. During consultation respondents suggested that further mitigation could be offering free reservations and circulating more stock across the city. The Library and Information Service will continue to look at ways to increase stock circulation around the City.</p>

Protected characteristic Sexual Orientation	Commentary / Analysis	Impacts / Mitigating actions
	No statistical information is available for this characteristic as the Library and Information Service does not collect this type of information about the users of the service. However an individual falling within this protected characteristic will be impacted by this proposal.	<p>Positive impacts: None</p> <p>Negative impacts: No disproportionate impacts have been identified through the consultation process or by the Library and Information Service. However, all groups with protected characteristics will be affected by the reduced Library Media Fund budget if the proposal is implemented. Coventry City Council recognises that individuals falling within this protected characteristic will be negatively impacted</p> <p>Mitigations: Spend would be prioritised to meet user needs and Council priorities. During consultation respondents suggested that further mitigation could be offering free reservations and circulating more stock across the city. The Library and Information Service will continue to look at ways to increase stock circulation around the City.</p>

Protected characteristic	Commentary / Analysis	Impacts / Mitigating actions
Looked After Children	<p>No statistical information is available for this characteristic as the Library and Information Service does not collect this type of information about the users of the service. Children and young people are members of the Library and Information Service, some of whom maybe looked after children. Therefore an individual falling within this protected characteristic will be impacted by this proposal.</p>	<p>Positive impacts: None</p> <p>Negative impacts: No disproportionate impacts have been identified through the consultation process or by the Library and Information Service. However, all groups with protected characteristics will be affected by the reduced Library Media Fund budget if the proposal is implemented. Coventry City Council recognises that individuals falling within this protected characteristic will be negatively impacted</p> <p>Mitigations: Spend would be prioritised to meet user needs and Council priorities. During consultation respondents suggested that further mitigation could be offering free reservations and circulating more stock across the city. The Library and Information Service will continue to look at ways to increase stock circulation around the City.</p>

Protected characteristic Carers	Commentary / Analysis	Impacts / Mitigating actions
	<p>No statistical information is available for this characteristic as the Library and Information Service does not collect this type of information about the users of the service.</p> <p>The Library and Information Service is aware that a number of carers use the service both for themselves and to gather materials for the people for whom they care for. Therefore an individual falling within this protected characteristic will be impacted by this proposal.</p>	<p>Positive impacts: None</p> <p>Negative impacts: No disproportionate impacts have been identified through the consultation process or by the Library and Information Service. However, all groups with protected characteristics will be affected by the reduced Library Media Fund budget if the proposal is implemented. Coventry City Council recognises that individuals falling within this protected characteristic will be negatively impacted</p> <p>Mitigations: Spend would be prioritised to meet user needs and Council priorities. During consultation respondents suggested that further mitigation could be offering free reservations and circulating more stock across the city. The Library and Information Service will continue to look at ways to increase stock circulation around the City.</p>

Protected characteristic	Commentary / Analysis	Impacts / Mitigating actions
Deprivation (e.g. income, educational attainment, worklessness)	This proposal affects the whole Library and Information Service. A reduction in the media budget would mean less material is available to library users in deprived areas.	<p>Positive impacts: Currently unknown</p> <p>Negative impacts: The reduction in the media fund budget means that fewer books and other materials would be purchased. This may include fewer items being available to support educational attainment of adults and children in the city. This would potentially result in people waiting longer to access items. Coventry City Council recognises that individuals falling within this protected characteristic will be negatively impacted.</p> <p>Mitigations: Spend would be prioritised to meet user needs and Council priorities. During consultation respondents suggested that further mitigation could be offering free reservations and circulating more stock across the city. The Library and Information Service will continue to look at ways to increase stock circulation around the City.</p>

3. Have you considered social value requirements as part of this project/review?

The Public Services (Social Value) Act 2012 places a requirement on commissioners to consider the economic, environmental and social benefits of their approaches to procurement before the process starts.

The nature of this proposal deals does not involve commissioning services and therefore this duty does not apply here.

Impact on the workforce

4. How many staff belong to the protected characteristics?



Contact the HR Change Management Team (Marion O'Brien, Marion.O'Brien@coventry.gov.uk 024 7683 2454) for management information on the workforce affected by this project/review.

N/A – No staff are impacted by this proposal to reduce the media fund budget.

5. What are the likely impacts of this project / review on different groups of staff?

N/A – No staff are impacted by this proposal to reduce the media fund budget.

6. Do you plan to undertake formal consultation as part of this project?

Yes

☒

No

☐**7. Has a report to elected members been prepared in relation to this work?**

Yes

☒

No

☐

Web link to the report: Insert link to the report (usually <http://moderngov.coventry.gov.uk/....>).

Next steps

Please send this completed pre-consultation form to the Chief Executive's Policy Team: Jaspal Mann (Jaspal.Mann@coventry.gov.uk 024 7683 3112); or Wendy Ohandjanian (Wendy.Ohandjanian@coventry.gov.uk 024 7683 2939). This form will also be shared with Public Health, who will be in touch in relation to the impact of this project/review on health inequalities.

1b

Post-consultation

**The section below should be completed following consultation.**

Name

Gemma Tate

Date section 1b completed

11/02/2016

8. Update any equality impacts on service users listed in Part 1a question 2 following consultation.

Reflect any new information that may have come to light during the consultation process. Under mitigating actions, identify the responsible Council officer or named person in an external provider responsible for completing the action and timescales involved.

9. What were the key findings from the consultation process?

The main theme was that the **Library Media Fund shouldn't be cut**. Reasons cited include reduced availability of stock and may therefore result in users fearing that they need to purchase material themselves. Users fear that they will not have the financial resources to do this. Respondents suggested that the Library and Information Service look to **mitigate the potential effect of the reduced media fund** by offering free reservations and circulating more stock across the city.

Some respondents stated their **preference on stock reduction would be to reduce expenditure on magazines and DVD's** rather than book stock. Additionally respondents felt it **was important to protect expenditure on resources for people with visual impairments**, to ensure that the library service continued to purchase large print and talking books.

There were two main protected characteristics. **Deprivation** was the highest; with people concerned that the reduction in the library media fund would mean that people would need to purchase materials themselves and that some people may not be able to afford to do this. The second highest characteristic mentioned was **disability**, linked to comments about protecting expenditure on materials for people with visual impairments.

No specific comments were received during consultation about the other protected characteristics.

10. Have any of the preferred delivery options or service model(s) changed following the consultation?

Yes

☐

No

☒

For the Council to cut the library media fund of £658,000 to £558,000 with effect from 1 April 2016.

11. Update the workforce data tables in Part 1a question 4 as required.

If no changes have been made, state 'no changes made'.
N/A

13. Following consultation, please indicate which of the following best describes the equality impact of this review/project.

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

There will be **positive** equality impact if the proposed option is implemented ☐

There will be **negative** equality impact if the proposed option is implemented but this can be objectively justified ☒

14. Will this form be used to compile a Programme Level Analysis (Part 2)?

Yes

☒

No

☐

If yes, state the name of the programme:

Connecting Communities Phase 1

15. Approvals from Director and Cabinet Member

Name

Date

Director: Kirston Nelson

Click here to enter date agreed.

Cabinet Member: Councillor Kershaw

Click here to enter date agreed.

16. Please detail below any committees, boards or panels that have considered this analysis.

Name	Date	Chair	Decision taken
Name of board.	Click here to enter meeting date.	Name of chair.	Decision made / link to report.
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Next steps

Please send the completed form to the Chief Executive's Policy Team: Jaspal Mann (Jaspal.Mann@coventry.gov.uk 024 7683 3112); or Wendy Ohandjanian (Wendy.ohandjanian@coventry.gov.uk)

Version control

Find the latest version on Beacon at <http://beacon.coventry.gov.uk/equalityanddiversity/>

Version	Date	Summary of Changes (Author)
1.0.0	17 July 2014	Initial release (Jaspal Mann)
1.0.1	05 August 2014	Added protected characteristic of Disability under section 2 (Si Chun Lam)
1.0.2	05 May 2015	Jaspal Mann

Guidance

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About the project

Project or review

Connecting Communities Phase 1 – Central Library Opening Hours Proposal 6

Service

Coventry Libraries, Advice, Health and Information Service

Directorate

People

About the person completing this form

Name

Peter Barnett / Gemma Tate

Role

Head of Libraries, Advice and Health Information Services

Email

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Date section 1a completed

05/11/2015

1. Provide brief details of the aims of the project / review

The proposed programme entails a redesign of Council services so they are delivered in partnership with local communities and neighbourhoods where there is most need. Council services included within the scope of this programme at phase one are libraries, youth centres and services, children's centres, play centres, community centres, public conveniences and adult education.

This equality and consultation analysis looks at one of six proposals specifically relating to the Coventry Libraries and Information Service. There are currently 17 libraries in Coventry. Central Library and 16 community libraries across the city. There is also a mobile library service.

The proposals look at the options available to reshape the Coventry Libraries and Information Service to deliver quality services within the financial resources available.

The Library and Information Service seeks to target services to meet the needs of the most vulnerable in the city. The review of the service looks at new ways of working in collaboration with other organisations to deliver services within local communities.

This Equality and Consultation Analysis looks specifically at **proposal 6** within the Connecting Communities programme which is for Central Library to continue to open seven days per week, but to close one hour earlier on weekdays – closing at 7pm instead of 8pm.

Central Library is the largest of the City's library spaces and holds the largest collection of books, CDs, DVDs and other resources. The Central Library receives on average over 1,000 visits per day. It is the busiest library for visitors, and had the most book issues in 2014/15.

There is no data available about the number of visitors to Central library between 7 and 8pm, but we know that book issues are lower than at other times of day.

Impact on service users

2. What are the possible impacts of this project / review on the following groups?



Assess the impact of this project / review on people with the following [protected characteristics](#); and agreed local priority groups. Please summarise local service level data as evidence of any impact and also consider other local and national data or evidence. Under 'Mitigating Actions' outline briefly what actions you plan to put in place to lessen any negative impact on protected groups. Delete any of the characteristics below which do not apply.

Protected characteristic	Commentary / Analysis	Impacts / Mitigating actions
Age	<p>This proposal would affect children, adults and older people who currently use the Central Library. There are 26,490 registered members (who registered for the Library and Information Service at Central Library as at 3rd September 2015) Although any member of the Library and Information Service can use Central Library.</p> <p>The breakdown of the numbers of registered library users by age shows that when compared to the Coventry average adults aged between 16 and 59 would be disproportionately affected.</p>	<p>Positive impacts: None.</p> <p>Negative impacts: These proposals would impact on children, adults and older people who use Central Library at the proposed time of closure. For some people this is the only time they can access the library service, for example, after work. People who are currently studying stated it would reduce the time they are able to study in the library. Coventry City Council recognises that individuals falling within this protected characteristic will be negatively impacted.</p> <p>Mitigations: The hour proposed for closure is anecdotally one of the quietest of the working week. The Library and Information Service will promote the wide range of services that are available for people to access from their own home 24/7 e.g. renew and reserve books, access online reference and information services to support children and adults with their educational attainment. However it is acknowledged that this mitigation will only apply to those with access to the Internet.</p>

Protected characteristic Disability	Commentary / Analysis	Impacts / Mitigating actions
	<p>Some of the people that currently use Central Library may have a disability. The Library and Information Service does not hold full records on library users with disabilities. The Library and Information Service does hold information about some library users who have a hearing or visual impairment. This information is voluntarily provided by those library users. As at 03.09.15 there were 425 library users with either a hearing impairment and/or visual impairment who were registered members of Central Library.</p> <p>The above figures are only for one type of disability. However disabled people will be affected by this proposal.</p> <p>The reduction in opening hours would also affect access to the changing places facility which is a specialist toilet, shower and changing room for disabled people and located on the 1st floor of Central Library.</p> <p>Central Library is also one of the 'Safe Place' available for people with learning disabilities if they need help whilst in the city centre.</p>	<p>Positive impacts: None</p> <p>Negative impacts: Access to the changing places facility will be reduced by 5 hours per week as a result of this proposal. During consultation some people stated that they used the library at a quiet time to suit their disability. Central Library is also one of the 'Safe Place' available for people with learning disabilities. Coventry City Council recognises that individuals falling within this protected characteristic will be negatively impacted.</p> <p>Mitigations: The hour proposed for closure is anecdotally one of the quietest of the working week. The Library and Information Service will promote the wide range of services that are available for people to access from their own home 24/7 e.g. renew and reserve books, access online reference and information services to support children and adults with their educational attainment. However it is acknowledged that this mitigation will only apply to those with access to the Internet.</p>

Protected characteristic	Commentary / Analysis	Impacts / Mitigating actions
Gender	<p>Currently unknown as no statistical information is available for this characteristic as the Library and Information Service currently only asks people for their title (e.g. Mr/Mrs/Dr/Child) and not specially their gender.</p> <p>Although it is anecdotally known that a high proportion of women attend the range of activities available at Central Library aimed at pre-school aged children.</p>	<p>Positive impacts: None</p> <p>Negative impacts: No disproportionate impacts have been identified through the consultation process or by the Library and Information Service. However, all groups with protected characteristics will be affected by the reduced opening hours if the proposal is implemented. Coventry City Council recognises that individuals falling within this protected characteristic will be negatively impacted.</p> <p>Mitigations: The hour proposed for closure is anecdotally one of the quietest of the working week. The Library and Information Service will promote the wide range of services that are available for people to access from their own home 24/7 e.g. renew and reserve books, access online reference and information services to support children and adults with their educational attainment. However it is acknowledged that this mitigation will only apply to those with access to the Internet.</p>

Protected characteristic	Commentary / Analysis	Impacts / Mitigating actions
Gender Reassignment	<p>Currently unknown as no statistical information is available for this characteristic as the Library and Information Service does not collect this type of information about the users of the service. However an individual falling within this protected characteristic will be impacted by this proposal.</p>	<p>Positive impacts: None</p> <p>Negative impacts: No disproportionate impacts have been identified through the consultation process or by the Library and Information Service. However, all groups with protected characteristics will be affected by the reduced opening hours if the proposal is implemented. Coventry City Council recognises that individuals falling within this protected characteristic will be negatively impacted.</p> <p>Mitigations: The hour proposed for closure is anecdotally one of the quietest of the working week. The Library and Information Service will promote the wide range of services that are available for people to access from their own home 24/7 e.g. renew and reserve books, access online reference and information services to support children and adults with their educational attainment. However it is acknowledged that this mitigation will only apply to those with access to the Internet</p>

Protected characteristic	Commentary / Analysis	Impacts / Mitigating actions
Marriage/Civil Partnership	<p>Currently unknown as no statistical information is available for this characteristic as the Library and Information Service currently only asks people for their title (e.g. Mr/Mrs/Dr/Child) and not specially their marital status. However an individual falling within this protected characteristic will be impacted by this proposal.</p>	<p>Positive impacts: None</p> <p>Negative impacts: No disproportionate impacts have been identified through the consultation process or by the Library and Information Service. However, all groups with protected characteristics will be affected by the reduced opening hours if the proposal is implemented. Coventry City Council recognises that individuals falling within this protected characteristic will be negatively impacted.</p> <p>Mitigations: The hour proposed for closure is anecdotally one of the quietest of the working week. The Library and Information Service will promote the wide range of services that are available for people to access from their own home 24/7 e.g. renew and reserve books, access online reference and information services to support children and adults with their educational attainment. However it is acknowledged that this mitigation will only apply to those with access to the Internet</p>

Protected characteristic Pregnancy/Mate rernity	Commentary / Analysis	Impacts / Mitigating actions
	<p>Currently unknown as no information is available for this characteristic as the Library and Information Service does not collect this type of information about the users of the service.</p> <p>However the Library and Information Service is anecdotally aware that some people who use the service are pregnant or are currently on maternity leave. For example some mothers on maternity leave will use Central Library to attend activities aimed at babies/pre-school aged children.</p> <p>However an individual falling within this protected characteristic will be impacted by this proposal.</p>	<p>Positive impacts: None</p> <p>Negative impacts No disproportionate impacts have been identified through the consultation process or by the Library and Information Service. However, all groups with protected characteristics will be affected by the reduced opening hours if the proposal is implemented. Coventry City Council recognises that individuals falling within this protected characteristic will be negatively impacted.</p> <p>Mitigations: The hour proposed for closure is anecdotally one of the quietest of the working week; The Library and Information Service will promote the wide range of services that are available for people to access from their own home 24/7 e.g. renew and reserve books, access online reference and information services to support children and adults with their educational attainment. However it is acknowledged that this mitigation will only apply to those with access to the Internet</p>

Protected characteristic	Commentary / Analysis	Impacts / Mitigating actions
Race	<p>Currently unknown as no information is available for this characteristic as the Library and Information Service does not collect this type of information about the users of the service.</p> <p>Coventry is a diverse city and from the 2011 Census we know that 33% of Coventry's inhabitants come from ethnic minority communities compared to 20% for England as a whole.</p> <p>Central Library is located in St Michael's Ward which is ethnically diverse Ward with over half of the population stating they are White (51.0%) and being the highest ranking Ward for the proportion of people stating they are in the Black ethnic group (14.0% compared to the city wide figure of 5.6%). Also, 27.0% are in the Asian ethnic group, 3.7% are in the Mixed ethnic group and 4.3% are in the Other ethnic group – all higher than the city overall.</p> <p>Central Library does have the most varied range of books and other materials in other community languages.</p>	<p>Positive impacts: None</p> <p>Negative impacts: These proposals would impact on people from different communities, especially to use the library to access different materials in a wide variety of community languages. Coventry City Council recognises that individuals falling within this protected characteristic will be negatively impacted.</p> <p>Mitigations: The hour proposed for closure is anecdotally one of the quietest of the working week; The Library and Information Service will promote the wide range of services that are available for people to access from their own home 24/7 e.g. renew and reserve books, access online reference and information services to support children and adults with their educational attainment. However it is acknowledged that this mitigation will only apply to those with access to the Internet</p>

Protected characteristic Religion/Belief	Commentary / Analysis	Impacts / Mitigating actions
	<p>No statistical information is available for this characteristic as the Library and Information Service does not collect this type of information about the users of the service.</p> <p>However the Library and Information Service is anecdotally aware that some people who use the service have different religions or beliefs and will therefore be impacted by this proposal.</p>	<p>Positive impacts: None</p> <p>Negative impacts: Some people with certain religions or beliefs will be negatively impacted, in particular by the proposal, for example, people of Muslim faith using Central Library after attending the library after attending Mosque. Coventry City Council recognises that individuals falling within this protected characteristic will be negatively impacted.</p> <p>Mitigations: The hour proposed for closure is anecdotally one of the quietest of the working week. The Library and Information Service will promote the wide range of services that are available for people to access from their own home 24/7 e.g. renew and reserve books, access online reference and information services to support children and adults with their educational attainment. However it is acknowledged that this mitigation will only apply to those with access to the Internet</p>

Protected characteristic Sexual Orientation	Commentary / Analysis	Impacts / Mitigating actions
	No statistical information is available for this characteristic as the Library and Information Service does not collect this type of information about the users of the service. However LGBT people who use the Library and Information Service will be affected by this proposal.	<p>Positive impacts: None</p> <p>Negative impacts: No disproportionate impacts have been identified through the consultation process or by the Library and Information Service. However, all groups with protected characteristics will be affected by the reduced opening hours if the proposal is implemented. Coventry City Council recognises that individuals falling within this protected characteristic will be negatively impacted.</p> <p>Mitigations: The hour proposed for closure is anecdotally one of the quietest of the working week. The Library and Information Service will promote the wide range of services that are available for people to access from their own home 24/7 e.g. renew and reserve books, access online reference and information services to support children and adults with their educational attainment. However it is acknowledged that this mitigation will only apply to those with access to the Internet</p>

Protected characteristic	Commentary / Analysis	Impacts / Mitigating actions
Looked After Children	<p>No information is available for this characteristic as the Library and Information Service does not collect this type of information about the users of the service. Central Library run activities for children and young people, some of whom maybe looked after children. Therefore Looked After Children who use the Library and Information Service will be affected by this proposal.</p>	<p>Positive impacts: None</p> <p>Negative impacts: No disproportionate impacts have been identified through the consultation process or by the Library and Information Service. However, all groups with protected characteristics will be affected by the reduced opening hours if the proposal is implemented. Coventry City Council recognises that individuals falling within this protected characteristic will be negatively impacted.</p> <p>Mitigations: The hour proposed for closure is anecdotally one of the quietest of the working week The Library and Information Service will promote the wide range of services that are available for people to access from their own home 24/7 e.g. renew and reserve books, access online reference and information services to support children and adults with their educational attainment. However it is acknowledged that this mitigation will only apply to those with access to the Internet</p>

Protected characteristic Carers	Commentary / Analysis	Impacts / Mitigating actions
	<p>No information is available for this characteristic as the Library and Information Service does not collect this type of information about the users of the service.</p> <p>The Library and Information Service is aware that a number of carers use the service both for themselves and to gather materials for the people for whom they care for.</p>	<p>Positive impacts: None</p> <p>Negative impacts: No disproportionate impacts have been identified through the consultation process or by the Library and Information Service. However, all groups with protected characteristics will be affected by the reduced opening hours if the proposal is implemented. Coventry City Council recognises that individuals falling within this protected characteristic will be negatively impacted.</p> <p>Mitigations: The hour proposed for closure is anecdotally one of the quietest of the working week. The Library and Information Service will promote the wide range of services that are available for people to access from their own home 24/7 e.g. renew and reserve books, access online reference and information services to support children and adults with their educational attainment. However it is acknowledged that this mitigation will only apply to those with access to the Internet</p>

Protected characteristic	Commentary / Analysis	Impacts / Mitigating actions
Deprivation (e.g. income, educational attainment, worklessness)	<p>In August 2013, just over half of residents in St. Michael's Ward (51.2%) are economically active (in or seeking employment) which ranks the lowest out of all of the Wards. People who are economically inactive include students, unpaid carers, retired people and people who are suffering from a long-term illness. However it must be noted that a high proportion of residents who live in St Michael's Ward are students.</p> <p>In August 2013 the percentage of people claiming JSA is higher in St. Michael's Ward than in the City as a whole (6.2% compared to 4.4%).</p>	<p>Positive impacts: None</p> <p>Negative impacts: No disproportionate impacts have been identified through the consultation process or by the Library and Information Service. However, all groups with protected characteristics will be affected by the reduced opening hours if the proposal is implemented. Coventry City Council recognises that individuals falling within this protected characteristic will be negatively impacted.</p> <p>Mitigations: The hour proposed for closure is anecdotally one of the quietest of the working week. The Library and Information Service will promote the wide range of services that are available for people to access from their own home 24/7 e.g. renew and reserve books, access online reference and information services to support children and adults with their educational attainment. However it is acknowledged that this mitigation will only apply to those with access to the Internet</p>

3. Have you considered social value requirements as part of this project/review?

The Public Services (Social Value) Act 2012 places a requirement on commissioners to consider the economic, environmental and social benefits of their approaches to procurement before the process starts.

The nature of this proposal deals does not involve commissioning services and therefore this duty does not apply here.

Impact on the workforce

4. How many staff belong to the protected characteristics?



Contact the HR Change Management Team (Marion O'Brien, Marion.O'Brien@coventry.gov.uk 024 7683 2454) for management information on the workforce affected by this project/review.

Characteristics of staff group

Many staff work in part –time contracts. Many staff are female and choose to work in a particular location due to caring responsibilities or childcare commitments. People from BME communities and people with disabilities are part of the staffing establishment of the Library and Information Service.

The current staffing establishment of the Library and Information Service is 118.8 full time equivalent (FTE) contracts. However many staff (two thirds of these are part time posts)

The proposals would impact upon staff in various ways with some posts being deleted, and other staff being required to change their working patterns.

The proposal to change the opening hours at Central Library would potentially affect 1.89 FTE contracts and these staffing reductions would be made from across the service. It is proposed that where possible the impact of posts being deleted would be managed through voluntary redundancy/ early retirement, ending a number of temporary posts and the deletion of several vacant posts. Staff displaced from a library that is closing will, if possible, be relocated or redeployed to other parts of the Service in line with the City Council Security of Employment Policy. When proposing changes to staffing hours and location the service would consider the protected characteristics applicable to many of the current staff.

5. What are the likely impacts of this project / review on different groups of staff?

The proposal will impact upon all staff working in the Library and Information Service. New patterns of working hours will be developed to open the reformatted Library and Information Service.

Staff who work a low number of hours may be affected as the pattern of required hours of work changes. Staff may need to work a different pattern of hours and potentially in a different location.

The majority of staff are paid on Grade 2 salary. Changing work location in the city may increase travel costs for employees.

Many staff work part time and have family responsibilities, paying for childcare. A change to the required hours of work may increase the amount of money paid for childcare.

6. Do you plan to undertake formal consultation as part of this project?

Yes

☒

No

☐

7. Has a report to elected members been prepared in relation to this work?

Yes

☒

No

☐

Web link to the report: Insert link to the report (usually <http://moderngov.coventry.gov.uk/...>).

Next steps

Please send this completed pre-consultation form to the Chief Executive's Policy Team: Jaspal Mann (Jaspal.Mann@coventry.gov.uk 024 7683 3112); or Wendy Ohandjanian (Wendy.Ohandjanian@coventry.gov.uk 024 7683 2939). This form will also be shared with Public Health, who will be in touch in relation to the impact of this project/review on health inequalities.

1b

Post-consultation

**The section below should be completed following consultation.**

Name

Gemma Tate

Date section 1b completed

10/02/2016

8. Update any equality impacts on service users listed in Part 1a question 2 following consultation.

Reflect any new information that may have come to light during the consultation process. Under mitigating actions, identify the responsible Council officer or named person in an external provider responsible for completing the action and timescales involved.

9. What were the key findings from the consultation process?

The overarching themes from the consultation process focussed on **Importance of maintaining late evenings**, reasons given included that respondents felt closing at 7.00pm would drastically reduce their ability to access the Library especially for people who work non-standard hours or have to travel significant distances to get to the library. People also felt that it would also make it more difficult for young people to make use of the study space/computers or for people to hold meetings or events at the library. The second theme was about the **alternative suggestions** people made, these mainly focussed on alternative suggestions for opening times, for example staying opening later at 10am to enable the library to remain open to 8pm.

There were limited responses received to the equality aspect of the proposal about which groups of people would be most adversely affected by the proposal for Central Library to continue to open seven days week, but to close one hour earlier on weekdays – closing at 7pm instead of 8pm. A number of respondents felt that it would affect **all groups of people** that use the library during this time equally. A small number of people felt **Children and Young People** would be most affected because of access to study space and computers. The other group people did specifically mention was the potential impact on **disabled people**, in respect of reduced access to the changing place toilet facility or being able to use the library with family or at quieter times to suit their individual needs.

10. Have any of the preferred delivery options or service model(s) changed following the consultation?

Yes

☐

No

☒

There is no change to the proposal for Central Library to continue to open seven days week, but to close one hour earlier on weekdays – closing at 7pm instead of 8pm by September 2016.

11. Update the workforce data tables in Part 1a question 4 as required.

If no changes have been made, state 'no changes made'.
No changes made to statistical data.

13. Following consultation, please indicate which of the following best describes the equality impact of this review/project.

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

☐

There will be **positive** equality impact if the proposed option is implemented ☐

There will be **negative** equality impact if the proposed option is implemented but this can be objectively justified ☒

14. Will this form be used to compile a Programme Level Analysis (Part 2)?

Yes



No



If yes, state the name of the programme:

Connecting Communities – Phase 1

15. Approvals from Director and Cabinet Member

Name

Date

Director: Kirston Nelson

Click here to enter date agreed.

Cabinet Member: Councillor Kershaw

Click here to enter date agreed.

16. Please detail below any committees, boards or panels that have considered this analysis.

Name

Date

Chair

Decision taken

Name of board.

Click here to enter meeting date.

Name of chair.

Decision made / link to report.

Name of board.

Click here to enter meeting date.

Name of chair.

Decision made / link to report.

Name of board.

Click here to enter meeting date.

Name of chair.

Decision made / link to report.

Next steps

Please send the completed form to the Chief Executive's Policy Team: Jaspal Mann (Jaspal.Mann@coventry.gov.uk 024 7683 3112); or Wendy Ohandjanian (Wendy.ohandjanian@coventry.gov.uk)

Version control

Find the latest version on Beacon at <http://beacon.coventry.gov.uk/equalityanddiversity/>

Version	Date	Summary of Changes (Author)
1.0.0	17 July 2014	Initial release (Jaspal Mann)
1.0.1	05 August 2014	Added protected characteristic of Disability under section 2 (Si Chun Lam)
1.0.2	05 May 2015	Jaspal Mann

Guidance

Please read the [Equality and Consultation Analysis Guidance Note](#) for help in completing this form. For further information and support to complete this form, please contact – **equalities**: Jaspal Mann (Jaspal.Mann@coventry.gov.uk 024 7683 3112) or Wendy Ohandjanian (Wendy.Ohandjanian@coventry.gov.uk 024 7683 2939) in the Chief Executive's Policy Team; or for **consultation**: Helen Shankster (Helen.Shankster@coventry.gov.uk 024 7683 4371) in the Insight Team.

About the project

Project or review

Connecting Communities Phase 1 – Community Library Opening Hours – Proposal 7

Service

Coventry Libraries, Advice, Health and Information Service

Directorate

People

About the person completing this form

Name

Peter Barnett / Gemma Tate

Role

Head of Libraries, Advice and Health Information Services

Email

Peter.Barnett@coventry.gov.uk

Telephone

02476831579

Date section 1a completed

13/11/2015

1. Provide brief details of the aims of the project / review

The proposed programme entails a redesign of Council services so they are delivered in partnership with local communities and neighbourhoods where there is most need. Council services included within the scope of this programme at phase one are libraries, youth centres and services, children's centres, play centres, community centres, public conveniences and adult education.

This equality and consultation analysis looks at one of six proposals specifically relating to the Coventry Library and Information Service. There are currently 17 libraries in Coventry; Central Library and 16 community libraries across the city. There is also a mobile library service.

The proposals look at the options available to reshape the Coventry Libraries and Information Service to deliver quality services within the financial resources available.

The Library and Information Service seeks to target services to meet the needs of the most vulnerable in the city. The review of the service looks at new ways of working in collaboration with other organisations to deliver services within local communities.

This Equality and Consultation Analysis looks specifically at **proposal 7** within the Connecting Communities programme which is to standardise opening hours across all community libraries. All community libraries would be closed on Wednesdays and Sundays. This would mean Caludon Castle, Earlsdon and Foleshill libraries closing on Wednesdays and Bell Green, Earlsdon, Foleshill, Stoke and Tile Hill closing on Sundays.

