

**Time and Date**

2.00 pm on Tuesday, 6th March 2018

Place

Committee Room 3 - Council House

Public business

1. **Apologies**
2. **Declarations of Interest**
3. **Minutes** (Pages 5 - 28)
 - (a) To agree the minutes from the meetings of Cabinet on 13th and 20th February 2018
 - (b) Matters arising
4. **Exclusion of Press And Public**

To consider whether to exclude the press and public for the item(s) of private business for the reasons shown in the report.
5. **The Implementation of the Homelessness Reduction Act 2017**
(Pages 29 - 108)

Report of the Deputy Chief Executive (Place)
6. **Broadgate House** (Pages 109 - 114)

Report of the Deputy Chief Executive (Place)
7. **Coventry's Economic Growth and Prosperity Strategy 2018-2022**
(Pages 115 - 130)

Report of the Deputy Chief Executive (Place)
8. **Recommendations from the Business, Economy and Enterprise Scrutiny Board (3) Digital Strategy Task and Finish Group** (Pages 131 - 140)

Report of the Deputy Chief Executive (Place)

9. **Average Speed Enforcement** (Pages 141 - 148)
Report of the Deputy Chief Executive (Place)
10. **Public Realm Phase 5** (Pages 149 - 168)
Report of the Deputy Chief Executive (Place)
11. **2018/2019 Transportation and Highway Maintenance Capital Programme**
(Pages 169 - 192)
Report of the Deputy Chief Executive (Place)
12. **Connecting Coventry - Strategic Transport Investment Programme Update** (Pages 193 - 214)
Report of the Deputy Chief Executive (Place)
13. **Managed Service for Temporary Agency Workers Award of Contract**
(Pages 215 - 220)
Report of the Deputy Chief Executive (People)
14. **Outstanding Issues** (Pages 221 - 224)
Report of the Deputy Chief Executive (Place)
15. **Any other items of public business which the Chair decides to take as a matter of urgency because of the special circumstances involved.**

Private business

16. **Managed Service for Temporary Agency Workers Award of Contract**
(Pages 225 - 232)
Report of the Deputy Chief Executive (People)

(Listing Officer: M Duffy, Tel: 024 7683 3539)
17. **Any other items of private business which the Chair decides to take as a matter of urgency because of the special circumstances involved.**

Martin Yardley, Deputy Chief Executive (Place), Council House, Coventry
Monday, 26 February 2018

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

Cabinet Members:

Councillors F Abbott, L Bigham, K Caan, G Duggins (Chair), J Innes, A Khan (Deputy Chair), K Maton, J Mutton, J O'Boyle and E Ruane

Non-voting Deputy Cabinet Members:

Councillors P Akhtar, R Ali, B Kaur, R Lakha, C Thomas, and D Welsh

By invitation: Councillors A Andrews and G Ridley (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

Tel: 024 7683 3237 / 3065

Email: lara.knight@coventry.gov.uk / michelle.salmon@coventry.gov.uk

This page is intentionally left blank

Coventry City Council
Minutes of the Meeting of Cabinet held at 2.00 pm on Tuesday, 13 February 2018

Present:

Members: Councillor G Duggins (Chair)
Councillor A Khan (Deputy Chair)
Councillor F Abbott
Councillor K Caan
Councillor J Innes
Councillor J Mutton
Councillor J O'Boyle
Councillor E Ruane

Deputy Cabinet Members Councillor P Akhtar
Councillor R Lakha
Councillor C Thomas

Non-Voting Opposition Councillor A Andrews
Members: Councillor G Ridley

Other Members: Councillor R Brown
Councillor J Clifford
Councillor G Crookes
Councillor J McNicholas
Councillor M Mutton
Councillor R Singh
Councillor K Taylor
Councillor G Williams

Employees (by Directorate):

Chief Executive's M Reeves (Chief Executive),

People N Hart

Place B Hastie, P Jennings, C Knight, L Knight, J Newman, D Nuttall,
A Walster

Apologies: Councillors Bigham, Kaur, Maton, Welsh

Public Business

110. Declarations of Interest

There were no disclosable pecuniary interests.

111. Minutes

The minutes of the meeting held on 9th January 2018 were agreed and signed as a true record.

There were no matters arising.

112. Exclusion of Press And Public

RESOLVED that the Cabinet agrees to exclude the press and public under Sections 100(A)(4) of the Local Government Act 1972 relating to the following private reports on the grounds that the reports involve the likely disclosure of information defined in Paragraph 3 of Schedule 12A of the Act, as they contain information relating to the financial affairs of a particular person (including the authority holding that information) and in all circumstances of the cases, the public interest in maintaining the exemption outweighs the public interest in disclosing the information:

Minute No.	Report title
-------------------	---------------------

123	London Road Cemetery – Application for Heritage Lottery Funding
------------	--

124	Coventry Station Masterplan Land Acquisition
------------	---

113. 2017/18 Third Quarter Financial Monitoring Report

The Cabinet considered a report of the Deputy Chief Executive (Place), which set out the forecast outturn position for revenue and capital expenditure and the Council's treasury management activity as at the end of December 2017.

The Cabinet noted that the report was also to be considered by the Audit and Procurement Committee at their meeting scheduled for 19th February 2018.

The headline revenue forecast for 2017/18 was an overspend of £1.8m. This had decreased since the Quarter 2 position, when it stood at £3.1m. At the same point in 2016/17, there was a projected overspend of £4.8m. Notwithstanding the relative improvement since Quarter 2, and the equivalent position last year, the reasons for the overspend represented some concerning trends for the Council. At a time of continued tightening of local authority resources, the current position still represented one that demanded a strong focus on addressing the underlying issues. However, it was still anticipated that tight budgetary control and utilisation of any one-off areas of flexibility would reduce the projected overspend and achieve a near balanced position by year-end.

The current position continued to reflect areas of budgetary overspend reported previously, including services for looked after children and the costs of homelessness. In addition, a shortfall existed in delivering savings targets set in previous budgets. Where relevant, the likely anticipated cost of these pressures would be incorporated into the forthcoming 2018/19 budget report.

The report indicated that it was proposed to allocate a 2017/18 windfall Coventry and Solihull Waste Disposal Company dividend of £1.8m to Council reserves to part meet the Council's commitment to fund UK City of Culture 2021 costs.

The Cabinet were advised that the Council's Capital spending was projected to be £121.0m for the year, a net increase of £1.1m on the position reported at Quarter 2. Appendix 3 of the report submitted provided an analysis by directorate of the movement since Quarter 2.

The report also set out the current position in relation to treasury management activity in 2017/18, including interest rates; long term (capital) borrowing; short term (temporary) borrowing; external investments and the prudential indicators and prudential code.

RESOLVED that the Cabinet:-

- 1. Note the forecast revenue overspend at Quarter 3.**
- 2. Approve the revised capital estimated outturn position for the year of £121.0m incorporating £10.7m net increase in spending relating to approved / technical changes as set out in Appendix 2 of the report; £10.0m of expenditure rescheduled into 2018/19 as detailed in Appendix 4; and an overspend of £0.4m as set out in Appendix 5.**
- 3. Recommend that Council approve the use of a windfall dividend of £1.8m from the Coventry and Solihull Waste Disposal Company as detailed in Section 5.1 of the report, to fund commitments including those set out in the City of Culture 2012 report to Council on 5th December 2017.**

114. Coventry & Solihull Waste Disposal Company - Sale of Share to Leicestershire County Council

The Cabinet considered a report of the Deputy Chief Executive (Place), which sought approval to sell a C class share in the Coventry and Solihull Waste Disposal Company Limited to Leicestershire County Council.

The Coventry and Solihull Waste Disposal Company Limited (CSWDC) was jointly owned by Coventry City Council, (66 Class A Shares), Solihull Borough Council (33 Class B Shares) and Warwickshire County Council (1 Class C Share). It was noted that the Class A and Class B Shareholders were entitled to dividends from the Company, whilst C Class Shareholders were not.

As well as providing the primary waste treatment capacity for Coventry, Solihull and Warwickshire, CSWDC also obtained considerable revenues from the sale of electricity, heat and waste treatment capacity to other local authorities. Over the last seven years, this has helped CSWDC to return significant levels of dividends back to Coventry and Solihull Councils.

A challenge for CSWDC was securing a mixture of long term and short term waste contracts to fill the waste treatment capacity not used by Coventry, Solihull and Warwickshire. Currently, Leicestershire County Council supplied waste to CSWDC through an existing medium term contract.

It was proposed to sell an additional C Class Share in CSWDC to Leicestershire County Council for £50,000, to be split by the three existing Shareholders, thereby securing their tonnage input for the next 25 years. As with the existing C Class Share, this additional share would not attract the payment of dividends.

RESOLVED that the Cabinet:-

- 1. Delegate authority to the Director of Streetscene and Regulatory Services, Director of Finance and Corporate Services and the Legal Services Manager to agree detailed terms of the transaction.**
- 2. Delegate authority to the Director of Streetscene and Regulatory Services, Director of Finance and Corporate Services and Legal Services Manager to enter into the relevant legal agreements and associated documents necessary to complete the transaction.**
- 3. Approve the issues of one Class C share in Coventry and Solihull Waste Disposal Company to Coventry City Council for the immediate forward sale to Leicestershire County Council.**
- 4. Approve the immediate forward sale of one C Class share from Coventry City Council to Leicestershire County Council, allowing them to become a shareholder in the Coventry and Solihull Waste Disposal Company.**

115. WMCA Powers - Supplementary Business Rates

The Cabinet considered a report of the Chief Executive, which sought approval of proposals to ensure that the West Midlands Combined Authority (WMCA) would be able to raise income via a Supplementary Business Rate scheme to assist in funding its Investment Programme.

The WMCA was required to develop funding plans through new financial mechanisms to the value of £3 billion to support £2 billion of investment and associated debt finance costs within the £8 billion Investment Programme agreed as part of the first Devolution Deal for the West Midlands.

The report set out how the new funding mechanisms intended use by the WMCA Board were planned to contribute to the overall funding of the Investment Programme. In a number of cases, the securing of these income streams were based on the WMCA working together with Constituent Authorities to obtain or exercise new powers, including Business Rate Supplement. It was noted that specific sources of income had not been allocated to each scheme and so all projects were, to some degree, exposed to risks around the WMCA not being able to generate the required level of income.

The Business Rates Supplement Income, totalling £900m, was initially intended by Central Government to be obtained through powers extended to elected Mayors of Combined Authorities to raise funding of up to an additional 2% on businesses to fund infrastructure investment through a new power contained in the draft Local Government Finance Bill of 2016/17.

A planned implementation date of 1st April 2018 was set out in the first Devolution Deal. However, due to the lead time to implement the charge, the date could no longer be achieved and work was being undertaken to confirm the impact that the delay may have on the Investment Programme's Funding Position if a replacement scheme could not be put in place for a 30 year period envisaged in the original modelling.

The Local Government Finance Bill 2016/17 was drafted to provide Mayoral Combined Authorities with two potential routes to generate this funding, the first of which being a Supplementary Business Rate (i.e. a scheme which is equivalent to existing powers which Local Authorities possess) and a Mayoral Infrastructure Supplement. The Mayoral Infrastructure Supplement was essentially similar to a Business Rates Supplement but with a small number of key differences, which were outlined in the report.

It was intended for these new powers to be provided to Mayors following the passing through Parliament of the Local Government Finance Bill 2016/17. Around the time of the General Election in 2017, however, the Bill fell. As part of the discussions relating to the proposed second regional Devolution Deal, the West Midlands Combined Authority set out to Central Government the potential impact that the withdrawal of the Local Government Finance Bill would have on the West Midlands Combined Authority's ability to fund and deliver the Investment Programme. During these discussions, it was suggested that a possible solution would be to simply extend to the West Midlands Combined Authority the equivalent and current powers that Local Authorities, including the seven Constituent Authorities and the Greater London Authority already have to raise a Supplementary Business Rate.

Following the region's second Devolution Deal it was confirmed by Central Government late in December 2017 that it intended to apply the equivalent powers to Mayoral Combined Authorities to allow a Supplementary Business Rate to be raised under the existing scheme available to Local Authorities and the Greater London Authority. The Department for Local Government and Communities had contacted West Midlands Combined Authority and the respective Chief Executives of the constituent Local Authorities to agree a process that would see legislation amended during March 2018.

Central Government therefore required all Constituent Local Authorities to consent to the powers being applied to the West Midlands Combined Authority by the end of February 2018.

RESOLVED that the Cabinet approve the proposal that the West Midlands Combined Authority is given the authority to raise income via supplementary business rates and to give delegated authority to the Chief Executive, following consultation with the Section 151 officer together with the Monitoring Officer to approve the amendment to statutory regulations

which amend the West Midlands Combined Authority powers as set out in the report submitted.

116. European City of Sport 2019 Bid

The Cabinet considered a report of the Deputy Chief Executive (Place), which sought approval for the submission of a bid for European City of Sport 2019.

ACES Europe, the European Capitals and Cities of Sport Federation, was a non-profit association based in Brussels, had since 2001 awarded each year the titles of European Capital, City, Community and Town of Sport. Winning the European City of Sport title could bring high visibility to a city's sporting offer, support access to external grants and open access to a network of cities in sport across Europe. Coventry had, for the first time, been nominated to bid for European City of Sport 2019 by a UK delegate of ACES Europe.

It was reported at the meeting, that the bidding for the title of European City of Sport required a fee of 1,800 Euros rather than the 1,600 Euros indicated within the report. The Council would also be required to enable and host a visiting judges delegation. If successful, the City would be required to contribute 10,000 Euros to support marketing of the programme across Europe. With regards to delivering a City of Sport programme, the City Council and its partners were already investing significantly in state of the art sports and leisure facilities, several of which will open for the first time during 2019, the proposed year of the European City of Sport title. This investment was closely aligned to the Council's existing Public Health investment programmes and as such a number of the most significant investment plans that would be aligned to the bid were already resourced and in, or close to, delivery stage.

RESOLVED that the Cabinet approve the submission of a bid of a European City of Sport Bid File and to host the associated delegates' visit, in order for Coventry to be considered for the award of European City of Sport (UK) 2019.

117. ULEV Taxi Infrastructure Scheme

The Cabinet considered a report of the Deputy Chief Executive (Place), which set out proposals for the installation of 39 rapid charging point for electric and hybrid taxis and private hire vehicles in the City.

The Cabinet noted that Coventry was at the cutting edge of the automotive industry and a leader in innovation and that electric vehicles lay at the heart of this development and, following a successful bid, there was the opportunity to promote a move towards electric taxis.

The Office for Low Emission Vehicles (OLEV) had £500m available to grow the market for ultra low emission vehicles (ULEVs) from 2015-20 and had offered grants to support the wider use of electric and hybrid vehicles. The Council submitted a bid to OLEV in December 2016 and were successful in securing £1.2m funding in March 2017 to install 39 rapid charging points for taxis and private hire vehicles.

The priority of the project was to encourage existing taxi drivers to purchase an electric taxi and establish an accessible charging infrastructure within the City to support the use of electric taxis. OLEV would fund 75% of the cost of a charge-point and 25% match funding would be required. This match funding could be invested by the Council or by service provider/consortiums. Market testing had shown a keen interest from several service providers/private consortiums for the 25% investment in this project.

The Cabinet were advised that the Council was also preparing a further bid to OLEV for residential on street charging points for delivery in 2018/19 and 2019/20. A residential on street charge point survey would be published online to identify general locations of interest and it was intended to submit the bid by March 2018.

It was noted that electric car charging infrastructure could also help support future development opportunities in Coventry, including provision of charging points at park and ride sites to provide a more convenient way of travelling into the city centre and key employment sites. This would allow drivers to park their vehicle on charge and finish their journey by foot, cycle, bus, or potentially in the future Very Light Rail. Electric charging points would also be required to be installed in 5% of all new car parking spaces in Coventry, as set out in the Council Plan.