Impact on service users

2. What are the possible impacts of this project / review on the following groups?



Assess the impact of this project / review on people with the following [protected characteristics](#); and agreed local priority groups. Please summarise local service level data as evidence of any impact and also consider other local and national data or evidence. Under 'Mitigating Actions'

outline briefly what actions you plan to put in place to lessen any negative impact on protected groups. Delete any of the characteristics below which do not apply.

Protected characteristic	Commentary / Analysis	Impacts / Mitigating actions
Age	<p>This proposal would affect children, adults and older people who currently use Bell Green, Cauldon Castle, Earlsdon, Foleshill, Stoke and Tile Hill libraries.</p> <p>A total of 29,480 members (as at 3rd September 2015) are registered with the Library and Information Service across the six community libraries potentially affected by a change in their opening hours, with Foleshill having the most registered library users. A registered user is where the person first registered to become a member of the Library and Information Service. This does not mean that the registered users always visit one particular library and members of the library can visit any library in the city.</p> <p>Across all the six community libraries, the breakdown of numbers of registered library users by age shows that when compared to the Coventry average children and young people would be disproportionately affected, particularly at Cauldon Castle but this is reflective of the fact the library is based within a school.</p>	<p>Positive impacts: None</p> <p>Negative impacts: These proposals would impact on children, adults and older people who currently use these six community libraries on a Wednesday or a Sunday. For some children and older people it may be more difficult for them to travel to the city centre independently to utilise Central Library facilities which will remain open on Wednesdays and Sundays. Coventry City Council recognises that individuals falling within this protected characteristic will be negatively impacted.</p> <p>Mitigations: It is anticipated that majority of people who use libraries on these days would be able to access them on other days of the week. Central Library will remain open on Wednesday and Sunday. A key objective for the Library and Information Service is to promote the digital offer and the range of library services that are available 24/7 for people to access from their own home rather than from a specific library. For example, renew and reserve books, access online reference and information services to support children with educational attainment. However it is acknowledged that this mitigation will only apply to those with access to the Internet. The Library and Information Service plan to create a 'Library Action Team' with peripatetic staff able to visit groups in the community and deliver library services where they are most needed. The team would focus on meeting the needs of children and older people.</p>

Protected characteristic Disability	Commentary / Analysis	Impacts / Mitigating actions
	<p>Some of the people that currently use Bell Green, Cauldon Castle, Earldon, Foleshill, Stoke and Tile Hill libraries may have a disability. The Library and Information Service does not hold full records on library users with disabilities. The Library and Information Service does hold information about some library users who have a hearing or visual impairment. This information is voluntarily provided by those library users. As at 03.09.15 there were 1175 library users with either a hearing impairment and/or visual impairment who are members of the Library and Information Service.</p> <p>The above figures are only for one type of disability. However disabled people will be affected by this proposal.</p>	<p>Positive impacts: None</p> <p>Negative impacts: These proposals would impact on disabled people who currently use these six community libraries on a Wednesday or a Sunday. For disabled people it may be more difficult for them to travel to the city centre independently to utilise Central Library facilities which will remain open on Wednesdays and Sundays. Coventry City Council recognises that individuals falling within this protected characteristic will be negatively impacted.</p> <p>Mitigations: It is anticipated that majority of people who use libraries on these days would be able to access them on other days of the week. Central Library will remain open on Wednesday and Sunday. A key objective for the Library and Information Service is to promote the digital offer and the range of library services that are available 24/7 for people to access from their own home rather than from a specific library. For example, renew and reserve books, access online reference and information services to support children with educational attainment. However it is acknowledged that this mitigation will only apply to those with access to the Internet.</p>

Protected characteristic	Commentary / Analysis	Impacts / Mitigating actions
Gender	<p>No statistical information is available for this characteristic as the Library and Information Service currently only asks people for their title (e.g. Mr/Mrs/Dr/Child) and not specially their gender.</p> <p>Although it is anecdotally known that a high proportion of women attend the range of activities available at Bell Green, Caludon Castle, Earlsdon, Foleshill, Stoke and Tile Hill libraries aimed at pre-school aged children.</p>	<p>Positive impacts: None</p> <p>Negative impacts: Women are likely to be disproportionately impacted due to a high proportion of women attending activities in the libraries aimed at pre school children. Coventry City Council recognises that individuals falling within this protected characteristic will be negatively impacted.</p> <p>Mitigations: It is anticipated that majority of people who use libraries on these days would be able to access them on other days of the week. Central Library will remain open on Wednesday and Sunday. A key objective for the Library and Information Service is to promote the digital offer and the range of library services that are available 24/7 for people to access from their own home rather than from a specific library. For example, renew and reserve books, access online reference and information services to support children with educational attainment. However it is acknowledged that this mitigation will only apply to those with access to the Internet.</p>

Protected characteristic	Commentary / Analysis	Impacts / Mitigating actions
Gender Reassignment	No statistical information is available for this characteristic as the Library and Information Service does not collect this type of information about the users of the service. However an individual falling within this protected characteristic will be impacted by this proposal.	<p>Positive impacts: None</p> <p>Negative impacts: No disproportionate impacts have been identified by the Library and Information Service nor through the consultation process but all groups with protected characteristics will be affected by the reduced opening hours if the proposal is implemented. Coventry City Council recognises that individuals falling within this protected characteristic will be negatively impacted.</p> <p>Mitigations: It is anticipated that majority of people who use libraries on these days would be able to access them on other days of the week. Central Library will remain open on Wednesday and Sunday. A key objective for the Library and Information Service is to promote the digital offer and the range of library services that are available 24/7 for people to access from their own home rather than from a specific library. For example, renew and reserve books, access online reference and information services to support children with educational attainment. However it is acknowledged that this mitigation will only apply to those with access to the Internet.</p>

Protected characteristic	Commentary / Analysis	Impacts / Mitigating actions
Marriage/Civil Partnership	<p>No statistical information is available for this characteristic as the Library and Information Service currently only asks people for their title (e.g. Mr/Mrs/Dr/Child) and not specially their marital status. However an individual falling within this protected characteristic will be impacted by this proposal.</p>	<p>Positive impacts: None</p> <p>Negative impacts: No disproportionate impacts have been identified by the Library and Information Service nor through the consultation process but all groups with protected characteristics will be affected by the reduced opening hours if the proposal is implemented. Coventry City Council recognises that individuals falling within this protected characteristic will be negatively impacted.</p> <p>Mitigations :It is anticipated that majority of people who use libraries on these days would be able to access them on other days of the week. Central Library will remain open on Wednesday and Sunday. A key objective for the Library and Information Service is to promote the digital offer and the range of library services that are available 24/7 for people to access from their own home rather than from a specific library. For example, renew and reserve books, access online reference and information services to support children with educational attainment. However it is acknowledged that this mitigation will only apply to those with access to the Internet.</p>

Protected characteristic Pregnancy/Mate rernity	Commentary / Analysis	Impacts / Mitigating actions
	<p>No statistical information is available for this characteristic as the Library and Information Service does not collect this type of information about the users of the service.</p> <p>However the Library and Information service is anecdotally aware that some people who use the service are pregnant or are currently on maternity leave. For example some mothers on maternity leave will use the library to attend activities aimed at babies/pre-school aged children.</p>	<p>Positive impacts: None</p> <p>Negative impacts: No disproportionate impacts have been identified by the Library and Information Service nor through the consultation process but all groups with protected characteristics will be affected by the reduced opening hours if the proposal is implemented. Coventry City Council recognises that individuals falling within this protected characteristic will be negatively impacted.</p> <p>Mitigations: It is anticipated that majority of people who use libraries on these days would be able to access them on other days of the week. Central Library will remain open on Wednesday and Sunday. A key objective for the Library and Information Service is to promote the digital offer and the range of library services that are available 24/7 for people to access from their own home rather than from a specific library. For example, renew and reserve books, access online reference and information services to support children with educational attainment. However it is acknowledged that this mitigation will only apply to those with access to the Internet.</p>

Protected characteristic	Commentary / Analysis	Impacts / Mitigating actions
Race	<p>No statistical information is available for this characteristic as the Library and Information Service does not collect this type of information about the users of the service. Bell Green Library is located in the Longford ward and according to the Census 2011 74.5% of people living in the ward identify as White British and 25.5% of people identify themselves as being from other ethnic groups. Cauldon Castle Library is located in the Wyken ward, and according to the Census 2011 three quarters of people living in the ward 78.7% of identify as White British and 21.3% of people identify themselves as being from other ethnic groups. Earlsdon Library is located in Earlsdon Ward of the city and according to the Census 2011 is less ethnically diverse than Coventry as a whole with 81.8% of people living in the ward identify as White British and 18.2% of people identify themselves as being from other ethnic groups. Foleshill Library is located in Foleshill Ward and according to the Census 2011 is one of the most ethnically diverse Wards in the City. The majority of Foleshill residents are in the Asian/Asian British ethnic group, 50.1%. This is the highest proportion in the City. About a third of residents are White (30.8%). Stoke Library is located in Upper Stoke Ward and according to the Census 2011 is more ethnically diverse than many other Wards with 68.9% of the population being White compared with 73.8% of the City as a whole. Mixed, Asian and Black and Other ethnic groups are slightly higher than the City wide figure. Tile Hill Library is located in Woodlands Ward and according to the 2011 Census ranks the highest of all of the Wards for the proportion of residents that say they are in the White ethnic group (93.4%).</p>	<p>Positive impacts: None</p> <p>Negative impacts: Based on the demographic profile of Foleshill Ward individuals from a Black or Minority Ethnic (BME background) would be disproportionately affected by a reduction in library opening hours at Foleshill Library. Coventry City Council recognises that individuals falling within this protected characteristic will be negatively impacted.</p> <p>Mitigations: It is anticipated that majority of people who use libraries on these days would be able to access them on other days of the week. Central Library will remain open on Wednesday and Sunday. A key objective for the Library and Information Service is to promote the digital offer and the range of library services that are available 24/7 for people to access from their own home rather than from a specific library. For example, renew and reserve books, access online reference and information services to support children with educational attainment. However it is acknowledged that this mitigation will only apply to those with access to the Internet.</p>

Protected characteristic Religion/Belief	Commentary / Analysis	Impacts / Mitigating actions
	<p>No statistical information is available for this characteristic as the Library and Information Service does not collect this type of information about the users of the service. However the Library and Information service is anecdotally aware that some people who use the service have different religions or beliefs and will therefore be impacted by this proposal.</p>	<p>Positive impacts: None</p> <p>Negative impacts: Some people with certain religions or beliefs will be negatively impacted, in particular by the proposal to close community libraries on a Sunday. For example, people of Muslim faith use community libraries on a Sunday due to attending activities at the Mosque or school on other days of the week. Coventry City Council recognises that individuals falling within this protected characteristic will be negatively impacted.</p> <p>Mitigations: It is anticipated that majority of people who use libraries on these days would be able to access them on other days of the week. Central Library will remain open on Wednesday and Sunday. A key objective for the Library and Information Service is to promote the digital offer and the range of library services that are available 24/7 for people to access from their own home rather than from a specific library. For example, renew and reserve books, access online reference and information services to support children with educational attainment. However it is acknowledged that this mitigation will only apply to those with access to the Internet.</p>

Protected characteristic Sexual Orientation	Commentary / Analysis	Impacts / Mitigating actions
	<p>No statistical information is available for this characteristic as the Library and Information does not collect this type of information about the users of the service. However LGBT people who use the Library and Information Service will be affected by this proposal.</p>	<p>Positive impacts: None</p> <p>Negative impacts: No disproportionate impacts have been identified by the Library and Information Service nor through the consultation process but all groups with protected characteristics will be affected by the reduced opening hours if the proposal is implemented. Coventry City Council recognises that individuals falling within this protected characteristic will be negatively impacted.</p> <p>Mitigations: It is anticipated that majority of people who use libraries on these days would be able to access them on other days of the week. Central Library will remain open on Wednesday and Sunday. A key objective for the Library and Information Service is to promote the digital offer and the range of library services that are available 24/7 for people to access from their own home rather than from a specific library. For example, renew and reserve books, access online reference and information services to support children with educational attainment. However it is acknowledged that this mitigation will only apply to those with access to the Internet.</p>

Protected characteristic	Commentary / Analysis	Impacts / Mitigating actions
Looked After Children	<p>No statistical information is available for this characteristic as the Library and Information Service does not collect this type of information about the users of the service. The Library and Information Service run activities for children and young people, some of whom maybe looked after children. Therefore Looked After Children who use the Library and Information Service will be affected by this proposal.</p>	<p>Positive impacts: None</p> <p>Negative impacts: No disproportionate impacts have been identified by the Library and Information Service nor through the consultation process but all groups with protected characteristics will be affected by the reduced opening hours if the proposal is implemented. Coventry City Council recognises that individuals falling within this protected characteristic will be negatively impacted.</p> <p>Mitigations: It is anticipated that majority of people who use libraries on these days would be able to access them on other days of the week. Central Library will remain open on Wednesday and Sunday. A key objective for the Library and Information Service is to promote the digital offer and the range of library services that are available 24/7 for people to access from their own home rather than from a specific library. For example, renew and reserve books, access online reference and information services to support children with educational attainment. However it is acknowledged that this mitigation will only apply to those with access to the Internet.</p>

Protected characteristic	Commentary / Analysis	Impacts / Mitigating actions
Carers	<p>No statistical information is available for this characteristic as the Library and Information Service does not collect this type of information about the users of the service.</p> <p>The Library and Information Service is aware that a number of carers use the service both for themselves and to gather materials for the people for whom they care for and therefore will be affected by this proposal</p>	<p>Positive impacts: None</p> <p>Negative impacts: No disproportionate impacts have been identified by the Library and Information Service nor through the consultation process but all groups with protected characteristics will be affected by the reduced opening hours if the proposal is implemented. Coventry City Council recognises that individuals falling within this protected characteristic will be negatively impacted.</p> <p>Mitigations: It is anticipated that majority of people who use libraries on these days would be able to access them on other days of the week. Central Library will remain open on Wednesday and Sunday. A key objective for the Library and Information Service is to promote the digital offer and the range of library services that are available 24/7 for people to access from their own home rather than from a specific library. For example, renew and reserve books, access online reference and information services to support children with educational attainment. However it is acknowledged that this mitigation will only apply to those with access to the Internet.</p>

Protected characteristic	Commentary / Analysis	Impacts / Mitigating actions
Deprivation (e.g. income, educational attainment, worklessness)	<p>The proposal affects libraries in areas of deprivation in the city. The Indices of Deprivation are made up of seven domains, Income, Employment, Health, Education, Crime, Barriers to housing and services and Living environment. Based on the overall Indices of Deprivation (2015) 79% of people who live within the Foleshill Library catchment area live in neighbourhoods of high deprivation of between 0 and 20% of most deprived neighbourhoods in England. 50% of people who live within the Bell Green Library catchment area live in neighbourhoods of high deprivation of between 0 and 20% of most deprived neighbourhoods in England</p> <p>Both these areas are significantly higher than the Coventry average of 33%. The Foleshill Library catchment area has significant levels of people (70% and over) living in neighbourhoods of 0-20% most deprived for income, employment, education and health related deprivation. Caludon Castle (12%), Earlsdon (0%), Stoke (13%) and Tile Hill (18%) are all library catchment areas that are within areas where the level of overall deprivation is lower with less neighbourhoods being within 0-20% most deprived banding of deprivation.</p> <p>Public computer use is high in some of these areas as people come to libraries to look for work and apply for benefits. Foleshill and Bell Green Libraries have the highest computer usage of the libraries affected by this proposal, this correlates with the indices of deprivation statistics.</p> <p>Although it must be noted that not everyone who lives in a deprived neighbourhood is deprived and that not all deprived people live in deprived areas.</p>	<p>Positive impacts: None</p> <p>Negative impacts: Deprivation (unemployment, pc access and income) was identified as respondents as negative impact as they clearly stated that a lot of people use the library service to access computers to apply for benefits or to seek employment as they do not have IT/internet facilities in their own home. Coventry City Council recognises that individuals falling within this protected characteristic will be negatively impacted.</p> <p>Mitigations: The Central Library will continue to open on a Wednesday and Sunday, so alternative provision will be available. The revised proposal to trial a new style of opening on a Sunday at Bell Green, Foleshill and Earlsdon Library will enable access to computers and will enable people to borrow and return books using self-service machines. The Library and Information Service plan to create a 'Library Action Team' with peripatetic staff able to visit groups in the community and deliver library services where they are most needed. The team would focus on meeting the needs of children and older people.</p>

3. Have you considered social value requirements as part of this project/review?

The Public Services (Social Value) Act 2012 places a requirement on commissioners to consider the economic, environmental and social benefits of their approaches to procurement before the process starts.

The nature of this proposal deals does not involve commissioning services and therefore this duty does not apply here.

Impact on the workforce**4. How many staff belong to the protected characteristics?**

Contact the HR Change Management Team (Marion O'Brien, Marion.O'Brien@coventry.gov.uk 024 7683 2454) for management information on the workforce affected by this project/review.

Many staff work in part –time contracts. Many staff are female and choose to work in a particular location due to caring responsibilities or childcare commitments. People from BME communities and people with disabilities are part of the staffing establishment of the Library and Information Service.

The current staffing establishment of the Library and Information Service is 118.8 full time equivalent (FTE) contracts. However many staff (two thirds of these are part time posts) The proposals would impact upon staff in various ways with some posts being deleted, and other staff being required to change their working patterns.

The proposal to change the opening hours at Central Library would potentially affect 5.05 FTE contracts and these staffing reductions would be made from across the service. It is proposed that where possible the impact of posts being deleted would be managed through voluntary redundancy/ early retirement, ending a number of temporary posts and the deletion of several vacant posts. Staff displaced from a library that is closing will, if possible, be relocated or redeployed to other parts of the Service in line with the City Council Security of Employment Policy.

5. What are the likely impacts of this project / review on different groups of staff?

The proposal will impact upon all staff working in the Library and Information Service. New patterns of working hours will be developed to open the reformatted Library and Information Service.

Staff who work a low number of hours may be affected as the pattern of required hours of work changes. Staff may need to work a different pattern of hours and potentially in a different location.

The majority of staff are paid on Grade 2 salary. Changing work location in the city may increase travel costs for employees.

Many staff work part time and have family responsibilities, paying for childcare. A change to the required hours of work may increase the amount of money paid for childcare.

When proposing changes to staffing hours and location the service would consider the protected characteristics applicable to many of the current staff.

6. Do you plan to undertake formal consultation as part of this project?

Yes

☒

No

☐

7. Has a report to elected members been prepared in relation to this work?

Yes

☒

No

☐

Web link to the report:

Insert link to the report (usually <http://moderngov.coventry.gov.uk/>....).**Next steps**

Please send this completed pre-consultation form to the Chief Executive's Policy Team: Jaspal Mann (Jaspal.Mann@coventry.gov.uk 024 7683 3112); or Wendy Ohandjanian (Wendy.Ohandjanian@coventry.gov.uk 024 7683 2939). This form will also be shared with Public Health, who will be in touch in relation to the impact of this project/review on health inequalities.

1b

Post-consultation

**The section below should be completed following consultation.**

Name

Gemma Tate

Date section 1b completed

10/02/2016

8. Update any equality impacts on service users listed in Part 1a question 2 following consultation.

Reflect any new information that may have come to light during the consultation process. Under mitigating actions, identify the responsible Council officer or named person in an external provider responsible for completing the action and timescales involved.

9. What were the key findings from the consultation process?

The overarching themes from the consultation process focussed on the importance of **Sunday opening hours** in terms of playing a key part of “family time” and a vital opportunity for undertaking school homework. Many respondents recognised the role Libraries play as **Community Hubs** in terms of connecting communities together.

Respondents suggested alternative **pattern of opening hours** in particular to safeguard Sunday opening. Concern was raised about **access to alternative provision** due to higher travel costs, difficulty in accessing public transport and the possibility of Central Library not being able to meet the potential increase in demand especially for access to ICT.

There were **three main protected characteristics** which respondents to the consultation felt would be most adversely affected by the proposal to close community libraries on Wednesdays and Sundays.

Firstly **children and young people**, the main reasons cited as the library was a place where they could learn, socialise, obtain help with, or resources for school homework and have access to computers to help them do this. People stated that Sundays was a popular day for children, young people and families to use the community libraries that were currently open on a Sunday as it was a non-school day.

Secondly **deprivation (unemployment, pc access and income)** was identified as respondents were clear that a lot of people use the library service to access computers to apply for benefits or to seek employment as they do not have IT/internet facilities in their own home. For users of Earlsdon and Foleshill libraries that are currently open on a Wednesday / Sunday, they felt the impact on them would be greater as their access to the library would be greatly reduced as only open 5 days a week instead of every day. Others stated they used library to obtain books because they could not afford to buy them. Some people stated that it would be difficult for them to use an alternative library because of additional cost / lack of transport (e.g. less buses operating on a Sunday).

Thirdly **Older People** were identified as respondents felt the proposals would increase the level of social isolation for some older people who currently use library on a Wednesday and/or Sunday, as many have made new friends and value the social interaction with staff and other library users. They also value the accessibility of the library for those older people with limited mobility. They use the library to access books, the internet and to sit and read in a warm friendly environment.

Most people who responded to the consultation felt their views were applicable to all community libraries currently open on a Wednesday and Sunday. Some people did only want to comment about one particular library. When looking at the equality impacts per library they correspond with the top protected characteristics listed above.

Other protected characteristics mentioned as being negatively affected by the proposal were **people with disabilities**; reasons stated included only being able to use the library at a weekend when family are able to assist them visiting the library, with people in wheelchairs mentioned specifically by a number of respondents. Libraries are also seen as a safe place for people with disabilities to visit for social interaction or assistance with using computers. It was also stated that most libraries had disabled parking nearby.

Some respondents felt that people from **different religions or faiths** would be negatively affected by the proposals; an example given was the fact that a lot of Muslim families use Foleshill Library on a Sunday.

For the **pregnancy and maternity** protected characteristic, some comments were received during consultation about pregnant women would need to travel further to access the library, especially on a Sunday.

Carers, were mentioned in respect of limiting carer access to the library.

No specific comments were received during consultation about the other protected characteristics.

10. Have any of the preferred delivery options or service model(s) changed following the consultation?

Yes ☒ No ☐

Following consultation, there have been amendments to the proposal consulted upon. The recommended proposal for implementation is:

- To close Caludon Castle, Earlsdon and Foleshill libraries on Wednesdays and close Stoke and Tile Hill on Sundays by September 2016.
- To agree in principle that Bell Green, Earlsdon and Foleshill libraries remain open on Sundays provided that officers are satisfied as to the viability of a mix of paid staff and volunteers operating the libraries on these days. In the event officers are not satisfied the question of whether the libraries should remain open on Sundays be referred back to the Cabinet Member for Education.

11. Update the workforce data tables in Part 1a question 4 as required.



If no changes have been made, state 'no changes made'.

No changes made to statistical data.

13. Following consultation, please indicate which of the following best describes the equality impact of this review/project.

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

There will be **positive** equality impact if the proposed option is implemented ☐

There will be **negative** equality impact if the proposed option is implemented but this can be objectively justified ☒

14. Will this form be used to compile a Programme Level Analysis (Part 2)?

Yes ☒ No ☐

If yes, state the name

of the programme: **15. Approvals from Director and Cabinet Member****Name****Date****Director:** Kirston Nelson

Click here to enter date agreed.

Cabinet Member: Councillor Kershaw

Click here to enter date agreed.

16. Please detail below any committees, boards or panels that have considered this analysis.**Name****Date****Chair****Decision taken**

Name of board.

Click here to enter meeting date.

Name of chair.

Decision made / link to report.

Name of board.

Click here to enter meeting date.

Name of chair.

Decision made / link to report.

Name of board.

Click here to enter meeting date.

Name of chair.

Decision made / link to report.

Next steps

Please send the completed form to the Chief Executive's Policy Team: Jaspal Mann

(Jaspal.Mann@coventry.gov.uk 024 7683 3112); or Wendy Ohandjanian

(Wendy.ohandjanian@coventry.gov.uk)

Version controlFind the latest version on Beacon at <http://beacon.coventry.gov.uk/equalityanddiversity/>

Version	Date	Summary of Changes (Author)
1.0.0	17 July 2014	Initial release (Jaspal Mann)
1.0.1	05 August 2014	Added protected characteristic of Disability under section 2 (Si Chun Lam)
1.0.2	05 May 2015	Jaspal Mann

Guidance

Please read the [Equality and Consultation Analysis Guidance Note](#) for help in completing this form. For further information and support to complete this form, please contact – **equalities**: Jaspal Mann (Jaspal.Mann@coventry.gov.uk 024 7683 3112) or Wendy Ohandjanian (Wendy.Ohandjanian@coventry.gov.uk 024 7683 2939) in the Chief Executive's Policy Team; or for **consultation**: Helen Shankster (Helen.Shankster@coventry.gov.uk 024 7683 4371) in the Insight Team.

About the project

Project or review	Connecting Communities (Phase 1) -Youth Commissioning Budget - Proposal 8
Service	IYSS Youth Service (Management by)
Directorate	People

About the person completing this form

Name	Peter Longden
Role	Neighbourhood Services Manager
Email	Peter.longden@coventry.gov.uk
Telephone	02476831414
Date section 1a completed	13/11/2015

1. Provide brief details of the aims of the project / review

The proposed programme entails a redesign of Council services so they are delivered in partnership with local communities and neighbourhoods where there is most need. Council services included within the scope of this programme are libraries, youth centres and services, children's centres, play centres, community centres, public conveniences and adult education.

This Equality and Consultation Analysis looks specifically at **proposal 8** within the Connecting Communities programme which is to withdraw the Youth Service Commissioning Budget of £139,000 from 2016/17 onwards and work with the community and voluntary sector to explore the best way that youth services for young people should be delivered across Coventry.

This budget is time-limited, groups know that it is time-limited and the funding is not automatically repeated to groups. This ECA can only give a broad indication of impact. For 2015/16, £50,725 has been allocated to 8 groups (Coventry Community American Football Club, Ice Skating and Ice Hockey Community Club, Moat House Basketball, Boxing, Racquet Sports, Skateboarding Project, Stoke Aldermoor Football Project and Belgrade Theatre Project) and £5,700 has been allocated to a Community Interest Company feasibility study. It is estimated that a total of 140 young people will benefit from this. Note that if the remaining £82,575 were to be allocated on the same ratio of funding per young person, 383 young people would have been supported.

Impact on service users

2. What are the possible impacts of this project / review on the following groups?



Assess the impact of this project / review on people with the following [protected characteristics](#); and agreed local priority groups. Please summarise local service level data as evidence of any impact and also consider other local and national data or evidence. Under 'Mitigating Actions' outline briefly what actions you plan to put in place to lessen any negative impact on protected groups. Delete any of the characteristics below which do not apply.

**Protected
characteristic**

Commentary / Analysis

Impacts / Mitigating actions

Protected characteristic	Commentary / Analysis	Impacts / Mitigating actions
Age	All participants in positive engagement activities are between 10 and 21 and it is anticipated that there will be a high proportion between 13 and 17.	<p>Positive impacts: None</p> <p>Negative impacts: Reducing resources for positive engagement activities will mean less open access youth work with this age group.</p> <p>Mitigations: A key first step of mitigating impact across protected characteristics is the feasibility study to set up a Community Interest Company that would include many of the groups funded. This could enable them to be more self-sufficient in the future. The Youth Service has strong partnerships with external providers of positive engagement activities who will be asked what they can contribute to mitigate the effect of the reduction.</p>
Disability	No data is available to illustrate the proportion of young people accessing positive engagement activities, but GOV.UK (January 2014) assess that 6% of children and young people have a disability. Using this as a guide 23 young people involved would have a disability.	<p>Positive impacts: None</p> <p>Negative impacts: Fewer opportunities in localities accessed by disabled children and young people</p> <p>Mitigations: A key first step of mitigating impact across protected characteristics is the feasibility study to set up a Community Interest Company that would include many of the groups funded. This could enable them to be more self-sufficient in the future work with partners such as Short Breaks and Coventry Blaze to identify what they can do to mitigate against the reduction</p>
Gender	Based on data from 2014/15, between 20% and 50% of participants are female depending on the activity. For example, the American Football youth community club is run by the coach of a local girls team increasing the number of females to roughly half.	<p>Positive impacts: None</p> <p>Negative impacts: Reducing budget for positive engagement activities will reduce opportunities available</p> <p>Mitigations: A key first step of mitigating impact across protected characteristics is the feasibility study to set up a Community Interest Company that would include many of the groups funded. This could enable them to be more self-sufficient in the future. Work with partners, in particular those providing youth community sports clubs, to make the clubs sustainable and how female participants can be encouraged to take part.</p>
Gender Reassignment	There is no statistical information available for this characteristic or that any individual falling within this protected characteristic will be impacted by the withdrawing of the Youth Service Commissioning Budget; it is therefore not considered that any reduction in service will impact on individuals with this protected characteristic.	<p>Positive impacts: None</p> <p>Negative impacts: None</p> <p>Mitigations: A key first step of mitigating impact across protected characteristics is the feasibility study to set up a Community Interest Company that would include many of the groups funded. This could enable them to be more self-sufficient in the future. Work with partners, in particular those providing youth community sports clubs, to make the clubs sustainable and how female participants can be encouraged to take part</p>

Protected characteristic	Commentary / Analysis	Impacts / Mitigating actions
Marriage/Civil Partnership	There is no information that indicates that those in a marriage or civil partnership would be discriminated against as a result of withdrawing of the Youth Service Commissioning Budget.	Positive impacts: None Negative impacts: None Mitigations: N/A
Pregnancy/Maternity	There is no statistical information available for this characteristic or that any individual falling within this protected characteristic will be impacted by the withdrawing of the Youth Service Commissioning Budget; it is therefore not considered that any reduction in service will impact on individuals with this protected characteristic.	Positive impacts: None Negative impacts: Some external providers are C-Card trained and a reduction in budget would mean a reduction in opportunities for C-Card in some key areas of the city. Mitigations: A key first step of mitigating impact across protected characteristics is the feasibility study to set up a Community Interest Company that would include many of the groups funded. This could enable them to be more self-sufficient in the future. The Youth Service has strong partnerships with external providers of positive engagement activities who will be asked what they can contribute to mitigate the effect of the reduction.
Race	Activities are focused on Foleshill, Longford, Wyken, Holbrooks, Stoke Aldermoor, Stoke Heath, Wood End, city centre and the young African-Caribbean community were all areas and themes benefitting from the positive engagement activities project.	Positive impacts: None. Negative impacts: Reducing resources for positive engagement activities will adversely affect all groups but more significantly Asian/Asian British and Black/African/Caribbean/ Black British - Foleshill, St. Michael's, Holbrooks and Stoke Heath. Mitigations: A key first step of mitigating impact across protected characteristics is the feasibility study to set up a Community Interest Company that would include many of the groups funded. This could enable them to be more self-sufficient in the future. Work within St. Michael's ward can continue as more of the reduced budget will be available for targeted youth support with more vulnerable young people. Detached youth workers could be deployed to support young people identified as at risk within the Early Help process. The Youth Service has strong partnerships with external providers of positive engagement activities who will be asked what they can contribute to mitigate the effect of the reduction.

Protected characteristic	Commentary / Analysis	Impacts / Mitigating actions
Religion/Belief	<p>No statistical information is available for this characteristic as the Youth Service does not collect this type of information about the users of the service.</p> <p>However the Youth service is anecdotally aware that some people who use the service have different religions or beliefs and will therefore be impacted by this proposal.</p>	<p>Positive impacts: None</p> <p>Negative impacts: No disproportionate impacts have been identified by the Youth Service nor through the consultation process but all groups with protected characteristics will be affected by withdrawing of the Youth Service Commissioning Budget; if the proposal is implemented. Coventry City Council recognises that individuals falling within this protected characteristic will be negatively impacted.</p> <p>Mitigations: A key first step of mitigating impact across protected characteristics is the feasibility study to set up a Community Interest Company that would include many of the groups funded. This could enable them to be more self-sufficient in the future. Work with partners, in particular those providing youth community sports clubs, to make the clubs sustainable and how female participants can be encouraged to take part</p>
Sexual Orientation	<p>No statistical information is available for this characteristic as the Youth Service does not collect this type of information about the users of the service. However LGBT people who use the Youth Service will be affected by this proposal.</p>	<p>Positive impacts: None</p> <p>Negative impacts: No disproportionate impacts have been identified by the Youth Service nor through the consultation process but all groups with protected characteristics will be affected by withdrawing of the Youth Service Commissioning Budget; if the proposal is implemented. Coventry City Council recognises that individuals falling within this protected characteristic will be negatively impacted.</p> <p>Mitigations: A key first step of mitigating impact across protected characteristics is the feasibility study to set up a Community Interest Company that would include many of the groups funded. This could enable them to be more self-sufficient in the future. Work with partners, in particular those providing youth community sports clubs, to make the clubs sustainable and how female participants can be encouraged to take part</p>

Protected characteristic	Commentary / Analysis	Impacts / Mitigating actions
Looked After Children	No information is available for this characteristic as the Youth Service does not collect this type of information about the users of the service. The Youth Service run activities for children and young people, some of whom maybe looked after children. Therefore Looked After Children who use the Youth Service will be affected by this proposal.	<p>Positive impacts: None</p> <p>Negative impacts: No disproportionate impacts have been identified by the Youth Service nor through the consultation process but all groups with protected characteristics will affected by withdrawing of the Youth Service Commissioning Budget; if the proposal is implemented. Coventry City Council recognises that individuals falling within this protected characteristic will be negatively impacted.</p> <p>Mitigations: A key first step of mitigating impact across protected characteristics is the feasibility study to set up a Community Interest Company that would include many of the groups funded. This could enable them to be more self-sufficient in the future. Work with partners, in particular those providing youth community sports clubs, to make the clubs sustainable and how female participants can be encouraged to take part</p>
Carers	No information is available for this characteristic as the Youth Service does not collect this type of information about the users of the service. However young people who use this services may also be young carers and will therefore will be affected by this proposal.	<p>Positive impacts: None</p> <p>Negative impacts: No disproportionate impacts have been identified by the Youth Service nor through the consultation process but all groups with protected characteristics will affected by withdrawing of the Youth Service Commissioning Budget; if the proposal is implemented. Coventry City Council recognises that individuals falling within this protected characteristic will be negatively impacted.</p> <p>Mitigations: : A key first step of mitigating impact across protected characteristics is the feasibility study to set up a Community Interest Company that would include many of the groups funded. This could enable them to be more self-sufficient in the future. Work with partners, in particular those providing youth community sports clubs, to make the clubs sustainable and how female participants can be encouraged to take part</p>

Protected characteristic	Commentary / Analysis	Impacts / Mitigating actions
Deprivation (e.g. income, educational attainment, worklessness)	All wards that benefit from the positive engagement activities project have significant levels of deprivation.	<p>Positive impacts: None</p> <p>Negative impacts: Reducing resources for positive engagement activities will adversely affect support to young people needing assistance to overcome the effects of social deprivation.</p> <p>Mitigations: A key first step of mitigating impact across protected characteristics is the feasibility study to set up a Community Interest Company that would include many of the groups funded. This could enable them to be more self-sufficient in the future. Detached youth workers could be deployed to support young people identified as at risk within the Early Help process. The Youth Service has strong partnerships with external providers of positive engagement activities who will be asked what they can contribute to mitigate the effect of the reduction.</p>

Additional information

Detached Youth Workers are mentioned as part of mitigation. Coventry City Council employs two detached youth workers in the Youth Service as part of its Vulnerable Young People's Service (VYPS), a part of the Youth Service specialising in interventions to prevent the risk of child sexual exploitation (CSE) and other vulnerabilities such as substance misuse and involvement in gangs (which make them more vulnerable to CSE) and provide interventions to support young people who are present a range of vulnerabilities.

The detached youth workers in this team have two main roles: the first is to gather intelligence from their deployment around the city of the risk to young people of CSE – this is particularly where the Youth Service doesn't have youth centres and includes areas such as Edgwick Park where the prevalence of the risk of CSE has increased in recent months.

The second part of their role is to make direct interventions with young people particularly raising personnel safety awareness, awareness of CSE, building resilience and protective behaviours – this is carried out through conversations with young people where they congregate, planned group work activities that can take place anywhere where young people are, or while engaging young people in other activities such as sport or creative arts and media through which young people can express their opinions and concerns in a safe environment. Where there are serious concerns about a young person, they will be referred to other staff in the VYPS for more specialist support and interventions. The detached team also work closely with advice and information workers based with CAB and will also make referrals to Compass and other organisations and will play a 'hand-holding' role when young people make initial visits to other organisations.

3. Have you considered social value requirements as part of this project/review?

Please note that this question only applies if you are intending to outsource / commission the service / project under review. Please refer to the Council's [Social Value Policy](#) for further information.

Impact on the workforce

4. How many staff belong to the protected characteristics?



Contact the HR Change Management Team (Marion O'Brien, Marion.O'Brien@coventry.gov.uk 024 7683 2454) for management information on the workforce affected by this project/review.

No information is available for this as the project involved delivery by external organisations.

5. What are the likely impacts of this project / review on different groups of staff?

No information is available for this as the project involved delivery by external organisations.

6. Do you plan to undertake formal consultation as part of this project?

Yes

☒

No

☐

If no, why not?

7. Has a report to elected members been prepared in relation to this work?

Yes

☒

No

☐

Web link to the report: Insert link to the report (usually <http://moderngov.coventry.gov.uk/....>).

Next steps

Please send this completed pre-consultation form to the Chief Executive's Policy Team: Jaspal Mann (Jaspal.Mann@coventry.gov.uk 024 7683 3112); or Wendy Ohandjanian (Wendy.Ohandjanian@coventry.gov.uk 024 7683 2939). This form will also be shared with Public Health, who will be in touch in relation to the impact of this project/review on health inequalities.

1b

Post-consultation

**The section below should be completed following consultation.**

Name

Helen Hodge

Date section 1b completed

12/02/2016

8. Update any equality impacts on service users listed in Part 1a question 2 following consultation.

Reflect any new information that may have come to light during the consultation process. Under mitigating actions, identify the responsible Council officer or named person in an external provider responsible for completing the action and timescales involved.

9. What were the key findings from the consultation process?

Main theme identified in the consultation process has been that cuts to this service would mean many disadvantaged young people will miss out on the possibility of developing interests or diversionary activities and may continue in either risky behaviours or substance use. Reducing the youth provision further will force young people to congregate in areas that may not be safe and unsupervised-already vulnerable in society this will just increase further risks to them.

The consultation also identified a potential impact on young women and their access to sport provided by the fund which is proposed to be removed

10. Have any of the preferred delivery options or service model(s) changed following the consultation?

Yes

☐

No

☒

No change to proposal to withdraw the youth services commissioning budget from 1 April 2016 and continue to work with the community and voluntary sector to explore the best way that youth services for young people should be delivered across Coventry. There will be some negative impact as a result of the proposals.

The potential increase in anti-social behaviour as a result of the loss of the commissioning budget will be partially mitigated by the Council's Integrated Youth Support service continuing at this stage and will actively engage with groups and volunteers who identify ways that they can support young people in the city. There is only work to develop a Community Interest Company to sustain some activities that have been funded by the Youth Commissioning Fund- this could provide some mitigation for the impact on young people (including young women).

11. Update the workforce data tables in Part 1a question 4 as required.

If no changes have been made, state 'no changes made'.

13. Following consultation, please indicate which of the following best describes the equality impact of this review/project.

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

☐

There will be **positive** equality impact if the proposed option is implemented

☐

There will be **negative** equality impact if the proposed option is implemented but this can be objectively justified

☒

14. Will this form be used to compile a Programme Level Analysis (Part 2)?

Yes

☒

No

☐

If yes, state the name of the programme:

Connecting Communities Programme - Phase 1

15. Approvals from Director and Cabinet Member**Name****Date****Director:** Kirston Nelson

Click here to enter date agreed.

Cabinet Member: Cllr Kershaw

Click here to enter date agreed.

16. Please detail below any committees, boards or panels that have considered this analysis.**Name****Date****Chair****Decision taken**

Name of board.

Click here to enter meeting date.

Name of chair.

Decision made / link to report.

Name of board.

Click here to enter meeting date.

Name of chair.

Decision made / link to report.

Name of board.

Click here to enter meeting date.

Name of chair.

Decision made / link to report.

Next steps

Please send the completed form to the Chief Executive's Policy Team: Jaspal Mann (Jaspal.Mann@coventry.gov.uk 024 7683 3112); or Wendy Ohandjanian (Wendy.ohandjanian@coventry.gov.uk)

Version controlFind the latest version on Beacon at <http://beacon.coventry.gov.uk/equalityanddiversity/>

Version	Date	Summary of Changes (Author)
1.0.0	17 July 2014	Initial release (Jaspal Mann)
1.0.1	05 August 2014	Added protected characteristic of Disability under section 2 (Si Chun Lam)
1.0.2	05 May 2015	Jaspal Mann

Guidance

Please read the [Equality and Consultation Analysis Guidance Note](#) for help in completing this form. For further information and support to complete this form, please contact – **equalities**: Jaspal Mann (Jaspal.Mann@coventry.gov.uk 024 7683 3112) or Wendy Ohandjanian (Wendy.Ohandjanian@coventry.gov.uk 024 7683 2939) in the Chief Executive's Policy Team; or for **consultation**: Helen Shankster (Helen.Shankster@coventry.gov.uk 024 7683 4371) in the Insight Team.

About the project

Project or review	Connecting Communities (Phase 1) - Review of Public Conveniences - Proposal 9
Service	Property Services
Directorate	Place

About the person completing this form

Name	Vanessa Millar
Role	Project Support Officer
Email	Vanessa.Millar@coventry.gov.uk
Telephone	02476 831502
Date section 1a completed	13/11/2015

1. Provide brief details of the aims of the project / review

The proposed programme entails a redesign of Council services so they are delivered in partnership with local communities and neighbourhoods where there is most need. Council services included within the scope of this programme are libraries, youth centres and services, children's centres, play centres, community centres, public conveniences and adult education.

This Equality and Consultation Analysis looks specifically at **proposal 9** within the Connecting Communities programme which will consider the possible impacts of decommissioning public conveniences in suburban locations across the city.

The proposal is to close six public conveniences located outside of the city centre. The two city centre public conveniences would remain open.

In the context of significant financial pressures, it is not a priority for the Council to provide, nor pay for, public conveniences. The Council could save approximately £50,000 by ceasing the provision of public conveniences in suburban locations.

Impact on service users

2. What are the possible impacts of this project / review on the following groups?



Assess the impact of this project / review on people with the following [protected characteristics](#); and agreed local priority groups. Please summarise local service level data as evidence of any impact and also consider other local and national data or evidence. Under 'Mitigating Actions' outline briefly what actions you plan to put in place to lessen any negative impact on protected groups. Delete any of the characteristics below which do not apply.

Protected
characteristic

Commentary / Analysis

Impacts / Mitigating actions

Protected characteristic	Commentary / Analysis	Impacts / Mitigating actions
Age	<p>In general, this proposal would affect all children, adults and older people using the public conveniences.</p> <p>We do not hold any data on service users and associated protected characteristics.</p> <p>However, is generally perceived that public toilets are more likely to be used by older people, disabled people (and their carers), pregnant women and those with young children.</p> <p>Help the Aged's 'Nowhere to Go', a study undertaken in 2006 outlining toilet provision in the UK, specifically referenced older people's views on public toilet provision in their local area and respondents agreed that the lack of public toilets stopped them going out as often as they would like and meant some people felt isolated and felt that they couldn't leave the house. This may also be true in the case of people with disabilities.</p> <p>Generally speaking, many children also need immediate and frequent access to a toilet, in addition to pregnant women who may need access to a toilet more often as would parents with babies who may need to change nappies.</p> <p>However, as mentioned above, there is no specific data to suggest that any of these groups are using public toilets in the six suburban locations outlined above.</p>	<p>Positive impacts: Over the course of the past 12 months there have been allegations and complaints of drugs use and sex workers at three of the suburban locations. If the decision was taken to close all public conveniences in suburban locations then reports of antisocial behaviour may be reduced. People, especially older people, link public toilets with antisocial behaviour, according to the Joseph Rowntree Foundation, which cites examples of drug-taking in public toilets. There is a perception that unattended public toilets are seen as threatening places, which puts people off using them, which can, in turn, invite more antisocial behaviour.</p> <p>Negative impacts: The closure of the public conveniences in suburban locations may affect the willingness of certain groups to access public spaces and their ability to socialise and access essential services. Older people, disabled people, pregnant women and those with young children all need easy access to toilet facilities. The lack of public toilets may stop some people from going out as much as they would like and mean that some people may feel isolated and unable to leave the house. This, in turn, would affect their well-being.</p> <p>Mitigations: There are a number of potential mitigations. 1) Seek local business/community sponsorship to keep toilet provision open and clean, 2) There is already an increased number of publicly accessible toilets in public buildings and quasi-public buildings (pubs, restaurants, churches etc.), 3) Collect/publish a directory of accessible toilets (however, this</p>

Protected characteristic	Commentary / Analysis	Impacts / Mitigating actions
		mitigation would require some savings held back and someone commissioned to undertake the work), 4) Signage at each of the six suburban locations to direct people to nearest public toilet.
Disability	<p>See 'Age' section above.</p> <p>According to data obtained in 2011 (Census), 56,247 people or 17.7% of the population in Coventry had a limiting long-term health problem or disability.</p> <p>The lack of suitable provision can stop people from going out as often as they would like and may mean that some people feel isolated and feel that they couldn't leave the house.</p> <p>For instance, people with mobility problems may find it more difficult to make ad hoc use of other toilets and choose to stay at home instead. This may prevent them from taking part in everyday activities that others may take for granted.</p>	<p>Positive impacts: See 'Age' section above.</p> <p>Negative impacts: See 'Age' section above.</p> <p>Mitigations: See 'Age' section above.</p>
Gender	<p>See 'Age' section above.</p> <p>In 2013, there were estimated to be 329,800 people living in Coventry. Overall, more residents are male (50.03% or 165,000) than are female (49.97% or 164,800).</p> <p>However, females may be more disadvantaged – see 'Pregnancy/Maternity' section below.</p>	<p>Positive impacts: See 'Age' section above.</p> <p>Negative impacts: See 'Age' section above. Women, with or without young babies and children, may be reluctant to use facilities in pubs, therefore limiting the range of alternative provision that they could access in place of public toilets.</p> <p>Mitigations: See 'Age' section above.</p>
Gender Reassignment	<p>This review is not considered likely to have an adverse impact on this group.</p>	<p>Positive impacts: State your reasons for positive impact, if any.</p> <p>Negative impacts: State your reasons / evidence for negative impact.</p> <p>Mitigations: Set out the mitigation for negative impacts.</p>
Marriage/Civil Partnership	<p>This review is not considered likely to have an adverse impact on this group.</p>	<p>Positive impacts: State your reasons for positive impact, if any.</p> <p>Negative impacts: State your reasons / evidence for negative impact.</p> <p>Mitigations: Set out the mitigation for negative impacts.</p>

Protected characteristic	Commentary / Analysis	Impacts / Mitigating actions
Pregnancy/Maternity	See 'Age' section above. Pregnant women are more likely to need the toilet more frequently and may be disadvantaged if there were a lack of facilities.	Positive impacts: See 'Age' section above. Negative impacts: See 'Age' section above. Mitigations: See 'Age' section above.
Race	This review is not considered likely to have an adverse impact on this group.	Positive impacts: State your reasons for positive impact, if any. Negative impacts: State your reasons / evidence for negative impact. Mitigations: Set out the mitigation for negative impacts.
Religion/Belief	This review is not considered likely to have an adverse impact on this group.	Positive impacts: State your reasons for positive impact, if any. Negative impacts: State your reasons / evidence for negative impact. Mitigations: Set out the mitigation for negative impacts.
Sexual Orientation	This review is not considered likely to have an adverse impact on this group.	Positive impacts: State your reasons for positive impact, if any. Negative impacts: State your reasons / evidence for negative impact. Mitigations: Set out the mitigation for negative impacts.
Looked After Children	This review is not considered likely to have an adverse impact on this group.	Positive impacts: State your reasons for positive impact, if any. Negative impacts: State your reasons / evidence for negative impact. Mitigations: Set out the mitigation for negative impacts.
Carers	See 'Age' section above. See 'Disability' section above. Carers who look after older people, people with disabilities and young people may be disadvantaged.	Positive impacts: See 'Age' section above. Negative impacts: See 'Age' section above. Mitigations: See 'Age' section above.
Deprivation (e.g. income, educational attainment, worklessness)	See 'Age' section above.	Positive impacts: See 'Age' section above. Negative impacts: See 'Age' section above. Mitigations: See 'Age' section above.

3. Have you considered social value requirements as part of this project/review?

N/A. Not intending to outsource/commission the service/project under review.

Impact on the workforce

4. How many staff belong to the protected characteristics?



Contact the HR Change Management Team (Marion O'Brien, Marion.O'Brien@coventry.gov.uk 024 7683 2454) for management information on the workforce affected by this project/review.

There is 1 FTE employed in this service area. The 1 FTE is male. Staff grade and hours worked are shown below:

Grade	G3
Hours	37

5. What are the likely impacts of this project / review on different groups of staff?

The impact would be that the 1 FTE post outlined above would be deleted. As a result, the staff member would be subjected to the normal Council management of change process outlined in its Security of Employment Agreement.

6. Do you plan to undertake formal consultation as part of this project?

Yes ☒ No ☐

7. Has a report to elected members been prepared in relation to this work?

Yes ☒ No ☐

Web link to the report: Insert link to the report (usually <http://modern.gov.coventry.gov.uk/>....).

Next steps

Please send this completed pre-consultation form to the Chief Executive's Policy Team: Jaspal Mann (Jaspal.Mann@coventry.gov.uk 024 7683 3112); or Wendy Ohandjanian (Wendy.Ohandjanian@coventry.gov.uk 024 7683 2939). This form will also be shared with Public Health, who will be in touch in relation to the impact of this project/review on health inequalities.

1b

Post-consultation



The section below should be completed following consultation.

Name Vanessa Millar
Date section 1b completed 12/02/2016

8. Update any equality impacts on service users listed in Part 1a question 2 following consultation.



Reflect any new information that may have come to light during the consultation process. Under mitigating actions, identify the responsible Council officer or named person in an external provider responsible for completing the action and timescales involved.

9. What were the key findings from the consultation process?

The overarching themes from the consultation process focussed on there being **no nearby public convenience alternatives**. Some concerns had been raised about people being “caught short” when they could have used public conveniences. There was also a view that a lack of public conveniences could mean that **some people wouldn’t go out as much or would spend less time at the shops**. During consultation issues were also raised about the **Council’s consideration of other alternatives** including using alternative existing toilets in the area such as in community facilities or businesses, charging the public to use the existing public conveniences by getting community groups or businesses to take over the running of existing provision or by putting in new toilet pods.

There were **three main protected characteristics** which respondents to the consultation felt would be most adversely affected by the proposal to close the 6 suburban public conveniences.

Older people were identified as being most adversely affected, followed by **people with disabilities/health issues**. Respondents felt the proposals would increase the level of social isolation for some older people and people with disabilities/health issues, and many feared being caught short and suggested that this would stop them going out as often as they would like and, in some cases, make people feel that they couldn’t leave the house.

Pregnant women and those with young children were also identified as a group who people felt were likely to need the toilet more frequently. People felt that this would be one of the most impacted groups from this proposal.

10. Have any of the preferred delivery options or service model(s) changed following the consultation?

Yes

☐

No

☒

There is no change to the proposal to close six public conveniences located outside of the city centre from 1 April 2016, keeping open the two city centre public conveniences.

Information about the location of alternative toilets that are available for the public to use can be found in the following ways:

- The ‘Disabled Go’ website <http://www.disabledgo.com> identifies where toilets are available which would be suitable for use by a person with a disability.
- The Great British Toilet Map.
- ‘Apps’ that can be downloaded including: Toilet Finder’ and ‘Flush’.

Alternative facilities include the use of toilets in local businesses such as shops, cafés and bars that may choose to open their toilet facilities to anyone, not just paying customers. The Council, however, cannot control this or insist upon this. The same applies to toilets in community facilities and doctors’ surgeries. If a member of the public is using a Council library and there are public toilets available the public would be able to use those.

In addition, a number of organisations supporting people with medical conditions such as IBS and Crohn’s & Colitis provide ‘Just Can’t Wait’ cards (for a nominal charge). These cards are widely accepted and acknowledged.

11. Update the workforce data tables in Part 1a question 4 as required.



If no changes have been made, state ‘no changes made’.

No changes made.

13. Following consultation, please indicate which of the following best describes the equality impact of this review/project.

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

There will be **positive** equality impact if the proposed option is implemented ☐

There will be **negative** equality impact if the proposed option is implemented but this can be objectively justified ☒

14. Will this form be used to compile a Programme Level Analysis (Part 2)?

Yes

☒

No

☐

If yes, state the name of the programme:

Connecting Communities Programme - Phase 1

15. Approvals from Director and Cabinet Member

Name

Date

Director: Martin Yardley

Click here to enter date agreed.

Cabinet Member: Cllr. Lancaster

Click here to enter date agreed.

16. Please detail below any committees, boards or panels that have considered this analysis.

Name	Date	Chair	Decision taken
Name of board.	Click here to enter meeting date.	Name of chair.	Decision made / link to report.
Name of board.	Click here to enter meeting date.	Name of chair.	Decision made / link to report.
Name of board.	Click here to enter meeting date.	Name of chair.	Decision made / link to report.

Next steps

Please send the completed form to the Chief Executive's Policy Team: Jaspal Mann (Jaspal.Mann@coventry.gov.uk 024 7683 3112); or Wendy Ohandjanian (Wendy.ohandjanian@coventry.gov.uk)

Version control

Find the latest version on Beacon at <http://beacon.coventry.gov.uk/equalityanddiversity/>

Version	Date	Summary of Changes (Author)
1.0.0	17 July 2014	Initial release (Jaspal Mann)
1.0.1	05 August 2014	Added protected characteristic of Disability under section 2 (Si Chun Lam)
1.0.2	05 May 2015	Jaspal Mann

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Proposal 1: Play Centres

1. Background and proposal consulted on

This document summarises the consultation for play centres and sets out the recommendation for implementation. It should be read in conjunction with the Play Centres equality and consultation analysis document and the Connecting Communities cabinet report (23rd February 2016).

The proposal consulted on (from 7th December 2015 to 1st February 2016) was:

- For the Council to stop providing play activities at Edgewick and Eagle Street Play Centres and to explore the option for them to be used for nursery provision for two, three and four year olds instead.

2. Consultation summary

Throughout the consultation, a total of 80 meetings were held covering the range of Connecting Communities proposals.

A total of 7 meetings were held to specifically discuss the play centre proposal. These included: 4 public consultation meetings, two held at each of the play centres attended by a total of 66 people; 1 staff consultation meeting held at Edgewick Play Centre attended by all 8 staff members and two Trade Union representatives were also present and 2 sessions to get the views of children within the context of the play centre sessions one at each of the play centres with 30 children attending at Eagle Street and 28 children attending at Edgewick.

A total of 134 people attended these consultation meetings.

A total of 75 responses (surveys and meetings) were received for the play centre proposals, with some of these being received on behalf of several people and as a result of group discussion. In addition there were 5 petitions (with a total of 693 signatories), media coverage, and 266 letters from children, pictures, scrapbook and opposition from a local school.

3. Consultation themes

The overriding message in response to the consultation is that people are strongly opposed to the proposal and value the play centres. The key themes (across feedback from adults and children) underpinning this are as follows:

Theme 1 – Keeping children safe:

A concern raised by respondents through the consultation is the current lack of safe places for children to go out of school hours within the area, the fear is if play activities should cease being provided from play centre locations it would reduce opportunities for children to engage in play based activities in a safe environment that parents value and trust and children enjoy.

Respondents felt that there were very few alternatives for children to attend out of school provision as the cost of childcare in the area is not affordable.

Both children and parents valued the centre staff in providing support, advice and guidance when needed. Concerns were raised over a range of safety issues in and around the surrounding areas of both centres.

Theme 2 - Risk of children engaging in anti – social behaviour

Play centres provide play based activities for children from 5 – 12 years and provides opportunities for children to experience a range of activities that takes them outside of their home and school environment. Children stressed that they valued the opportunity to meet and socialise with their friends at the play centre and engage in activities that they would not ordinarily have access to. The feeling within the community is that if such opportunities are removed then incidents of anti-social behaviour would increase across the area and a fear of children becoming socially isolated that could potentially result in increased incidents of radicalisation.

Theme 3 – Community cohesion

It was felt that play centres play a part in uniting children from a range of nationalities, cultures and religion by providing a community venue for children to come together outside of the school environment. Parents and children said that the staff fostered an inclusive and friendly environment. Respondents stressed that the location of play centres mean that they are seen as an integral part of the community that has supported local residents with wider community issues when required. The length of time that centres have been in operation as part of the community was also highlighted as having a positive impact on the community as a large number of parents consulted had attended the centres as children themselves.

Theme 4 – The cost of affordable childcare is too high and not affordable for parents.

The community felt that there are no real affordable options available to them as the cost of childcare to enable parents to attend work or training is too high. Some parents felt that there would be a negative impact on their family life and economic position as the play centres are used by working parents as childcare directly after the school day. Out of school provision was said to be minimal within the area, with services that are available being unaffordable to parents that use the centre.

4. Staff and Trade Union feedback – summary

Feedback following the staff consultation session mirrored the themes stated above. Staff felt that children's safety and well-being needed to be a factor when considering any changes to services and highlighted that the areas served by the play centres required safe places for children to come together within the community. Staff referred to the service as a community resource and went over and above providing play activities for children who attended but liaised with other agencies in matters relating to local community issues. Trade Union representatives in attendance at the staff consultation session raised concerns of the potential loss of valued staff members who have built up the service over a significant number of years.

The formal response received by Trade Unions to the Connecting Communities Phase 1 consultation noted the following particularly relating to play centre services:

- As Foleshill is an identified area of high disadvantage, the ceasing of play centre activities would have an effect on the local community that falls outside of the ethos of Coventry being a "Marmot city".

- Current services provide support to working parents, without this service parents would not be able to engage in work or training and this would then impact on other systems within the city such as benefits, health, and housing.
- The Play Centre service plays a part in assisting social cohesion by offering provision that enable children from all cultures and faiths to have equal access to service. Should these closures go ahead impacts will be felt by children, families, workers, educational establishments, community shops and services. The voices of young people who use the centres should be listened to.
- If progressing with the closure of a council run play centre Trade Unions believe that the council should look to enable a not for profit or co-operative organisation to provide play opportunities rather than nursery provision.
- Vulnerable children can access play centre services that means that the council can exercise a safeguarding function outside of the social care arena.
- Both Play Centres provide a safe play environment which is too valuable to lose. Concerns that with more pressure in schools, shorter breaks and less opportunities for physical activities in schools, the opportunities for children to meet together with their peers for play activities is diminishing. Too many children are 'playing' alone on line and not having access to the valuable experiences they get at the two play centres.
- The City Council needs to find ways to invest in more play facilities to enable more children to experience the opportunities offered by these centres rather than thinking about the savings that the council need to make.

5. Recommendation and summary

The potential impact of the proposals is now better understood following the consultation. The recommended proposal for implementation is:

For the Council to stop providing play activities at Edgewick and Eagle Street Play Centres and for the Council to lease the buildings to third party operators to be used for nursery provision for two, three and four year olds instead by September 2016.

This proposal has generated the most opposition, with 5 petitions, media coverage, letters from children and opposition from a local school. Parents are particularly concerned about a lack of safe places for children to play in Foleshill and consider the Play Centres to have a positive impact on the lives of their children. At the time of writing the original proposal document in November 2015, 173 children were registered across both the Play Centres (including 14 known to Children's Services).

The viability of using the existing Play Centre buildings for nursery provision was explored during the consultation period and the response was positive, with 3 providers planning to submit a business case for Play Centres, a further two just for Eagle Street and one just for Edgewick. (A panel will meet in February 2016 to consider business cases). There is also a clear evidence base to demonstrate the need for nursery provision in the Foleshill area; particularly access to free early education places for 2 year olds. Foleshill has a lower uptake than other areas of Coventry with 52% of eligible children accessing their entitlement (Nov 2015). This links to the Early Help and

Prevention Strategic objectives of supporting children to get ready for school, by giving them quality early learning opportunities and giving them the best start in life.

Free early education for the most disadvantaged two year olds was first piloted in 2006 and continues to remain a government priority. Sufficient provision of early education for two year olds is key to improving attainment and the life chances of some of the most vulnerable children. Research has demonstrated that access to good quality early learning and education has a long term impact on attitudes to the importance of school attendance (Effective Provision of Pre School Education- EPPE 2014) and, very importantly to school readiness. It also provides an opportunity to support parents return to or extend their work or training, therefore enabling some mothers to return to work, benefitting the maternal labour market and economic growth locally.

The proposal remains the same. Potential nursery providers will be encouraged to consider their ability to provide activities for children at all times of the day but this would be at their own cost; although there may be opportunities for providers to apply for a broader range of funding to provide this type of activity. There would be no resource or commissioning commitment from the City Council in relation to this and decisions in this respect would be completely at the providers own risk. If potential nursery providers chose to provide play activities then they may charge for this service Local schools will also be encouraged to consider additional after-school provision – although these decisions are at the discretion of these individual schools.