Coventry was the centre for electric taxi manufacturing, with London Electric Vehicle Company, Frazer Nash / Metrocab and Dynamo Motor Company all building vehicles in the city. The Council was working with the companies to identify how to incentivise the uptake of electric taxis on the city's streets, including potentially increasing the number of licenses for electric taxis.

The project would ensure that the charging infrastructure was in place to support electric taxi growth in the City and it was acknowledged that the work would also form an important element of the Council's desire to improve air quality in the City.

RESOLVED that the Cabinet:-

- 1. Approve that the Council acts as accountable body for the £1.2m ULEV funding and delegate authority to the Deputy Chief Executive (Place) to enter into the necessary funding agreements to secure, in consultation with the Cabinet Member for City Services and the Cabinet Member for Jobs and Regeneration.**
- 2. Delegate authority to approve charging point locations to the Director of Transport and Highways, following consultation with the Cabinet Member for City Services and Cabinet Member for Jobs and Regeneration.**
- 3. Delegate authority to the Deputy Chief Executive (Place) following consultation with the Cabinet Member for City Services and Cabinet Member for Jobs and Regeneration to procure and enter into partnership with the successful service provider / private consortium over a 10-15 year period, which includes an agreement regarding revenue sharing between the two parties.**

4. **Agree to ring fence revenue income generated through the delivery of this project to increase further similar assets.**
5. **Delegate authority to the Deputy Chief Executive (Place) following consultation with the Cabinet Member for City Services and Cabinet Member for Jobs and Regeneration to submit a bid to OLEV for residential charging points, and if successful, become the accountable body and enter into relevant funding and legal agreements.**

118. **London Road Cemetery - Application for Heritage Lottery Funding**

The Cabinet considered a report of the Deputy Chief Executive (Place), which sought approval to submit an application for Heritage Lottery Funding in relation to London Road Cemetery.

A corresponding private report detailing confidential aspects of the proposals was also submitted to the meeting for consideration.

The London Road Cemetery is a Grade 1 Listed Historic Park and Garden, designed by Sir Joseph Paxton in 1845 at the height of his career. Paxton was commissioned by the Council to create one of the first municipal cemeteries in the country. It was Paxton's only Cemetery and was recognised as one of the most significant in the country.

The Council secured Heritage Lottery Funding (HLF) in 2016 to develop a proposed detailed scheme to restore the Cemetery as a visitor attraction, park for local people and education resource. The project would be delivered in two phases to reinstate elements of the original landscape design, repair major features including the listed Anglican Chapel and Promenade and grave monuments. The project would include community engagement alongside education and training to increase participation volunteer activities.

It was proposed that an application be made on 28th February 2018 to the Heritage Lottery 'Parks for People' Stage 2 Phase 1 funding. If successful, an award would be made in June 2018.

The Cemetery's considerable potential was heightened further by its close proximity to the Charterhouse, which was also the subject of a Stage 2 application to secure Heritage Lottery funding for the restoration of the building and gardens. The two schemes were designed to complement one another and provide an enhanced offer for the City. Dependent on securing the funding for both projects, the Council were committed to funding a crossing point to link both sites.

The report indicated that, if the Cemetery bid were successful, the funds would be used to appoint an external professional team and specialist consultants to deliver the following proposals as part of a phased programme of works:-

- Restore the Grade 1 listed landscape and where feasible reinstate Paxton's original design to facilitate use as a public park. This would include improvements to the path network, improved horticultural features and seating.

- Restore the Anglican Chapel, including repairs to stonework, floors and windows, and the Chapel would also have significantly improved visitor facilities with improved lighting, heating and other facilities to support a wider range of uses.
- Restore the elevated Promenade as a key feature of the original design, with works to open up the former mortuary chapels beneath, providing spaces for exhibitions and interpretations.
- Initially restore 20 of the key monuments, including the Paxton Memorial, with additional external funding to be sought to restore additional monuments.
- Works to safeguard and extend the life of the notable veteran and mature trees, including the characteristic 'candelabra' limes.
- Measures to interpret and celebrate the heritage of London Road Cemetery through improved signage, interpretation panels, exhibition space using the bier store, mortuary chapel and Anglican Chapel.
- To make a step change in education and understanding of the significance of the site with a much greater number and range of tours and information in different formats which will educate, inform and also entertain.
- To develop and deliver a range of innovative and appropriate events and activities which attract more visitors and more diverse audiences, contributing to the wider heritage and cultural offer of Coventry (linked to City of Culture 2021).
- To promote London Road Cemetery as a heritage and community venue for local arts and community organisations to deliver events and activities.
- To encourage and support greater volunteer participation providing a range of opportunities for a diverse range of local people to contribute to the delivery of the project. Target audiences include young people and children, Black, Asian and Minority Ethnic groups, local families, day visitors and cultural tourists, and older heritage visitors. Local schools will also be engaged through arts and theatre projects and an education programme celebrating local heritage.
- To build the capacity of the Friends of London Road Cemetery so that that group can play a greater role in managing and maintaining the cemetery.
- To provide opportunities for training in traditional skills, working with the local college(s) and building contractors.
- To develop a sustainable model for ongoing management and maintenance of the cemetery, which encourages volunteer participation and capitalises on opportunities for income generation.

RESOLVED that the Cabinet:-

- 1. Approve the submission of the stage 2 application to Heritage Lottery Fund "Parks for People" for the London Road Cemetery Project.**
- 2. If successful, authorise the Council to act as the accountable body for the Stage 2 Phase 1 grant award.**

3. **Delegate authority to the Deputy Chief Executive (Place) and Legal Services Manager, following consultation with the Cabinet Member for City Services, to finalise and enter into any necessary agreements in relation to securing the HLF funding.**
4. **Approve a local contribution from the Council's existing resources toward the delivery stage to be used in addition to HLF funding.**
5. **Approve the Council to underwrite a local contribution from the Council's own fund towards the delivery stage to be used in addition to HLF funding subject to other external grant being secured.**
6. **Delegate authority to the Deputy Chief Executive (Place) following consultation with the Cabinet Member for City Services to make applications to other funding providers to develop a funding package for delivery of phase 2 submission, subject to such applications not exceeding the Cabinet approval limits under the Constitution.**

119. **Coventry Station Masterplan Land Acquisition**

The Cabinet considered a report of the Deputy Chief Executive (Place), which set out proposals to secure land required to complete the Coventry Station Masterplan.

A corresponding private report detailing confidential aspects of the proposals was also submitted to the meeting for consideration.

The Coventry Station Masterplan programme was set to deliver transformational improvements to Coventry Railway Station. The £82m scheme was approved by the Council in January 2017 and the procurement strategy for the scheme was approved by Cabinet in November 2017.

The scheme was designed to minimise the extent of third party land required. Much of the land required for the Masterplan proposals was within the ownership of Network Rail. However, some of the land required for the scheme was also subject to leases or other interests, or owned by various third parties. The scheme would benefit the land owners affected, through introducing new road links and improving highway capacity alongside the wider improvements at the railway station.

The Cabinet noted that land assembly would remain a risk to the project until it had been achieved. In particular, it was necessary to acquire the interests of land owned by third parties in order to deliver the bus interchange, NUCKLE bay platform and western highways elements of the project, which was all critical infrastructure to support the Coventry Station Masterplan. If the land was not acquired, parts of the project could still be delivered, including the new station building, car park and footbridge, alongside improvements to Warwick Road, and a separate agreement would be required between the land owner and Network Rail to support the delivery of the bay platform, for which a minor part was affected by third party land. An alternative arrangement for buses and highways arrangement would need to be sought. However, this was considered to be a low risk given

positive negotiations to date with the land owners alongside Counsel advice regarding the case for Compulsory Purchase Orders (CPO).

The report indicated that the land required to deliver the bus interchange, new link road and the area at the back of the bay platform was currently used for car parking. Negotiations had been ongoing with the owners regarding the acquisition of the necessary interests. Whilst the Council's preference was to acquire all land by negotiation rather than CPO as this would assist with bringing forward the highways element of the scheme and avoid a costly and lengthy legal process, approval was being sought to the making of a CPO in respect of the acquisition of all interests, as set out in Appendix 1 of the report, to assist in the delivery of the Station Masterplan. Negotiations with landowners would therefore continue in parallel with the CPO process.

It was noted that the funding package was in place for the CPO, within the £82m programme budget and that the approved scheme funding included:

- £39.4m West Midlands Combined Authority Devo Deal funding (subject to Full Business Case Approval due in March 2018)
- £10.9m prudential borrowing to finance the multi storey car park, repaid from car parking income received which will be used to repay capital and interest charges (the change of ownership of parking at the station was subject to Department for Transport approval via a Memorandum of Understanding due to be agreed by early 2018).
- £31.7m of funding was secure from Coventry and Warwickshire Local Enterprise Partnership Local Growth Deal, Network Rail and partners.

If costs were to escalate, approval would be sought from the Deputy Chief Executive (Place) and Cabinet Member for Jobs and Regeneration to draw down additional funds from the allocated scheme contingency budget within the £82m funding envelope.

RESOLVED that the Cabinet:-

- 1. Authorise the making of a Compulsory Purchase Order (CPO) under Section 226(1) (a) Town and Country Planning Act 1990 (as amended) in order to acquire the interests in the land edged black on the plan at Appendix 1 of the report, including where necessary, the acquisition of new rights under Section 13 Local Government (Miscellaneous Provisions) Act 1976, in order to facilitate the delivery of Coventry Station Masterplan.**
- 2. Delegate to the Deputy Chief Executive (Place) the authority to, notwithstanding the recommendations above, continue to negotiate terms to acquire all interests in land by agreement alongside progressing of a CPO.**
- 3. Authorise the Director of Finance and Corporate Services following consultation with the Legal Services Manager to finalise the Order Map (within the black line boundary of the Appendix 1 Plan), the Statement of Reasons and the CPO Order and advertise the Order and submit it to the Secretary of State and to take all necessary steps to secure the**

making, confirmation and implementation of the CPO, including High Court Enforcement Officer Notices and (if granted power to do so) to confirm the CPO.

- 4. Delegate authority to the Deputy Chief Executive (Place) following consultation with the Cabinet Member for Jobs and Regeneration to approve the costs of land acquisition within the Coventry Station Masterplan funding envelope.**
- 5. Delegate authority to the Director of Transport and Highways to make an application under Section 247 of the Town and Country Planning Act 1990 to stop up areas of highway necessary to implement the proposals.**

120. Authority for Attendance at Conference

RESOLVED that the Cabinet give approval for the attendance of Councillor Abbott at the LGA Annual Culture, Tourism and Sports Conference 2018, to be held in Hull on the 7th and 8th March 2018.

121. Outstanding Issues

The Cabinet considered a report of the Deputy Chief Executive (Place) that contained a list of outstanding issue items that would be submitted to future meetings of the Cabinet and summarised the current position in respect of each item.

RESOLVED that the Cabinet approves the dates for future consideration of matters relating to the outstanding issue items listed in the report.

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

There were no other items of public business.

123. London Road Cemetery - Application for Heritage Lottery Funding

Further to Minute 118 above, the Cabinet considered a private report of the Deputy Chief Executive (People) that set out confidential aspects of the proposals to submit an application for Heritage Lottery Funding in relation to London Road Cemetery.

RESOLVED that the Cabinet:-

- 1. Approve the submission of the stage 2 application to Heritage Lottery Fund, "Parks for People" for the London Road Cemetery Project for the sum indicated in the report submitted.**
- 2. If successful, authorise the Council to act as the accountable body for Stage 2 Phase 1 grant award.**

3. **Delegate authority to the Deputy Chief Executive (Place) and Legal Services Manager, following consultation with the Cabinet Member for City Services, to finalise and enter into any necessary agreements in relation to securing the HLF funding.**
4. **Approve a local contribution, to the sum indicated in the report, from the Council's existing resources towards the delivery stage to be used in addition to HLF funding.**
5. **Approve the Council to underwrite a local contribution, to the sum indicated in the report, from the Council's own funds towards the delivery stage to be used in addition to the HLF funding subject to other external funds being secured.**
6. **Delegate authority to the Deputy Chief Executive (Place) following consultation with the Cabinet Member for City Services to make applications to other funding providers to develop a funding package for delivery of a phase 2 submission, subject to such applications not exceeding the Cabinet approval limits under the Constitution.**

124. **Coventry Station Masterplan Land Acquisition**

Further to Minute 119 above, the Cabinet considered a private report of the Deputy Chief Executive (People) that set out confidential aspects of the proposals to secure land required to complete the Coventry Station Masterplan.

RESOLVED that the Cabinet:-

1. **Authorise the making of a Compulsory Purchase Order (CPO) under Section 226(1) (a) Town and Country Planning Act 1990 (as amended) in order to acquire the interests in the land edged black on the plan at Appendix 1 of the report, including where necessary, the acquisition of new rights under Section 13 Local Government (Miscellaneous Provisions) Act 1976, in order to facilitate the delivery of Coventry Station Masterplan.**
2. **Delegate to the Deputy Chief Executive (Place) the authority to, notwithstanding the recommendations above, continue to negotiate terms to acquire all interests in land by agreement alongside progressing of a CPO.**
3. **Authorise the Director of Finance and Corporate Services following consultation with the Legal Services Manager to finalise the Order Map (within the black line boundary of the Appendix 1 Plan), the Statement of Reasons and the CPO Order and advertise the Order and submit it to the Secretary of State and to take all necessary steps to secure the making, confirmation and implementation of the CPO, including High Court Enforcement Officer Notices and (if granted power to do so) to confirm the CPO.**

4. **Delegate authority to the Deputy Chief Executive (Place) following consultation with the Cabinet Member for Jobs and Regeneration to approve the costs of land acquisition within the Coventry Station Masterplan funding envelope.**
 5. **Delegate authority to the Director of Transport and Highways to make an application under Section 247 of the Town and Country Planning Act 1990 to stop up areas of highway necessary to implement the proposals.**
125. **Any other items of private business which the Chair decides to take as a matter of urgency because of the special circumstances involved.**

There were no other items of private business.

(Meeting closed at 2.35 pm)

Coventry City Council

Minutes of the Meeting of Cabinet held at 10.00 am on Tuesday, 20 February 2018

Present:

Members: Councillor G Duggins (Chair)
Councillor A Khan (Deputy Chair)
Councillor F Abbott
Councillor K Caan
Councillor J Innes
Councillor K Maton
Councillor J Mutton
Councillor J O'Boyle
Councillor E Ruane

Deputy Cabinet Members Councillor P Akhtar
Councillor R Lakha
Councillor C Thomas

Non-Voting Opposition Members: Councillor A Andrews
Councillor G Ridley

Other Members: Councillor M Mutton
Councillor K Taylor

Employees (by Directorate):

Chief Executive's M Reeves (Chief Executive),
People G Quinton (Deputy Chief Executive (People)), N Hart
Place M Yardley (Deputy Chief Executive (Place)),
P Jennings, L Knight, J Newman,
Apologies: Councillors Bigham, Brown and Clifford

Public Business

126. Declarations of Interest

There were no disclosable pecuniary interests.

127. Council Tax Setting 2018/19

The Cabinet considered a report of the Deputy Chief Executive (Place), which calculated the Council Tax level for 2018/19 and made appropriate recommendations, consistent with the Budget Report 2018/19.

The report indicated that some of the figures and information set out within the report were identified as provisional as the Police and Crime Commissioner and the Fire and Rescue Authority precepts had not been confirmed at the time of publication. The Police and Crime Commissioner met on 9th February 2018 and

the Fire and Rescue Authority met on 19th February 2018 and the figures within the report were now confirmed.

The report incorporated the impact of the Council's gross expenditure and the level of income it would receive through grants, fees and charges. This resulted in a Council Tax requirement, as the amount that its expenditure exceeded all other sources of income.