In addition, the role of the Childrens Centre also based in Foleshill, will be explored to identify the contribution that the Centre can make to support the mitigation of some of the perceived impacts of the Council ceasing to provide play activities e.g. provision of information and advice, contact point to raise safeguarding concerns.

A plan will be developed to stop providing play activities from the existing Play Centre buildings and for nursery providers to begin delivery by September 2016. Existing play activities would stop prior to this date, subject to staff consultation and implementation will be carefully managed.

Proposal 2: Arena Park Library

1. Background and proposal consulted on

This document summarises the consultation for Arena Park Library and sets out the proposal recommended for implementation. It should be read in conjunction with the Arena Park Library Equality and Consultation Analysis document and the Connecting Communities cabinet report (23rd February 2016).

The proposal consulted on (from 7th December 2015 to 1st February 2016) was:

- For the Council to end delivery of library services from the Arena Library facility (and not renew the lease) and to enter into discussions to relocate reduced library provision at an alternative community location in Holbrooks.

2. Consultation summary

Throughout the consultation, a total of 80 meetings were held covering the range of Connecting Communities proposals.

A total of 67 meetings were held to discuss the range of library proposals. Of these, 18 were public consultation meetings held in libraries directly affected by the proposals and these were attended by a total of 148 people. 2 of these were held at Arena Park Library. 28 staff consultation meetings held at every library in the city and attended by staff. A Trade Union representative was present at many of the sessions. 10 partner organisation meetings were attended to gather feedback from a wide range of people and spread the word about the Connecting Communities consultation.

A total of 227 responses were received to the Arena Park library proposal through the online survey, with some of these being received on behalf of a several people as a result of group discussions.

There was one petition against closure of the Arena Library Service. The petition, "Save Arena Park Library Community Hub" and as at 12th February 2016, this had gathered 5 signatures.

2.1 Consultation response themes

When comments have been provided, those comments have been analysed in order to allow those views to be taken into account. Some feedback refers to activities that were not the subject of the consultation and this is not included within the themes.

The content of meetings and individual responses have been analysed to produce the main themes that are outlined in the following section.

Theme 1 – Ease of access at Current Location

Respondents wanted the library to remain in its current location, seeing it as being conveniently located within the heart of the Arena Park Shopping Centre. They cited the good bus services for those travelling on public transport, free car parking for car users and disabled parking spaces near to the library. They commented that the building had good accessibility and were concerned that if the library was moved to a different location it would not have all the features outlined above.

20% of people who replied to proposal 2 considered themselves to be a disabled person. Concern was expressed that people with a disability would find it difficult to access HCCA and other libraries due to complicated journeys involving two buses, and car parking difficulties.

Theme 2 – Community value of current library

Respondents identified the importance of libraries as community and educational hubs. They also found them to be valuable focal points for communities. Many people said that the library service is not just about books but offers many other services for the local community and that the library is a great place to study, meet and socialise. Respondents said that libraries are valuable for a wide range of people including vulnerable elderly people, supporting education and literacy of children as well as supporting people where English is their second language.

People talked about how they were isolated and lonely until library staff encouraged them to join the friendship group and 'knit and knatter' group at the library. People explained that this was beneficial to their Health and Well-being.

During public meetings it was stressed how much the elderly Asian community value the space at Arena Park library to read newspapers and books and to socialise.

Theme 3: Information and Communication Technology (ICT) access

The theme of ICT access was linked to the theme of the community value of the current library. Respondents appreciated the opportunity to have ICT access and the opportunity to receive help from staff. People spoke about the increasing pressure to use ICT for essential day to day life for example applying for jobs, searching for a home on homefinder etc. People were very concerned about how they would be able to access ICT in the future and the impact this would have on their lives.

Theme 4 – Children and Young People

Many people spoke about the use that children and young people make of the library. People valued the support that the library and its staff provide to children from a very early age for example children attending rhymetime and the social interaction with other parents. People spoke about how much they appreciated the access to a wide range of materials at the library and were concerned that this would be unavailable in future. The library resources and staff were also valued for supporting children with their homework and education.

Theme 5 – Proposed alternative location – HCCA

This became a prevalent theme once the location was shared as part of the consultation (5th January 2016).

Questions were raised about whether HCCA was an equivalent library provision to the Arena Park Library. People asked if library staff would be present in the building.

People expressed concern about access to HCCA. Reasons given were the difficulties with parking and limited accessibility by public transport.

4. Staff and Trade Union feedback – summary

Staff

A total of 27 staff meetings were held during the consultation.

Staff were keen that the quality of, and varied nature of, the services provided by libraries were recognised and stated that communities value the services they provide as they are inclusive services for everyone.

They clearly indicated that the phase 1 proposals would impact on the level of service and support they can provide to individual people who use library service (e.g. signposting activity). They were concerned about the impact of phase 1 proposals on their individual jobs and, should the proposals go ahead, how any resulting staffing restructures would be managed. Staff wanted to know more about the implications of Phase 2 and wanted to understand what this might mean to them.

Staff were concerned that the Connecting Communities programme was not well known or understood by the public for them to fully take part in the consultation.

Throughout the consultation library staff made alternative suggestions about how the service could save money or increase revenue. The majority of these suggestions would not have a significant impact on budgets but will be considered by the Library Service Management Team as ways to make further efficiencies within the service in the future.

Trade Unions

Trade Unions were regularly communicated with during the consultation process, including presentation at some of the staff consultation meetings.

Trade Unions sought clarity about Arena Park Library and where the proposed alternative community location could be. This was provided during consultation (Holbrooks Community Care Association), briefed to staff and updated on the Connecting Communities webpages.

Trade Unions also indicated that they would like to be involved in detail of planning the phase 2 Connecting Communities programme.

Trade Unions representatives raised a number of issues with regard to the terms and conditions of staff, how changes will be made to shift patterns and remuneration.

5. Recommendation and summary

The recommended proposal for implementation is:

To end delivery of library services from the Arena Park Library facility by not renewing the lease and to continue engagement with Holbrooks Community Care Association (HCCA) about the potential delivery of a reduced library service to be provided in the HCCA building by September 2016.

It has been made clear throughout the consultation that this will be an end of delivering library service at the Arena Park Library and relocate a reduced library provision which may include offering fewer opening hours, a reduced Library staff provision, fewer items of stock. However, the themes raised during the consultation - including ease of access, community hub and ICT access - have been heard and will be taken into account in the planning and delivery of a reduced library provision. The public would have 24/7 online access to renewal, reservation and online reference resources.

The recommended proposal maintains library provision in the Holbrooks area within a community location whilst delivering the City Council financial savings. Users unable to make use of Holbrooks Community Care Association will be able to access other Libraries in the north of the City plus the Central Library.

The library service will work with groups in the communities of Holbrooks and Longford to develop new ways of delivering library services.

Issues raised by staff and trade unions will be addressed in detail during a staff consultation exercise should the proposals be approved for implementation.

Proposal 3: Willenhall Library

1. Background and proposal consulted on

This document summarises the consultation for Willenhall Library and sets out the proposal recommended for implementation. It should be read in conjunction with the Arena Park Library Equality and Consultation Analysis document and the Connecting Communities cabinet report (23rd February 2016).

The proposal consulted on (from 7th December 2015 to 1st February 2016) was:

- For the Council to end delivery of library services (and not renew the lease) from the current Willenhall Library facility and to continue discussions with the Hagard Centre about a more cost effective community library being located within the Centre.

2. Consultation summary

Throughout the consultation, a total of 80 meetings were held covering the range of Connecting Communities proposals.

A total of 67 meetings were held to discuss the range of library proposals. Of these, 18 were public consultation meetings held in libraries directly affected by the proposals and these were attended by a total of 148 people. 2 of these were held at Willenhall Library. 28 staff consultation meetings held at every library in the city and attended by many staff members. A Trade Union representative was present at many of the sessions. 10 partner organisation meetings were attended to gather feedback from a wide range of people and spread the word about the Connecting Communities consultation.

In total 86 responses were received to the Willenhall library proposal, with some of these being received on behalf of a several people as a result of group discussion.

2.1 Consultation response themes

When comments have been provided, those comments have been analysed in order to allow those views to be taken into account. Some feedback refers to activities that were not the subject of the consultation and this is not included within the themes.

The content of meetings and individual responses have been analysed to produce the main themes that are outlined in the following section.

Theme 1 – Want the library service to remain the same

Respondents expressed that they like and value the current library arrangements in Willenhall. The current building was purpose build as a community library in a particularly convenient location and respondents do not want to see a change to this.

Theme 2 – Concerns about reduction in services and what the new service will be

Respondents were concerned about what new service provision will look like. They feel strongly that an equivalent access to computers is maintained to support digital citizenship and home work. Respondents value the current library space for activities, study, meetings and the variety of books. They are concerned about whether these aspects of service will be available if the library relocated to the Hagard Centre.

Theme 3 – Concern about appropriateness of Hagard Centre for Library provision

Concerns were expressed about the choice of the Hagard Centre as the alternative location and whether this would be fit for purpose and if a viable library service could be delivered there. These included concerns about accessibility and particularly for disabled people and children. Respondents expressed concerns about whether the welcoming atmosphere could be recreated and identified issues such as noise levels in the busy environment of the building. Some respondents were concerned that the Hagard did not provide a 'learning' environment.

Willenhall is a disadvantaged area and during the consultation a number of respondents made comments questioning why the Council had identified Willenhall for service reduction. There was a feeling that the local community had high needs which should be met by a high level of service provision.

4. Staff and Trade Union feedback – summary

Staff

A total of 27 staff meetings were held during the consultation.

Staff were keen that the quality of, and varied nature of, the services provided by libraries were recognised and stated that communities value the services they provide as they are inclusive services for everyone.

They clearly indicated that the phase 1 proposals would impact on the level of service and support they can provide to individual people who use library service (e.g. signposting activity). They were concerned about the impact of phase 1 proposals on their individual jobs and, should the proposals go ahead, how any resulting staffing restructures would be managed. Staff wanted to know more about the implications of Phase 2 and wanted to understand what this might mean to them.

Staff were concerned that the Connecting Communities programme was not well known or understood by the public for them to fully take part in the consultation.

Throughout the consultation library staff made alternative suggestions about how the service could save money or increase revenue. The majority of these suggestions would not have a significant impact budgets but will be considered by the Library Service Management Team as ways to make further efficiencies within the service in the future.

Trade Unions

Trade Unions were regularly communicated with during the consultation process, including presentation at some of the staff consultation meetings.

Trade Unions also indicated that they would like to be involved in detail of planning the phase 2 Connecting Communities programme.

Trade Unions representatives raised a number of issues with regard to the terms and conditions of staff, how changes will be made to shift patterns and remuneration. These will be addressed in detail during a staff consultation exercise should the proposals be approved for implementation.

5. Recommendation and summary

The potential impact of the proposal is now better understood following the consultation. The recommended proposal for implementation is:

For the Council to end delivery of library services by not renewing the lease from the current Willenhall Library facility and to continue engagement about the potential delivery of a reduced library service to be provided in the Hagard Centre building by September 2016.

Representatives from the Hagard Centre have confirmed that they are able to offer space for a relocated library in their building. Some concerns have been expressed about the size of the potential new provision, as well as access limitations and the environment of the new library space. There are further concerns regarding whether all current library services will be re-located for example the level of ICT in the proposed new location.

The library service is conscious of all of these concerns. While the space available in the Hagard is smaller than the present Willenhall Library key services such as computer provision will be transferred in full. Library stock will be reviewed to ensure that the most heavily demanded is prioritised and discussions will take place to house existing events and activities within the new Library, to work in partnership with the Hagard or find alternative locations within the local Community.

A plan will be developed for the Hagard Centre to be providing a new library service by September 2016.

An expression of interest in the Transition Fund has also been received to support the delivery of this alternative library service. This will be progressed through the Transition Fund process for evaluation and award.

The recommended proposal maintains library provision the Willenhall area within a convenient community location whilst delivering the City Council financial savings.

Proposal 4: Mobile Library Service

1. Background and proposal consulted on

This document summarises the consultation for the Mobile Library and sets out the proposal recommended for implementation. It should be read in conjunction with the Mobile Library Equality and Consultation Analysis document and the Connecting Communities cabinet report (23rd February 2016).

The proposal consulted on (from 7th December 2015 to 1st February 2016) was:

- For the Council to end the mobile library service.

2. Consultation summary

Throughout the consultation, a total of 80 meetings were held covering the range of Connecting Communities proposals.

A total of 67 meetings were held to discuss the range of library proposals. Of these, 18 were public consultation meetings held in libraries directly affected by the proposals and these were attended by a total of 148 people. 28 staff consultation meetings held at every library in the city and attended by many staff members. A Trade Union representative was present at many of the sessions. 10 partner organisation meetings were attended to gather feedback from a wide range of people and spread the word about the Connecting Communities consultation.

A total of 117 responses were received to the Mobile library proposal, with some of these being received on behalf of a several people as a result of group discussion.

There was one petition against closure of the Mobile Library Service. The petition is Save the Mobile Library Service in Coventry and as at 12th February 2016 it had 209 signatures.

2.1 Consultation response themes

When comments have been provided, those comments have been analysed in order to allow those views to be taken into account. Some feedback refers to activities that were not the subject of the consultation and this is not included within the themes.

The content of meetings and individual responses have been analysed to produce the main themes that are outlined in the following section.

Theme 1 – Loss of social interaction from visits of the mobile library

Respondents commented that the mobile library service provides social interaction for people with library staff and neighbours. They were concerned about the impact of this social interaction being lost – particularly for older people. Regular users value the current service and its extensive city-wide coverage. The ending of the mobile library service was seen to restrict access to reading material.

Theme 2 – Concern access to alternative provision

Respondents raised issues about the ability of mobile library users to access alternative library provision. This was cited as being the case due to many users being non-car drivers, having mobility problems or there being insufficient bus services. Many respondents regarded the mobile library as a key component to their lives and its removal would have a negative impact on the elderly and those with mobility issues.

Respondents were concerned about any potential loss of service for young people. In particular the potential impact caused by any reduced access to books and thereby its impact on literacy and reading levels.

Theme 3 – Queries related to the Housebound Service operated in partnership with Age UK

Respondents were concerned about any future service that removed their independence to select their own material. Concerns were raised by some respondents about the service provided by Age UK. Concerns focused on whether this service would be able to meet the needs of all mobile library users and what the Age UK service provides. Respondents also expressed concerns about whether the funding for the Age UK service would be cut in the future.

Theme 4 – Alternative suggestions

Some suggestions were put forward aimed at trying to retain some form of mobile library provision. These included moving either to a fortnightly mobile service – which would save some staffing costs, or alternatively operating a service over fewer stops or fewer days.

Other suggestions included transporting users to their nearest static Library or commissioning Warwickshire County Council to deliver a mobile service on our behalf.

A view was also put forward that fixed library locations were a higher priority than the mobile library service.

4. Staff and Trade Union feedback – summary

Staff

A total of 27 staff meetings were held during the consultation.

Staff were keen that the quality of, and varied nature of, the services provided by libraries were recognised and stated that communities value the services they provide as they are inclusive services for everyone.

They clearly indicated that the phase 1 proposals would impact on the level of service and support they can provide to individual people who use library service (e.g. signposting activity). They were concerned about the impact of phase 1 proposals on their individual jobs and, should the proposals go ahead, how any resulting staffing restructures would be managed. Staff wanted to know more about the implications of Phase 2 and wanted to understand what this might mean to them.

Staff were concerned that the Connecting Communities programme was not well known or understood by the public for them to fully take part in the consultation.

Throughout the consultation library staff made alternative suggestions about how the service could save money or increase revenue. The majority of these suggestions would not have a significant impact budgets but will be considered by the Library Service Management Team as ways to make further efficiencies within the service in the future.

Trade Unions

Trade Unions were regularly communicated with during the consultation process, including presentation at some of the staff consultation meetings.

Trade Unions have raised specific concerns about the impact on people who cannot access libraries if mobile library service ceases.

They also indicated that they would like to be involved in detail of planning the phase 2 Connecting Communities programme.

Trade Unions representatives raised a number of issues with regard to the terms and conditions of staff, how changes will be made to shift patterns and remuneration. These will be addressed in detail during a staff consultation exercise should the proposals be approved for implementation.

5. Recommendation and summary

The potential impact of the proposal is now better understood following the consultation. The recommended proposal for implementation is:

For the Council to end the Mobile Library Service by 1 June 2016.

Given the small geographic size of Coventry and the relative closeness of residents to a static Library; plus the limited number of mobile library users who do not already make use of a static Library, the preferred model for the future is to end the mobile library service.

The Home Library Service which delivers books to housebound people through a partnership with Age UK Coventry will support people who are housebound by providing a monthly delivery of library books and talking books.

The options of a reduced Mobile Library Service or commissioning Warwickshire County Council to deliver a service in Coventry would not deliver the savings needed.

It is proposed that implementation will be by June 2016 or earlier, subject to the outcome of a staff consultation exercise.

During this time efforts will be made to ensure that where appropriate users of the mobile library with limited mobility will be introduced to the housebound service. For other users efforts will be made to encourage them to utilise their nearest local library. The Library Service will promote the 24/7 online service to renewal, reservation and online resources.

Proposal 5: Library Media Fund

1. Background and proposal consulted on

This document summarises the consultation for the Library Media Fund and sets out the proposal recommended for implementation. It should be read in conjunction with the Library Media Fund Equality and Consultation Analysis document and the Connecting Communities cabinet report (23rd February 2016).

The proposal consulted on (from 7th December 2015 to 1st February 2016) was:

- To cut the library media budget of £658,000 to £558,000 for 2016/17.

2. Consultation summary

Throughout the consultation, a total of 80 meetings were held covering the range of Connecting Communities proposals.

A total of 67 meetings were held to discuss the range of library proposals. Of these, 18 were public consultation meetings held in libraries directly affected by the proposals and these were attended by a total of 148 people. 28 staff consultation meetings held at every library in the city and attended by many staff members. A Trade Union representative was present at many of the sessions. 10 partner organisation meetings were attended to gather feedback from a wide range of people and spread the word about the Connecting Communities consultation.

In total 45 responses were received to the library media fund proposal, with some of these being received on behalf of a several people as a result of group discussion

2.1 Consultation response themes

When comments have been provided, those comments have been analysed in order to allow those views to be taken into account. Some feedback refers to activities that were not the subject of the consultation and this is not included within the themes.

The content of meetings and individual responses have been analysed to produce the main themes that are outlined in the following section.

Theme 1 – Fund should not be cut

Concern that any cuts to the Media Fund will result in a reduced availability of stock and may therefore result in users fearing that they need to purchase material themselves. Users fear that they will not have the financial resources to do this.

Theme 2 – Mitigate potential effects of reduced media fund

The negative impact of reducing the media fund could be lessened by offering free reservations and circulating stock wider across the service.

Theme 3 – Focus cuts on magazines and DVD's

Respondents wished to concentrate any reduction of the media fund to concentrate on expenditure on magazines and DVD's rather than book stock.

Theme 4 – Protecting material for the visually impaired

People felt that the media fund is needed to provide a wide range of material, especially for those with visual impairments e.g. large print and talking books..

Note these themes are only based on 32 responses and therefore themes are all from less than 10 responses.

4. Staff and Trade Union feedback – summary

Staff

A total of 27 staff meetings were held during the consultation.

Staff were keen that the quality of, and varied nature of, the services provided by libraries were recognised and stated that communities value the services they provide as they are inclusive services for everyone.

They clearly indicated that the phase 1 proposals would impact on the level of service and support they can provide to individual people who use library service (e.g. signposting activity). They were concerned about the impact of phase 1 proposals on their individual jobs and, should the proposals go ahead, how any resulting staffing restructures would be managed. Staff wanted to know more about the implications of Phase 2 and wanted to understand what this might mean to them.

Staff were concerned that the Connecting Communities programme was not well known or understood by the public for them to fully take part in the consultation.

Throughout the consultation library staff made alternative suggestions about how the service could save money or increase revenue. The majority of these suggestions would not have a significant impact budgets but will be considered by the Library Service Management Team as ways to make further efficiencies within the service in the future.

Trade Unions

Trade Unions were regularly communicated with during the consultation process, including presentation at some of the staff consultation meetings.

They also indicated that they would like to be involved in detail of planning the phase 2 Connecting Communities programme.

Trade Unions representatives raised a number of issues with regard to the terms and conditions of staff, how changes will be made to shift patterns and remuneration. These will be addressed in detail during a staff consultation exercise should the proposals be approved for implementation.

5. Recommendation and summary

The potential impact of the proposal is now better understood following the consultation. The recommended proposal for implementation is:

For the Council to cut the library media fund of £658,000 to £558,000 with effect from 1 April 2016.

The Library Service will implement the reduction by reducing expenditure on the library stock management software programme; reducing expenditure proportionately to reflect current user demand and by evaluating the purchase of electronic resources where these are more economic than printed items.

The budget allocated to DVD's will be reduced so that it matches the income received in 2015/16 with the aim of creating a neutral budget situation. Expenditure on magazines will be reduced and focused where appropriate on purchases in an electronic format.

Budgets will be prioritised so that the purchase of the most heavily demanded items will be largely protected. Items aimed at the visually impaired will also be prioritised. The Library Service will continue to look at how library stock is circulated around the service so that users continue to be offered a wide range of items to choose from.

**Proposal 6: Central Library Opening
Hours**

1. Background and proposal consulted on

This document summarises the consultation for Central Library Opening Hours and sets out the proposal recommended for implementation. It should be read in conjunction with the Central Library Opening Hours Equality and Consultation Analysis document and the Connecting Communities cabinet report (23rd February 2016).

The proposal consulted on (from 7th December 2015 to 1st February 2016) was:

- For Central Library to continue to open seven days week, but to close one hour earlier on weekdays – closing at 7pm instead of 8pm

2. Consultation summary

Throughout the consultation, a total of 80 meetings were held covering the range of Connecting Communities proposals.

A total of 67 meetings were held to discuss the range of library proposals. Of these, 18 were public consultation meetings held in libraries directly affected by the proposals and these were attended by a total of 148 people. 3 of these were held at Central Library. 28 staff consultation meetings held at every library in the city and attended by many staff members. A Trade Union representative was present at many of the sessions. 10 partner organisation meetings were attended to gather feedback from a wide range of people and spread the word about the Connecting Communities consultation.

In total 66 responses were received to the Central library proposal, with some of these being received on behalf of a several people as a result of group discussion.

2.1 Consultation response themes

When comments have been provided, those comments have been analysed in order to allow those views to be taken into account. Some feedback refers to activities that were not the subject of the consultation and this is not included within the themes.

The content of meetings and individual responses have been analysed to produce the main themes that are outlined in the following section. The analysis is based on a very low number of responses and the majority of respondents did not answer all the questions.

Theme 1 – Importance of maintaining late evenings

Many respondents were concerned that closing at 7.00pm would drastically reduce their ability to access the Library – in particular those who work in non 9 to 5 jobs or those who have to travel considerable distances after finishing work.

Respondents felt that closing the Library an hour early would result in many people not being able to attend meetings/events or make full use of study space, especially for

teenagers and young people. Respondents expressed concern that the proposal would reduce their ability to access computers including applying for jobs.

Theme 2 – Alternative suggestion of pattern of opening hours

Suggestions for slightly different opening hours (e.g. open at 10am instead but stay open until 8pm) or close early one day a week to maintain 8.00pm on other evenings.

4. Staff and Trade Union feedback – summary

Staff

A total of 27 staff meetings were held during the consultation.

Staff were keen that the quality of, and varied nature of, the services provided by libraries were recognised and stated that communities value the services they provide as they are inclusive services for everyone.

They clearly indicated that the phase 1 proposals would impact on the level of service and support they can provide to individual people who use library service (e.g. signposting activity). They were concerned about the impact of phase 1 proposals on their individual jobs and, should the proposals go ahead, how any resulting staffing restructures would be managed. Staff wanted to know more about the implications of Phase 2 and wanted to understand what this might mean to them.

Staff were concerned that the Connecting Communities programme was not well known or understood by the public for them to fully take part in the consultation.

Throughout the consultation library staff made alternative suggestions about how the service could save money or increase revenue. The majority of these suggestions would not have a significant impact budgets but will be considered by the Library Service Management Team as ways to make further efficiencies within the service in the future.

Trade Unions

Trade Unions were regularly communicated with during the consultation process, including presentation at some of the staff consultation meetings.

Trade Unions also indicated that they would like to be involved in detail of planning the phase 2 Connecting Communities programme.

Trade Unions representatives raised a number of issues with regard to the terms and conditions of staff, how changes will be made to shift patterns and remuneration. These will be addressed in detail during a staff consultation exercise should the proposals be approved for implementation.

5. Recommendation and summary

The potential impact of the proposal is now better understood following the consultation. The recommended proposal for implementation is:

Central Library to continue to open seven days per week, but to close one hour earlier on weekdays – closing 7pm instead of 8pm by September 2016.

The Library Service have reviewed the number of users accessing the Library at 9.30am and 7.30pm and have found the level of demand to be approximately the same. The Library Service will continue to promote its opening hours during the evenings and weekends outside of core working hours.

The early closure of Central Library on one evening in order to protect late opening has been previously tried and was not popular with many users. The selection of one evening to close early is likely to cause as many access issues for users as would be solved by maintaining opening hours on the other evenings.

**Proposal 7: Community Libraries
Opening Hours**

1. Background and proposal consulted on

This document summarises the consultation for Community Libraries Opening Hours and sets out the proposal recommended for implementation. It should be read in conjunction with the Community Libraries Opening Hours Equality and Consultation Analysis document and the Connecting Communities cabinet report (23rd February 2016).

The proposal consulted on (from 7th December 2015 to 1st February 2016) was:

- To standardise opening hours across all community libraries. All community libraries will be closed on Wednesdays and Sundays. This will mean Caludon Castle, Earlsdon and Foleshill libraries closing on Wednesdays and Bell Green, Earlsdon, Foleshill, Stoke and Tile Hill closing on Sundays. In addition to these reductions in opening hours, to pursue alternative ways of running the libraries working with other statutory and/or voluntary sector organisations and groups.

2. Consultation summary

Throughout the consultation, a total of 80 meetings were held covering the range of Connecting Communities proposals.

A total of 67 meetings were held to discuss the range of library proposals. Of these, 18 were public consultation meetings held in libraries directly affected by the proposals and these were attended by a total of 148 people. 28 staff consultation meetings held at every library in the city and attended by many staff members. A Trade Union representative was present at many of the sessions. 10 partner organisation meetings were attended to gather feedback from a wide range of people and spread the word about the Connecting Communities consultation.

A total of 227 responses were received to the Community Libraries Opening Hours proposal, with some of these being received on behalf of a several people as a result of group discussion.

2.1 Consultation response themes

When comments have been provided, those comments have been analysed in order to allow those views to be taken into account. Some feedback refers to activities that were not the subject of the consultation and this is not included within the themes.

The content of meetings and individual responses have been analysed to produce the main themes that are outlined in the following section.

Theme 1 – Sunday Opening and the importance to local communities

A large majority of responses stressed how important Sunday opening was to allow them to access Library Services. People spoke about how important access on Sunday was for them as the library was part of their 'family time', other people explained how important it was to be able to utilise Library computers on Sundays to apply for jobs; some people said that Sunday was the only option available to them as they worked during the week.

A number of respondents were concerned about impact that closing libraries on Sundays would have on the ability of children to complete homework and to study. People thought that this would increase the inequality across the city with children in poorer areas with no access to the internet being deprived of access to ICT.

Theme 2 – Need to access Libraries throughout the week as they are important community hubs

Respondents recognised the importance of libraries as community hubs. Many respondents talked about how they valued their local libraries as a meeting place. Many spoke about groups that they had joined at the local Library and how this helped them to feel more connected to their local community. Libraries were seen as a safe, neutral and welcoming place to visit.

Some people commented that the proposal would 'disconnect' them from their local community as instead of using a local community facility they are being forced to travel to the city centre to access Library provision.

Theme 3 – Pattern of opening hours – proposed closure at other times of the week to keep Sunday open

Many people have suggested closing at other times during the week, either early in the morning or in the evening and using that to maintain Sunday opening. People have said that they really value libraries being open on Sundays and have suggested that the Library Service look at ways to maintain Sunday opening. Some people suggested exchanging Sunday hours for weekday hours. There were a number of contradicting responses about the use of volunteers to open libraries. Some people thought this was a good idea, whilst others feared the diminution of the library service as a result of this.

Theme 4 – Access to alternative provision

Respondents were concerned about utilising alternative library provision on Sunday and Wednesday. People said the cost of transport and/or parking in the City Centre would be prohibitive and some people explained that bus services were less frequent on Sunday's. Concern was expressed about the ability of Central Library to cope with the demand for ICT from people who currently use Community Libraries on Wednesday and Sundays.

4. Staff and Trade Union feedback – summary

Staff

A total of 27 staff meetings were held during the consultation.

Staff were keen that the quality of, and varied nature of, the services provided by libraries were recognised and stated that communities value the services they provide as they are inclusive services for everyone.

They clearly indicated that the phase 1 proposals would impact on the level of service and support they can provide to individual people who use library service (e.g. signposting activity). They were concerned about the impact of phase 1 proposals on their individual jobs and, should the proposals go ahead, how any resulting staffing restructures would be managed. Staff wanted to know more about the implications of Phase 2 and wanted to understand what this might mean to them.

Staff were concerned that the Connecting Communities programme was not well known or understood by the public for them to fully take part in the consultation.

Throughout the consultation library staff made alternative suggestions about how the service could save money or increase revenue. The majority of these suggestions would not have a significant impact budgets but will be considered by the Library Service Management Team as ways to make further efficiencies within the service in the future.

Trade Unions

Trade Unions were regularly communicated with during the consultation process, including presentation at some of the staff consultation meetings.

Trade Unions also indicated that they would like to be involved in detail of planning the phase 2 Connecting Communities programme.

Trade Unions representatives raised a number of issues with regard to the terms and conditions of staff, how changes will be made to shift patterns and remuneration. These will be addressed in detail during a staff consultation exercise should the proposals be approved for implementation.

5. Recommendation and summary

The potential impact of the proposal is now better understood following the consultation. The recommended proposal for implementation is:

To close Caludon Castle, Earlsdon and Foleshill libraries on Wednesdays and close Stoke and Tile Hill on Sundays by September 2016. To agree in principle that Bell Green, Earlsdon and Foleshill libraries remain open on Sundays provided that officers are satisfied as to the viability of a mix of paid staff and volunteers operating the libraries on these days. In the event officers are not satisfied the question of whether the libraries should remain open on Sundays be referred back to the Cabinet Member for Education.

Community libraries would all be closed on Wednesday's. Central Library would remain open on Wednesdays and the public would have 24/7 online access to renewal, reservation and online reference resources.

Most of the proposals for the library service entail a reduction in staffing. To facilitate the re-scheduling of library staff and the HR process, September 2016 is recommended as the key end point for all changes involving staff to be implemented.