The report included a calculation of the Band D Council Tax that would be needed to generate this Council Tax requirement, based on the City's approved Council Tax base. The 2018/19 Band D Council Tax that was calculated through this process had increased by £74.18 from the 2017/18 level.

As part of the Chancellor's Autumn Statement (November 2015) it was announced that councils which provided social care to adults would be allowed to increase their share of Council Tax by up to an extra 2%, provided that the additional resources were all used to fund the increasing costs of adult social care. This additional Council Tax charge was known as the 'Adult Social Care (ASC) precept'. The Government indicated that authorities could include this additional 2% precept in each year of the four year period: 2016/17 to 2019/20.

In December 2016 the Government announced that Councils could opt to bring forward some, or all, of the potential 2% ASC precept available in 2019/20 to earlier years. However the maximum increase in any one year was limited to 3%, and the total over the three year period 2017/18 to 2019/20 was limited to the original total increase of 6%.

Coventry City Council made use of this additional flexibility in 2017/18 and increased its Council Tax by a total of 4.9%. This was made up of a basic 1.9% increase plus a further 3% ASC precept. In keeping with this approach, and in order to maximise the resources available to fund ASC services in the City, the recommendations within the Budget Report 2018 were passed on a proposed increase in Council Tax of 4.9%. As in 2017/18, this was again made up of a basic 1.9% increase plus a further 3% ASC precept.

It was noted that the recommendations followed the structure of resolutions drawn up by the Chartered Institute of Public Finance and Accountancy, to ensure that legal requirements were fully adhered to in setting the tax. As a consequence, the wording of the proposed resolutions was necessarily complex.

RESOLVED that the Cabinet recommend that Council:-

1. Note the following Council Tax base amounts for the year 2018/19, as approved by Cabinet on 9th January 2018, in accordance with Regulations made under Section 31B of the Local Government Finance Act 1992 (as amended) ("the Act"):

- a) **80,815.4 being the amount calculated by the Council as its Council Tax base for the year for the whole Council area;**
- b)

Allesley	333.0
Finham	1520.9
Keresley	231.4

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 2018/19 in accordance with Sections 31A, 31B and 34 to 36 of the Act:

(a) £726,922,000 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) £599,669,103 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) £127,252,897 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) £1,574.61 (2)(c) = $\frac{\underline{\underline{£127,252,897}}}{80,815.4}$
 (1)(a)

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) £30,870 being the aggregate amount of all special items referred to in Section 34(1) of the Act. (*Parish Precepts*);

(f) £1,574.23 = (2)(d) – (2)(e) = £1,574.61 – $\frac{\underline{\underline{£30,870}}}{80,815.4}$
 (1)(a)

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	£1,574.23
Allesley	£1,599.1
Finham	£1,587.99
Keresley	£1,581.37

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	1,049.49	1,066.08	1,058.66	1,054.25
B	1,224.40	1,243.76	1,235.10	1,229.95
C	1,399.32	1,421.44	1,411.55	1,405.67
D	1,574.23	1,599.12	1,587.99	1,581.37
E	1,924.06	1,954.48	1,940.88	1,932.79
F	2,273.89	2,309.84	2,293.77	2,284.20
G	2,623.72	2,665.20	2,646.65	2,635.62
H	3,148.46	3,198.24	3,175.98	3,162.74

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.

- To note that for the year 2018/19 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	85.70	39.23
B	99.98	45.77
C	114.27	52.30
D	128.55	58.84
E	157.12	71.92
F	185.68	84.99
G	214.25	98.07
H	257.10	117.68

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 2018/19 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	1,174.42	1,191.01	1,183.59	1,179.18
B	1,370.15	1,389.51	1,380.85	1,375.70
C	1,565.89	1,588.01	1,578.12	1,572.24
D	1,761.62	1,786.51	1,775.38	1,768.76
E	2,153.10	2,183.52	2,169.92	2,161.83
F	2,544.56	2,580.51	2,564.44	2,554.87
G	2,936.04	2,977.52	2,958.97	2,947.94
H	3,523.24	3,573.02	3,550.76	3,537.52

5. That the Council determines that its relevant basic amount of Council Tax for 2018/19 is not excessive in accordance with the principles approved under Sections 52ZC and 52ZD of the Act.

128. Budget 2018/19

The Cabinet considered a report of the Deputy Chief Executive (Place), which set out proposals for the Council's final revenue and capital budget 2018/19.

The report followed on from the Pre-Budget Report approved by Cabinet on 28th November 2017, which had been subject to a period of public consultation. The proposals within the report now submitted formed the basis of the Council's final revenue and capital budget for 2018/19 incorporating the following details:

- Gross budgeted spend of £727m (£24m and 3% higher than 2017/18).

- Net budgeted spend of £235m (£2m higher than 2017/18) funded from Council Tax and Business Rates less a tariff payment of £9.5, due to Government.
- A Council Tax Requirement of £127.3m (£8.7m and 7% higher than 2017/18), reflecting a Council Tax increase of 4.9% detailed in the separate Council Tax Setting report on today's agenda.
- A number of expenditure pressures caused by the impact of demographic pressures on Council Services.
- A Capital Programme of £262.5m (£141.5m and 117% more than the latest estimated 2017/18 programme) including expenditure funded by Prudential Borrowing of £93m.
- An updated Treasury Management Strategy.

The Cabinet noted that the Council's gross and net budget figures had increased compared with 2017/18 but this still represented a real-terms reduction in resources available to the Council after taking account of inflation.

The report indicated that the financial position in the report was based on the Final 2018/19 Government Finance Settlement and incorporated reductions in funding over the next 3 years. This position was particularly uncertain for financial year 2020/21 which could be subject to the combination of a new national Spending Review, a revised allocation model within the Local Government sector and a new national 100% Business Rates model. As a result, there was huge uncertainty around Local Government funding which made it impossible to provide a robust financial forecast at this stage. Nevertheless, initial assumptions and existing trends are sufficiently firm to indicate that there will in all certainty be a substantial gap for that year. The view of the Council's Director of Finance and Corporate Services was that the Council should be planning for such a position.

Along with the other 6 West Midlands Councils, Coventry was taking part in a 100% Business Rates Pilot scheme. This enabled the Councils to retain 99% of Business Rates income including any growth against an historic baseline which would otherwise have been returned to Government. The financial model and assumptions that support the Pilot had been incorporated within the position reported.

The Pre-Budget Report was based on flexibility to increase Council Tax by up to 2% without holding a local referendum on the matter and further flexibility, up to a maximum of 3%, recognising the increasing pressure on Adult Social Care (ASC) services across the country. The Government had subsequently announced that the Council Tax Referendum limit had been raised to 3%. However, the budget recommended in the report submitted and the associated Council Tax proposals in the report that accompanied it, did not incorporate this flexibility. As a result the budget was being proposed on the basis of increasing Council Tax by 4.9%. This proposed increase would be the equivalent of around a pound a week for a typical Coventry household.

The Cabinet were advised that the Council's medium term financial position included the impact of reductions in Government funding that had already been anticipated and savings programmes that had been approved previously. At the start of the 2018/19 Budget Setting process the Council faced a financial gap of £12m after taking into account a temporary delay in the likely achievement of

some savings and the emergence of new expenditure pressures. In broad terms, the Budget had been balanced by additional Council Tax and Business Rates resources and savings in contingency budgets, capital financing costs and several other largely technical areas. All these proposals were set out in detail in Appendix 1 of the report submitted. Where these were different to the proposals that were included in the Pre-Budget Report, this had been indicated in the Appendix.

The proposals had been designed to provide the Council with a robust medium-term position and subject to the recommendations being approved, the Council would have a two-year balanced budget.

The report highlighted that, given the forthcoming national proposals for local government finance to be based on a 75% Business Rates Model from 2020/21, the vibrancy and growth of the City was vital to ensure a secure level of Business Rates income. Proposals within the recommended Capital Programme were designed to help achieve this and amounted to £262m in 2018/19. These represented an ambitious approach to investing in the City and included the near-completion of the Council's new city centre leisure facility, progression of the City Centre South, Connecting Coventry and Coventry Station Master Plan schemes and establishment of the joint venture vehicle to accelerate a programme of building at Friargate. Over the next 5 years, the Capital Programme was estimated to be £921m and represented the largest ever investment by and through the City Council.

It was noted that Coventry's success in being announced in December 2017 as the UK City of Culture for 2021 would lead to some exciting developments and events across the City over the next few years. This included an impetus to implement some of the Council's capital projects on an accelerated basis and planning had already begun to examine the scope for and implications of this.

The annual Treasury Management Strategy was also set out, incorporating the Minimum Revenue Provision that was revised in 2016/16 and covered the management of the Council's investments, cash balances and borrowing requirements. The Strategy and other relevant sections in the report submitted reflected the requirements of the Chartered Institute of Public Finance Accountancy (CIPFA) updated Treasury Management Code and Prudential Borrowing Code for Capital Finance insofar as they relate to 2018/19.

RESOLVED that the Cabinet recommend that Council:

- 1. Approve the spending and savings proposals in Appendix 1 of the report.**
- 2. Approve the total 2018/19 revenue budget of £727m in Table 1 and Appendix 3, established in line with a 4.9% City Council Tax increase and the Council Tax Requirement recommended in the Council Tax Setting Report considered on today's agenda.**
- 3. Note the Director of Finance and Corporate Services' comments confirming the adequacy of reserves and robustness of the budget in Sections 5.1.2 and 5.1.3.**

4. **Approve the Capital Programme of £262.5m for 2018/19 and the future years' commitments arising from this programme of £659.4m between 2019/20 to 2022/23 detailed in Section 2.3 and Appendix 4.**
5. **Approve the proposed Treasury Management Strategy for 2018/19 and Minimum Revenue Provision Statement in Section 2.4 of the report, the Investment Strategy and Policy at Appendix 5 and the Prudential Indicators and limits described in Section 2.4.11 and summarised in Appendix 6.**

129. **Consultation Response: Fair Funding Review: A Review of Relative Needs and Resources**

The Cabinet considered a report of the Deputy Chief Executive (Place), which set out a proposed consultation response to the Fair Funding Review.

The Government issued a consultation document on 19th December 2017 entitled "Fair Funding Review: a review of relative needs and resources. Responses were required by 12th March 2018.

The fair funding review would set new baseline funding allocations for local authorities by delivering an up-to-date assessment of their relative needs and resources. The new funding allocations were expected to take effect from financial year 2020/21, at the same time as a new 75% Business Rates retention model.

Given the significance of the outcome of such a consultation it was important for the Council to add its own response, which was set out at Appendix 1 of the report submitted. The expectation should be that such review results in a system that is evidence based and fair and the proposed responses to the consultation questions are intended to be technical in nature and/or framed in such a way that they were directed at achieving a rational and fair outcome.

The response incorporated the following broad elements:-

- Simplicity and fairness were both appropriate principles for establishing a needs assessment but fairness was the paramount objective.
- Agreeing the principle of using population projections in the distribution methodology including flexibility to adjust for annual shifts in population.
- Proposing that the relative needs assessment should be refreshed annually with the results applied the year after the forthcoming year.
- Agreeing that rurality and deprivation should be included in cost drivers in the needs assessment to the degree that the evidence demonstrates a significant link between these factors and expenditure pressure. Rurality should not be double counted in the Area Cost Adjustment.
- The weight of different funding formulas should be evidence based, supported by statistical analysis of actual spend levels not the judgement of central Government.
- A preference for techniques that minimise the roles of judgement and opposition to models such as outcome based regression in which authorities are funded according to the success in delivering outcomes.

- Outliers identified during the statistical analysis may warrant a separate approach, which could include the allocation of specific grants.
- Agreement that the service specific cost drivers set out in the consultation appeared to be broadly appropriate.

RESOLVED that the Cabinet recommend that Council approve the attached consultation response to be sent to the Ministry of Housing, Communities and Local Government.

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

There were no other items of public business.

(Meeting closed at 10.05 am)

This page is intentionally left blank



Cabinet

6th March 2018

Name of Cabinet Member:

Cabinet Member for Community Development – Councillor L Bigham

Director Approving Submission of the report:

Deputy Chief Executive (Place)

Ward(s) affected:

All

Title:

The Implementation of the Homelessness Reduction Act 2017

Is this a key decision?

No

Executive Summary:

The Homelessness Reduction Act 2017 (“the Act”) comes into force on 3rd April 2018, and will place new duties on the Council to provide advice and assistance to people who are homeless or threatened with homelessness, to either help to prevent them becoming homeless or to help them to secure alternative suitable accommodation.

The new legislation places two additional duties on the Council:

- **Prevention Duty** - the new Prevention Team would work with customers to understand the circumstances that have led to the threat of homelessness, the customers housing needs and any additional support they may require. Together they would agree a Personal Housing Plan (PHP), including a set of reasonable steps to undertake to prevent homelessness. If safe to do so, the Officer will try to keep the customer in their current tenancy, or to seek alternative accommodation to prevent the customer becoming homeless. This may mean they find a short term solution, such as staying with friends or family, whilst addressing the root cause of why the customer may become homeless and working on a planned move to suitable accommodation. This duty applies for up to 56 days (potentially longer in cases where the household is threatened with homelessness if a valid Section 21 notice is served on the tenant).
- For households who are already homeless, or for those whose homelessness could not be prevented, the **Relief Duty** will apply (regardless of priority need or intentionality, but local connection can be taken into account at this stage). The Council and the applicant must agree ‘reasonable steps’ to help them to secure accommodation which is suitable and available for at least 6 months. This duty applies for up to 56 days (potentially in addition to 56 days under the Prevention Duty).

The Act places an obligation on the Council to ensure it can provide general advice and support

on reducing homelessness to all customers as well as specialist advice for specific customers. There is a real drive to reduce people becoming homeless by working with them before they reach the point of crisis. The guidance builds on the success of The Housing (Wales) Act 2014, which when implemented has been reported to have had a positive impact in preventing homelessness.

This report seeks approval to make the relevant changes to existing council procedures and resources to ensure the Council's compliance with the Act. Further future reports will be brought forward on the wider homelessness strategy, housing supply, and temporary accommodation.

Recommendations:

The Cabinet is requested to:

- 1) Note the new statutory duties arising from the Homelessness Reduction Act 2017 (HRA17) and the actions underway to develop a new service to ensure the Council is able to meet its new statutory duties.
- 2) Approve the proposed change to the Homefinder policy as a result of the new legislation.
- 3) Approve the proposals in relation to discharging duty as result of the new legislation.
- 4) Approve the proposals for use of the funding provided by the Government to prevent and support a reduction in homelessness including appointment to the posts as defined in the report.
- 5) Approve the framework for financial assistance from the prevention pot.
- 6) Instruct a review of the new services within 12 months, to be presented to the Cabinet Member for Community Development.
- 7) Instruct a full review of the Homefinder Policy within 12 months.

List of Appendices included:

Appendix A – Homeless Prevention Pot Framework
Appendix B – Example of proposed customer journey for the new service
Appendix C – Proposed changes to the Homefinder Policy
Appendix D - Draft Policy on discharging the Prevention and/or Relief Duties due to the 'deliberate or unreasonable refusal' of the applicant to participate in the process
Appendix E – Action plan for the Council's response to the new legislation

Background papers:

None

Other useful documents

Homelessness Reduction Act 2017; available at: www.legislation.gov.uk

Draft Homelessness Code of Guidance for Local Authorities, available: <https://www.gov.uk/government/consultations/homelessness-code-of-guidance-for-local-authorities>

Flexible Homelessness Support Grant Allocations: 2017-18 to 2018-19; available at:
<https://www.gov.uk/government/publications/flexible-homelessness-support-grant-2017-18-to-2018-19>

Homelessness Reduction Act New Burdens Funding Allocations; available at:
<https://www.gov.uk/government/publications/homelessness-reduction-act-new-burdens-funding>

Has it been or will it be considered by Scrutiny?