The Library Service are keen to explore new ways in which there can be a Sunday opening presence in local communities. At Bell Green, Foleshill and Earlsdon Libraries there will be a trial of a new approach to Sunday opening utilising self-service machines and volunteers supported by minimal staffing. Bell Green, Foleshill and Earlsdon have been identified for the trial approach based on overall performance on Sundays and aiming to provide a geographic spread of access across the city, whilst still providing financial savings. Stoke and Tile Hill Libraries are not included in the trial due to their overall performance on Sunday's being lower than Bell Green, Foleshill and Earlsdon and the need to contribute financial saving from Sunday opening hours.

This new model is proposed to be implemented in September and if there is no appetite from the local community to take this forward we would revert to the original proposal for closure.

WATCH, in Hillfields, and Cheylesmore Community Centre have submitted transition fund applications which are being further developed. The Library Service will work with them to scope out a future model for library service delivery to the communities of Hillfields and Cheylesmore.

1. Background and proposal consulted on

This document summarises the consultation for the Youth Service Commissioning Budget and sets out the proposal recommended for implementation. It should be read in conjunction with the Youth Service Commissioning Budget Equality and Consultation Analysis document and the Connecting Communities cabinet report (23rd February 2016).

The proposal consulted on (from 7th December 2015 to 1st February 2016) was:

- Withdraw the youth services commissioning budget for 2016/17 and work with the community and voluntary sector to explore the best way for that youth services for young people should be delivered in Coventry

2. Consultation summary

Throughout the consultation, a total of 80 meetings were held covering the range of Connecting Communities proposals.

A total of 8 meetings were held to specifically discuss the proposal relating to the youth commissioning budget. These included: 1 session for young people who were direct recipients of activities provided by the commissioning budget - attended by 9 young people; 1 session with the Coventry Youth Council - attended by 9 young people; 1 consultation meeting with partner organisations who had been in receipt of the commissioning budget - attended by 7 representatives from 5 organisations; 1 staff consultation meetings attended by 2 staff members; and 1 Trade Union briefing with the CYWU representative. A total of 29 people attended these meetings.

A total of 35 responses were received for the youth commissioning budget proposal.

2.1 Consultation response themes

When comments have been provided, those comments have been analysed in order to allow those views to be taken into account. Some feedback refers to activities that were not the subject of the consultation and this is not included within the themes.

The content of meetings and individual responses have been analysed to produce the main themes that are outlined in the following sections:

Theme 1 – Impact on engagement of young people in positive sports activities

Some respondents felt that the loss of the youth commissioning budget would impact on the access that some young people have to positive sports activities provided by sports clubs. Specific impacts identified were that young people may not be able to afford to attend or travel to sports activities, that proposals could impact on the engagement of

girls in physical activity and the of young people with special educational needs and disabilities. A linked impact was that barriers are broken down between young people and adults in sports activities and opportunities for adult relationships.

Theme 2 - Increase in crime, anti-social behaviour (ASB), instability and teen pregnancy

Following on from theme 1, several respondents raised that reduced activities would impact on the aspirations and inspiration of young people and that this could lead to an increase in crime, anti-social behaviour, instability and teen pregnancy. It could also impact on the behaviour of young people at school who they see as being difficult in classrooms.

Theme 3 – False economy

There was a theme of how the cut to this relatively small budget could have a negative financial impact on other specialist services which are more expensive. Reference was also made to the high cost of the new leisure centre in comparison to the youth commissioning budget.

Theme 4 – Loss of access to youth workers

Particular concern from young people that they would lose an access route to youth workers in whom they have trust and with whom they feel comfortable to talk about issues affecting them.

Theme 5 – Look at other ways of continuing provision

Some suggestions included: develop a Community Interest Company (CIC), the reduction in funding being funded through the Proceeds of Crime (PoCA funds), other sources of funding; efficiency savings; sustain most popular activities; ask organisations to reduce costs, including having activities run by volunteers and voluntarily rather than paid for by the Youth Service. At the same time, there is general concern in consultation responses on the reliance of youth activity delivery becoming more dependent on volunteer groups, pointing out that 'they need help as well as support - increasingly hard for volunteer groups.' Community groups and other agencies are potentially interested but would be unable to do so without funding. There is also anxiety about the readiness and suitability of external community providers e.g. health and safety, risk assessments DBS clearance for people delivering activities.

4. Staff and Trade Union feedback – summary

Trade Union recognised there was no staffing impact except that young people affected may access mainstream service with consequence of an increased workload for staff. The NUT are opposed to the proposal while UNISON and Unite indicate their disappointment with the loss of opportunity for the local community to access funds. Staff feedback was limited; concern about the idea that replacements to the affected activities could be provided by the local community who may not have the necessary training and experience to work with 'marginalised' young people and/or would need support with regard to recruitment and selection of volunteers, DBS checks, health and

safety risk assessments, safeguarding and insurances. They also felt there would be a negative impact on workload as staff try to find ways to sustain activities previously commissioned. They felt that the proposal would have a 'profound' impact on young people because 'where will they go?' Young people attending the commissioned activities don't always access general Youth Service activities and as a result are putting them at risk of involvement in crime, anti-social behaviour and increased vulnerability. In both cases it was indicated that they were anticipating more significant changes in phase 2.

5. Recommendation and summary

The recommended proposal for implementation is:

Withdraw the youth services commissioning budget from 1 April 2016 and continue to work with the community and voluntary sector to explore the best way that youth services for young people should be delivered across Coventry.

The themes raised in the consultation are recognised. The recommendation is for the proposal to be unchanged for the following reasons:

- a) The Council's Integrated Youth Support service will continue at this stage and will actively engage with groups and volunteers who identify ways that they can support young people in the city.
- b) That although the reduction will have some impact, that some activities supported by the fund are largely universal and that where they are not, the youth service has contact with young people. Also recognise concerns raised by young people about the detriment of reducing access to skilled workers in whom they have confidence to discuss difficult issues. However since the majority of young people who have directly benefitted from these activities are already known to the Youth Service, we would anticipate continued access (at present anyway).

Local 'third sector' organisations were those commissioned to deliver the activities from when the budget was first available (2013 to date) and while some work is being undertaken to establish a Community Interest Company (CIC) for a number of local community youth sports clubs with some of the providers, other organisations have indicated they will not be able to provide activities without this additional funding (e.g. Right Trax; Woodley Academy)

Proposal 9: Public Conveniences

1. Background and proposal to be consulted on

This document summarises the consultation for Public Conveniences and sets out the proposed recommendation for implementation. It should be read in conjunction with the Public Conveniences Equality and Consultation Analysis document and the Connecting Communities cabinet report (23rd February 2016).

The proposal consulted on (from 7th December 2015 to 1st February 2016) was:

- For the Council to close six public conveniences located outside of the city centre (Bell Green, Canal Basin, Earlsdon, Foleshill – Foleshill Road, Radford, Tile Hill – Jardine Crescent), keeping open the two city centre public conveniences.

2. Consultation approach and responses

Throughout the consultation, a total of 80 meetings were held covering the range of Connecting Communities proposals. There were not any meetings held solely for the public conveniences proposal.

A total of 79 responses were received, of which 14 were summarised feedback from meetings.

a. Consultation response themes

When comments have been provided, those comments have been analysed in order to allow these views to be taken into account. Some feedback refers to activities that were not the subject of the consultation and this is not included within the themes.

The content of meetings and individual responses have been analysed to produce the main themes that are outlined in the following section.

3. Consultation themes

Theme 1: No nearby public convenience alternatives

The concern expressed was what happens when someone is “caught short” when they could have used the public conveniences. In particular groups of people such as: people with disabilities/health issues, older people, pregnant women and those with young children were felt to be the most impacted groups from this proposal.

Theme 2: Some people won't go out or spend less time

Following on from this, some respondents said that a lack of public conveniences could mean that people don't go out as much or spend less time at shops. They suggested that this could impact on particular groups identified in theme one and income of local shops.

Theme 3: Alternative provision

Issues were raised about Council consideration of other alternatives. These included using alternative existing toilets in the area such as community facilities or businesses, charging the public to use public conveniences by getting community groups or businesses to either take over the running of existing public conveniences or by putting in new toilet pods.

4. Staff and Trade Union feedback – summary

The proposal affects one member of staff who currently cleans the 6 public conveniences. The individual has been fully briefed on the proposal. The cleaning of the 6 public conveniences forms only part of their overall workload. Alternative cleaning work within existing working hours or reduction of working hours has been discussed. Trade Unions raised that refuse collectors and civil enforcement officers use the public toilets and asked the question of what they will do when they close.

5. Recommendation and summary

The recommended proposal for implementation is for the Council to:

Close six public conveniences located outside of the city centre from 1 April 2016, keeping open the two city centre public conveniences.

The rationale for this is:

- 1) There is no statutory requirement for the Council to provide public conveniences. There are currently many areas of the city where there is no Council provision of public conveniences and the location of the suburban public conveniences are a historic anomaly and do not reflect planned provision for need. The Council closed the Daventry Road facility in Cheylesmore in July 2013 and no reports, incidents/complaints have been recorded since the closure.
- 2) There are alternatives that can be used, although the Council can make no guarantee of these. Information about the location of alternative toilets that are available for the public to use can be found in the following ways:
 - The 'Disabled Go' website <http://www.disabledgo.com> identifies where toilets are available which would be suitable for use by a person with a disability
 - The Great British Toilet Map.
 - 'Apps' that can be downloaded including: Toilet Finder' and 'Flush'

Alternatives include the following:

a) *Libraries*

If a member of the public is using a Council library and there are toilets facilities available for public use they would be able to use these. If there are no public toilets available then a member of the library staff can be asked and it would be at the discretion of the member of staff, taking into account the particular circumstances, as to whether this permission would be granted; and

b) *Use alternative existing toilets in the area in 'community' facilities*

These are facilities such as in community centres, doctor's surgeries or in existing businesses such as shops or cafes/restaurants/bars. Local businesses can make their toilet facilities open to anyone, not just paying customers. This is not something that the Council can control or insist upon, it is the choice of the individual business. As with individual businesses, the Council would have no control over doctor's practices and whether they allowed the public to use toilet facilities if not attending the surgery. The same would apply to community buildings managed by community organisations and associations.

In addition, a number of organisations supporting people with medical conditions such as IBS and Crohns & Colitis provide 'Just Can't Wait' cards (for a nominal charge). These cards state that the holder has a medical condition and needs to use the toilet quickly. The organisations issuing the cards state that although they do not guarantee that the cards will give access they are widely accepted and acknowledged.

- 3) No organisations or businesses have come forward with a proposal to take over the provision of public conveniences, either in the existing facilities or by the provision of new toilet pods. If an organisation, business or group were to come forward with an alternative the Council would consider proposals, but on the basis that the Council has no future involvement in provision, nor would it commission this provision, and it would be at no cost to the Council. Some local authorities operate Community Toilet Schemes. However, these are generally city-centre schemes and also incur a cost for local authorities.
- 4) The Council needs to deliver its financial savings and the closure of public conveniences is a relatively low impact way of achieving financial savings.

Detail of the implications of the proposals is as follows:

Bell Green: Roseberry Avenue

These public conveniences form an integral part of the Emily Smith House flats and therefore cannot be demolished. The proposal would be to close the facility and to make secure.

Canal Basin

The block is freestanding and comprises public toilets and a boater's toilet & sanitary station. The proposal would be to close and make secure the public conveniences.

The Council has no responsibility for the 'boater's toilet & sanitary station' which are cleaned and maintained by the Canal & River Trust and will therefore remain. These are kept permanently locked and a 'boater's key' is required to gain access.

If a decision is made to close the public conveniences the Council would open discussions with the Canal and River Trust with regard to whether they would want to take on the responsibility for the whole of the block and use the existing public

conveniences for an alternative use e.g. to extend the existing 'boater's facilities or for storage.

Earlsdon – Albany Road

These public conveniences are built on to the side of the library building so it would be either not possible to or it would be extremely difficult/costly to demolish. The proposal would be to close the facility and make secure. In view of the location the Council would then look to market the building by initially seeking expressions of interest

Foleshill – Foleshill Road

This is a freestanding building. The proposal would be to initially close the facility and make secure. The public conveniences have been identified as the 'seat' of antisocial behaviour so the proposal would then be to demolish

Radford – Jubilee Crescent

These public conveniences have been built on to the side of the community centre/library so it would either not be possible to or it would be very difficult/costly to demolish. The proposal would be to close the facility and to secure.

Tile Hill – Jardine Crescent

This is a freestanding building and in poor condition. The proposal would be to close the facility and make secure and in view of the anti-social behaviour to then look to demolish. These public conveniences are within the area that is identified in the Emerging Local Plan (Section 5) to extend the Jardine Crescent District Centre.

Proposal 10: Community Centres

1. Background and proposal to be consulted on

This document summarises the consultation for community centres and sets out the recommendation for implementation. It should be read in conjunction with the community centres equality and consultation analysis document and the Connecting Communities cabinet report (23rd February 2016).

The proposal consulted on (from 7th December 2015 to 1st February 2016) was:

- For the Council to asset transfer remaining community centres (Henley Green, Stoke Aldermoor Life Centre, Holbrooks, Canley, Radford and Foleshill) to community organisations on a full responsibility basis.

2. Consultation summary

Throughout the consultation, a total of 80 meetings were held covering the range of Connecting Communities proposals. There were not any meetings held solely for the Community Centre's proposal.

A total of 28 online responses were received specifically for the Community Centre proposal.

2.1 Consultation themes

When comments have been provided, those comments have been analysed in order to allow those views to be taken into account. Some feedback refers to activities that were not the subject of the consultation and this is not included within the themes.

The content of all meetings and individual responses has been analysed and is summarised in the following themes:

Theme 1: Provides an opportunity for improvements

One respondent said that they were a regular user of Cheylesmore Community Centre and had seen a definite improvement in the building since the community association had taken on the lease. They commented that this proposal would benefit them as an individual because the savings made by the Council could be used for other purposes.

Theme 2: Issue of whether community groups would be able to manage this responsibility

One respondent asked whether community organisations would be able to manage the responsibility.

Theme 3: Issue of whether other groups can take on management of community centres

A question was raised during a meeting organised with Voluntary Action Coventry as to whether other community organisations would be able to take on the leases of the community centres in this proposal.

After the meeting a response was sent to VAC confirming that the current proposal is specifically in respect of getting the existing community associations in occupation and managing the community centres to enter into leases within 12 months from approval of the proposal. If this change is not implemented within the 12 month period then other community organisations would be given the opportunity to express an interest in taking over the management of the community centre and entering into a lease.

4. Staff and Trade Union feedback – summary

No Council staff are affected by this proposal.

5. Recommendation and summary

The recommended proposal is to

To enter into a lease with each of the community associations currently managing the community centres (six) within 12 months from approval of the proposal subject to variations to the approach specifically for Radford and Foleshill Community Centres.

If, by the end of 12 months working with community associations they have not completed the lease, the community association will be required to vacate the community centre and the Council will go out to seek expressions of interest for an alternative community organisation to take on the management of the community centre and enter into a lease. If no suitable community organisation is found then the Council will look to close the community centre.

Position statement

Henley Green Community Centre

The community association currently managing Henley Green Community Centre are already part way through the community asset transfer process and are now progressing towards completion of a lease. The Council would like to see this lease completed within the next 2 months.

Stoke Aldermoor Life Centre

The community association currently managing the Stoke Aldermoor Life Centre are already part way through the community asset transfer process and are now progressing towards completion of a lease. The Council would like to see this lease completed within the next 3 months.

Holbrooks Community Centre

Officers are now working with Holbrooks Community Association to enable them to complete a business case and then progress to completion of a lease for Holbrooks Community Centre.

Canley Community Centre

There have been a number of changes in respect of the organisation operating out of Canley Community Centre and until the governance of the organisation is established and stable a long term lease cannot be entered into. The proposal would therefore be to initially enter in to a one year full repairing and insuring lease, to establish if the organisation is in a position to take on a long term leasehold interest.

Radford Community Centre

Radford Community Association are keen to progress towards an asset transfer and take a long leasehold interest in Radford Community Centre but completion of a lease has been put on hold by the Council until a decision is made as to whether the community centre could/should be redeveloped to form a new community facility (with other uses) possibly in conjunction with interest from the nearby church to redevelop both sites. An expression of interest has been made to this effect in the transition fund and this should be explored in stage 2 of the Connecting Communities work. Officers have been in direct discussions with representatives from Radford Community Centre in this respect. For this reason the timescales referred to above will regard to the completion of a lease will not apply to Radford Community Association at Radford Community Centre.




Foleshill Community Centre

The previous community association who were managing Foleshill Community Centre vacated the property in March 2015 and the Council has been managing the centre on an interim basis. On 10th September 2015 Cabinet Member for Community Development, Co-Operatives and Social Enterprise approved a recommendation to invite expressions of interest from interested organisations to run the community centre sustainably, by making it available for use by the whole community, but if no suitable organisation expressed interest to close the community centre and seek its redevelopment in accordance with current planning policies.

The Council is currently dealing with a legal challenge in respect of the community centre and until this matter is resolved cannot go out to seek expressions of interest.

As there is no community association currently managing the community centre and the process to seek expressions of interest to find a new organisation is on hold then Foleshill Community centre will not form part of the current proposal for community centres under 'Connecting Communities but will continue to be subject to the recommendation of Cabinet Member for Community Development, Cooperatives and Social Enterprise in the report dated 10th September. Officers will continue to defend the current legal challenge and would hope to have either a new organisation in occupation under a lease or the property returned to the Council and redevelopment options being sought for the site by 1st April 2017.

Connecting Communities (Phase one) Programme: Initial Indications of Equality Impacts

The table sets out the potential equality impact of the Connecting Communities (Phase one).  shows a positive impact;  shows a negative impact; and  shows positive & negative impacts.

		Protected Characteristics*								Local Priority Groups		
		Age: Children and Young People	Age: Older People	Disability	Gender	Pregnancy/Maternity	Race	Religion/Belief	Sexual Orientation	Looked After Children	Carers	Deprivation
Connecting Communities Proposals	1) Play Centres	✗					✗	✗				✗
	2) Arena Park Library	✗	✗	✗	✗		✗					✗
	3) Willenhall Library	✗✓	✗✓	✗✓	✗✓	✓	✓	✓	✓	✓	✓	✗✓
	4) Mobile Library Service	✗	✗	✗		✗						✗
	5) Library Media Fund	✗	✗	✓			✗					✗
	6) Central Library	✗	✗	✗								✗
	7) Community Libraries	✗	✗	✗	✗	✗	✗					✗
	8) Youth Services Commissioning Budget	✗		✗			✗					✗
	9) Public Conveniences	✗	✗✓	✗	✗✓	✗						✗✓

*For Gender Reassignment and Marriage and Civil Partnership – following consultation it has been determined that none of these protected groups would be disproportionately impacted by the proposals

Library and Information Service

The current opening hours across the whole Library and Information Service, including the mobile library service equates to 761.3 hours per week. The maximum number of cumulative hours lost per week would be 147.80 hours per week, which equates to an 19.4% reduction in opening hours if all the proposals relating to libraries were agreed. Users of Foleshill and Earlsdon Library will see a double impact of the proposal to amend community library opening hours as they are both currently open on a Wednesday and Sunday.

Protected Characteristics

Children, young people and disabled people and people living in areas of the City where there is **high levels of deprivation** are potentially negatively affected by all the Connecting Communities (Phase one) proposals. The proposals will potentially affect areas of the city with high levels of deprivation. Foleshill Ward is potentially affected by six of the 10 proposals (Proposal 1,4,5,7,8 and 9). Foleshill is the most deprived ward in the city based on the 2015 Indices of Deprivation statistics. A number of the wards in the city are affected by two proposals. It is envisaged that the proposals relating to Willenhall Library and Public Conveniences may have a positive impact on a number of protected groups.

Staff

Approximately 25 Council staff are potentially affected by the proposals. The majority of staff affected are **female, part time employees** employed in Grade 2 or Grade 2 posts. In these circumstances for those staff who wish to remain with the Council, subject to there being suitable available vacancies, the Council will do what it can to redeploy staff and support them in finding alternative work in line with the Council's Security of Employment Agreement.

Mitigation

There are existing activities within local area or elsewhere in Coventry that are available at no charge or low cost for people who currently use Edgwick or Eagle Street Play Centres. The Council will continue to explore with community groups and schools to support children and families in the Foleshill area.

The Council will continue to provide a comprehensive and efficient Library Service for all persons, as library provision will still be available within Coventry.

For the Youth Commissioning Budget, a key first step of mitigating impact across protected characteristics is the feasibility study to set up a Community Interest Company that would include many of the groups funded.

For public conveniences there are a range of potential options in terms of mitigating the impact of potential closure by obtaining local business/community sponsorship to keep toilet provision open and clean or signage at each suburban toilet location to advise of the nearest public toilet. This could be in another public building, for example a church or a pub/café.



Public report Cabinet Report

**Cabinet
Council**

**23 February 2016
23 February 2016**

Name of Cabinet Member:

Strategic Finance and Resources - Councillor Gannon

Director Approving Submission of the report:

Executive Director of Resources

Ward(s) affected:

City Wide

Title:

2016/17 Council Tax Setting Report

Is this a key decision?

Yes - Council are being recommended to approve the Council Tax levels for 2016/17

Executive Summary:

This report calculates the Council Tax level for 2016/17 and makes appropriate recommendations to the Council, consistent with the Budget Report 2016/17 on the same agenda. The report recommends a 3.9% increase in the City's Council Tax. Some figures and information are necessarily provisional at this stage due to the Fire Authority's precept not having been confirmed. These are shaded in grey.

The report incorporates the impact of the Council's gross expenditure and the level of income it will receive through grants, fees and charges. This results in a Council Tax requirement, as the amount that its expenditure exceeds all other sources of income.

The report includes a calculation of the Band D Council Tax that will be needed to generate this Council Tax requirement, based on the City's approved Council Tax base. The 2016/17 Band D Council Tax that is calculated through this process is increased by £54.25 from the 2015/16 level.

In previous years the City Council has had the flexibility to increase Council Tax by up to 2% without holding a local referendum on the matter. The Pre-Budget Report was approved on the basis of consulting on a Council Tax rise of 1.9%. In recognition of the increasing pressure on adult social care (ASC) services across the country the Government have increased this flexibility by a further 2%, up to a maximum of 4%. The recommendations within the Budget Report 2016/17 include taking up this additional 2% flexibility in order to increase the resources available to fund ASC services in the city. As a result, the budget is being proposed on the basis of increasing Council Tax by 3.9%.

At the time of writing this report the precept from the West Midlands Fire and Rescue Authority has not been confirmed. The provisional figures provided in this report are based on indicative figures. The Fire Authority is due to set its precept on the 15th February 2016.

Members should note that the recommendations follow the structure of resolutions drawn up by the Chartered Institute of Public Finance and Accountancy, to ensure that legal requirements are fully adhered to in setting the tax. As a consequence, the wording of the proposed resolutions is necessarily complex.

Recommendations:

That Cabinet recommend to Council the approval of recommendations (1) to (5).

Council are recommended:

(1) To note the following Council Tax base amounts for the year 2016/17, as approved by Council on 12th January 2016, in accordance with Regulations made under Section 31B of the Local Government Finance Act 1992 (as amended) ("the Act"):

a) 77,525.1 being the amount calculated by the Council as its Council Tax base for the year for the whole Council area;

b)	Allesley	318.3
	Finham	1,467.8
	Keresley	226.2

being the amounts calculated by the Council as its Council Tax base for the year for dwellings in those parts of its area to which one or more special items relate.

(2) That the following amounts be now calculated by the Council for the year 2016/17 in accordance with Sections 31A, 31B and 34 to 36 of the Act :

(a) £692,642,421 being the aggregate of the amounts that the Council estimates for the items set out in Section 31A(2) of the Act taking into account all precepts issued to it by Parish Councils (*Gross Expenditure and reserves required to be raised for estimated future expenditure*);

(b) £581,800,332 being the aggregate of the amounts that the Council estimates for the items set out in Section 31A(3) of the Act. (*Gross Income including reserves to be used to meet the Gross Expenditure but excluding Council Tax income*);

(c) £110,842,089 being the amount by which the aggregate at (2)(a) above exceeds the aggregate at (2)(b) above, calculated by the Council in accordance with Section 31A(4) of the Act, as its Council Tax requirement for the year;

(d) £1,429.76	$\frac{(2)(c)}{(1)(a)} = \frac{£110,842,089}{77,525.1}$
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being the amount at (2)(c) above divided by the amount at (1)(a) above, calculated by the Council in accordance with Section 31B of the Act, as the basic amount of its Council Tax for the year. (*Average Council Tax at Band D for the City including Parish Precepts*).

(e) £30,037 being the aggregate amount of all special items referred to in Section 34(1) of the Act. (*Parish Precepts*);

$$(f) \text{ £1,429.37} = (2)(d) - \frac{(2)(e)}{(1)(a)} = \text{£1,429.76} - \frac{\text{£30,037.00}}{77,525.1}$$

being the amount at (2)(d) above, less the result given by dividing the amount at (2)(e) above by the amounts at (1)(a) above, calculated by the Council, in accordance with Section 34(2) of the Act, as the basic amount of its Council Tax for the year for dwellings in those parts of the area to which no special item relates. (*Council Tax at Band D for the City excluding Parish Precepts*);

g)

Coventry Unparished Area	£1,429.37
Allesley	£1,454.90
Finham	£1,443.31
Keresley	£1,435.81

being the amounts given by adding to the amount at (2)(f) above, the amounts of the special item or items relating to dwellings in those parts of the Council's area mentioned above divided in each case by the amount at (1)(b) above, calculated by the Council, in accordance with Section 34(3) of the Act, as the basic amounts of its Council Tax for the year for dwellings in those parts of its area to which one or more special items relate. (*Council Taxes at Band D for the City and Parish*).

h)

Valuation Band	Parts to which no special item relates	Parish of Allesley	Parish of Finham	Parish of Keresley
	£	£	£	£
A	952.91	969.93	962.20	957.20
B	1,111.73	1,131.59	1,122.57	1,116.74
C	1,270.55	1,293.24	1,282.94	1,276.27
D	1,429.37	1,454.90	1,443.31	1,435.81
E	1,747.01	1,778.21	1,764.05	1,754.88
F	2,064.65	2,101.53	2,084.79	2,073.95
G	2,382.28	2,424.83	2,405.51	2,393.01
H	2,858.74	2,909.80	2,886.62	2,871.62

being the amounts given by multiplying the amounts at (2)(g) above by the number which, in the proportion set out in Section 5(1) of the Act, is applicable to dwellings listed in a particular valuation band divided by the number which in that proportion is applicable to dwellings listed in valuation Band D, calculated by the Council, in accordance with Section 36(1) of the Act, as the amounts to be taken into account for the year in respect of categories of dwelling listed in different valuation bands.

(3) To note that for the year 2016/17 the Police and Crime Commissioner for the West Midlands and West Midlands Fire Authority have stated the following amounts in precepts issued to the Council, in accordance with Section 40 of the Act, for each of the categories of dwelling shown below:

Valuation Band	Police and Crime Commissioner for the West Midlands	West Midlands Fire Authority
	£	£
A	74.37	37.35
B	86.76	43.58
C	99.16	49.80
D	111.55	56.03
E	136.34	68.48
F	161.13	80.93
G	185.92	93.38
H	223.10	112.05

(4) That having calculated the aggregate in each case of the amounts at (2)(h) and (3) above, the Council, in accordance with Sections 30 and 36 of the Act, hereby sets the following amounts as the amounts of Council Tax for the year 2016/17 for each part of its area and for each of the categories of dwellings shown below:

Valuation Band	Parts to which no special item relates	Parish of Allesley	Parish of Finham	Parish of Keresley
	£	£	£	£
A	1,064.63	1,081.65	1,073.92	1,068.92
B	1,242.07	1,261.93	1,252.91	1,247.08
C	1,419.51	1,442.20	1,431.90	1,425.23
D	1,596.95	1,622.48	1,610.89	1,603.39
E	1,951.83	1,983.03	1,968.87	1,959.70
F	2,306.71	2,343.59	2,326.85	2,316.01
G	2,661.58	2,704.13	2,684.81	2,672.31
H	3,193.89	3,244.95	3,221.77	3,206.77

(5) That the Council determines that its relevant basic amount of Council Tax for 2016/17 is not excessive in accordance with the principles approved under Sections 52ZC and 52ZD of the Act.

List of Appendices included:

None

Other useful background papers:

None

Has it been or will it be considered by Scrutiny?

No

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

No

Will this report go to Council?

Yes – 23 February 2016

Report title:
2016/17 Council Tax Setting Report

1. Context (or background)

- 1.1 The purpose of this report is to seek approval for the City's 2016/17 Council Tax. The total planned spending (Gross Expenditure) in 2016/17 will be met in part by grant income (including Revenue Support Grant), and fees and charges. Any spending that is in excess of these income streams must be met from Council Tax and is referred to as the 'Council Tax Requirement'.
- 1.2 The details of the planned spending for 2016/17 are proposed in the 'Budget Report 2016/17' that is being considered by the Council in conjunction with this Council Tax Setting Report.
- 1.3 In previous years the City Council has had the flexibility to increase Council Tax by up to 2% without holding a local referendum on the matter. The Pre-Budget Report was approved on the basis of consulting on a Council Tax rise of 1.9%. In recognition of the increasing pressure on adult social care (ASC) services across the country the Government have increased this flexibility by a further 2%, up to a maximum of 4%. The recommendations within the Budget Report 2016/17 include taking up this additional 2% flexibility in order to increase the resources available to fund ASC services in the city. As a result, the budget is being proposed on the basis of increasing Council Tax by 3.9%.
- 1.4 At the time of writing this report the precept from the West Midlands Fire and Rescue Authority has not been confirmed. A report, with confirmed final figures, will be presented at the Council meeting on the 23 February 2015.
- 1.5 On 23 June 2015 the City Council agreed a reorganisation order to establish a parish and parish council for the Finham area of the city with effect from 1 April 2016. The reorganisation order included details of the proposed budget requirement for the first year of the new parish. As a result, this report includes, for the first time, the details of the tax amounts to be levied in the new Finham parish.

2. Options considered and recommended proposal

- 2.1 The total Band D Council Tax in 2015/16 was £1,536.61. The figures calculated in this report represent a 3.9% increase from the 2015/16 figures for the City's Council Tax, and a 3.9% increase in total.