Although this report hasn't been submitted to Scrutiny, a briefing note explaining the new duties was presented to the Communities and Neighbourhoods Scrutiny Board (4) at their meeting on 8th November 2017 – document available at: <http://democraticservices.coventry.gov.uk>

In addition a briefing note was presented to Scrutiny Co-ordination Committee on the 24th January 2018 providing an overview for the reasons why people present as homeless and the work of partner organisations supporting in this area – document available at: <http://democraticservices.coventry.gov.uk>

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

This page is intentionally left blank.

Title: The Implementation of the Homelessness Reduction Act 2017

1. Context

- 1.1. There is an increasing demand from people requiring homelessness support nationally. Coventry is also feeling this pressure with an expected demand of 2,300 individuals and families presenting as homeless over 2017/18. During the first three quarters of 2017/18, of the total demand for the service, 407 applications were accepted as statutorily homeless based on the existing guidance.
- 1.2. In 2017/18 the Council estimates a financial pressure of £4.2m against a budget of £1.3m (total spend £5.5m) from homelessness related activity. The majority of this cost relates to the provision of temporary accommodation. In order to address this issue there needs to be an increase in:
 - homeless prevention support,
 - more cost-effective suitable temporary accommodation; and
 - affordable suitable permanent accommodation.
- 1.3. This report focuses on addressing the first point, early intervention through homelessness prevention to:
 - ensure the Council complies with new legislation and
 - decrease the number of people becoming homeless and therefore reduce the volume of temporary accommodation needed and the associated cost pressures within the Council.

Work is underway to reduce the costs of temporary accommodation and consider options for increasing housing supply, but this work falls outside of the scope of this report. The appointment of a Senior Manager to create capacity, skills and to coordinate the wider homelessness agenda will support all the areas of work underway. It is proposed this post is funded from the grant monies awarded for homelessness prevention.
- 1.4. The Homelessness Reduction Act 2017 will place new duties on the Council to provide advice and assistance to people who are homeless or threatened with homelessness, to prevent them becoming homeless.
- 1.5. Similar legislation, The Housing (Wales) Act 2014 was implemented across Wales and has been reported to have had a positive impact, in preventing homelessness. In 2016/17, 62% of households assessed as “threatened with homelessness” had their homelessness successfully prevented and 41% of those that could not be prevented were able to receive support under the relief duty¹. There was a lower number of cases being seen to receive the main housing statutory duty, after their homelessness could not be prevented under the prevention and relief duty, compared to prior to the change in legislation.
- 1.6. The Department for Communities and Local Government published (on 16 October 2017) a draft Homelessness Code of Guidance which updates the statutory guidance with the provisions of the Homelessness Reduction Act 2017. The statutory guidance will be published in the Spring 2018 for implementation from 3rd April 2018.

¹ The Homelessness Monitor: Wales 2017, Crisis
https://www.crisis.org.uk/media/237651/the_homelessness_monitor_wales_2017_es.pdf

- 1.7. The current duties relating to homelessness are set out in Part VII of the Housing Act 1996 (as amended by the Homelessness Act 2002 and Localism Act 2011). Households who are assessed as being eligible, homeless, in a priority need group, not intentionally homeless, and who have a local connection, are referred to as 'statutory homeless' and are owed the main housing duty – the Council must offer suitable long-term accommodation to them.
- 1.8. There is also a general duty to provide advice and assistance to households who are not owed the main housing duty.
- 1.9. The Homelessness Reduction Act 2017 introduces new statutory duties on Local Housing Authorities, focussed on preventing homelessness where possible, and relieving homelessness where prevention is unsuccessful. It amends Part VII of the Housing Act 1996.
- 1.10. The main duties introduced in the Act include:
 - The Council must assist households who are threatened with homelessness within the next 56 days period (currently it is within the next 28 days).
 - Advice must be available to all people in the district regarding preventing homelessness, securing accommodation, the rights of homeless people, the help which is available, and how to access that help.
 - In addition, there must be specific advice for groups who are more at risk of homelessness (those stated in the legislation are: care leavers; people leaving prison; former members of the armed forces; victims of domestic violence; people leaving hospital; people suffering a mental illness or impairment; and any other group identified as being particularly at risk of homelessness in the district).
 - The local authority will have a duty to assess the housing circumstances of all applicants who are eligible (immigration status and habitual residence) and threatened with homelessness or homeless (regardless of priority need or intentionality) – including the circumstances which have led to homelessness and the housing and support needs of the household.
 - For households who are eligible and threatened with homelessness – the Prevention Duty will apply (regardless of priority need, intentionality or local connection). The Council and the applicant must try to agree 'reasonable steps' to help them avoid becoming homeless. This duty applies for up to 56 days (potentially longer in cases where the household is threatened with homelessness if a valid Section 21 notice is served on the tenant).
 - For households who are already homeless, or for those whose homelessness could not be prevented, the Relief Duty will apply (regardless of priority need or intentionality, but local connection can be taken into account at this stage). The Council and the applicant must agree 'reasonable steps' to help them to secure accommodation which is suitable and available for at least 6 months. This duty applies for up to 56 days (potentially in addition to 56 days under the Prevention Duty).
 - Specified Public Authorities will be under a new duty to refer, meaning that they must notify the local housing authority of anyone they are working with that they believe to be homeless or threatened with homelessness (with the consent of the applicant). Regulations are still to be laid to specify which public bodies this will apply to, but it is likely to include schools, GPs, hospitals, HM Prison Service, Police etc. This obligation is required for October 2018.

- 1.11. For the Prevention and Relief Duties, the Council will have to agree, with the applicant, a 'Personal Housing Plan'. This will set out the steps to be taken by the Council and the steps to be taken by the applicant to prevent or relieve their homelessness. This is a collaborative process that the applicant will be expected to participate in. The steps to be taken by the applicant must be 'reasonable', taking into consideration their individual circumstances and any support needs.
- 1.12. The measures which will need to be put in place for the Council to meet its requirement to take steps to help to prevent or relieve homelessness may include (but won't be limited to):
- Mediation and dispute resolution with family members or landlords.
 - Tenancy sustainment support.
 - Referral to specialist support services for specific advice (eg domestic abuse, debt management, drug and alcohol support etc) or supported housing.
 - Assistance to access the Private Rented Sector (financial or otherwise).
 - Assistance to maximise income, welfare advice, and budgeting advice.
 - A Prevention Fund with officer discretion (within a framework) to make payments where these will prevent/relieve homelessness.
 - Assistance to apply for Discretionary Housing Payments
 - Assistance to apply for Community Support Grants (where relevant)
- 1.13. It is expected that the Prevention and Relief duties will most often be discharged by either resolving issues and enabling the applicant to stay in their current accommodation, or assisting them to access other accommodation which will be available for 6 months or more – this will include Assured Shorthold Tenancies (ASTs) in the Private Rented Sector as well as social housing provided by Housing Associations.
- 1.14. If the applicants' homelessness cannot be resolved within the time that they are under the Prevention and Relief Duties (up to 112 days), the existing assessment to determine the duties that the Council has towards the household must be carried out. This will determine whether the main housing duty applies, taking into account priority need status and intentionality.
- 1.15. The applicant may request a review of all decisions made regarding the duties that are owed by the Local Housing Authority and the way those duties have been discharged. The Review Officer within the new Prevention Team within the Council's Customer Services Team would undertake this review.
- 1.16. There are two sources of funding from the Government which are available for services to prevent and relieve homelessness, and implement the requirements of the Homelessness Reduction Act.
- 1.17. The Flexible Homelessness Support Grant (FHSG) replaces the Temporary Accommodation Management Fee (a top-up payment given to Councils where homeless applicants were placed in temporary accommodation). Some of this funding is required by Housing Benefits to meet the costs they incur, which this funding stream previously would have been used for. Details of this are provided in Table 2. This grant is ring-fenced for an initial period of two years, and must be used only to prevent or deal with homelessness.
- 1.18. The HRA2017 New Burdens fund will provide funding to help to meet additional costs that arise as a result of the new duties.

- 1.19. The table below shows the funding that Coventry City Council will receive from these two funding streams. This funding is time-limited and not guaranteed post 2019/20. It will be important therefore, that use of the funding takes into account the need for sustainable support options, post 2019/20.

Table 1: Grant funding awarded to support a reduction in homelessness

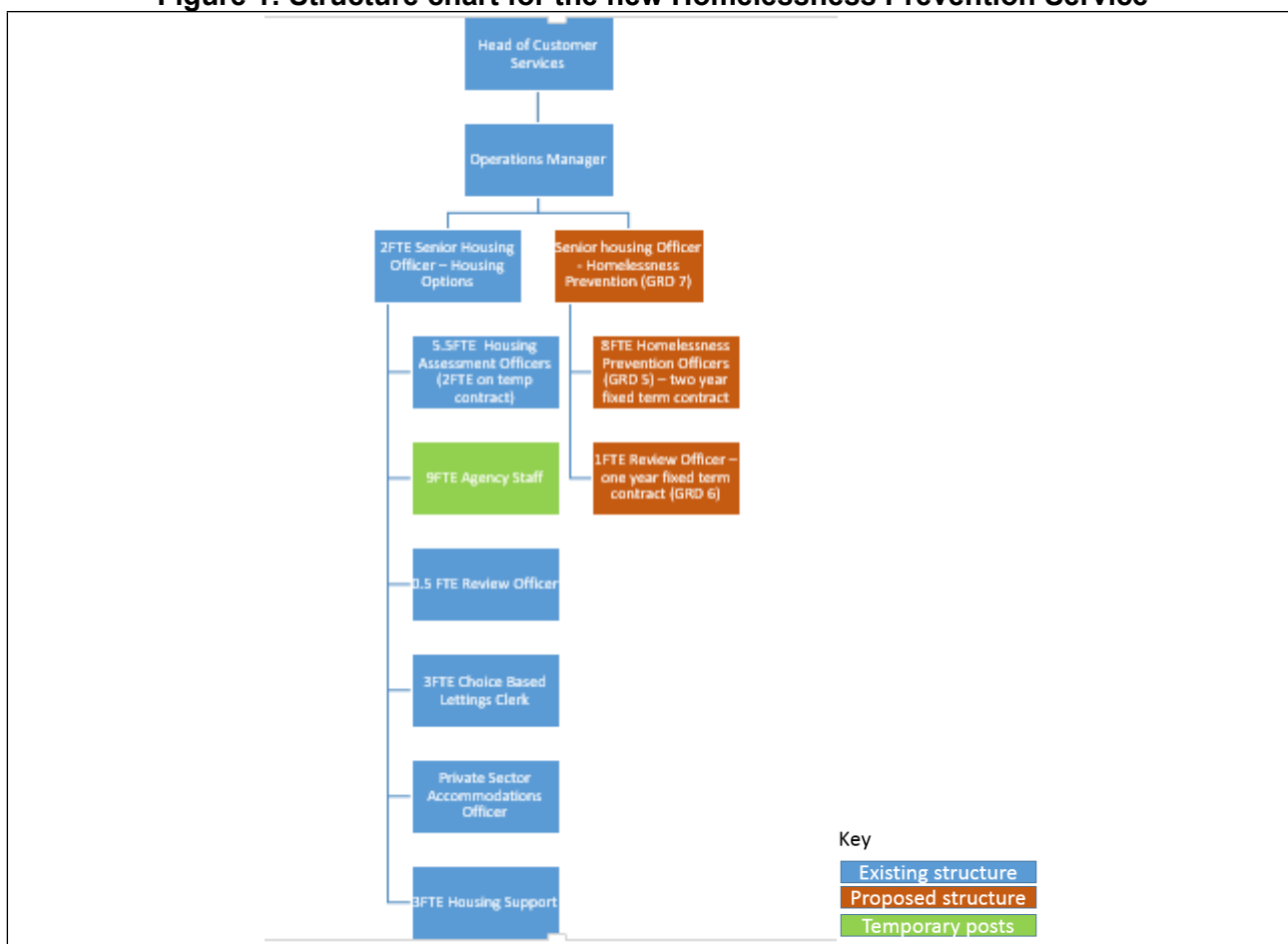
Funding	2017/18	2018/19	2019/20	Total
Flexible Homelessness Support Grant	£471,057	£516,336	To be confirmed	£987,393
HRA2017 new burdens	£137,130	£117,367	£166,981	£421,478
Total	£608,187	£633,703	£166,981	£1,408,871

2. Options Considered and Recommended Proposal

- 2.1. **Option 1: Do Nothing.** This option is not recommended as the Council will not be able to meet its new statutory duties under the Homelessness Reduction Act 2017. Failure to meet statutory duties would leave the Council exposed to a significant risk of legal claims. This would increase officer time and cost in defending any such proceedings. It would also potentially have reputation consequences. In addition, costs relating to homelessness are likely to continue to rise. This is not the recommended option.
- 2.2. **Option 2: Contracting out the Council's duties under the new legislation.** The Council could contract out elements of the statutory duties, but would still remain statutorily responsible and accountable for discharging those functions and for making strategic decisions. The Council would have to make sure any contract was effectively managed to deliver the support required and ensure that the Council was meeting the duties under the act. There is not sufficient time to commission a service provider to undertake this role and ensure we have effective contract management in place to meet the new statutory duties from April 2018. This is not the recommended option.
- 2.3. **Option 3: Create a Homelessness Prevention Service (Recommended)** In order to meet the requirements of the Homelessness Reduction Act 2017, additional services will need to be provided either by, or on behalf of, the Council. The Housing Options Team (People – Customer Services) currently provides advice and assistance for homeless people, and officers within the team carry out the homelessness assessments under the current legislation.
- 2.4. A new team of Prevention Officers is currently being created, funded from the grant funding received. This will allow the Council to meet the new duties from April. The new team will sit within Customer Services alongside the Housing Options Team (see Figure 1). Their focus will be to implement the Council's legislative Prevention and Relief duties; to provide advice, to carry out the Housing Assessment, to develop the Personal Housing Plans (PHP), and undertake or organise the steps to be taken by the Council which are agreed in each applicant's Personal Housing Plan. It is proposed that a team of 8 Prevention Officers, a Team Manager and Review Officer are recruited on a two year fixed term basis. The size of the team has been based on the expected demand for the service taking into account the new homelessness legislation and the estimated impact of Universal Credit once implemented in the city.

- 2.5. In addition to the new Prevention Service, a Senior Manager post is required to create capacity and skills, to coordinate the wider homelessness agenda work underway. This post will be recruited on a fixed term basis for two years in line with the grant funding awarded.
- 2.6. Specialist advice and prevention/relief activities will be provided by partner organisations (under existing arrangements or specifically commissioned) and by other services within the Council. The support that various agencies could provide is currently being considered by the Project Team supporting this work, taking into account the current grant aid agreements and contracts we have with the voluntary and community sectors. Part of the grant funding awarded, as outlined in Section 1.18, maybe required to commission external support. It is proposed that the grant funding detailed in Table 1 is ringfenced to support the new prevention and relief duties.

Figure 1: Structure chart for the new Homelessness Prevention Service



- 2.7. **Financial assistance** - In order to maximise the effectiveness of the resources available to the Council to prevent and relieve homelessness, the Discretionary Housing Payment funding (DHP) may be used, where appropriate and where the policy allows, to prevent homelessness or move people from emergency accommodation into a suitable tenancy. The tenant must be in receipt of Housing Benefit or the housing element of Universal Credit. Financial assistance provided under DHP to prevent homelessness could be in the form of deposits, rent in advance, administration fees, ongoing DHP to cover the shortfall in rent between the housing benefit (local housing allowance limit) and the actual rental charge due. Consideration is being given to explore the possibility of securing suitable tenancies with private landlords for those in emergency accommodation using

DHP funding to cover any shortfall in rental liability. This is likely to increase the financial pressure on the DHP funding available and consideration may need to be given to topping up this funding stream in the future. If required this would be bought forward for approval through the usual channels.