Total Council Tax, excluding any element for Parish Precepts, can be broken down as:

	Band D £	Increase from 2015/16 %	Proportion of total bill %
Coventry City Council	1,429.37	3.9	89.5
Police and Crime Commissioner for the West Midlands	111.55	4.7	7.0
West Midlands Fire Authority	56.03	2.0	3.5
Total Coventry Council Tax	1,596.95	3.9	100.0

- 2.2 The Band D Council Tax is used by Government as the national comparator. However, for Coventry, this does not reflect the demographics of the area and the make-up of the property mix; Coventry's property base is weighted towards Bands A to C. The average Council Tax bill in Coventry is £934.98, after allowing for all discounts and exemptions.
- 2.3 The total or "headline" council tax calculated for each band, for households of 2 or more adults with no reductions, and for households of 1 adult (who receive a 25% discount), is summarised below:

Valuation Band	Value of Property As at April 1991	Proportion of Band D	Chargeable Dwellings		Council Tax	
			No.	%	2 + Adults ¹ £	1 Adult ¹ £
Band A dwellings entitled to Disabled Persons Relief		5/9	131	0.1	887.19	665.40
A	Up to £40,000	6/9	53633	40.5	1,064.63	798.47
B	£40,001 to £52,000	7/9	39793	30.0	1,242.07	931.55
C	£52,001 to £68,000	8/9	21971	16.6	1,419.51	1,064.63
D	£68,001 to £88,000	9/9	8745	6.6	1,596.95	1,197.71
E	£88,001 to £120,000	11/9	4477	3.4	1,951.83	1,463.87
F	£120,001 to £160,000	13/9	2264	1.7	2,306.71	1,730.04
G	£160,001 to £320,000	15/9	1336	1.0	2,661.58	1,996.18
H	Over £320,000	18/9	94	0.1	3,193.89	2,395.41
			132,444	100.0		

¹ These amounts may be subject to penny rounding when the actual bill is produced

3. Results of consultation undertaken

The proposals in the Pre-Budget Report have been subject to seven weeks public consultation ending on the 21 January 2016. The details arising out of this consultation period have been reported in Appendix 1 of the budget report.

4. Timetable for implementing this decision

The proposals in this report take effect for the financial year starting 1st April 2016

5. Comments from Executive Director of Resources

5.1 Financial implications

A £1m increase or decrease in either the City Council's 2016/17 Council Tax requirement or Government grant, would lead to a £12.90 increase or decrease in Band D Council Tax (£7.55 in the average Council Tax per chargeable dwelling). Every £1 added to or removed from the Council Tax level will raise or reduce Council Tax income by £77,525.

5.2 Legal implications

A statutory duty is placed on the Council, as billing authority, to set for each financial year an amount of council tax for different categories of dwellings according to the band in which the dwelling falls. The requirements to calculate and set a Council Tax are set out in the Local Government Finance Act 1992 and are detailed in the report. The Localism Act 2011 made significant changes to this Act, requiring authorities to calculate a Council Tax requirement for the year, not a budget requirement as was previously required. The Local Government Finance Act 2012 made minor changes to the 1992 Act, clarifying the effect of the changes made to the way non-domestic rates income is distributed.

6. Other implications

6.1 How will this contribute to achievement of the Council's key objectives / corporate priorities (corporate plan/scorecard) / organisational blueprint / Local Area Agreement (or Coventry Sustainable Community Strategy)?

The budget report on today's agenda outlines the very tight resource constraints facing the Council and the planned approach to identify savings options that are intended to minimise any adverse impact on the quality and level of services provided and the achievement of key objectives.

6.2 How is risk being managed?

A non-collection rate is built into estimates of Council Tax income. Collection performance is monitored on a regular basis.

6.3 What is the impact on the organisation?

See Budget Setting 2016/17 Report, Council 23 February 2016.

6.4 Equalities / EIA

No further implications

6.5 Implications for (or impact on) the environment

No further implications

6.6 Implications for partner organisations?

No further implications

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Names of approvers: (officers and members)				
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Barry Hastie	Assistant Director Financial Management	Resources	4/2/2016	11/2/2016
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Members: Cllr Damian Gannon	Cabinet Member (Strategic Finance and Resources)		4/2/2016	11/2/2016

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Public report Cabinet Report

Cabinet
Council

23 February 2016
23 February 2016

Name of Cabinet Member:

Strategic Finance and Resources - Councillor Gannon

Director Approving Submission of the report:

Strategic Management Board

Ward(s) affected:

All

Title:

Budget Report 2016/17

Is this a key decision?

Yes - The report sets the Council's Revenue Budget for 2016/17 incorporating revenue spending and savings decisions for 2016/17 and future financial years and the Capital Programme for 2016/17 to 2019/20.

Executive Summary:

This report follows on from the Pre-Budget Report approved by Cabinet on 26th November 2015 which has since been subject to a period of public consultation. The proposals within this report will now form the basis of the Council's final revenue and capital budget for 2016/17 incorporating the following details:

- Gross budgeted spend of £693m (£26m and 4% lower than 2015/16).
- Net budgeted spend financed by Revenue Support Grant, Council Tax and local Business Rates of £233.4m (£7m and 3% lower than 2015/16).
- A Council Tax Requirement of £110.8m (£8.6m and 8% higher than 2015/16), reflecting a City Council Tax increase of 3.9% detailed in the separate Council Tax Setting report on today's agenda.
- A Capital Programme of £117m (£3m and 2% more than the latest estimated 2015/16 programme) including expenditure funded by Prudential Borrowing of £70m;
- A Treasury Management Strategy, incorporating the Minimum Revenue Provision policy.

The allocation of Government funding for 2016/17 was confirmed in the Local Government Finance Settlement announced on 8 February 2016. The Settlement signals a continued reduction in local government funding over the next 4 years with a planned reduction of £40m in Coventry's Settlement Funding Assessment – the sum of Revenue Support Grant, Top-Up Funding and an estimate of Coventry's local share of Business Rates.

In previous years the City Council has had the flexibility to increase Council Tax by up to 2% without holding a local referendum on the matter. The Pre-Budget Report was approved on the basis of consulting on a Council Tax rise of 1.9%. In recognition of the increasing pressure on Adult Social Care (ASC) services across the country the Government have increased this flexibility by a further 2%, up to a maximum of 4%. The recommended Budget within this Report assumes the taking up this additional 2% flexibility in order to increase the resources available to fund ASC services in the city. As a result, the budget is being proposed on the basis of increasing Council Tax by 3.9%. This proposed increase will be the equivalent of between 70 and 80p per week for a typical Coventry household.

The overall Budget in this report reflects reductions in Government funding that had already been anticipated and savings programmes that were approved as part of 2015/16 Budget Setting. Going into 2016/17 Budget Setting the Council faced a financial gap of £13m and new financial pressures of £10m have emerged since, in particular in relation to Adult Social Care. These have been balanced by higher than planned resources available to the Council, as well as a series of savings options to balance the budget. Overall the report incorporates a package of changes that allows the Council to continue to deliver its key policies, as set out in the Council Plan.

Despite the financial pressure it faces the Council is maintaining an ambitious approach to investing in the City. The proposed Capital Programme amounts to £117m in 2016/17 and includes major schemes such as the Friargate and the City Centre Leisure facility developments, and Coventry Station Master Plan.

The annual Treasury Management Strategy, incorporating a revised Minimum Revenue Provision policy, is also proposed, covering the management of the Council's investments, cash balances and borrowing requirements.

Recommendations:

That Cabinet recommend to Council the approval of recommendations (1) to (5).

Council are recommended to:

- (1) Approve the spending and savings proposals in **Appendix 2**.
- (2) Approve the total 2016/17 revenue budget of **£693m** in **Table 1** and **Appendix 3**, established in line with a 3.9% City Council Tax increase and the Council Tax Requirement recommended in the Council Tax Setting Report considered on today's agenda.
- (3) Note the Executive Director of Resources' comments confirming the robustness of the budget and adequacy of reserves in **Section 5.1.3 and 5.1.2**.
- (4) Approve the Capital Programme of £117m for 2016/17 and the future years' commitments arising from this programme of £170m between 2017/18 to 2019/20 detailed in **Section 2.3** and **Appendix 4**.
- (5) Approve the proposed Treasury Management Strategy for 2016/17 in **Section 2.4**, incorporating the revised Minimum Revenue Provision policy, the revised Investment Strategy and Policy at **Appendix 5** for immediate implementation and the prudential indicators and limits described in **Section 2.4.11** and summarised in **Appendix 6**.

List of Appendices included:

Appendix Number	Title
1	Public Consultation Responses
2	Spending & Savings Proposals
3	Summary Revenue Budget
4	Capital Programme 2016/17 to 2020/21
5	Investment Strategy and Policy
6	Prudential Indicators

Other useful background papers:

None

Has it been or will it be considered by Scrutiny?

No

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

No

Will this report go to Council?

Yes

23rd February 2016

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Report title: Budget Report 2016/17

1. Context (or background)

1.1 Overall Context

- 1.1.1 This report seeks approval for the 2016/17 Revenue Budget and corresponding Council Tax rise, Capital Programme, Treasury Management Strategy and Prudential Indicators. The report includes the 2016/17 Government grant allocation and estimates of the Council's medium term revenue financial position. For the first time the Government has outlined an indicative 4 year funding position for local government, agreement on which will be the subject of further announcements by Government.
- 1.1.2 The revenue budget proposals in this report follow on from the Pre-Budget Report approved by Cabinet on 26th November 2015. They have been established in line with the Council's current Medium Term Financial Strategy and Council Plan,
- 1.1.3 In December the Government announced the provisional Local Government Finance Settlement for 2016/17 to 2019/20. This signalled a continuation of public sector spending reductions up to at least 2020, when the Government has targeted a Budget surplus.
- 1.1.4 Resources available to Coventry have fallen by c£80m over a four year period to 2015/16 and the Settlement Funding Assessment for Coventry announced in December shows annual reductions to 2019/20 with a total further fall of £40m over the coming four years.
- 1.1.5 In previous years the City Council has had the flexibility to increase Council Tax by up to 2% without holding a local referendum on the matter. The Pre-Budget Report was approved on the basis of consulting on a Council Tax rise of 1.9%. In recognition of the increasing pressure on Adult Social Care (ASC) services across the country the Government have increased this flexibility by a further 2%, up to a maximum of 4%. The recommended Budget within this Report assumes taking up this additional 2% flexibility in order to increase the resources available to fund ASC services in the city. As a result, the budget is being proposed on the basis of increasing Council Tax by 3.9%. Council Tax Freeze Grant is no longer available for authorities that choose to freeze Council Tax in 2016/17 and beyond.
- 1.1.6 The Government is currently consulting on changes to the New Homes Bonus Grant. As well as proposed changes to the scheme's distribution methodology the key change will be a reduction in the amount allocated to New Homes Bonus nationally in future years with the relevant resources being used notionally to fund the Better Care Fund. Notwithstanding the consultation outcome, future reductions in Coventry's New Homes Bonus have been built into the medium term position within this report. In a further change, national funding in respect of the Care Act has been transferred into in the Settlement to replace a previous specific grant. This amounts to £2m for 2016/17 and will be applied to spending that was previously funded by the grant.
- 1.1.7 Separate from the Settlement, the Government had previously announced that the scheme under which local authorities retain 49% of business rates raised locally will be extended by 2020 to 100% of business rates. This will substantially increase the proportion of local authority income that is raised locally. However, the initial expectation is that any such increase will be required to fund services in the future that are currently paid for by other resources such that the Council is unlikely to be better off in total.

- 1.1.8 In addition to the significant on-going cash reduction in general Government resources for the Council through the Settlement Funding Assessment, further reductions in some specific grants have been set out in recent and previous announcements for 2016/17. Section 1.2.4 provides more detail.
- 1.1.9 The Council's Medium Term Financial Strategy and Pre-Budget reports, considered in November 2015 by Council and Cabinet respectively, set out the national and local context in which the budget is set, as well as the policies that that underpin the Council financial plans.
- 1.1.10 In May 2015 the Council's Cabinet agreed in principle to create a combined authority with other local councils with the aim of facilitating collaboration and joint working to improve economic development, regeneration and transport in the region. In October, Coventry City Council and the other six West Midlands Metropolitan District Councils approved a scheme document, which provides the legal basis for the establishment of a Combined Authority. Following the publication of the scheme document a devolution deal statement of intent was signed by the Leaders of the seven constituent councils and the three relevant Local Enterprise Partnership Chairs in November. The proposed devolution deal is dependent on approval by each constituent authority and if approved could represent a funding package totalling £8bn. The Combined Authority is due to be established in 2016/17 and will affect some of the budgeting arrangements of its member authorities in future. However, there are no clear details of these changes at present and the Council's 2016/17 Budget Setting proposals have not been affected significantly by the impending Combined Authority implementation. The only exceptions to this are the proposed £0.5m contribution to the set-up and running costs of the authority detailed in Appendix 2 line 17 and the potential change to its treasury and MRP policies set out in Section 2.4.
- 1.2 Revenue Resources
- 1.2.1 The Council's total revenue expenditure is funded from a combination of resources as set out in the table below:

Table1: Resources to Fund the Budget

2015/16 £000s		2016/17 £000s	(Increase)/ Decrease £000s	Increase/ (Decrease) %
(102,171)	A: Council Tax Requirement	(110,817)	(8,646)	8%
(57,976)	B: Business Rates (Local Share)	(58,447)	15,633	(11%)
(80,221)	C: Revenue Support Grant and Top-Up**	(64,117)		
(398,328)	D: Specific Grants (see section 3.4) **	(380,187)	18,141	(5%)
(80,021)	E: Fees, Charges & Other Income*	(79,074)	947	(1%)

(240,368)	Funding of Net Budget (A + B + C)	(233,381)	6,987	(3%)
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(718,717)	Funding of Gross Budget (A + B + C + D + E)**	(692,642)	26,075	(4%)
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*Line E: Fees and Charges, includes Council Tax and Business Rates Collection Fund surpluses and contributions from reserves.

**Line C, D and Funding of Net Budget: 2015/16 values have been re-stated to allow valid comparisons with 2016/17 to take account of Care Act funding being switched into the Revenue Support Grant.

- 1.2.2 The resource projection figures in the table above use the Final Local Government Finance Settlement position for 2016/17. For the first time the Government has set out four year figures for each local authority's Settlement Funding Assessment:-

Table 2: Coventry's Settlement Funding Assessment

		2016/17	2017/18	2018/19	2019/20
Coventry's Settlement Funding Assessment	£m	(121.6)*	(110.1)	(103.6)	(97.3)
Decreases on Previous Year	£m	15.7	11.5	6.5	6.3
	%	11.4%	9.5%	5.9%	6.1%

* This is lower than the combined total of items B and C shown in Table 1 above which reflects an updated estimate of Business Rates income. The analysis in this table reflects notional Government predictions of Business Rates.

- 1.2.3 The 2010/11 equivalent Settlement Funding Assessment provided £1,642 of funding for every household in the city in 2010/11. Since then, the number of Coventry households has increased as overall resources have been cut. The equivalent funding per household figure for 2016/17 is estimated at £887, a fall over the period of £755.
- 1.2.4 Specific Grants – In overall terms specific revenue grant funding has decreased between 2015/16 and 2016/17 from £398m to £380m. Within this, the total level of funding received to fund city schools (including the Dedicated Schools Grant and Pupil Premium Grant) is expected to be £189m, compared with £210m in 2015/16. Housing Benefit Subsidy payments have been estimated at £114m, whilst other significant grants/movements include:
- A Public Health Grant of £23.1m which includes £5.4m for the recently introduced new burden of 0-5 Public Health commissioning but otherwise represents a £0.5m or 2.3% cut from the revised 2015/16 grant.
 - Over £12m relating to adult social care, similar to 2015/16 levels, driven mostly by the changing relationship between the social care and health sectors and including grants relating to the the Independent Living Fund and the Better Care Fund (BCF). Previous grant funding of c£2m relating to the Care Act has now been incorporated into the overall grant settlement from Government.
 - Assumed funding for Adult Education of £5.6m (£1.2m decrease)
 - New Homes Bonus Grant of £9.4m (£2.3m increase)

- Education Services Grant estimated at £3.6m (£0.3m decrease)
- Grants received in lieu of Business Rates amounting to £2.3m such as Small Business Rates Compensation Grant (£0.4m decrease)
- Housing Benefit Administration Grant of £1.5m (£0.1m decrease) and Discretionary Housing Payment grant of £0.8m.
- Troubled Families Grant £1.2m (no change).

Due to the ongoing delays in the finalisation of the national BCF guidance for 2016/17, the existing Better Care Fund Programme will be rolled forward into the new year. Any subsequent in year changes to the programme will be reported accordingly.

2. Options considered and recommended proposal

2.1 Section Outline

2.1.1 The remainder of the report details the specific proposals recommended for approval. Section 2.2 below outlines the savings and cost pressures reflected in the proposed budget, with the detail provided in **Appendix 2**. Approval is being sought for these and the overall budget and Council Tax Requirement in **Appendix 3**. These are based on a City Council Tax rise of 3.9%, reflecting a 1.9% “base” rise plus 2% in respect of Adult Social Care.

2.1.2 The report seeks approval for a 2016/17 Capital Programme of £117m compared with an initial 2015/16 programme of £118m. The Programme is considered in detail in **Section 2.3** and **Appendix 4**.

2.1.3 The report is also required formally to seek Council approval for the Treasury Management Strategy (**Section 2.4**), the Investment Strategy and Policy (**Appendix 5**) and the Prudential Indicators (**Section 2.4.11** and **Appendix 6**).

2.2 Revenue Budget

2.2.1 The budget includes the saving and expenditure proposals included within the Pre-Budget Report approved by Cabinet on 26th November 2015 as a basis for Pre-Budget consultation. A line by line impact of how these proposals affect the base budget is given in **Appendix 2** with an indication of where there have been changes to the figures included within the Pre-Budget Report. The changes since the Pre-Budget Report are shown in the table below. These changes enable the Council to deliver a balanced budget for 2016/17.

Table 3: Changes to Pre-Budget Report Position

	Appx 2 Line Ref	2016/17 £m	2017/18 £m	2018/19 £m	2018/19 £m
Pre-Budget Report Position		2.3	9.7	27.6	43.0
Revenue Support Grant Resources	1	(2.3)	(0.2)	(8.1)	(12.4)
New Homes Bonus	1a	(1.5)	(1.5)	2.1	2.3
Council Tax Base	3	0.4	0.4	0.3	0.3
Council Tax – 2% Social Care	4a	(2.1)	(4.4)	(6.9)	(9.5)
Inflation Contingencies	6	0.4	0.7	1.0	1.4
Adult Social Care	13	2.1	4.4	6.9	9.5

Combined Authority Contribution	17	0.5	0.5	0.5	0.5
Integrated Transport Authority	18	0.2	0.0	(0.2)	(0.2)
Apprenticeship Levy	19	0.0	0.9	0.9	0.9
Total Budget Gap		0.0	10.5	24.1	35.8

2.2.2 These changes represent:

- 1 & 1a – The original planning estimates have been revised.
- 3 – The final Tax-base position reported to Cabinet in January 2016 reduced the overall level of benefit by £0.5m compare to the pre-budget position.
- 4a & 13 – The proposed additional 2% Council Tax charge to resource the associated growing Adult Social Care costs.
- 6 – Payment of the Living Wage, at £8.25 per hour from 2016/17, as determined by the Living Wage Foundation.
- 17 – Proposed funding of the development of West Midlands Combined Authority proposals ahead of its establishment in 2016/17.
- 18 – Updated ITA levy reflecting Coventry's larger proportionate population across the West Midlands and savings in later years above those planned.
- 19 - Levy of 0.5% of the pay bill to be applied by Government to larger organisations to fund Apprenticeship schemes.

2.2.3 The proposed Combined Authority is due to be established during 2016/17. It is expected that there will be initial costs of preparing for and operating the Combined Authority, which the seven Metropolitan district councils will need to meet as its Constituent Members. It is proposed that each authority will include £500,000 in their budgets to provide for such potential revenue costs and to enable the Combined Authority to move quickly into implementing its programme. The actual initial budget for the Combined Authority will be agreed in due course and it is expected that the Combined Authority will be able to raise its own revenue resources from 2017/18 onwards.

2.3 Capital Programme

2.3.1 In **Appendix 4** there are proposals for a Capital Programme of £117m. This compares with the current projected 2015/16 programme of £114m. The proposals include continued very significant investment in highways and public realm works programmes, construction of the Council's new administrative office building in the Friargate Business District and Coventry station master plan.

2.3.2 The 2016/17 Programme requires £70m of funding from Prudential Borrowing, £31m of which relates to the Friargate building. A further £10m relates to non-scheme specific borrowing resulting from spending decisions made in previous years. There is a strong likelihood that non-specific borrowing requirement will be avoided in 2016/17 as a result either of in-year re-profiling of expenditure above the 5% re-scheduling level or as a result of other additional funding being received in-year ahead of the need to spend. Also, the Executive Director of Resources will continue to recommend to members an intention to reduce the overall need to borrow, by applying capital receipts as they arise which will reduce capital financing costs over the longer term. In addition, it is intended that close control should continue to be exercised on the approval of any new capital spending commitments in the coming years to ensure that the Council minimises the level of new unfunded capital financing costs.

- 2.3.3 The full programme is detailed in **Appendix 5** with the main items being as follows:
- A total investment of £9.6m has been made into the City's Highways and Public Realm infrastructure. This includes £6.3m of grant funded works plus a £3.3m Council funded highways investment programme.
 - £34.8m of planned expenditure on the administrative office building in the forthcoming Friargate Business District and ICT infrastructure.
 - A £12.4m programme in 2016/17 for Education/Children and Young People relating to investments in schools across the city. This programme is lower than previous programmes reflecting the published reductions in Coventry's Basic Need funding allocations provided by Government.
 - Expenditure funded from the Government's Growth Deal and Growing Places funds to support programmes and projects in partnership with the private sector and associated infrastructure schemes to help create economic growth, employment and additional business rates.
 - Further spending on the long-term Coventry Investment Fund (CIF) programme of £13.4 million to stimulate the local economy and create jobs.
 - Investment of £5.5m to progress the Nuckle scheme improving the railway links between Nuneaton and Coventry and completing the leasing of new trains and a new platform at Coventry station.
 - A £2.9m programme of Disabled Facilities Grants.
- 2.3.4 In addition to the Prudential Borrowing referred to above, the other main sources of funding for the capital expenditure shown above are £40m of Capital grants and £6m of revenue funding and capital receipts. The sources of grant funding are as follows.

Table 5: Capital Grant Funding

	£m
Growth Deal	21
Sub-regional & Government funding for the NUCKLE rail project and Highways	6
Education Funding Agency	4
All Other Grants/Contributions	9
Total	40

- 2.3.5 In line with the Medium Term Financial Strategy, the Council's approach to revenue funding will be to continue to fund the remaining on-going programmes of capital spend (in the areas of highways and ICT) from on-going revenue budgets. Any further revenue funding of capital will be minimised wherever practical, in particular where the capital expenditure is of a one-off nature. Therefore, within the 2015/16 and 2016/17 Capital Programmes any revenue funding for one-off capital schemes assumed previously has been replaced with Prudential Borrowing relevant in the main to the Customer Service Centre, the Destination Leisure Facility and the Friargate project. This will allow around £5m of one-off revenue funding being released to part-fund the one-off revenue cost requirement outlined in the Staffing Reductions and Voluntary Redundancy report to Cabinet in November 2015.
- 2.3.6 Some of the risks relating to major projects are outlined in section 5.1.4.7 below and these are relevant to a significant proportion of the Capital Programme. At the time of writing this report, the Council is reviewing a potential affordability gap on several major

infrastructure schemes that may require some recasting of the overall highways and Public Realm programmes. It is too early to enable finalisation of the details of this and a forthcoming report to Cabinet and Council will provide an up to date position together with a new bid for external grant funding plus any further solutions that may be required. Whatever the outcome of this, there will be no further call on corporate capital resources to manage these schemes. It is appropriate to raise this matter now due to the proximity of the report, expected in early March, to setting the Council's budget.

2.3.7 **Forecast Capital Programme**

The Programme included has been evaluated to identify the likely realistic profile of spend, to maximise the amount of expenditure against which we can apply grant resources and to maximise the resources available corporately to the Council to fund the Capital Programme.

A summary of the proposed programme including existing commitments and funding sources is outlined below. This includes expenditure rescheduled into 2016/17 as a result of the 2015/16 budgetary control process. Full details of the proposed programme are included in **Appendix 4**.

Table 6: 2016/17 – 2019/20 Capital Programme (Expenditure & Funding)

Expenditure	² 016/17 £'000	² 017/18 £'000	² 018/19 £'000	² 019/20 £'000
Business, Enterprise and Employment	76,008	62,827	6,716	3,000
Strategic Finance and Resources	4,066	1,400	1,250	1,250
Health and Adult Services	2,851	2,851	2,851	2,851
Education, Children & Young People	12,984	13,775	7,405	3,158
Public Services	17,270	14,272	7,468	7,013
Culture, Leisure, Sports & Parks	9,918	12,408	12,408	1,671
Community Development, Co-operatives & Social Enterprise	105	0	0	0
Total Approved Programme	123,202	107,533	38,098	18,943
Allowance for Rescheduling	(6,160)	475	3,496	1,133
Programme after Rescheduling	117,042	108,008	41,594	20,076

Funding	² 016/17 £'000	² 017/18 £'000	² 018/19 £'000	² 019/20 £'000
Prudential Borrowing	69,824	56,123	20,387	4,154
Grants & Contributions	39,863	44,889	16,762	12,195

Capital Receipts	2,600	3,375	550	0
Revenue Contributions	3,404	3,391	3,500	3,500
Leasing	1,351	230	395	227
Total	117,042	108,008	41,594	20,076

- 2.3.8 Other significant Schools capital work programmes are excluded from the Programme and will be the subject of future reports to members. Between 2018 and 2022 the Council will need to expand secondary schools by the equivalent of up to 14 forms of entry to meet rising demand for places and support delivery of the City's Special Educational Needs Broad Spectrum policy where suitable facilities for a further primary and secondary broad spectrum school are required. In addition, 6 grant funded replacement schools have been funded and delivered as part of the Government's Priority School Building Programme (PSBP) by the Education Funding Agency outside of the Council's Capital Programme. The final scheme – President Kennedy – will be completed in April 2017. The programme has helped to address some of the worst condition schools in the City. Funding has been found within the 2015/16 and 2016/17 Capital Programme to begin to address some of the backlog of significant condition issues that exist across the City's school estate primarily driven by the age and construction type of buildings. The Programme is seeking to address those building issues which if not addressed could lead to a school having to close e.g. roofs and boilers.
- 2.3.9 The Coventry and Warwickshire Local Enterprise Partnership has agreed an expansion to its Growth Deal with the Government which will see an extra £15.3m invested in Coventry and Warwickshire between 2016 and 2021. This is in addition to the £74.1m of funding committed by the Government on 7 July 2014. This funding will be used over the lifetime of its Deal (2015-2021) to create up an estimated 4000 new jobs, 1400 new homes built and the potential to generate £220m public and private investment.
- 2.3.10 The programme includes an on-going 5% allowance for the rescheduling of expenditure between years with an adjustment shown at a corporate programme level. This recognises the potential benefits of maintaining a degree of flexibility through the year and the fact that the Council is often faced with rescheduling due to factors outside its control. Any potential new demands that arise over time as new initiatives are identified will need to be subject to rigorous review to balance their priority and affordability. The Council will continue to re-evaluate the future Capital Programme taking into account economic circumstances, its ability to generate capital receipts and the profile of other areas of significant investment that it manages.
- 2.3.11 At the time of writing decisions are awaited on a planning application and associated funding application for a new bridge across the A45 to assist in Jaguar Land Rover expansion plans. If approved, this could add grant funded expenditure in the region of £35m to the Council's Capital Programme and when any details are confirmed this will be incorporated into 2016/17 capital monitoring reports.
- 2.3.12 In the coming year the Council expects to work closely with its partners in the proposed West Midlands Combined Authority to start delivering the Devolution Deal agreed with the Government. This is estimated to bring additional capital investment in excess of £8 billion over ten years across the West Midlands and associated LEP areas. This will require new ways of delivering capital investment involving a variety of mechanisms appropriate to each investment programme. It is possible that some of the capital

investment will be delivered by the West Midlands Districts. The Council may need to use prudential borrowing to fulfil its agreed part of this and any borrowing costs incurred by the Council will be neutralised by the Combined Authority once its financial arrangements are fully in place.

2.4 Treasury Management

2.4.1 Treasury management entails the management of the Council's investments and cash flows, its banking, money market and capital market transactions; the effective control of the risks associated with those activities; and the pursuit of optimum performance consistent with those risks. Local authorities are required to maintain an overarching annual Treasury Management Strategy which is the subject of this section of the report.

2.4.2 In addition, authorities are required to set out:

- An Investment Strategy and Policy detailing out how investment risk is managed (**Appendix 5**);
- A suite of prudential indicators for treasury and capital programme management (**Appendix 6**);
- A Minimum Revenue Provision (MRP) statement detailing the way it calculates the prudent provision for the repayment of borrowing (**Section 2.4.6**).

2.4.3 The detailed objectives that underpin the Treasury Management Strategy are:

Borrowing, to:

- Maintain adequate liquidity so that cash requirements are met;
- Minimise the cost of debt whilst maintaining long term certainty in interest rate exposure;
- Manage the total debt maturity profile, having no one future year with a disproportionate level of debt repayments;
- Undertake the restructuring of debt, in order to minimise the costs through actively reviewing opportunities for rescheduling.

Investment, to:

- Maintain the capital security of sums invested,
- Maintain adequate liquidity;
- Maximise the revenue benefit by retaining external investments, repaying existing loans and avoiding new borrowing as appropriate given prevailing and forecast interest rates.

The Council is responsible for its treasury decisions and activity. No treasury management activity is without risk and the successful identification and control of risk are integral to the treasury activities and include the following: credit risk; liquidity risk; market or interest rate risk; refinancing risk and legal or regulatory risk

2.4.4 Interest Rate Forecast

In the current economic conditions it is expected that base rate (currently 0.5%) will begin to rise in the third quarter of 2016, rising by 0.5% a year thereafter, finally settling between 2% and 3% in several years' time. However, persistently low inflation, subdued global growth and potential concerns over the UK's position in Europe mean that there is a chance that the first rate increase may be even later than this.

The impact of a low base rate is that shorter term borrowing costs and investment returns remain low. Longer term interest rates, for capital programme borrowing through the Public Works Loans Board (PWLb), are influenced by other factors, in particular the

price of UK government gilts. These gilts are forecast to have a shallow upward path due to continuing concerns about the Eurozone, emerging markets and other geopolitical events weigh on risk appetite, while inflation expectations remain subdued. During 2015/16 longer term PWLB rates have been in the region of 3.2% to 3.9%. Longer term rates are variable and are set by the PWLB twice a day. Arlingclose, the City Council's treasury advisers, provide regular interest rate forecasts and commentaries.

2.4.5 Borrowing

Based on current estimated levels of spend the expected long term debt position of the authority at 31st March 2016 is as follows:

Table 8: Estimated Long Term Borrowing at 31st March 2016

Type of Debt	Total £m
PWLB	209.4
Money Market Loans	59.0
Stock Issue	12.0
Transferred Debt (other authorities)	16.5
PFI, Finance Lease & Other	75.0
Total Long Term Liabilities	371.9

The main funding sources currently used by Coventry are:

- The Public Works Loans Board (PWLB) or any successor body - this is, in effect, the Government. Loans may be obtained at variable or fixed rates of interest.
- Money Market Loans - these are loans obtained from financial institutions and include LOBO (lender's option, borrower's option) loans typically with an initial fixed rate for 3-4 years, then variable thereafter. Should the lender exercise the option and seek to increase the rate beyond a certain level the borrower can choose to repay the loan, refinancing it at that point in time. This is, in effect, a call option for the lending bank. Coventry has £58m of such loans and in the event of a "call" one approach that would be considered would be to repay the loan, refinancing it from another source, such as the PWLB;
- Stock Issue (Bond issue) – this is the authority's £12m stock issue;
- UK Local Authorities – traditionally inter local authority borrowing has been used to manage shorter term cashflow demands, but there is now greater potential for longer term arrangements;
- PFI & Finance Leases - under accounting rules, liabilities to make payments under PFI schemes and finance leases are included within the City Council's balance sheet.

In addition, the City Council will consider other sources available to local authorities and may invest with these if appropriate: capital bond market investors; UK pension funds (excluding the West Midlands Pension Fund); vehicles set up by local authorities to enable joint local authority bond issues; forward starting loans (where the interest rate is fixed in advance, but the cash is received in later years) and other institutions authorised by the Prudential Regulation Authority.

Given the revenue budget and associated capital programme outlined in this report, the estimated underlying borrowing requirement for the City Council for each of the capital programme years from 2016/17 is summarised below:

Table 9: 2016/17 Borrowing Requirement (excluding PFI & finance leases)

Underlying Borrowing Requirement	2016/17 £m	2017/18 £m	2018/19 £m	2019/20 £m
New funds to finance the Capital Programme	69.8	56.1	20.4	4.2
Minimum Revenue Provision (debt repayment provision)	(9.0)	(11.8)	(13.2)	(14.5)
Forecast increase in borrowing requirement	60.8	44.3	7.2	(10.3)

This implies a significant increase in the Council's underlying need to borrow over the coming years due to previous decisions taken by Council on schemes such as the Friargate and the City Centre Leisure Facility. Such costs are factored into the Council's medium term budget forecasts.

Issues that the City Council will take into account in its approach to borrowing include:

- Although local authorities have scope to borrow in advance of need, essentially borrowing on the basis of future planned capital spend, it is proposed that the City Council's current practice of not borrowing in advance of need continues unless circumstances change;
- Non-capital programme factors including the level of short term cashflow balances, the use of reserve balances and the maturity of long term debt such as PWLB and, potentially, LOBO market loans;
- The impact of short term rates, including base rate, being lower than long term rates. This means that where the proceeds of long term borrowing are temporarily held as investment balances, there is a short term "cost of carry" reflecting the difference in short to long term rates. This is an immediate disincentive to undertake long term borrowing, even when long term rates are historically low;
- The potential to reschedule debt through redeeming existing borrowing early and replacing it with borrowing at lower interest rates. This will only be done if revenue benefits justify it, taking into account early repayment costs. However, the lower interest rate environment and changes in the rules regarding the premature repayment of PWLB loans has tended to reduce the opportunities for local authorities to benefit through debt restructuring.

In the light of forecast interest the level of investment balances, the objectives underpinning the Treasury Management Strategy and the forecast borrowing requirement for 2016/17 and future years, the Executive Director Resources will undertake the most appropriate form of borrowing depending on prevailing interest rates at the time.

2.4.6 **Minimum Revenue Provision (MRP)** - Local authorities are required to make prudent provision for the repayment of long term capital programme borrowing through a

revenue charge (MRP). The aim of prudent provision is to ensure that the revenue charge broadly reflects the period over which benefit is derived from the capital spend e.g. broadly the life of an asset purchased or built.

In common with many authorities the City Council's approach to calculating MRP and the set aside of capital receipts to repay debt has been reviewed. The purpose of the review has been to identify budgetary resources which could be released to help manage the Council's bottom line during a period of severe budgetary constraint, whilst ensuring that the Council continued to make prudent provision for the repayment of debt. The proposed changes are:-

- In respect of the **pre 2008 debt liability** to replace the current 4% reducing balance method of calculation with a fixed amount calculated at 2% of the outstanding debt liability, giving a 50 year straight line charge. The 50 year duration is appropriate given that many of the Council's existing assets are in excess of 50 years old and still in use. In addition, the council also has significant land holdings with no determinable asset life. The change in the calculation will alter the profile of forecast MRP, reducing it in the short term, but increasing it thereafter. However, the proposed revised "fixed amount" approach, unlike the existing "4% reducing balance" approach will eventually repay all debt, so will reduce the Council's debt burden in the long run. The impact on MRP will be calculated with effect from 2007/08;
- No longer make any **voluntary revenue provision or set aside capital receipts to repay debt** above the minimum required, unless separately approved in line with financial procedure rules. The authority is currently budgeting to make additional voluntary revenue provision across a number of areas including in respect of the costs of loan stock refinancing carried out in 2002 and also as a general provision to reduce debt. In addition, it is intended that future planned MRP may be reduced by an amount equivalent to the total voluntary revenue provision and capital receipts set aside in previous years. This will reflect the fact that past sums were set aside beyond the minimum level required, but this will only be done where it is regarded as prudent, taking into account considerations of affordability;
- To use the "annuity" rather than the "equal instalments" method of calculating MRP where this is appropriate. A feature of the annuity method is that it sets aside less MRP in early years, with a catch up as time progresses. Guidance for local authorities makes clear that the annuity method is relevant to schemes which drive regeneration and achieve administrative and cost efficiencies. Both the Friargate and City Centre Leisure Facility schemes will fall into this category;

The Capital Finance Regulations (SI 2008/414) require the approval of an MRP Statement setting out the authority's approach. It is proposed that the policy is revised with effect from 2015/16 and is:-

- For capital expenditure incurred before 1st April 2008, the Council will set MRP as a fixed charge of 2% pa of the relevant element of the Capital Financing Requirement, adjusted for the Adjustment A;
- For supported capital expenditure incurred after 1st April 2008, MRP will be based either on the estimated asset life of the assets, using either the annuity or equal instalments calculation method or a depreciation calculation, or as a fixed charge of 2% pa of the relevant element of the Capital Financing Requirement;

- From 1st April 2008 for all capital expenditure met from unsupported or prudential borrowing MRP will be based on the estimated asset life of the assets, using either the annuity or equal instalments calculation method or a depreciation calculation
- MRP for leases brought onto the balance sheet under accounting rules will match the annual principal repayment for the associated deferred liability;
- Voluntary revenue provision will not be made and capital receipts not set aside set aside to repay debt, unless approved in line with the financial procedure rules;
- Separate arrangements will apply to any MRP arising from Combined Authority capital expenditure, as set out below in section 2.4.7.

2.4.7 West Midlands Combined Authority MRP - The agreed Combined Authority Devolution Deal proposes the establishment of a Collective Investment Fund to support investment in the region. It is possible that some of this investment may be delivered by individual districts, and funded from prudential borrowing. MRP on capitalised loan advances to other organisations or individuals will not be required. Instead, the capital receipts arising from the capitalised loan repayments will be used as provision to repay debt. However, revenue MRP contributions would still be required equal to the amount of any impairment of the loan advanced. MRP on investments in Equities will be made on an annuity profile over 20 years, as recommended by Government Guidance. Any borrowing costs incurred by the Council will be neutralised by the Combined Authority once its financial arrangements are fully in place.

2.4.8 Investments ~ The City Council holds investments, representing income received in advance of expenditure plus balances and reserves held. It is expected that the level of investments will fall in future years as capital programme spend is incurred and existing borrowing matures for repayment.

In line with statutory guidance, the order of objectives in investing the Council's funds remains:

- security of capital;
- liquidity or accessibility of the council's investments;
- yield or return.

The main investments used by the City Council are:

- Call accounts and deposits with banks, building societies, local authorities and the government, largely for fixed durations and rates of interest. During 2015/16 the amount held in these investments has ranged between £60m and £80m;
- Pooled funds such as Collective Investment Schemes (CIS) and Money Market Funds (MMF), which enable local authorities and other investors to diversify their investments. During 2015/16 the amount held in these investments has ranged between £30m and £50m.
- Corporate Bonds, which are investments issued by companies other than banks and registered providers. These allow local authorities to reduce their exposure to bail in risk. During 2015/16 the amount held in these investments has been anything up to £25m

The use of call accounts and Money Market Funds helps ensure the liquidity of funds available to the City Council.

Credit risk remains central to local authority investment management. Whilst the risk of banking failures has reduced, it has not dissipated altogether. Unqualified support by governments is now unlikely, in part as the result of regulatory changes. This means that in the event of a banking failure, it is almost certain that unsecured creditors and corporate investors would suffer some losses. This change in the nature of investment risk reflects a move away from “bail out” by government to “bail in” by corporate investors. Recent changes in legislation means “bail in” has an even greater effect on the authority as Local Authority unsecured investments are one of the first investment classes subject to “bail in”. These trends increase the importance of the diversification of investments as a way of mitigating the potential impact of “bail in” risk.

Given the increasing risk and continued low returns from short term unsecured bank investments, the Authority aims to keep diversifying into more secure assets classes.

The Council’s proposed Investment Strategy and Policy (**Appendix 5**) deals with the management of counterparty or “credit risk” by determining how City Council lending or depositing limits are set. Although credit ratings are key components in the management of credit risk, in line with best practice, other sources of information are used. In this respect the counterparty advice that the City Council gets from Arlingclose, the Council’s Treasury Management advisors, is significant.

Given the need to ensure an appropriate level of diversification across counterparties and the threat of “bail in” risk it is proposed that:

- a) the maximum limit for unsecured investments with individual counterparties is increased to £10m. Similarly, for secured investments which are not subject to “bail in”, the maximum limit will be increased to £20m. These limits were established through advice from the Council’s Treasury advisors using the Council’s maximum investment balance for the year, including investments temporarily used to meet cashflow needs (total £200m). Unsecured counterparties have a limit of 5% of this total & secured counterparties have a limit of 10% of this total;
- b) Counterparties will only be used if they have a credit rating of BBB+ or better and are recommended as a suitable counterparty by the Council’s treasury advisors. Unsecured investment with banks rated BBB are restricted to overnight deposits at the Authority’s current account bank;
- c) Non-credit rated building societies and challenger banks are included on the counterparty list as an unsecured bank deposit with no credit rating with a £1m investment limit. An unrated building society or challenger bank will only be used where independent credit analysis by the City Council’s advisors shows them to be suitably creditworthy. In addition, the regulatory framework governing building societies and insolvency regime provides comfort;
- d) Corporate bonds are included on the counterparty list with an increased £10m investment limit. A corporate bond is an investment issued by companies other than banks and registered providers. These investments are not subject to bail in, but are exposed to the risk of the company going insolvent. As a result, corporate bonds will only be used when the company has a credit rating of BBB+ or better;
- e) Category or Group investment limits are set to manage the impact of systemic exposure, including for example to building societies as a sector and groups of separate legal entities regulated in the same sovereign state;

- f) Registered providers are included on the counterparty list with an increased £10m investment limit. These are loans and bonds issued by Registered Providers of Social Housing, formally known as Housing Associations. As providers of public services, these bodies retain a high likelihood of receiving government support if needed;
- g) The minimum sovereign rating for countries, other than the UK, in whom counterparties are located is A-, with any investments in countries with a rating below AA+ being classified as non-specified investments, subject to a total limit of £5m;
- h) The maximum limit for investments longer than 364 days is increased from £10m to £30m to reflect the generally higher level of Council investment balances as well as the scope to increase returns by investing for longer periods.

The Council will be prepared to lend to the West Midlands Combined Authority. Such lending may be as part of arrangements agreed with the Combined Authority and other constituent authorities.

Separately, the City Council holds investments or provides loans for operational or policy reasons, for example, in order to stimulate economic development and growth. Such operational investments and loans will be assessed and reported on, on a case by case basis. This will include a full assessment of the risk, including credit risk, and how this will be managed.

The development of the Coventry Investment Fund, with the drive for economic growth at its heart, is a prime example of such an initiative. An investment board makes decisions on which projects to invest in with delegated responsibility from Council and Cabinet. A risk assessment for each project is performed and this is taken into account as part of the due diligence process. The fund also has an evaluation process that considers the following criteria:

- Business Rate Growth/Return on Investment
- Strategic Fit to Council's Vision and Aspirations
- Deliverability
- Jobs Created

- 2.4.9 **Treasury Management Advisors** - The authority employs Arlingclose consultants to provide treasury management advice. A key element of this is the provision of advice on credit risk and the supply of information on credit ratings from the 3 rating agencies, referred to above. Regular review meetings with the consultants provide a vehicle through which quality is managed. In addition, within the City Council, senior managers within the Resources Directorate meet on a periodic basis to review treasury issues, including the use of consultants.
- 2.4.10 **Treasury Management Staff Training** - The authority's process of performance management, of which Competency Based Appraisals are central, addresses the training requirements of individuals. Staff with involvement in treasury issues attend events, including training courses, seminars and networking sessions focused on treasury management as appropriate.
- 2.4.11 **The Prudential Code** - The current capital finance framework rests on the principle that local authorities can borrow whatever sums they see fit to support their capital programmes, as long as they are affordable in revenue terms. The framework requires

that authorities set and monitor against a number of Prudential Indicators relating to capital, treasury management and revenue issues. The indicators are explained below:

Revenue Related Prudential Indicators

Within **Appendix 6** indicators 1 and 2 highlight the revenue impact of the proposed capital programme. These show that the revenue costs of financing the Council's capital expenditure as a proportion of its income from Council Tax and government grant is forecast to increase from 14.03% in 2016/17 to 16.82% in 2018/19. This increase reflects the effect of increased levels of prudential borrowing funded spend within the capital programme. In addition, the impact on a Band D Council Tax of the current proposed programme compared to the programme approved last year is set out in indicator 2. This also shows an increase to 2018/19 for broadly the same reasons.

Capital and Treasury Management Related Prudential Indicators

These indicators, set out in **Appendix 6**, include:

- Authorised Limit (Indicator 6) - This statutory limit reflects the level of borrowing which could be afforded in the short term, but is not sustainable. It is the forecast maximum borrowing need with some headroom for unexpected movements.
- Operational Boundary (Indicator 7) - This is based on the probable external debt during the course of the year; it is not a limit and actual borrowing could vary around this boundary for short times during the year. It should act as an indicator to ensure the authorised limit is not breached.
- Gross Debt less than "Year 3" Capital Financing Requirement (Indicator 3) - The Council needs to be certain that gross external borrowing does not, except in the short term, exceed the total of the Capital Financing Requirement (CFR) in the preceding year plus the estimates of any additional capital financing requirement for 2016/17 and the next two financial years. The CFR is defined as the Council's underlying need to borrow, after taking into account other resources available to fund the Capital Programme. This revised indicator is designed to ensure that over the medium term, gross borrowing will only be for a capital purpose.
- Interest Rate Exposures, Debt Maturity Structure and Investments Longer than 364 Days (Indicators 10, 11 & 12) - The purpose of these prudential indicators is to contain the activity of the treasury function within certain limits, thereby reducing the risk or likelihood of an adverse movement in interest rates or borrowing decisions impacting negatively on the Council's overall financial position. Indicator 11, Maturity Structure of Borrowing, includes a limit of 40% of total debt that can mature in less than 12 months. This takes into account the potential need to take out short term borrowing to meet day to day cashflow requirements, as well as the potential for LOBO market loans to be "called" for repayment.
- Other indicators highlight Planned Capital Spend (Indicator 4), Actual Debt at 31st March 2015 (Indicator 8) and the adoption of the Treasury Management Code (Indicator 9).

All these prudential limits need to be approved by full Council, but can be revised by Council during the financial year. Should it prove necessary to amend these limits, a further report will be brought to Cabinet, requesting the approval of full Council of the changes required.

- 2.4.12 Leasing - The City Council uses operating leases for non-fixed plant and equipment and the Capital Programme includes £1.4m of spend to be resourced from leasing in 2016/17. Leasing will only be used where this is value for money compared with other forms of funding, such as unsupported borrowing.

3. Results of consultation undertaken

- 3.1 The proposals in this report have been subject to public consultation ending on the 21st January 2016. The Council hosted a survey on its website asking for people's views of the budget proposals. This survey was publicised through the Council website and Facebook pages. In addition, a meeting was held with the Chamber of Commerce during January. The details arising from this consultation are set out in Appendix 1.
- 3.2 The changes that have been made between the Pre-Budget Report and this report are detailed in **Section 2.2.1**.

4. Timetable for implementing this decision

- 4.1 Many of the individual expenditure and savings identified within this report will be implemented from 1st April 2016. The proposed profile of these changes are set out in Appendix 2.

5. Comments from Executive Director, Resources

This report is concerned wholly with financial matters. The proposals within this report represent the basis of the Council's 2016/17 revenue and capital budget supported by the Council Tax Report that will be considered alongside this one.

5.1.1 Financial implications - Medium Term Position

This budget produces a balanced position for 2016/17. However, from 2017/18 there is currently projected to be an increasing budget gap, based on the four year settlement, as set out in Section 2.2.1.

5.1.2 Financial Implications – Reserves

The Local Government Act 2003 requires the Chief Financial Officer (the Executive Director of Resources) to give assurance on the adequacy of reserves of the Authority for which the budget provides. The final position of reserve balances carried forward into 2016/17 will not be known until finalisation of the 2015/16 accounts and reserve levels will be reviewed at that time. The Council's total reserve balances of £85m at the end of 2014/15 are set out in the table below. Of the overall balance, £18m belongs to schools and are outside the Council's control. Explanations for the remaining balances were set out in the Council's Financial Outturn Report considered by Cabinet in June 2015.

Table 10: Summary of Reserve Movements in 2014/15

	1st April 2014 £000	(Increase)/ Decrease £000	31st March 2015 £000
General Fund Balance	(7,328)	2,168	(5,160)
Private Finance Initiatives	(10,333)	(728)	(11,061)
Potential Loss of Business Rates Income	(6,400)	(700)	(7,100)
Early Retirement and Voluntary Redundancy	(2,800)	(2,309)	(5,109)

Achievement of Future Savings	(2,800)	(624)	(3,424)
Children's Social Care	(4,000)	1,000	(3,000)
Leisure Development	(3,181)	1,722	(1,459)
Public Health	(2,527)	1,125	(1,402)
Health and Social Care Schemes	(1,785)	368	(1,417)
Vehicle Purchase Programme	(1,290)	(257)	(1,547)
Troubled Families	(1,088)	378	(710)
Schools (specific to individual schools)	(18,499)	449	(18,050)
Schools (related to expenditure retained centrally)	(3,645)	(2,826)	(6,471)
Insurance Fund	(3,348)	436	(2,912)
Management of Capital	(1,869)	(143)	(2,012)
Other Corporate	(1,988)	(382)	(2,369)
Other Directorate	(4,878)	(1,555)	(6,434)
Other Directorate funded by Grant	(2,480)	(1,997)	(4,478)
Capital Grant Unapplied Account	(756)	372	(384)
Total Usable Reserves	(80,995)	(3,503)	(84,499)

The level of reserves has been one of the points raised in the Budget consultation exercise, with comment that the Council should use reserves to fund services. However, it is important to be clear that all of the balances above are held for a clear identifiable purpose and that they either have existing planned expenditure commitments against them or that they are held to protect the Council manage unforeseen risks, potential or known insurance claims or Business Rate volatility. Local authority reserves must also be viewed in the context of the risks that are faced, including in respect of pension liabilities and other factors set out below, in section 5.1.4.

The Council's external auditors, Grant Thornton, have expressed the view that the level of the Council's General Fund reserves remains low and that this should continue to be an area that is kept under review. In addition, analysis provided by the Local Government Association shows that Coventry has a relatively low level of unringfenced reserves as a proportion of its net expenditure level when compared with all other Councils (28% giving it a ranking of 268 out of 353 local authorities or 19 out of 36 Metropolitan Districts).

Taking all this into account, it is the view of the Executive Director of Resources that overall levels are adequate to support the recommended budget for 2016/17 although approaching the minimum acceptable level for a Council of this size in the current financial climate. This judgement is based on the following:

- i) The Council is adequately provided for in terms of its reserves compared to its overall level of budget and better provided for than some other similar authorities.
- ii) The level of insurance reserves is sufficient to meet any likely calls on them (within reasonable limits of assessed risk).
- iii) The level of reserves is sufficient to support contributions to 2016/17 directorate-based budgets (including schools) and Corporate commitments both for capital and revenue purposes.

- iv) The level of uncommitted General Fund Reserves provides a sufficient level of short-term resource to meet any other unforeseen eventualities (within reasonable limits of assessed risk) balanced against pressures to not hold an excessive level of reserve balances.

The Council's policy on reserve usage is set out in the Medium Term Financial Strategy. The overriding aim is to ensure that reserve usage is focused on delivery of the Council's corporate priorities, recognising that reserves can only be used once and that they should not be used to support on-going expenditure. A number of these reserves are dedicated to specific purposes, such as schools and insurance, and the remainder have been brought together and are scrutinised by the Strategic Management Board in order to ensure the best use possible for the corporate objectives of the authority.

5.1.3 Financial Implications – Assurance on the Robustness of the Estimates

Under the terms of the Local Government Act 2003, the Chief Financial Officer is required to give assurance on the robustness of the estimates included in the budget. In the view of the Executive Director of Resources the budget being recommended to the City Council is supported by robust estimates of income and expenditure. This judgement is based on the following:

- i) The budget has been set within the guidelines of the authority's Medium Term Financial Strategy, approved by members, that sets out the broad policies and assumptions that lie behind the Council's medium term financial planning process.
- ii) There is a medium term financial plan in place that sets out the known changes to the current budget over three years incorporating the concept of strictly controlled Directorate budgets, known policy changes and best estimates of the impact of inflationary pressures and expectations of resources.
- iii) The authority operates an integrated medium term policy and financial planning process that incorporates a comprehensive and detailed assessment of the new policy and technical changes that will affect the proposed budget and the medium term budgetary position of the authority.
- iv) Individual Directorates, working to strict budgets, prepare detailed service budgets that are the financial representation of the authority's statutory duties and corporate service objectives for the coming year.
- v) The authority's individual Directorates have been involved in the make-up of the information included in the policy and financial planning process through the Strategic Management Board.
- vi) As discussed above, the Authority's level of reserve balances is sufficient to meet other unforeseen eventualities, within reasonable limits of assessed risk that may potentially need to be met by the authority.

Both of the authority's political groups were provided with information on the policy and financial planning process and were consulted on the options available to enable them to take a full part in the final budget setting decisions.

Despite these statements about robustness of estimates and reserves, the scale of savings targets incorporated in the 2016/17 budget and the challenges facing the Council in the next few years is unprecedented and will require regular monitoring and potentially corrective action.

5.1.4 Financial Implications - Budget Risks

- 5.1.4.1 In setting the budget and implementing the policies that sit behind it, the Council inevitable carries some risk. The major financial risk are set out below and will be managed through existing processes, including in year financial monitoring.

- 5.1.4.2 **Overall Risks** - In considering the Council's corporate objectives in the context of its financial position, resources have been allocated to meet corporate priorities, and savings have been identified. In these circumstances there are inherent risks that need to be managed:
- a) That new resources are used effectively to deliver corporate objectives. Operational management arrangements and quarterly monitoring reports will address this issue specifically,
 - b) That on-going spending and income is controlled to budgets. This pressure is certain to increase due to on-going national financial circumstances and, therefore, compliance with the Council's budgetary control rules remains essential,
- 5.1.4.3 **Children's Social Care Services** – The volume of cases and the cost of care continues to represent a large service and budget pressure. The current proposed budget scales back the £10m pa additional resources provided in 2015/16 to £8m from 2017/18. It is essential that work underway is progressed to ensure safe and secure methods are found to deliver services to children within budget.
- 5.1.4.4 **Delivering the Base Programme** – the existing base programme includes a number of continuing major developments including : Kickstart; Customer Journey and Connecting Communities. These schemes are fundamental in improving the efficiency of the Council through the development of new ways of working and interacting with our customers. Savings from these areas rise to £25m by 2017/18 and if not managed successfully or implemented in the planned timescale, will have a significant financial impact on the authority and its ability to deliver services.
- 5.1.4.5 **Health and Adult Social Care** – This area continues to operate within a very dynamic environment with expanding users numbers and increasingly complex care packages which continue to represent a large service and budget pressure. This area of activity is naturally difficult to predict and the Council needs to take some significant steps to ensure an appropriate balance between the budgets in this area and the level of activity in line with Council policy.
- 5.1.4.6 **Local Government Finance Changes** – the regime in which local authorities work is increasingly one in which risk is transferred from central to local government. This increased localisation will continue in the longer term as the proportion of business rates retained locally increases from 49% to 100% by 2020. In addition, the supplementary increase in Council Tax through the 2% Adult Care precept will run in parallel to the reduction of RSG. The combined effect of these changes, as well as the potential reduction in other programmes such as New Homes Bonus, presents local authorities with both an opportunity and a resource risk. The buoyancy of local income sources, through the expansion of the Business Rate and Council Tax bases, is an ever more crucial issue for local authorities.
- 5.1.4.7 **Major Projects** – The Council is involved in a number of major projects and an increasing number of complex financial transactions that give it some exposure to a degree of financial and reputational risk. These include projects such as:
- Friargate – The building of a brand new office block and work with an external development agency to regenerate a new business district.
 - City Centre Leisure Facility – The development of regionally significant water facility on the site of the Christchurch and Spire House office buildings.

- The Nucleus phase 1 project to build the stations is now complete and stations are open. The second phase to improve local rail connections bring in the enhanced train service and new platform at Coventry is now progressing alongside the development of the Station Masterplan (Cabinet 3rd March 2015)
- Working with local partners including the Local Enterprise Partnership and involving initiatives such as the Growth Deal and Growing Places to invest in business, regeneration and infrastructure locally.
- A range of significant highway and city centre infrastructure projects including the Swanswell Viaduct, utilising resources from the Incentive fund and S106
- New Regeneration projects at the Burges working in partnership with CDP Development to revitalise the area.
- The planned scheme to build a new bridge across the A45 to assist in Jaguar Land Rover expansion plans.
- Financial arrangements made on commercial terms to help support local organisations and businesses such as the Coombe Abbey Hotel.

These projects all carry an element of risk, incorporating a mix of external funding risk, risk of default, risk of overruns and over-spending, complex legal arrangements and other reputational eventualities. The Council is clear that its involvement in these projects is vital to help regenerate the city and make Coventry a better place to live, work and do business in. Overwhelmingly, these arrangements have self-funding business cases that keep the Council's financial costs to a minimum.

5.1.4.8 Pensions – The Council faces inevitable but non-quantifiable increases in past service pension costs over the medium term which, as the Council becomes smaller, threaten to become a massive burden relative to the size of the overall budget. It is important that the Council continues a dialogue with the West Midlands Pension Fund as discussions begin in relation to the forthcoming actuarial revaluation. The Council will want to focus on maintaining a sustainable long-term view on recovery of past service pension deficits.

5.1.4.9 West Midlands Combined Authority - The forthcoming Combined Authority will be responsible for delivering a significant programme of projects including a number within Coventry, and are subject to some relatively novel funding mechanism involving several interdependencies. The programme inevitably carries significant risks. The programme will be subject to detailed delivery plans and rigorous project management arrangements as well as on-going financial monitoring of Business Rates growth on which the financial plans are predicated. There is a specific risk around Business Rates. It is not clear how Business Rate reform will relate to the assumptions that part of the business rate growth in the West Midlands will be used to fund infrastructure projects. This will be raised with Government in its forthcoming consultation on Business Rate reform.

5.2 Legal implications

This report reflects the Council's statutory obligations in setting a balanced budget. The report also meets the duty to report to the Council on the robustness of the estimates provided and the adequacy of the financial reserves in place in line with Section 25 of the Local Government Act 2003. The Public Sector Equality duty under section 149 of the Equalities Act 2010 requires that decision makers must have on-going due regard to avoid discrimination and advance opportunities for anyone with the relevant protected characteristics. Due regard requires more than just an awareness of the equality duty, it requires rigorous analysis by the public authority, beyond broad options.

6. Other implications

6.1 How will this contribute to achievement of the Council's key objectives / corporate priorities (corporate plan/scorecard) / organisational blueprint / Local Area Agreement (or Coventry Sustainable Community Strategy)?

The Council, in common with all local authorities, will continue to be faced with challenging resource constraints over the coming years, which will inevitably have an increasing impact on front-line services. However, the budget is developed within the context of the approved Medium Term Financial Strategy, which in turn rests on the principles set out for the City within the Council Plan. In this way pre budget proposals are aligned to existing policy priorities.

6.2 How is risk being managed?

The inability to deliver a balanced budget is one of the Council's key corporate risks. The proposals within this report are aimed directly at trying to mitigate this risk. The scale and scope of the savings that will be included in the Council's bottom line budget position are such that they represent a significant risk of non-achievement in the future. The savings programmes set out within this report will be monitored robustly to ensure that Strategic Management Board and members are kept up to date with the progress of these reviews.

6.3 What is the impact on the organisation?

The size of the revenue gap to be managed means that the Council will have to change radically to meet the challenges that it faces, both in terms of the way it works and the services it provides. This will mean that savings will need to be made on employees budgets. The current Early Retirement and Voluntary Redundancy programme is central to this. Reduced employee numbers across the Council plus the need to do things differently and a new focus on the City Centre will further accentuate the importance of new ways of working under Kickstart and will change the nature of the services provided, and the way the Council works.

6.4 Equalities / EIA

Most of the savings contained in this year's Budget Report are largely technical in nature in that they do not have a direct impact on services or the Council Workforce. None of these savings are anticipated to have a negative impact and no Equality and Consultation Analyses (ECA) are therefore required in these areas. The Government has introduced legislation which allows the Council to raise Council Tax in order to meet additional costs of Adult Social Care. Any potential equality impacts arising from this will be explored more fully once it is known how this will be implemented at a local level. Cost pressures in relation to Adult and Children's social care and waste disposal largely reflect demographic and/or market pressures and will not impact significantly on the nature of services in question and again, there is no requirement to carry out an ECA. An area of potential positive impact this year relates to expenditure in the area of Deprivation of Liberty Safeguards.

6.5 Implications for (or impact on) the environment

No specific impact.