2.8. A flexible funding pot is required to provide financial support where the tenant is not eligible for DHP or the spend falls outside of the DHP Policy. It is proposed to use a proportion of the grant funding awarded to create a Prevention Pot. It is difficult to determine the size of the resource required until the service goes live. Currently we have allocated c£145k per year of the grant funding awarded to the area. The framework for decisions in relation to the financial support from the prevention pot is attached in Appendix A. Until the service goes live, it is difficult to predict the nature of financial assistance required. The prevention pot could be used to:

- Top up rents, bonds and clearing rent arrears
- Mortgage repayments (interest only) or with a repayment plan to recover support provided
- Cost of replacing key identity documents
- Access to training/ employment related expenditure
- Travel costs
- Repairs to property where damage has occurred as a result of the Tenants actions.

2.9. **Prevention Officers**, as detailed in

2.10. Figure 1, will meet with customers face to face and remain as a single point of contact for that case where possible. As part of the Customer Journey programme in 2016, there were some changes to customer facing element of service delivery. The new legislation will require the customer's journey to be revised to meet the new duties. The proposed new customer journey is attached Appendix B. The new service will be person centred, staff are being recruited based on their behaviours and personality rather than their specific experience and knowledge of homelessness. The team will undertake a programme of training to ensure they are able to make a decision for each customer taking into account their individual circumstances. The initial meeting with the customer will focus understanding:

- the circumstances that caused the applicant to become homeless or threatened with homelessness,
- The housing needs including the type of accommodation that would be most suitable taking into account the whole household,
- any support necessary to retain suitable accommodation.

2.11. The information gathered will then support the steps agreed in the PHP to prevent the customer becoming homeless or relieve the homelessness. The Welsh legislation did not explicitly require personalised housing plans. A report by Shelter2 found that thirteen of twenty local housing authorities were using PHP and they found them to be "very useful". Taking a more person centred approach to service delivery was reported to support a positive change in culture.

² It's a personal thing: what homeless service users need from assessments and personalised housing plans – Homelessness Reduction Act 2017, Shelter and Longleigh Foundation, November 2017.

- 2.12. **Homefinder Policy** - In line with the new legislation a change is required to the Homefinder Policy, which is used to prioritise the various individuals waiting for a property from a Registered Provider. The proposed changes to the policy are detailed in Appendix C. It is proposed that the following changes are implemented into the policy as required by the HRA 2017, with a detailed review of the Homefinder Policy within a 12 month period.
- 2.13. Applicants who are owed the Prevention Duty (under Section 195 of the Housing Act) or the Relief Duty (under Section 189B of the Housing Act) where a Personal Housing Plan is in place and the applicant is constructively engaging with the Prevention Service and Housing Options Service to prevent or relieve their homelessness will be allocated to Band 2B under the existing "homelessness prevention" priority. This priority may also be awarded to applicants where homelessness has been prevented/relieved for at least six months by negotiation with a landlord, family member or friend, but in the long term a move into social housing would be necessary (Section 3.10 of Home finder Policy).
- 2.14. The change in legislation makes it easier for a care leaver who becomes homeless to demonstrate a local connection and receive help in the area they choose, as it can be difficult to demonstrate a local connection based on employment or family association. A local connection will be possible in the area of the local authority where they were looked after and owes them leaving care duties or if the care leaver is under 21, this can be an area different to the local authority that owed them leaving care duties, where they have lived for at least 2 years, including some time before they were 16 years old.
- 2.15. **Discharging duty** - The prevention and relief duties can be brought to an end as a result of the customer's deliberate and unreasonable refusal to cooperate. Where the Prevention Duty is brought to an end for this reason, the customer's entitlement under the Relief Duty and the Main duties are not affected.
- 2.16. The policy setting out the steps required to discharge duty in this way is available in Appendix D. A review of the actions included in the Personal housing Plan would take place to ensure they were reasonable as well as a review of the circumstances.

3. Results of consultation undertaken

- 3.1. No formal consultation has been carried out, but Officers have met with relevant partner agencies to formulate the planned services. Council Officers have visited Rugby council and the London borough of Southwark who were both trailblazers, adopting the new legislation as it was being developed. The proposed service builds on the experience from these visits and links with other local authorities and partner agencies who provide support to prevent homelessness including but not limited to Coventry Law Centre, Citizens Advice Bureau and Whitefriars Tenancy Sustainment Team.
- 3.2. We will seek to engage with customer's and partner's to monitor the impact of the new service and the support that we are proposing to implement. This feedback will be used to influence further changes to ensure that we are offering the most effective support we can within the resources that are available to us.

4. Timetable for implementing this decision

- 4.1. The Department for Communities and Local Government has indicated its intention to implement the Homelessness Reduction Act from April 2018. Secondary legislation has confirmed that the new duties will come into force on 3rd April 2018.

4.2. The new service will go live from 3rd April 2018, with further actions underway to build and develop the service in line with the action plan in Appendix E. to the report.

5. Comments from Director of Finance and Corporate Services

5.1. Financial implications

The overall net identifiable cost to the Council for homelessness related activity in 2017/18 is currently forecast to be £5.5m against an overall budget of £1.3m, resulting in a pressure of £4.2m. This has increased over the last three years due in part to the increase in homelessness activity. Going forward costs are likely to increase further. It is anticipated that the work of the Prevention Team will reduce some of this increase and pressure going forward.

As part of the Budget Report additional resources of £2.9m (£2.7m Housing Benefit; £0.2m Housing Options Team) have been allocated towards the on-going financial pressure.

The Council has been awarded £1.4m in grant split over the next three years as detailed in the table at para 1.18. This funding is time-limited and not guaranteed post 2019/20, although it is anticipated that the responsibility for prevention will still sit with local authorities. If no further grant funding is awarded, we will need to re-evaluate how to provide the service and address any resulting financial implications. At this stage we are not entering into any commitments beyond the expiration of the grant funding.

It is proposed that the grant funding is used to create the new prevention service, to meet the new legislative duties. Table 2 provides a high level breakdown of the plans to utilise the grant funding awarded. In time, it is anticipated that this service should reduce the number of customers who require access to temporary accommodation, as a result of the provision of early intervention and support to prevent them becoming homeless in the first place and ensuring that they are able to sustain the tenancies and accommodation they have access to.

Table 2: Proposed expenditure for the prevention grant

Grant funding available	2017/18	2018/19	2019/20	Total
Total Grant funding	(608,187)	(633,703)	(166,981)	(1,408,871)
Less: Temp accommodation management fee	40,000	40,000	40,000	120,000
Net Grant funding available	(568,187)	(593,703)	(126,981)	(1,288,871)
Grant bought forward from the previous year		(537,809)	(471,929)	(1,756)

Anticipated Costs				
Prevention Team	24,378	330,583	268,154	623,115
Temporary staff to clear current backlog	6,000			6,000
Capacity building/ Senior Manager post		75,000	75,000	150,000
IT system		9,000	9,000	18,000
Funding to cover contract costs		100,000	100,000	200,000
Prevention Pot		145,000	145,000	290,000
Total cost	30,378	659,583	597,154	1,287,115

this grant funding was replaced by the new prevention grants, but is still required by the housing benefits service to meet accommodation costs.

agency staff are working to reduce the backlog in cases waiting for a decision. This has reduced from 400 in November 2017 to 107 in January 2018.

Cost of commissioning external support to provide specialist advice.

All posts will be recruited on a fixed term basis in line with the grant funding awarded. The Senior Manager post will be across the wider homelessness agenda to create capacity and coordinate the work underway across the Council to reduce homelessness and the associated cost pressures.

It is proposed that any shortfall in the use of grant funding in each year or within each heading in the table above, will be rolled over the following year and maybe reallocated within the service to support a reduction in homelessness.

If services are commissioned/outsourced as part of the service design and delivery, this will be done in line with the Council's Procurement policies.

The service will provide performance data to support the work of the team and to monitor the impact of this intervention, with regular updates to the Strategic Housing Board and the Cabinet Member for Community Development.

5.2. Legal implications

The Homelessness Reduction Act 2017 received Royal Assent in April 2017. Secondary legislation confirms that the new duties will come into force on 3rd April 2018 in "The Homelessness Reduction Act 2017 (Commencement and Transitional and Savings Provisions) Regulations 2018. A draft Homelessness Code of Guidance (statutory guidance) was published for consultation in October 2017 and the final Code to be published in the 'spring'.

The Homelessness Reduction Act 2017 introduces new statutory duties relating to the prevention and relief of homelessness, as detailed in the report. In brief summary, these include:

New assessment duty under s189A, Housing Act 1996: this applies where the authority are satisfied that the customer is homeless or threatened with homeless and eligible for assistance. The duty is to: make an assessment, notify the customer in writing of the assessment and seek to reach an agreement with the customer as to what steps both sides will take in securing suitable accommodation. If no agreement is reached, this must be recorded in writing including the reasons why no agreement was reached.

New duty under s189B 'The Relief Duty': where a customer is homeless and eligible then the authority must take reasonable steps to help the customer secure suitable accommodation that is available for his occupation for at least 6 months. Due regard must be given to the s.189A assessment.

Replaced s195: Prevention Duty: The duty is to take reasonable steps to help the customer secure accommodation that does not cease to be available for the applicant's occupation. Due regard must be given to the s.189A assessment.

An applicant has a right to request a review the decisions of a housing authority.

6. Other implications

6.1. How will this contribute to the Council Plan (www.coventry.gov.uk/councilplan/)?

This will directly contribute to the Council Plan 'Locally Committed' commitment to improve the quality of life for Coventry people, protecting our most vulnerable residents - preventing homelessness and helping people who do become homeless.

6.2. How is risk being managed?

There is a risk that the new service will not adequately meet the new prevention and relief duties for April 2018 due to the resource and time constraints. The action plan in Appendix E shows the progress that will be made prior to and post April to meet the new legal duties on the authority. Ongoing monitoring on the impact of the new service will also support the success of this programme of work. The proposed changes are only one part of a wider programme of work required to address homelessness across the city. Strategic Housing Board is coordinating the wider work underway and any approvals will be sought through the appropriate channels in due course.

6.3. What is the impact on the organisation?

Additional staff will be recruited into Customer Services as part of the Prevention Service to provide the services required to meet the new statutory duties. Further details for these posts are included in the main body of the report.

Specific advice on preventing homelessness will be made available to Care Leavers.

6.4. Equalities / EIA

The service is currently being developed and will be subject to an equality impact assessment. In developing the policies, due regard has been given to the public sector equality duty under s149 of the Equality Act 2010.

The Housing Assessment and Personal Housing Plan (which details reasonable steps to be taken by the applicant and by the Council to prevent or relieve homelessness) must take into account the applicants individual circumstances – this will include any

considerations due to protected characteristics which may determine what is 'reasonable' and also the type of accommodation which would be deemed 'suitable' in order to discharge the duties. Any decisions made should have due regard to the public sector equality duty.

6.5. Implications for (or impact on) the environment

None

6.6. Implications for partner organisations?

There are no direct implications for partner organisations at this stage. However, it will be essential to work with advice agencies, voluntary organisations, Housing Associations and other providers of housing when delivering the service to meet the new statutory duties.

Report author(s):**Name, job title and directorate:**

Andrew Walster, Director for Streetscene and Regulatory Services, Place Directorate
 Parmi Mudhar, Programme Manager – Finance, People (Transformation & Major Projects Finance)

Tel and email contact:

Andrew – 02746 831587 andrew.walster@coventry.gov.uk
 Parmi - 02476 831970 parminder.mudhar@coventry.gov.uk

Enquiries and requests to review the background papers should be directed to the above person.

Contributor/approver name	Title	Directorate or organisation	Date doc sent out	Date response received or approved
Contributors:				
Michelle Salmon	Governance Services Officer	Place	30 th Jan 18	30 th Jan 18
Kim Fawcett	Planning and Housing Policy Assistant	Place	25 th Jan 18	1 st Feb 18
Adrienne Bellingeri	Head of Customer and Business Services	People	25 th Jan 18	29 th Jan 18
Mandeep Chouhan	Operational Manager	People	25 th Jan 18	29 th Jan 18
Debbie Horton Rayner	Training and Appeals Manager – Revenues and Benefits	Place	25 th Jan 18	29 th Jan 18
Michelle McGinty	Head of Programme Delivery	People	25 th Jan 18	6 th Feb 18
Phil Helm	Finance Manager	Place	30 th Jan 18	1 st Feb 18
Kathryn Sutherland	Lead Accountant - Business Partnering	Place	25 th Jan 18	6 th Feb 18
Names of approvers for submission: (Officers and Members)				
Barry Hastie	Director of Finance and Corporate Services	Place	5 th Feb 18	6 th Feb 18
Laura Stockin	Senior Legal Officer, Legal Services	Place	30 th Jan 18	5 th Feb 18
Martin Yardley	Deputy Chief Executive (Place)	Place	7 th Feb 18	15 th Feb 18
Councillor G Duggins	Leader of the Council	-	19 th Feb 18	19 th Feb 18

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

APPENDIX A

DRAFT Homeless Prevention Pot Framework

1. Background

The Council's Homeless Prevention Service works with customers who present as homeless, are homeless or are threatened with homelessness in the next 56 days. The service will work with customers to create a Personal Housing Plan (PHP), which will include actions for the customer and the authority to take to prevent the person becoming homeless.

There will be times where it is not possible to resolve homelessness without a package of tailored financial assistance.

This documents sets out the framework for this assistance, taking into account other packages of support that may be available.

2. Aims

The aim of this framework is to provide guidelines in relation to eligibility, allocation and the scheme of delegation for awarding such assistance.

Early intervention in this way should in turn prevent homelessness, increasing the tools available to support the Prevention Team. Prevention should reduce the numbers of households requiring temporary accommodation in the future.

The Council has duties and powers under the Homeless Reduction Act 2017 and Part 7 of the Housing Act 1996 to provide advice and assistance to anyone who is homeless or threatened with homelessness

3. Prevention measures

The Council aims to provide a sustainable solution to addressing the housing need. Financial assistance is one of the tools available to support this.

The prevention pot could be used to:

- Top up rents for 6 to 12 months, provide bonds/ deposits and clear rent arrears
- Cost of replacing key identity documents
- Access to training/ employment related expenditure
- Travel costs
- Repairs to property where damage has occurred

- Other payments to allow people to remain in their homes eg covering interest payments under a mortgaged property. Such payments would be considered on a case by case basis.

4. Eligibility

Where the customer is eligible or in receipt of Housing Benefits, then the customer could seek financial assistance from Discretionary Housing Payments (DHP) prior to considering assistance from the prevention pot.

The Prevention pot will apply where the customer is not eligible for DHP, or the nature of expenditure falls outside of this funding stream. Further details on DHP can be found at: <http://www.coventry.gov.uk/dhp>. It is not possible for a customer to apply for funding under this framework directly, the Prevention Officer would determine if it was appropriate for a recommendation of support under this framework to be considered.

- The household must have a personal housing plan in place where they are actively working with the authority to implement the actions that have been agreed.
- The household must have a local connection to Coventry within the definition of Part 7 of the Housing Act and the Homelessness Reduction Act 2017
- The household must meet the criteria for a priority need within the definition of Part 7 of the Housing Act
- Where there is no other source of funding reasonably available.

5. Funds

The Prevention Pot is a limited funding allocation. Availability of funding is dependent on the budget allocation. The Head of Customer Services in conjunction with the Director for Customer Services and Transformation may withdraw or temporarily suspend the scheme without notice.

Financial assistance will be paid directly to landlords, letting agents and other partners as appropriate depending on the nature of assistance. The Prevention Officer will arrange for the expenditure required to be paid by BACS where possible, with cash only being paid out as a last resort.

6. Approval Procedure

This procedure applies if an offer of assistance is deemed as required following an interview with the Prevention Service or Housing Options Team.

- a) An income and expenditure form (Appendix A) needs to be completed to determine the financial shortfall and possible assistance required and if required, how repayments will be made for certain payments eg deposits/ bonds etc . The Prevention Officer is responsible for undertaking any due diligence required and for obtaining any evidence to confirm the customer's situation, including but not limited to information to support their income and expenditure position, bills, previous address history for five years.
- b) Decisions will be made collectively by the Senior Housing Officer, Operations Manager and Head of customer Services. Once agreed an authorisation form is completed with details of the nature of the assistance required, other actions to be agreed with the customer to ensure they are able to sustain their tenancy (Appendix B). The form should be signed in line with the delegations below.

- c) Evidence may be required to support where payments have been made by BACS that they have been received and used for the purposes they were intended for.

Table 1: Scheme of delegation to approve assistance from the Prevention Pot

Total assistance requested			
Amount	Up to £500	>£500 <£1000	>£1000
Approval	Team Manager for Prevention Team or Housing Options	Operations Manager (Customer Services)	Head of Customer Services

- d) Payments will be paid via BACS where possible. If this is not possible cash alternatives will be paid. Cash payments will not be made to customers.
- e) The award of assistance is at the sole discretion of officers in line with this framework. As payments are made based on the recommendations of the Prevention Officers and not directly by the customer, there is no right to appeal the decision.
- f) It is not possible for customers to make a direct application for the Prevention Pot. An application is only possible on referral by the Prevention Officer.
- g) The council can recover any overpayments made.

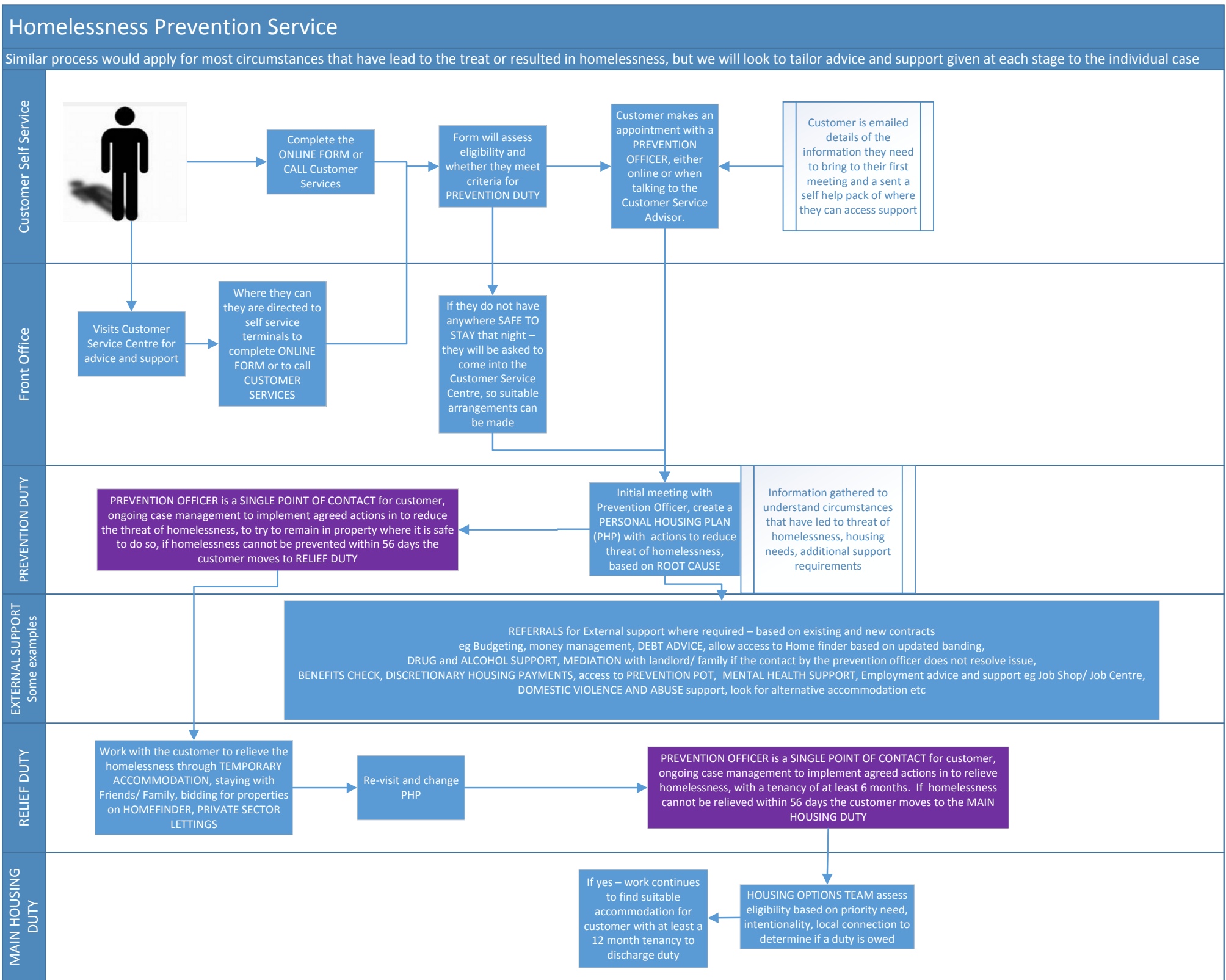
The Council is committed to the prevention and detection of fraud and the protection of public funds. Cases of suspected fraud will be investigated and this may result in criminal proceedings being instigated.

Monthly monitoring will take place on the resources awarded, with quarterly reporting to the Strategic Housing Board and Cabinet Member for Community Development to determine the impact of the scheme.

This page is intentionally left blank

Appendix B – Example of the customer’s journey through the new Homelessness Prevention Service

This provides an example of how the service may look once fully developed



This page is intentionally left blank

Coventry Homefinder Policy

Implemented from 31st July 2014

Updated December 2015

Updated April 2018



Coventry
HOMEFINDER

Letting you choose

Contents

		Page
Section 1:	Introduction to Coventry Homefinder	3
Section 2:	Joining the register	7
Section 3:	How your application is assessed and how priority is given.	14
Section 4:	The choice based lettings scheme	30
Section 5:	Further information	39
Appendix 1	Statutorily Homeless households	46

Section 1 – Introduction to Coventry Homefinder

1.1 Background

This Policy provides a framework for the delivery of choice based lettings services and the allocation of social housing in Coventry through the Coventry Homefinder system.

The Allocation of accommodation: guidance for local housing authorities in England 2012 states “we expect social homes to go to people who genuinely need them”. In applying this principle and in consideration of the high demand for social housing in Coventry, the allocation of social housing will be prioritised to customers who have an assessed housing need.

The Council no longer owns any housing following the Large Scale Voluntary Transfer of all the former Council housing to Whitefriars Housing Group in September 2000. The local authority is still required to have an allocation scheme for determining how allocations are made in order that those who have the greatest need for housing are prioritised.

The term used throughout the document for providers of social housing is ‘Registered Provider’. This is a term used to describe a provider of social housing who is registered with the Homes and Communities Agency. These are usually Housing Associations. The term ‘Partner Registered Provider’ is used for Registered Providers who are partners in the Coventry Homefinder Partnership.

1.2 The Coventry Homefinder Partnership

The Coventry Homefinder Partnership (referred to as “the partnership” throughout this document) was established in 2007 between Coventry City Council and Registered Providers (providers of social and affordable housing – usually housing associations) to provide a choice based lettings service for the allocation of social housing.

Coventry City Council is the lead organisation for administering the statutory duties of social housing allocation in Coventry. Nominations are made to the Partner Registered Provider landlords in accordance with this policy.

Partner Registered Providers participating in Coventry Homefinder include:

Ashram [moseley](#) Housing
[Asra-PA](#) Housing Group
Bromford Group
Guinness Northern Counties
[Jephson Housing Association Group](#) [Stonewater](#)
[Mercian Housing Association](#) [Clarion](#)
Midland Heart
Nehemiah and United Churches Housing Association
Orbit Heart of England

Starley Housing Co-operative
Whitefriars Housing

Coventry Homefinder also has a partnership board to co-ordinate the choice based lettings scheme which includes:

Coventry City Council

Whitefriars Housing

Midland Heart

Orbit Heart of England

~~Jephson Housing Association Group~~ [Stonewater](#) (representing all of the smaller housing associations)

Advice Services Coventry

The role of the partnership board is to:

- Monitor the effective running of the choice based lettings service
- Discuss issues of concern that may impact on the provision of social housing
- Consider changes that are made to the policy and the operating system
- Highlight challenges that organisations are independently experiencing in delivering services
- In special circumstances, the partnership board will also consider individual customer cases that might require consideration of priority banding or specific resources outside of the normal policy framework

1.3 Aims of the Coventry Homefinder Policy

This policy aims to provide a transparent social housing allocation service which:

- Complies with the legal framework in which social housing allocations are made
- Ensures that those in the greatest housing need are given appropriate “reasonable priority preference” and/or “additional priority preference”
- Offers realistic, informed choice for all applicants through choice based lettings
- Makes the best use of the limited affordable housing provision in the city
- Creates sustainable communities where people want to live and work, and where they feel safe
- Provides information and guidance regarding the use of the operating system to deliver the service
- Ensures that every application is dealt with fairly and consistently.

1.4 Statement on Choice

The partnership is fully committed to enabling applicants to play an active role in choosing where they want to live, whilst continuing to prioritise those people in the greatest need, making the best use of the available housing stock and complying with all relevant legislation.

It is important to realise that the demand for accommodation is higher for some types of property and for some areas of the city than it is for others. In making a decision about the choices available, applicants need to consider their housing need priority against the availability of properties in any given area.

The Coventry Homefinder Scheme allows people to see the Partner Registered Providers' properties that are available and place a bid on (express an interest in) those properties they are eligible for and would like to be considered for during each bidding period.

Applicants will be informed of their relative position on the shortlist for that vacancy at the time of making the bid. This enables an applicant to make an informed choice when deciding which property to express an interest in/bid on and whether to consider alternative housing options. Feedback on lettings of previously advertised properties is also available.

1.5 The Legal Framework

This document sets out the Coventry Homefinder Choice Based Lettings Policy, which determines the priorities and procedure for nominating applicants to Registered Providers in accordance with Part 6 of the Housing Act 1996, as amended by the Homelessness Act 2002, ~~and~~ the Localism Act 2011 and the Homelessness Reduction Act 2017.

The Policy ensures that reasonable preference is given to applicants who fall within the reasonable preference categories in accordance with section 166A(3) of the Housing Act 1996. More detail on reasonable preference is set out in section 3.

This Policy also sets out the priorities and procedures for nominations of existing social housing tenants who do not fall into the groups to whom reasonable preference must be given, in line with Section 145 of the Localism Act 2011. These will be considered for allocation under the same policy framework.

All nominations will be made in accordance with this Policy.

This Policy has been developed with regard to the statutory guidance issued to local housing authorities in England (Allocation of Accommodation: guidance for local housing authorities in England, Department for Communities and Local Government, issued June 2012).

In addition, the Policy reflects the wider strategic aims of Coventry City Council, including those contained in the Coventry Sustainable Community Strategy, the Coventry Housing & Homelessness Strategy and the Coventry Tenancy Strategy.

1.6 Equality and fairness

In framing this Policy, the Council has had regard to its duties under the Equality Act 2010. The Policy seeks to ensure that each application is dealt with fairly and consistently, irrespective of race, age, gender, disability, sexual orientation, gender reassignment, religion or belief, and to comply with all relevant legislation.

1.7 *Advice and information*

A clear summary of this scheme is available to all applicants. The full copy of this policy will be available to view on request from the Coventry [Customer Service Centre Housing and Benefits Advice Centre](#) or it can be downloaded from the website: www.coventryhomefinder.com

The Council has a duty to people in its area to ensure that:

- Advice and information about the right to make an application for housing is available free of charge
- Assistance is given free of charge to those who are likely to have difficulty in making an application for housing without such assistance.

Applicants also have the right to the following general information:

- Information that will enable them to assess how their application is likely to be treated under the authority's allocation scheme and in particular, whether they are likely to fall within the reasonable preference categories.
- Information about whether accommodation appropriate to their needs is likely to be made available and, if so, how long it is likely to be before such accommodation becomes available.

Information about previous lettings and previous availability of properties is published on the Homefinder website (see section 4.15 for more detail).

Section 2 – Joining the Register

2.1 Who can register with Coventry Homefinder?

Anyone over 16 years of age, who is eligible and who meets the qualifying criteria may apply to Coventry Homefinder. (See below for eligibility and qualifying criteria).

Partner Registered Providers have different policies in dealing with persons under the age of 18. Registered Providers will not normally allow an allocation of accommodation to anyone under the age of 18 years. However there may be exceptional circumstances where a tenancy can be held in trust by a guarantor (for example where a young person leaving care is referred by childrens' social care services, where they agree to hold the tenancy in trust and where a suitable support package is in place).

2.2 Who cannot register with Coventry Homefinder? - Eligibility Criteria

An applicant may be ineligible for an allocation of accommodation under Section 160ZA of the Housing Act 1996. A person will be ineligible for a housing allocation if they are:

- a person from abroad who is subject to immigration control within the meaning of the Asylum and Immigration Act 1996 (defined as a person that requires leave to enter or remain in the UK), unless he or she comes within a class prescribed in regulations by the Secretary of State.
- a person who is not subject to immigration control but who is not habitually resident in the Common Travel Area (United Kingdom, Republic of Ireland, Channel Islands and the Isle of Man).

Citizens of the United Kingdom, Republic of Ireland, Channel Islands and the Isle of Man who have returned following a period of living abroad will have to pass the Habitual Residence test in order to be eligible.

Eligibility will be considered at the time of application and at the time of an offer of allocation to a property. Applicants must inform Coventry Homefinder of any change in their immigration status.

If an applicant is found to be ineligible, they will be notified of the decision and the reasons for it in writing and informed of their right to request a review.

The guidance above is not wholly prescriptive nor is its intention to fully explain the law. More detail is available in Chapter 3 and Annex 2,3 and 4 of the guidance document "Allocation of Accommodation: guidance for local housing authorities in England" (DCLG 2012). It is important that applicants seek the advice of the authority or independent advice if necessary

2.3 Who cannot register with Coventry Homefinder? - Qualification Criteria

The Localism Act 2011 gave local authorities the power to determine what classes of persons are (or are not) persons *qualifying* to be allocated social housing in their area.

Homeowners will not normally be entitled to an allocation of social housing and therefore would not qualify to register on Coventry Homefinder. In exceptional circumstances, homeowners may register and be awarded priority where this is required (see section 2.12).

Applicants that have been assessed as being guilty of unacceptable behaviour, serious enough to make them 'unsuitable to be a tenant', will not be considered as a qualifying person.

This is defined as behaviour which would, if an applicant or a member of their household was a secure or assured tenant, entitle a landlord to possession in the Courts, under Grounds 1-7 of Schedule 2 of the Housing Act 1985. This can include:

- Owing serious rent arrears.
- Failing to comply with a current or previous tenancy agreement with a Council or Registered Provider.
- Conviction for using a property (or allowing it to be used) for illegal or immoral purposes.
- Legal action taken against them in connection with violence, harassment, racial harassment, threatening behaviour or any other forms of anti-social behaviour.
- Knowingly or recklessly providing false information to obtain a tenancy.

This list is not exhaustive and cases will be considered on an individual basis.

All applicants will be treated as suitable (and therefore qualifying to join the register) at the point of application. The application will be closed if the applicant is subsequently found to be unsuitable to be a tenant. The decision that an applicant does not qualify for an allocation of accommodation may be taken at any point during the life of the application. The decision that an applicant does not qualify to join the register on these grounds will be made by a member of the Coventry Homefinder Team after consideration of available evidence.

Applicants who are assessed as not qualifying under this section of the policy will normally not be allowed to register for a period of 2 years. However, applicants may make a fresh application if there has been a factual change in the applicant's circumstances and/or the applicant can prove a change in their behaviour.