6.6 Implications for partner organisations?

Although previous budgeted changes such as Connecting Communities will result in changes in the relationships between the Council and its partners the new revenue proposals in this report are focussed overwhelmingly on internal matters. The Council's Capital Programme will continue to change the face of transport and infrastructure in the city and offer further opportunities through regeneration and investment schemes for cooperation and interaction between the Council, local businesses and other providers of public sector services. The continued development of Combined Authority proposals will continue to involve the Council in close working relationships with councils across the sub-region.

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www.coventry.gov.uk/councilmeetings

CONSULTATION ON THE COUNCIL'S BUDGET PROPOSALS JANUARY 2016

1. Introduction

- 1.1. Between December 2015 and January 2016, the Council undertook a seven week period of consultation on its budget proposals for 2016/17, prior to making the final decision on its budget.
- 1.2. The Council reported on its priorities, the budget setting context and local financial position and gave an outline of the proposals to balance the Council's 2016/17 budget. The Council asked consultees for their views on its proposals for delivering services in the future while achieving the saving needed.

2. Consultation Process

- 2.1. The Council hosted a survey on its website asking for people's views of the budget proposals. This survey was publicised through the Council website and Facebook pages. There were a total of 22 respondents, 11 of whom left comments. The results of the survey are summarised in section 3.
- 2.2. In addition, a meeting was held with the Chamber of Commerce during January to understand the views of the Chamber on the council's budget proposals. The issues raised during the meeting are summarised in section 4.

3. Outcomes of the Consultation on the Council's Budget Proposals

- 3.1. The main themes and issues are summarised below.
- 3.2. A full list of comments from the meetings, online survey and written feedback can be received by contacting insight@coventry.gov.uk.

Feedback from the on line survey and written feedback

- 3.3. The feedback from the online consultation identified some similar themes. The majority of comments received suggested ways in which the Council could save money without making changes to services. For example, some respondents suggested that the Council use its reserves to continue to fund services, whilst others suggested exploring joint working with other councils. Some respondents suggested that the Council could work in different ways to reduce the impact of the cuts, e.g. fortnightly waste collections; allowing communities to take ownership/management of some local services.
- 3.4. A number of respondents highlighted that the both the budget report and consultation should be improved in order to make it more meaningful to local people.

4. Feedback from Consultation Meeting

- 4.1. A presentation was given, which generated a discussion on a number of areas, although no comments were made on the Council's proposed budget. The topics discussed included the Council's plans for regeneration and developing new social and aspirational housing; proposals on redefining local authority boundaries; and HS2.

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2016/17 Budget Financial Proposals

	2016/17	2017/18	2018/19	2019/20	Commentary/Implications
	£000	£000	£000	£000	
Summary Position					
Position Brought Forward	13,147	15,766	27,994	38,941	
Total Resource Changes	(10,075)	(6,346)	(7,825)	(11,630)	
Potential Savings Options	(12,804)	(12,830)	(13,752)	(13,504)	
Expenditure Pressures	9,732	13,862	17,771	22,027	
Updated Bottom Line	0	10,452	24,188	35,834	

	Resource Changes					
1	Government Revenue Support Grant Resources (Change to Pre-Budget Report)	(2,357)	(169)	(2,561)	(4,247)	Revised estimate of reductions in Government Revenue Support Grant. Following the final Local Government Finance Settlement these reductions are lower than previously assumed. The overall settlement includes grants rolled in, mostly relating to the Care Act (Adult Social Care) and amounting to £2m rising to £3.3m over the period. A corresponding level of expenditure is also assumed in this area.
1a	New Homes Bonus (Change to Pre-Budget Report)	(1,471)	(1,523)	2,061	2,307	The original planning estimate has been revised following the Local Government Finance Settlement reflecting higher grant resources up to 2017/18. From 2018/19 New Homes Bonus will be reduced at a national level and the resources used to fund the Better Care Fund. Coventry's New Homes Bonus will go down in these later years.
2	Business Rates and Top-Up Grant	3,295	3,295	3,675	4,083	September inflation rates used by Government to calculate Top-Up Grant and Business Rates increases (0.8%) are much lower than those assumed at the start of the year (3%).
3	Council Tax-Base (Change to Pre-Budget Report)	(2,153)	(3,533)	(4,140)	(4,299)	This represents a significant improvement in the level of Council Tax income that is likely to be available. It reflects increases in the city's tax-base and continuing reductions in the level of Council Tax Reduction Scheme payments. The final Tax-Base position reported to Cabinet in January reduced the overall level of benefit by c£0.5m pa compared with the Pre-Budet position.
4	Council Tax - Estimated Outturn	(5,257)	0	0	0	Combined 2014/15 actual Council Tax surplus and 2015/16 projected surplus in excess of previous estimates. This reflects the in-year impact of the factors described at item 3 above plus the positive impact of improved Council Tax collection performance.
4a	2% Social Care Precept (Change to Pre-Budget Report)	(2,132)	(4,416)	(6,860)	(9,474)	Government regulations have been set to allow Councils to increase Council Tax by a further 2% in excess of the previous 2% level, over which Councils would be required to hold a referendum with the additional resource being used to fund growing Adult Social Care pressures. The Government's assumption is that Councils will use this flexibility and the Budget in this report has been based on this assumption. A corresponding expenditure pressure line is included at item 13.
	Total Resource Changes	(10,075)	(6,346)	(7,825)	(11,630)	

Potential Savings Options						
5	Asset Management Revenue Account	(3,023)	(1,156)	(1,631)	(329)	<p>This corporate budget incorporates the revenue financing costs of capital spending. Continuing low interest rates and the re-profiling of capital spend mean that there will be a significant saving in this area although steps taken to re-base the budget last year mean that the savings are lower in relative terms than they have been in previous years.</p> <p>This assumes that pay awards will not exceed 1% (against a previous assumption of 2%) in the years beyond 2015/16 and that only contractual non-employee expenditure budgets are inflated. Also this line will re-balance employee budgets and remove existing corporate budget flexibility. In addition to the Pre-Budget position this assumes payment of the Living Wage as determined by the Living Wage Foundation. In 2016/17 this rises to £8.25 ph</p> <p>Savings from implementation of the existing Procurement Strategy involving close scrutiny of all new contractual arrangements. Although the 2015/16 Procurement saving is unlikely to be achieved in-year, plans already in hand indicate that full-year savings will be available to deliver this increased target next year.</p> <p>Re-examine existing PFI financing arrangements and adjust these where opportunities arise.</p> <p>Revision of the Council's Minimum Revenue Provision Policy - this deals with the way in which the Council needs to set aside revenue budgets to repay debt. This is being reviewed now in line with the approach being taken by many Councils and the overall approach will be to repay debt over a longer time period. The MRP Policy and final financial implications are set out in full in the main Report. The Council's approach remains prudent approach and is being agreed with its external auditors.</p> <p>The 2015/16 Budget increased the Children's Social Care budget by £10m on-going plus £3m one-off (of which £2m has been committed in 2015/16). It was recognised at the time that this was not sustainable over the medium term. Work is now underway to begin to reduce caseloads, reduce agency staffing levels and begin to examine transformation savings. The plan is now to reduce the requirement to £9m plus £2m one-off in 2016/17 (needing a further £1m of one-off funding) and £8m in 2017/18.</p> <p>The Council's 3 PFI schemes operate long-term financial models that result in net positive cash-flow balances over the earlier part of the scheme lifetimes. This proposal is to utilise these positive balances in these early years at the rate of £1m per year. In 2025, a current long-term financial Council debt repayment commitment comes to an end and the relevant budget can be switched to cover the PFI commitment. The £1m saving would end at that point.</p> <p>Savings identified by a task and finish member review group which reviewed recurrent areas of underspend. This includes £200k rising to £300k from the costs of purchasing Council vehicles and £50k savings from Directorate underspends in each of the Resources, Place and Chief Executive's Directorates.</p>
6	Inflation Contingencies (Change to Pre-Budget Report)	(3,132)	(3,829)	(5,006)	(6,665)	
7	Procurement Saving	(1,000)	(1,000)	(1,000)	(1,000)	
8	PFI Re-Modelling	(200)	(200)	(200)	(200)	
9	Minimum Revenue Position Policy	(3,099)	(3,195)	(2,465)	(1,860)	
10	Reduce Cost of Children's Social Care	(1,000)	(2,000)	(2,000)	(2,000)	
11	Re-Cashflow Private Finance Initiative (PFI) Balances	(1,000)	(1,000)	(1,000)	(1,000)	
12	Member Review Group	(350)	(450)	(450)	(450)	
Total Potential Savings Options		(12,804)	(12,830)	(13,752)	(13,504)	

Expenditure Pressures					
13	Adult Social Care (Change to Pre-Budget Report)	6,632	9,916	13,860	17,974
14	Catering Service Ending	629	629	629	629
15	Deprivation of Liberty Safeguards (DoLS)	400	400	400	400
16	Waste Costs	1341	1476	1613	1755
17	Combined Authority Contribution (Change to Pre-Budget Report)	500	500	500	500
18	Integrated Transport Authority Levy (Change to Pre-Budget Report)	230	21	(151)	(151)
19	Apprenticeship Levy (Change to Pre-Budget Report)	0	920	920	920
Total Expenditure Pressures		9,732	13,862	17,771	22,027

The Council is experiencing cost increases across all areas of Adult Social Care. This involves a complex combination of contributory factors including higher service user numbers, greater cost of care packages and greater service visibility resulting from the Care Act. There are also likely to be emerging market cost pressures in future years. This includes updated assumptions about the likely cost of future Adult Social Care costs including those assumed to be funded from the implementation of the Social Care Precept.

The Council's School Catering service ceased on 31st August 2015 having failed to trade successfully over a number of years. This proposal meets the residual income target and contributions towards centralised charges and overheads left following the ending of the service.

The Deprivation of Liberty Safeguards ensures that if it is necessary to deprive people in care homes of their liberty in order to care for them safely then permission must be sought following strict processes. A March 2014 Supreme Court judgement extended this requirement such that an assessment is still needed for individuals who were not openly trying to leave care. This matter, including the estimated cost to the Council of £0.4m, was considered by Health and Social Care Scrutiny Board 5 on 3rd November 2015.

The Council is facing large increases in waste disposal costs due to several factors: Growth in household waste forecast to be 1% per annum, growth in the number of households forecast to be 1180 new households pa, gate fee increases for household waste and gate fee increases for recycled waste.

Initial estimate of cost of supporting development of Combined Authority proposals ahead of its proposed establishment during 2016/17.

Updated position on ITA levy reflecting higher costs for Coventry resulting from its larger % of population across the West Midlands and savings above those planned for future years.

Levy of 0.5% of pay-bill from April 2017

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Revenue Budget

Appendix 3

2015/16 Restated*	CABINET MEMBER PORTFOLIOS	Budget Decisions Brought Forward £'000	Pre-Budget and Final Budget Changes £'000	2016/17 Final Budget £'000
£'000		£'000	£'000	£'000
(6,174)	Business, Enterprise & Employment	314	85	(5,775)
76,980	Children & Young People	(1,842)	(2,087)	73,051
4,071	Community Dev't, Co-operatives & Social Enterprise	(1,257)	(41)	2,773
15,982	Culture, Leisure, Sports & Parks	277	(214)	16,045
12,741	Education	1,228	(200)	13,769
71,735	Health and Adult Services	(751)	8,348	79,332
875	Policy and Leadership	(242)	(9)	624
17,836	Public Services	3,419	741	21,996
8,846	Strategic Finance and Resources	1,284	(203)	9,927
202,892	TOTAL CABINET MEMBER PORTFOLIOS	2,430	6,420	211,742
22,501	Borrowing & Investments	2,995	(3,099)	22,397
(7,026)	Contingencies & Corporate Budgets	(435)	(8,863)	(16,324)
15,658	Levies From Other Bodies	(801)	230	15,087
5	Parish Precepts	1	24	30
7,000	Revenue Contribution to Capital Spend	(3,328)	78	3,750
(662)	Contributions to / (from) Reserves	1,384	(4,023)	(3,301)
240,368	NET BUDGET AFTER SPECIFIC GRANTS, FEES & CHARGES	2,246	(9,233)	233,381
Financed by:				
(80,221)	Central Government Resources	20,063	(3,959)	(64,117)
(102,171)	Council Tax	(4,641)	(4,005)	(110,817)
(57,976)	Business Rates	(4,520)	4,049	(58,447)
(240,368)	TOTAL RESOURCES	10,902	(3,915)	(233,381)

2015/16 Restated* £'000	CABINET MEMBER PORTFOLIOS	Gross Expenditure £'000	Gross Income £'000	2016/17 Final Budget £'000
(8,995)	Business, Enterprise & Employment	12,552	(18,327)	(5,775)
76,980	Children & Young People	83,828	(10,777)	73,051
4,071	Community Dev't, Co-operatives & Social Enterprise	2,817	(44)	2,773
15,982	Culture, Leisure, Sports & Parks	19,623	(3,578)	16,045
12,741	Education	216,802	(203,033)	13,769
71,735	Health and Adult Services	133,699	(54,367)	79,332
875	Policy and Leadership	757	(133)	624
20,657	Public Services	44,396	(22,400)	21,996
8,846	Strategic Finance and Resources	130,959	(121,032)	9,927
202,892	TOTAL CABINET MEMBER PORTFOLIOS	645,433	(433,691)	211,742
22,501	Borrowing and Investments	23,417	(1,020)	22,397
(7,026)	Contingencies & Corporate Budgets	2,349	(18,673)	(16,324)
15,658	Levies From Other Bodies	15,087	0	15,087
5	Parish Precepts	30	0	30
7,000	Revenue Contribution to Capital Spend	3,750	0	3,750
(662)	Contributions to / (from) Reserves	2,576	(5,877)	(3,301)
240,368	NET BUDGET AFTER SPECIFIC GRANTS, FEES & CHARGES	692,642	(459,261)	233,381
Financed by:				
(80,221)	Central Government Resources			(64,117)
(102,171)	Council Tax			(110,817)
(57,976)	Business Rates			(58,447)
(240,368)	TOTAL RESOURCES			(233,381)

* Restated to reflect changes in portfolios between years

CAPITAL 4 YEAR PROGRAMME BY PORTFOLIO'S**CABINET MEMBER: BUSINESS, ENTERPRISE & EMPLOYMENT**

CAPITAL SCHEME	2016/17 £'000	2017/18 £'000	2018/19 £'000	2019/20 £'000	Total £'000
Kickstart Office	32,922	4,914	1,233	0	39,069
Growth Deal	8,726	1,200	3,410	0	13,336
Growth Deal 2	3,060	5,640	1,050	2,250	12,000
Coventry Investment Fund (CIF)	11,569	29,317	0	0	40,886
Nuckle 1.2	5,490	9,510	0	0	15,000
Growing Places	5,342	0	0	0	5,342
Coventry Station Masterplan	6,703	10,602	472	0	17,777
Warwick Road Station Access	814	0	0	0	814
Far Gosford Street	201	0	0	0	201
Canley Regeneration	489	0	0	0	489
New Deal for Communities	25	25	25	224	299
London Road	200	1,093	0	0	1,293
Burges	0	526	526	526	1,578
Refit - Guaranteed energy savings	467	0	0	0	467
TOTAL APPROVED PROGRAMME	76,008	62,827	6,716	3,000	148,551

RESOURCES	2016/17 £'000	2017/18 £'000	2018/19 £'000	2019/20 £'000	Total £'000
Corporate Resources	7,536	1,800	575	224	10,135
Prudential Borrowing	43,408	32,456	683	0	76,547
Grant	25,064	28,571	5,458	2,776	61,869
TOTAL RESOURCES	76,008	62,827	6,716	3,000	148,551

CABINET MEMBER: CHILDREN, YOUNG PEOPLE & EDUCATION

CAPITAL SCHEME	2016/17 £'000	2017/18 £'000	2018/19 £'000	2019/20 £'000	Total £'000
Condition	3,348	2,240	1,300	2,430	9,318
Basic Need	4,500	3,750	4,846	0	13,096
Devolved Formula Capital	511	460	414	373	1,758
Broad Park House (Breaks for Disabled Grant)	315	0	0	0	315
Early Years	405	0	0	0	405
Plas Dol-y-moch Expansion	550	0	0	0	550
Pathways to Care (Support to Foster Carers)	200	210	220	230	860
Leased Equipment	25	25	25	25	100
Broad Spectrum School	3,000	6,990	500	0	10,490
Suitability/Access	130	100	100	100	430
TOTAL APPROVED PROGRAMME	12,984	13,775	7,405	3,158	37,322

RESOURCES	2016/17 £'000	2017/18 £'000	2018/19 £'000	2019/20 £'000	Total £'000
Corporate Resources	8,483	9,790	2,220	330	20,823
Grant	3,926	3,035	5,160	2,803	14,924
Leasing	25	25	25	25	100
Prudential Borrowing	550	0	0	0	550
Section 106	0	925	0	0	925
TOTAL RESOURCES	12,984	13,775	7,405	3,158	37,322

CABINET MEMBER: PUBLIC SERVICES

CAPITAL SCHEME	2016/17 £'000	2017/18 £'000	2018/19 £'000	2019/20 £'000	Total £'000
Public Realm Phase 3	2,000	0	0	0	2,000
Highways Maintenance	4,933	4,707	4,725	4,725	19,090
Vehicle & Plant Replacement	4,994	2,265	1,675	748	9,682
Whitefriars Housing Estates	1,409	0	0	0	1,409
Integrated Transport Programme	1,153	1,540	1,068	1,540	5,301
Highways S106	1,183	0	0	0	1,183
Canely Crematorium - New Burial Graves	97	0	0	0	97
Challenge Fund - Swanswell Viaduct	421	5,146	0	0	5,567
Challenge Fund - WM Network Renewal Project	1,080	614	0	0	1,694
TOTAL APPROVED PROGRAMME	17,270	14,272	7,468	7,013	46,023

RESOURCES	2016/17 £'000	2017/18 £'000	2018/19 £'000	2019/20 £'000	Total £'000
Corporate Resources	3,239	2,500	2,500	2,500	10,739
Prudential Borrowing	5,026	2,060	1,305	546	8,937
Grant	6,257	9,507	3,293	3,765	22,822
Leasing	1,326	205	370	202	2,103
Section 106	1,422	0	0	0	1,422
TOTAL RESOURCES	17,270	14,272	7,468	7,013	46,023

CABINET MEMBER: CULTURE, LEISURE, SPORTS & PARKS

CAPITAL SCHEME	2016/17 £'000	2017/18 £'000	2018/19 £'000	2019/20 £'000	Total £'000
City Centre Destination Leisure Facility	9,580	12,308	12,308	1,571	35,767
Play Areas	238	0	0	0	238
Investment in Sporting Facilities	100	100	100	100	400
TOTAL APPROVED PROGRAMME	9,918	12,408	12,408	1,671	36,405

RESOURCES	2016/17 £'000	2017/18 £'000	2018/19 £'000	2019/20 £'000	Total £'000
Corporate Resources	100	100	100	100	400
Prudential Borrowing	9,580	12,308	12,308	1,571	35,767
Section 106	238	0	0	0	238
TOTAL RESOURCES	9,918	12,408	12,408	1,671	36,405

CABINET MEMBER: HEALTH & ADULT SERVICES

CAPITAL SCHEME	2016/17 £'000	2017/18 £'000	2018/19 £'000	2019/20 £'000	Total £'000
Disabled Facilities Grants (Better Care Fund)	2,851	2,851	2,851	2,851	11,404
TOTAL APPROVED PROGRAMME	2,851	2,851	2,851	2,851	11,404

RESOURCES	2016/17 £'000	2017/18 £'000	2018/19 £'000	2019/20 £'000	Total £'000
Grant	2,851	2,851	2,851	2,851	11,404
TOTAL RESOURCES	2,851	2,851	2,851	2,851	11,404

CABINET MEMBER: STRATEGIC FINANCE & RESOURCES

CAPITAL SCHEME	2016/17 £'000	2017/18 £'000	2018/19 £'000	2019/20 £'000	Total £'000
ICT Change team	3,130	900	750	750	5,530
ICT Operations Team	936	500	500	500	2,436
TOTAL APPROVED PROGRAMME	4,066	1,400	1,250	1,250	7,966

RESOURCES	2016/17 £'000	2017/18 £'000	2018/19 £'000	2019/20 £'000	Total £'000
Corporate Resources	2,661	1,300	1,250	1,250	6,461
Prudential Borrowing	1,305	100	0	0	1,405
Revenue Contribution to Capital Outlay	100	0	0	0	100
TOTAL RESOURCES	4,066	1,400	1,250	1,250	7,966

CABINET MEMBER: COMMUNITY DEVELOPMENT, CO-OPERATIVES & SOCIAL ENTERPRISE

CAPITAL SCHEME	2016/17 £'000	2017/18 £'000	2018/19 £'000	2019/20 £'000	Total £'000
Housing Policy (Siskin Drive)	105	0	0	0	105
TOTAL APPROVED PROGRAMME	105	0	0	0	105

RESOURCES	2016/17 £'000	2017/18 £'000	2018/19 £'000	2019/20 £'000	Total £'000
Grant	105	0	0	0	105
TOTAL RESOURCES	105	0	0	0	105

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COUNCIL INVESTMENT STRATEGY AND POLICY

1. Governance

In respect of investments, the key requirement of the Government's "Guidance on Local Government Investments" initially issued on 12th March 2004 by the ODPM, and revised by Communities and Local Government (CLG) in April 2010, is for local authorities to draw up an annual investment strategy for the management of its investments. The strategy is to be approved by full Council.

2. Principles Governing Investment Criteria

The fundamental principle governing the City Council's investment criteria is the security of its investments, although investment return will be a consideration. The Council will ensure:

- It maintains a policy covering the categories of investment types it will invest in, criteria for choosing investment counter parties with adequate security, and monitoring their security.
- It has sufficient liquidity in its investments, taking into account known and potential cashflow requirements.

3. Types of Investments Available to the City Council

Government guidance on local authority investments categorises investments as either specified or non-specified. Specified investments are:

- denominated in sterling;
- due to be repaid within 12 months;
- not deemed capital expenditure investments under statute;
- invested in one of: UK Government, UK local authority or a body or investment scheme of "high credit quality".

The Authority defines "high credit quality" organisations as those having a credit rating of A- or higher that are domiciled in the UK or a non UK country with a sovereign rating of AA+ or higher. For money market funds and other pooled funds "high credit quality" is defined as those having a credit rating of A- or higher.

All other investments are classified as non-specified.

The total limit for all non-specified investments is £70m, with specific "sub" limits of:

	£m
Total Long Term Investments	£30m
Total Investments without credit ratings (excluding MMFs)	£10m
Total Investments (except pooled funds) with institutions domiciled in foreign countries rated below AA+ (minimum A-)	£5m
Total Investments in counterparties rated below A- (minimum BBB+)	£32m

4. Counterparties and Investments to be Used by the City Council

The Executive Director Resources will maintain a counterparty list based on the criteria set out below. The credit rating criteria stated below are those determined by the Fitch crediting rating agency. In addition, the Council also has regard to the 2 other agencies that undertake credit ratings: Standards and Poor's and Moody's, in determining the lowest acceptable credit quality.

The following investments can be used by the City Council:

Credit Rating	Banks Unsecured	Banks Secured	Corporates	Registered Providers
AAA	£10m 5 years	£20m 5 years	£10m 2 Years	£10m 5 years
AA+	£10m 5 years	£20m 5 years	£10m 2 Years	£10m 5 years
AA	£10m 4 years	£20m 5 years	£10m 2 Years	£10m 5 years
AA-	£10m 3 years	£20m 4 years	£10m 2 Years	£10m 5 years
A+	£10m 2 years	£20m 3 years	£10m 2 Years	£10m 5 years
A	£10m 13 months	£20m 2 years	£10m 2 Years	£10m 5 years
A-	£10m 6 months	£20m 13 months	£10m 2 Years	£10m 5 years
BBB+	£5m 100 days	£10m 6 months	£5m 2 Years	£5m 2 years
BBB or BBB-	£5m next day only*	£10m 100 days	n/a	n/a
None	£1m 6 months	n/a	n/a	£5m 5 years
Uk Government**	£ Unlimited - 50 Years			
Local Authorities***	£10m - 25 Years			
Pooled funds	£10m per fund			

*This only relates to institutions with which the authority performs its banking activities (I.E. HSBC). Unsecured investments will not be made with institutions rated lower than BBB+.

**This relates to investments with the DMO, Treasury bills & gilts.

***This includes Combined Authorities

In addition to the following category or group limits will apply:

	Cash limit
Any single organisation, except the UK Central Government	£20m each
UK Central Government	unlimited
Any group of organisations under the same ownership	£20m per group
Any group of pooled funds under the same management	£50m per manager
Negotiable instruments held in a broker's nominee account	£70m per broker
Foreign countries	£20m per country
Registered Providers	£50m in total
Unsecured investments with Building Societies	£20m in total
Loans to unrated corporates	£20m in total
Money Market Funds	£95m in total

Investment limits apply at the time the investment is made.

In the event of the City Council's own banker falling below the minimum criteria, balances held at the bank would be minimised as far as possible. In particular, no fixed term deposits would be made with the bank. In such circumstances any balances held would then be classified as non-specified investments.

In addition to credit rating information, in line with best practice, the authority will, through its treasury advisers, consider other information when assessing credit risk and determining organisations with whom the authority will invest. Such information will include:

- Credit Default Swaps (an indicator of risk based on the cost of insuring against non-payment);
- Sovereign support mechanisms;
- Share prices;
- Corporate developments;
- Financial media reviews and commentaries.

The table above sets out the *maximum* limits that provide a sound approach to investment. However, in light of any uncertainty, the Executive Director Resources will, as appropriate, restrict further investment activity to those counterparties considered of higher quality than the minimum. Examples of such precautionary restrictions can include limiting investments to specific organisations, their duration or both. In addition, country limits, whereby investments in certain foreign regulated institutions are restricted will be used to manage risk.

5. Investment Instruments to be Used by the City Council

The City Council may lend or invest money using any of the following financial instruments:

- interest-bearing bank accounts;
- fixed term deposits and loans;
- callable deposits where the Authority may demand repayment at any time (with or without notice);
- callable loans where the borrower may demand repayment at any time;
- certificates of deposit;

- bonds, notes, bills, commercial paper and other marketable instruments; and
- money market funds and other pooled funds.

6. The Monitoring of Investment Counter parties

The credit rating of counter parties will be monitored regularly. The Council receives credit rating information from its advisers, Arlingclose, on a weekly basis. As and when ratings change, the Council will be notified immediately by Arlingclose by telephone and email. There will be a minor time delay between rating changes and the Council receiving notification, and on occasion ratings may be downgraded when an investment has already been made. Any counter party failing to meet the criteria will be removed from the list immediately by the Executive Director Resources and new counter parties which meet the criteria will be added to the list.

In addition, Arlingclose, the City Council's treasury advisers, provide analysis and advice that pulls together credit rating and other information. This facilitates the management of credit risk on a broader base than would credit ratings alone.

7. Financial Derivatives

Due to some uncertainty over Councils' legal powers to use stand-alone financial derivative instruments, and the risks associated with their use, the City Council does not intend to use such investment derivatives.

8. Operational Investments and Loans

Separately, the City Council holds long-term investments or provides loans for operational or policy reasons, for example, in order to stimulate economic development and growth. Depending on the nature of the spend these can be accounted for as capital expenditure. Investments made in the past include Birmingham Airport Holdings Ltd, the Coventry and Solihull Waste Disposal Company and the creation of the Coventry Investment Fund.

Operational investments and loans will be assessed and reported on, on a case by case basis. This will include a full assessment of the risk, including credit risk, and how this will be managed.

An investment board, which is a committee of Cabinet, makes decisions on which projects The Coventry Investment Fund should invest in with delegated responsibility from Council and Cabinet. A risk assessment for each project is performed and this is taken into account as part of the due diligence process. The Coventry Investment Fund also has an evaluation process that considers the following criteria:

- Business Rate Growth/Return on Investment
- Strategic Fit to Council's Vision and Aspirations
- Deliverability
- Jobs Created

Summary Prudential Indicators

Appendix 6

	Forecast 15/16 £000's	Forecast 16/17 £000's	Forecast 17/18 £000's	Forecast 18/19 £000's
1 Ratio of financing costs to net revenue stream:				
(a) General Fund financing costs	34,331	32,742	35,466	38,371
(b) General Fund net revenue stream	238,357	233,381	229,267	228,155
General Fund Percentage	14.40%	14.03%	15.47%	16.82%
2 Estimates of Council Tax Impact ~ Proposed Programme		£172.77	£172.76	£190.48
Estimates of Council Tax Impact ~ Feb 15 Programme		£199.26	£221.39	
3 Gross Debt & Capital Financing Requirement				
Gross debt including PFI liabilities	371,919	429,600	463,736	459,544
Capital Financing Requirement	395,033	452,714	493,463	496,719
Gross Investments	-109,278	-48,444	-25,000	-25,000
Gross Debt to Net Debt:				
Gross debt including PFI liabilities	371,919	429,600	463,736	459,544
less investments	-109,278	-48,444	-25,000	-25,000
less transferred debt reimbursed by others	-16,471	-15,438	-14,187	-12,812
Net Debt	246,170	365,718	424,549	421,733
4 Capital Expenditure (Note this excludes leasing)				
General Fund	115,691	107,778	41,199	19,849
5 Capital Financing Requirement (CFR)				
Capital Financing Requirement	395,033	452,714	493,463	496,719
Capital Financing Requirement excluding transferred debt	378,562	437,277	479,276	483,907
6 Authorised limit for external debt				
Authorised limit for borrowing	419,260	404,411	433,806	436,110
+ authorised limit for other long term liabilities	75,028	72,865	70,469	67,797
= authorised limit for debt	494,289	477,277	504,276	503,907
7 Operational boundary for external debt				
Operational boundary for borrowing	379,260	364,411	408,806	416,110
+ Operational boundary for other long term liabilities	75,028	72,865	70,469	67,797
= Operational boundary for external debt	454,289	437,277	479,276	483,907
8 Actual external debt				
actual borrowing at 31 March 2015	297,841			
+ PFI & Finance Leasing liabilities at 31 March 2015	70,720			
+ transferred debt liabilities at 31 March 2015	17,411			
= actual external debt at 31 March 2015	385,972			
9 CIPFA Treasury Management Code ~ has the authority adopted the code?				Yes
10 Interest rate exposures for borrowing				
Upper Limit for Fixed Rate Exposures	403,847	391,297	424,079	418,935
Upper Limit for Variable Rate Exposures	80,769	78,259	84,816	83,787
11 Maturity structure of borrowing - limits				
	actual	lower	upper	
under 12 months	10%	0%	40%	
12 months to within 24 months	3%	0%	20%	
24 months to within 5 years	15%	0%	30%	
5 years to within 10 years	11%	0%	30%	
10 years & above	61%	40%	100%	
12 Investments longer than 364 days: upper limit	10,000	30,000	30,000	30,000

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