If an applicant is found not to qualify, they will be notified of the decision and the reasons for it in writing and informed of their right to request a review.

There may be instances where an applicant's behaviour is not serious enough to mean that they do not qualify to register, however, their conduct may mean that individual Registered Provider partners would not consider them for a tenancy. This is described in more detail in section 4.7.

2.4 How to Register

Applicants can register by:

- Completing the online application form on the Coventry Homefinder website; www.coventryhomefinder.com
- ~~Completing a paper application form~~ [Support to complete the online application is](#) available from ~~the Housing & Benefits Advice Centre~~ [Coventry City Council's Customer Service Centre](#) or by contacting the Coventry Homefinder Team.

Online registration is fully automated and applicants are able to access the bidding system as soon as their application is completed. Applicants are automatically placed in Band 3A or 3B

Computers are available in the ~~Housing and Benefits Advice Centre~~ [Customer Service Centre](#) and Public Libraries to facilitate the online application process for applicants who don't have readily available access to computers.

2.5 Requesting Assessment for Priority Banding

Applications made to Coventry Homefinder will always be initially placed in Band 3A or Band 3B through the automated registration process.

If an applicant believes that they or a person in their household has a priority housing need, they must apply directly to Coventry Homefinder to have their housing needs assessed for consideration of priority banding (see section 3 for more detail).

2.6 Keeping your Application Up to Date

It is the responsibility of the applicant to ensure that their application is kept up to date.

It is important for applicants to ensure that any changes in personal circumstances, household members, contact details or household needs are updated in a timely manner.

This ensures that:

- Applicants are able to bid on appropriately sized properties
- Applicants are provided with the correct priority for their household needs
- Housing providers are able to contact applicant quickly to make an offer of accommodation

Applicants do this by logging in to Coventry Homefinder and updating their social housing application, which must be submitted by clicking 'submit' at the end of the application form. These details will then be automatically sent to the Homefinder team to verify the changes.

Vulnerable customers who cannot access the system and do not have any other support available to them can contact the Homefinder Team for assistance to update their details.

2.7 Keeping the Register Up to Date (Annual Renewals)

All applicants are required to review their application each year to ensure that their details are correct and to confirm that they wish to remain on the Coventry Homefinder register.

The annual renewal process takes place on:

1. The first anniversary of their initial application date; and then
2. Subsequently the anniversary of their renewal date each year.

Applicants will receive a notification that their application is due for renewal through the messaging service on their Coventry Homefinder account and by email, if an email address has been provided on their application. It is the applicant's responsibility to ensure that they respond to the notification and carry out the review. Applicants will have 125 consecutive days to review their application – if this is not completed then their application will be closed.

Only in exceptional circumstances, where the applicant has demonstrated that they have been unable to review their application due circumstances beyond their control (for example, due to prolonged hospitalisation), will the application be reopened by the Coventry Homefinder Team.

If an application has been closed following the 125 day period and there are no exceptional circumstances, the applicant must make a fresh application. This will result in a new registration date.

Where the Homefinder Team have been informed that the applicant is vulnerable, cannot use the system and does not have any other support available to them, the Homefinder Team will contact the applicant directly using other contact details provided.

Computers are available in the ~~Housing and Benefits Advice Centre~~ [Customer Service Centre](#) and public Libraries to facilitate this online renewal process for applicants who don't have readily available access to computers.

2.8 Cancelling/Closing Applications

An application will be cancelled/closed in the following circumstances:

- If the applicant has requested that the application is cancelled/closed.
- The applicant has not responded to the annual review message (see 2.7).
- If the applicant household has been housed through Coventry Homefinder.
- If the applicant household has been otherwise housed in any suitable social housing for example as a result of a managed move or out of the Coventry area.
- If the applicant household has undertaken a 'mutual exchange' with another social housing tenant.

- If the applicant has refused **5 or more** offers of accommodation, it may be assumed that they no longer require housing through the Coventry Homefinder scheme. The application will be suspended for a period of 28 days, during which time the applicant can provide reasons for continued refusals. If these are reasonable, the application will be re-opened, if not it will be closed.
- The applicant is found to have provided false information (or withheld relevant information) relating to their housing application.
- The applicant is found to have been guilty of unacceptable behaviour that would make them 'unsuitable to be a tenant' and therefore they do not meet the qualifying criteria for registration (see section 2.3).

2.9 Joint Applications

Two people may make a joint application to Coventry Homefinder if they are eligible and qualify to register.

Where both applicants are under 18 they may not be considered for a registered provider tenancy until the oldest applicant reaches 18 years of age.

Joint applicants are both responsible for the security of their application and must ensure that the log in details and password are kept safe.

2.10 Multiple Applications

A person may only register one application as a main applicant.

In order to prevent duplication of applications the household must provide their National Insurance number to register. Once a National Insurance number is registered on Coventry Homefinder no further registrations can be made for that National Insurance number.

- Applicants will keep the same Coventry Homefinder registration number for life, this is linked to the registered National Insurance number
- If the application is closed (for example, once an applicant is housed) any subsequent applications made under the same applicant's name will have the same registration number.

A person may have their own application whilst also being a household member on another application (for example, a young person aged 16+ may be a household member on their parents application but also have an application in their own right). If this young person is subsequently housed independently, they will be removed from the application where they are a household member.

2.11 Applications from employees linked to Coventry Homefinder

Applications can be accepted from Coventry City Council employees connected to Coventry Homefinder, employees of Partner Registered Providers connected to Coventry Homefinder, elected members, board members and their close relatives, provided they are eligible to apply and meet the qualifying criteria. Applicants must disclose any such relationship at the time of application and/or at the time that an offer of accommodation is made. Any application for priority for employees linked to Coventry Homefinder must be verified by the Operations Manager with responsibility for Housing ~~Housing Options Service Manager~~ or the Head of ~~Housing~~ Customer Services.

The allocation of accommodation to an employee linked to Coventry Homefinder as part of their work, is a decision to be made by the Partner Registered Provider and will be based on the shortlisting criteria, the shortlisted position and any relevant tenancy checks that the Registered Provider would normally carry out.

2.12 Home Owners

Homeowners will not normally be entitled to an allocation of social housing. In exceptional circumstances, Coventry Homefinder may assess that priority preference is required for Homeowners; this might include:

- Serious medical issues where the present housing is impacting on the health needs and it is not possible to undertake adaptations to meet the needs of the household.
- Statutory overcrowding as defined in Part X of the Housing Act 1985.
- Other exceptional situations may be considered based on individual circumstances.

The *Allocation of Accommodation: guidance for local housing authorities in England (2012)* states in section 3.23:

“The Government believes that authorities should avoid allocating social housing to people who already own their own homes. Where they do so, this should only be in exceptional circumstances; for example, for elderly owner occupiers who cannot stay in their own home and need to move into sheltered accommodation.”

Registered Providers may consider an allocation of social housing in these circumstances, providing that the home owner undertakes to sell the property within 12 months of allocation. Social housing will only be allocated as an applicant's 'only and principal home'. Where it is found that a social housing tenant is renting out a property they own, the Registered Provider may take steps to end the social housing tenancy.

In cases where the applicant is a homeowner with no housing need as described above, the Registered Provider will not offer the property and the bid will be 'skipped' (see section 4.7)

For the purposes of this policy, “home owners” are defined as:

- Owner Occupiers

- Persons who own a property either jointly or outright, even if they do not presently live in the property, where they have (or could gain) a legal right to occupy that property (for example, if they own a property that is rented out to others).

2.13 Assistance for those that cannot use the system

Coventry Homefinder aims to ensure equal access to all and has developed a number of ways by which those who are unable to use the system themselves and don't have support otherwise available to them, are not disadvantaged.

This includes:

- Sending details of vacant properties to people who are unable to access the property adverts through the online Homefinder system.
- Contacting applicants when there is a property being advertised that matches their specific requirements.
- Placing bids for vulnerable households based on pre-agreed criteria of location and property type.

To access this support applicants or their advocates (with written approval to represent them) should contact the Homefinder Team on 024 76 834024 or by emailing coventryhomefinder@coventry.gov.uk to discuss what assistance can be provided.

2.14 Deliberately giving false information

It is a criminal offence for an applicant to try to obtain social housing accommodation by knowingly or recklessly providing false information or withholding information relating to their housing application.

An applicant who has deliberately withheld or misrepresented any information which would be relevant to the assessment of his or her housing circumstances and their priority banding on the register, will be considered to have been guilty of such behaviour and may be assessed as being unsuitable to qualify for an allocation (see section 2.3).

Registered Providers may seek possession of a tenancy that was granted as a result of a false statement and may also attempt to recover any costs incurred.

Following investigation, if an applicant is found to have knowingly provided false information or withheld information and is consequently removed from the register, they will be notified of the decision and the reasons for it in writing and informed of their right to request a review.

2.15 Notification of decisions and a right to review

Applicants will be advised in writing if their application has been refused or closed due to not meeting the eligibility or qualifying criteria, and informed of their right to request a review of the decision. More information on reviews is available in section 5.1.

Section 3 – How your Application is assessed

3.1 Local Connection

All applicants that are eligible and that meet the qualifying criteria can register, regardless of local connection. However, applicants without a local connection will be placed in a lower priority band.

Applicants can demonstrate a local connection if:

- They have lived within the Coventry local authority area for 6 out of the last 12 months or 3 out of the last 5 years (such time periods being continuous in each case), ~~or~~
- Their regular place of work is within the Coventry local authority area (not including casual or seasonal work with daily pay rather than contracted work), ~~or~~
- They have close family connections with someone currently living in the Coventry local authority area and who has lived within the local authority area for 6 out of the last 12 months or 3 out of the last 5 years (such time periods being continuous in each case). This includes parents, siblings and children.

3.2 Property size and household size

When assessing the size of property that a household will be eligible for, Coventry Homefinder will use the Bedroom Standard.

The Coventry Homefinder Policy will allocate a separate bedroom to:

- Each married or cohabiting couple (including civil partners).
- Each adult aged 21 years or more, not in a couple.
- Any two children/adolescents of the same sex under 21.
- Any two children of opposite sex under 10.
- Any other child who cannot be paired with another as above.
- A carer who does not live as part of the household but provides the applicant or a member of the household with overnight care on four or more nights per week.

Living areas can be used as a sleeping area for occasional carers. Only in exceptional circumstances will applicants be eligible for an additional bedroom. Applicants must be able to show, through an affordability assessment, that they are able to cover the full rental costs of the property. If they cannot, the Registered Provider may not make an offer of accommodation for the property.

Access to children:

Where a parent does not provide the principal home of a child or children (under 18), but has access arrangements which include overnight stays on three or more nights per week ('staying access'), they will be eligible to bid for a property with one additional bedroom.

If an applicant has a shared residence order, they may not automatically be entitled to bedrooms for their children. Coventry Homefinder will adopt the principle that the children need one home of an adequate size. If one home already provides adequate accommodation, the application is treated as if the person has 'staying access' to the children (as above).

The applicant must provide verification of the shared residence or custody of the children.

Applicants that require assistance with housing costs through Housing Benefit must ensure that they are aware of the size criteria applied during the housing benefit assessment before they place bids for properties that allow for an additional bedroom. Applicants must be able to show, through an affordability assessment, that they are able to cover the full rental costs of the property. If they cannot, the Registered Provider may not make an offer of accommodation for the property.

3.3 Registration Date/Effective Band Date

All applications will be given an effective date which reflects the time that they have been registered and the time they have been experiencing a housing need recognised under the banding priorities.

This date will be used when shortlisting to determine how long the applicant has been assessed as requiring priority in the band and/or has been registered with Coventry Homefinder.

- For applicants with a housing need recognised in Bands 1A to 2C – the effective date will be the date that the priority band was applied for.
- For applicants placed in Bands 3A or 3B – the effective date will be the date of registration.
- Any time which elapses whilst the applicant is deemed not to be a qualifying person due to their behaviour making them unsuitable to be a tenant, or has had their application closed due to refusal of offers, will not count towards their eligible date and the date will be adjusted accordingly.

When applicants move to a different band due to a change in their circumstances, the following will apply:

- Moving to a higher band: the effective date will be the date that the higher band priority was applied for.

- Moving to a lower band, within the housing needs priority Bands 1A – 2C: the effective date will be the earliest date that a priority need band was applied for.
- Moving to Band 3A or 3B: the effective date will be the original date of registration.

3.4 Reasonable Preference

This Policy must ensure that reasonable preference is given to the following categories of people, under Section 166A(3) of the Housing Act 1996 (as amended):

- People who are homeless within the meaning of Part 7 of the Housing Act 1996 (including those who are intentionally homeless and those not in priority need).
- People who are owed a duty under section 190(2), 193(2) or 195(2) of the 1996 Act (or under section 65(2) or 68(2) of the Housing Act 1985) or who are occupying accommodation secured by any housing authority under section 192(3).
- People occupying unsanitary or overcrowded housing or otherwise living in unsatisfactory housing conditions.
- People who need to move on medical or welfare grounds, including grounds related to a disability.
- People who need to move to a particular locality in the district of the housing authority, where failure to meet that need would cause hardship (to themselves or others).

The Policy is framed so as to give reasonable preference to applicants who fall into these categories, over those who do not, through a priority banding system. This is described below.

3.5 How Priority Is Given – Summary Table of Bands

Coventry Homefinder uses a banding system to provide priority for applicants who fall into the reasonable preference categories listed in Section 3.4.

Coventry Homefinder has 7 bands that reflect the extent of housing need experienced by the household. The table below shows the different levels of need that are recognised in this policy.

Level of Need	Homefinder Band	Housing Need Category
Exceptional need	1A	Statutorily Homeless (including National Witness Mobility Scheme)
		Exceptional housing needs due to health difficulties
		Severe Overcrowding – require an additional 2 or more bedrooms
		Tenants of partner housing providers who need to move to enable a redevelopment scheme to go ahead
		Tenants of partner housing providers who are under-occupying a property by 3 or more bedrooms
	1B	Tenants of partner housing providers who are moving to release specialist disabled persons accommodation
		People fleeing violence, harassment or abuse
		Tenants of partner housing providers who are under-occupying a property by 2 bedrooms
		People with an urgent medical need who are also overcrowded
		Extreme Unsanitary conditions causing severe health and safety hazards in the household
Urgent need	2A	Urgent housing needs due to health difficulties
		Short term hostel dwellers
		Housing needs arising from Social and Welfare issues
		Overcrowding – require an additional 1 bedroom
		Housing needs as a result of being a “Looked After Child”.
		Unsanitary/unsuitable conditions affecting the health of the household or causing health and safety hazards
		Tenants of partner housing providers who are under-occupying by one bedroom
		Review of Band 1A applicants
Non-Urgent need	2B	Low level housing needs due to health difficulties
		Households who need to move to a particular locality, where failure to achieve this would cause hardship to themselves or to others.
		Homelessness Prevention and Relief
		Review of Band 1B applicants
	2C	Intentionally Homeless Households
		Homeless households who do not have a priority need
		Households where a main housing duty has been discharged due to the refusal of an offer of suitable accommodation
No priority need	3A	No housing need with a local connection
		Housing need but no local connection
	3B	No housing need with no local connection

3.6 Requesting Priority Band Assessment (detail)

Applications made to Coventry Homefinder will initially be placed in Band 3A or Band 3B through the automated registration process. **If an applicant believes that they or a person in their household has a housing need they will need to apply directly to Coventry Homefinder to have their needs assessed for consideration of priority preference.**

Priority is only awarded when the current property is having an impact on the household needs, not where a household member has a particular need but the housing remains adequate.

Applicants will be assessed for priority banding only when a request is made which details the housing need experienced by the household. [A request for consideration for priority banding can be made from the link on the homepage of \[www.coventryhomefinder.com\]\(http://www.coventryhomefinder.com\), or the council's webpage \[www.coventry.gov.uk/homefinder\]\(http://www.coventry.gov.uk/homefinder\).](#) Applicants should provide the evidence required as shown in the table below (forms are available on the Coventry Homefinder website):

Type of housing need	Information to be provided
Housing need due to health difficulties	<ul style="list-style-type: none"> • Medical Assessment Form • Address History form
Overcrowding	<ul style="list-style-type: none"> • Overcrowding priority information details • Address History form
Redevelopment or refurbishment of social housing property	Supporting confirmation from the Registered Provider (current landlord)
Tenants of social housing property releasing specialist disabled persons accommodation	Supporting confirmation from the Registered Provider (current landlord)
Fleeing Violence or Harassment	Supporting confirmation from landlord, police and/or other support agencies
Short term hostel dwellers	Referral template provided through the hostel support agency
Under-occupation of existing social housing property	Supporting confirmation from the Registered Provider (current landlord)
Unsanitary conditions	Supporting request from Coventry City Council Housing Enforcement service following inspection
Housing need as a result of being a “looked after child”	Referral template provided through the aftercare/leaving care agency

Type of housing need	Information to be provided
Social and Welfare Priority	Social and Welfare Assessment Form or Through specific support services working with the customer

The requests for priority received will be considered against this policy framework. Where additional information is required to provide a full understanding of the applicants' situation, this will be requested and may include contacting other agencies that the Council considers appropriate, such as:

- support agencies
- health care professionals
- the existing or previous landlords
- enforcement agencies including the police, council enforcement teams
- other Council departments
- other Local Authorities

3.7 Verification of information

Applicants will need to provide documentary evidence of any facts that are used to make the decision to award a priority band. These documents will be requested as part of the application for priority banding as described in 3.6. Applicants can upload the documents at the time of requesting priority banding, or can bring the documents to the Customer Service Centre.

~~The final part of the assessment process is to ensure verification documents have been received. These will then be scanned onto the applicants' electronic file on Coventry Homefinder which will be retained in line with the Data Protection Act 1998. The Verification documents requested may include (where relevant):~~

- ~~• Proof of income/benefits ie. Wage slip or Bank statement~~
- ~~• Proof of current address~~
- ~~• Address history for the last 5 years~~
- ~~• Proof of receipt of child benefit~~
- ~~• Passport or other form of identification for all household members~~
- ~~• Copy of current tenancy agreement~~
- ~~• Letter from current Landlord to confirm the size of the property~~

3.8 Review of Priority

Applicants who have been awarded Band 1A or 1B will have their application reviewed after 6 months of their effective date. If the housing needs of the applicant's household have changed, they will be placed in the relevant band for their current situation. If the applicant has not bid on suitable properties that have been advertised their band will change to either Band 2A or 2B respectively.

Applicants who have been awarded Band 2A, 2B or 2C will have their priority re-assessed at the annual review verification process. If the housing needs of the applicant's household have changed, they will be placed in the relevant band for their current situation.

Banding priorities may also be reviewed if the applicant informs Homefinder of changes to their circumstances that affect the housing needs of the household.

3.9 Further Information on Priority Housing Needs

The following sections provide greater detail and clarification of the priorities that can be awarded through Coventry Homefinder

3.10 Homelessness

Homelessness is assessed under the provisions of Part VII of the Housing Act 1996 (as amended). Homelessness is represented in this policy at different levels depending upon the assessed need of the household. This includes:

- Statutorily Homeless Households ([Band 1A](#)) – Applicants assessed by Coventry City Council as statutorily homeless and owed the main housing duty will be made one offer of suitable accommodation. Within the Coventry Homefinder system applicants will receive Band 1A priority, however bids for available properties will be made by the Housing Assessment Officer responsible for the applicant's case. Applicants who are supported through the National Witness Mobility Scheme will also be provided with this priority and their support worker from the scheme will bid on their behalf. This process will be a closely managed, confidential situation between the scheme and the Housing Options Service Manager.
- Homelessness Prevention and Relief (Band 2B) – Applicants who are owed the Prevention Duty (under Section 195 of the Housing Act) or the Relief Duty (under Section 189B of the Housing Act) where a Personal Housing Plan is in place and the applicant is constructively engaging with the Council's services to prevent or relieve their homelessness. This priority may also be awarded to applicants where homelessness has been prevented/relieved for at least six months by negotiation with a landlord, family member or friend, but in the long term a move into social housing would be necessary. Applicants who have been prevented from becoming homeless through the Housing Assessment service, by negotiation with the present landlord, enabling them to remain in their tenancy for a minimum period of 6 months; or applicants who have accepted a fixed term tenancy through the Access to Private Rented Properties Scheme as homelessness prevention; or applicants who are required to leave tied accommodation due to the end of their employment (unless employment has been terminated due to disciplinary action or the applicant is required to leave the accommodation due to arrears or other breach of tenancy or licence conditions); or

applicants who are living in excluded tenancies - sharing a property with an unrelated landlord e.g. lodgers who share facilities with the main home occupier

- Homeless Households who do not have a priority need [\(Band 2C\)](#) – Applicants who are assessed by the Housing Assessment Officers as being eligible and homeless but who do not have a priority need under Part VII of the Housing Act 1996.
- Intentionally Homeless Households [\(Band 2C\)](#) – Applicants who have been assessed by the Housing Assessment Officers as having, by reason of act or omission, caused the homelessness intentionally.
- Households who [have been assessed as statutorily homeless and owed the main housing duty, but](#) have refused a suitable offer of accommodation resulting in the Authority discharging the main [homeless-housing duty \(Band 2C\)](#).
- [Households who have 'deliberately and unreasonably refused to co-operate' under the Prevention and/or Relief Duty stages resulting in the Council discharging its duty towards them \(Band 2C\)](#).

~~More detail about the homelessness assessment process and how the Authority can discharge its duty towards homeless households is provided in Appendix 1~~

~~[These bands will only be awarded whilst the household remains homeless or threatened with homelessness \(as defined under Part VII Housing Act 1996\) – once the applicant has found alternative settled accommodation this priority will be removed.](#)~~

3.11 Overcrowding

Applicants who request priority because they believe that they are overcrowded are assessed against the bedroom standard (see section 3.2).

There are two levels of overcrowding priority:

- Households who are in need of an additional 2 or more bedrooms
- Households who are in need of 1 additional bedroom

In assessing this priority Coventry Homefinder will consider:

- The number of bedrooms in the property
- The number of people in the household, including ages and genders of household members to determine sharing arrangements.
- The length of time that the household have been overcrowded – applicants must have lived in the property for a minimum of 6 months before this priority can be assessed.
- Single person households (over 18) will only be considered for this priority if:

- They are living with family and their sleeping arrangements are creating overcrowded circumstances.
- By having their own Coventry Homefinder application and gaining their own tenancy they would alleviate the overcrowding in the family home.
- Applicants requesting an assessment where a household member is pregnant will need to provide the relevant documents confirming pregnancy in order to be considered for a larger property, if this is required. Once this is verified the number of bedrooms required will be amended on the application. Only when the baby is born can the applicant then request priority for overcrowding based on the bedroom standards.

Coventry Homefinder will require an address history for the last 5 years and verification from the present landlord regarding the number of bedrooms in the property to award overcrowding priority.

3.12 Housing Need due to health difficulties

The assessment of priority due to health difficulties is not based on the seriousness of the applicant's condition but it is solely based on the seriousness of the impact that their current type and location of the housing is having on that condition and whether this would improve significantly through a move to alternative accommodation.

Assessments for priority due to medical need will normally relate to the physical circumstances in the property but location can be considered, for example where medical evidence has shown that the environment in general is having an impact on the mental health of the applicant.

To ensure assessments are accurate and resources are fully considered an assessment of the present accommodation by an Occupational Therapist or other health professional will be required for all applicants before priority is considered. It may be more appropriate to consider the provision of aids and adaptations for the applicant to remain in their current property instead of moving to other accommodation. Priority will not be awarded if it is reasonable to provide aids and adaptations. Priority will be awarded if aids and adaptations cannot be provided.

Priority due to medical need is represented at 3 levels in this policy:

1. Exceptional housing need due to health difficulties – where the applicant or a household member has very severe health needs that are seriously affected by their current type of accommodation making the accommodation completely unsuitable.

For example, if an applicant is unable to be discharged from hospital or a care environment as their current property has become unsuitable due to their immediate medical needs.

This priority will also be considered for applicants who are subject to legal conditions relating to health treatments and where the present accommodation cannot meet

these conditions (for example, Community Treatment Orders under the Mental Health Act 2007). Supporting Information from relevant health care professionals must be provided.

Coventry Homefinder would expect that customers with this level of need would normally be in receipt of disability related benefits.

2. Urgent housing need due to health difficulties – where the applicant or household member occupies accommodation that is unsuitable due to severe health needs and the housing conditions are having a major adverse effect on the health condition.

For example, this might refer to being unable to access the kitchen or bathroom and adaptations cannot be provided; this also might refer to applicants who suffer with severe mental health conditions that are exacerbated by perceptions of threats, noise or isolation in the general environment/location that they are living in.

Coventry Homefinder would expect that customers with this level of need would normally be in receipt of disability related benefits.

3. Low level housing need due to health difficulties – where the applicant or household member occupies accommodation that makes it difficult but not impossible to make full use of the current accommodation.

For example access to the property may require negotiating some steps that the applicant finds difficult but once over this threshold they are able to access all other elements of the accommodation; this may also refer to customers who have some mental health difficulties where the general environment/location that they are living in is having some impact on the treatment and daily management of their health.

Applicants who have a medical need will be required to complete a medical form and an address history form. Supporting documents from hospital consultants, family doctors, specialist nurses and other health care professionals, should be provided to support the application.

Medical priority will not be awarded when an applicant gives up accommodation voluntarily, that was suitable for their health condition and then seeks priority re-housing because of the same health condition, unless they have lived in the property for a period of 6 months (see section 3.26).

3.13 Social and Welfare Priority

There are some circumstances where the provision of alternative accommodation is required due to the social and welfare needs of the household. These cases will all be assessed according to their own individual circumstances and priority will be considered based on the impact of the present housing on the needs of the household members.

Examples of Social and Welfare priority include:

- Applicants who require significant support (daily care) from a relative and a move will help them to receive that support. The applicant will be required to ensure that they seek properties within 1 mile of the person providing the support and this person must demonstrate that travel around Coventry is a serious problem for them. A letter from the relative is required to demonstrate the support that they are providing and will continue to provide in the alternative property. Confirmation will be required from the appropriate Coventry City Council social care service that they support the request.
- Similarly the Applicant can be the supporting relative providing the care as detailed above and a move closer to the person receiving the support is necessary. The applicant will be required to ensure that they seek properties within 1 mile of the person receiving the support and to demonstrate that travel around Coventry is a serious problem for them. A letter from the relative is required to demonstrate the support that they are providing and will continue to provide in the alternative property. Confirmation will be required from the appropriate Coventry City Council social care service that they support the request.
- Applicants who require alternative accommodation to carry out child caring responsibilities supported by Coventry City Council. This might include approved foster carers; family members who have been approved as appropriate carers for children who might otherwise be required to be 'looked after' by the Local Authority.
- Applicants who have experienced a level of abuse in a specific area and need to relocate in order to overcome this due to the lasting psychological impact of remaining in the home or area in which the abuse took place. This differentiates from priority for reasons of violence and harassment as the perpetrator no longer presents a physical risk to the applicant.

3.14 Hardship

This priority can include applicants who need to move to a particular locality in the district of the housing authority, where failure to meet that need would cause hardship (to themselves or others).

For example, this might include the need to move to undertake a prolonged period of education or training, where this is linked to employment and failure to undertake the training would lead to the loss of employment.

The Government has issued guidance regarding the 'Right to Move' for current social housing tenants who need to move to another district (where they have no local connection) for work-related purposes, to avoid hardship. The guidance suggests a quota of 1% of available properties is set aside for this group. As Coventry City Council is no longer a stock-holding authority, a quota of properties will not be provided; this will be impractical to implement with our partner organisations and risks properties being left vacant. Applicants in this group will be assessed under the current hardship priority category where appropriate.

3.15 Unsanitary/Unsuitable Property

An Unsanitary/Unsuitable Property is defined as a property which has one or more of the following:

- Lacks essential facilities
- Is detrimental or hazardous
- Poses a serious risk to the health and safety of the applicant or members of the household

In all cases the property would need to be assessed by the Coventry City Council Environment and Housing Enforcement Service and priority will only be given if action that they have taken has been unable to resolve the situation.

This priority is represented in 2 levels in this policy:

1. Extreme Unsanitary/unsuitable conditions causing severe health and safety hazards in the household

This would include properties subject to closing or demolition orders or dangerous, ruinous or dilapidated buildings, as identified by the Council.

2. Unsanitary/unsuitable conditions affecting the health of the household or causing health and safety hazards

This might include:

- Lacking cold or hot water supplies, electricity, gas or adequate heating
- Lacking inside WC
- Property in serious disrepair
- Households with dependent children who are sharing living room/ kitchen/ bathroom/ WC with other unrelated households
- Lacking bathroom or kitchen facilities

3.16 Specific Priorities for Tenants of Partner Registered Providers – Under-occupation of properties

The Welfare Reform Act 2012 initiated a number of changes to the way benefits were paid. One of these is the reduction of housing benefit to households in social housing who are under-occupying their present tenancies. In addition to this the demand for larger properties in Coventry is high and Coventry Homefinder would encourage households to consider the size of property that they require. However, households will not be able to bid on properties that are too small for the number of people in their household.

To support households to live in appropriately sized accommodation, tenants of partner housing providers, who currently live in Coventry, will be able to apply for under-occupation priority. Coventry Homefinder will confirm the number of bedrooms a tenant is occupying

with the housing provider and award the appropriate priority. The number of bedrooms required will be assessed using the bedroom standard (see section 3.2).

There are 3 levels of priority for under-occupation of a registered housing provider tenancy that can be found in the table in section 3.5.

3.17 Specific Priorities for Tenants of Partner Registered Providers – Tenants of Partner Registered Provider who need to move to enable a redevelopment scheme to go ahead

Applicants who live in Coventry and are required to move by a partner registered provider to enable the redevelopment or refurbishment of housing and the surrounding area will be awarded this priority when the registered provider makes representation to Coventry Homefinder.

3.18 Specific Priorities for Tenants of Partner Registered Providers – Tenants of Partner Registered Providers who are moving to release specialist disabled person's accommodation

Applicants who are occupying purpose built or adapted social housing accommodation that makes it particularly suitable for occupation by a disabled person and that is located in Coventry, but where household no longer needs such accommodation. Applicants will be awarded this priority following confirmation from the housing provider.

3.19 Other Priorities - People fleeing violence, harassment or abuse

This priority will be awarded where the household is experiencing violence, harassment or abuse and is able to provide supporting and substantial evidence through the landlord, police and other support agencies to demonstrate that the issues cannot be resolved and there is an urgent need for rehousing.

In addition, existing Registered Provider tenants will need to provide a completed risk assessment from the Landlord and provide substantial information relating to the actions that have been taken by the landlord and details of why the situation cannot be resolved.

3.20 Other Priorities - Short term hostel dwellers

Applicants who are living in short term accommodation (less than 6 months tenure or have been in specialist hostel accommodation and are assessed as being ready to move on to independent accommodation within the next 6 months) in a scheme that has been identified by the Council as contributing towards the objectives of the Coventry Housing & Homelessness Strategy. Such schemes must provide supported accommodation, with

active support from the managing agent to assist with issues impacting on the service user including: benefit support, health issues; employment and training opportunities; budgeting and move on assistance to access settled accommodation in either the private rented or social housing sector.

This priority will only be awarded to households if they are accessing accommodation in such a scheme and have a local connection to Coventry. Applicants that are living in single person's hostel accommodation will only receive priority for the single household member living in the hostel accommodation. Applicants in hostels do not qualify for overcrowding priority.

If it is found that the applicant has left suitable accommodation to move into a hostel this priority will not be awarded.

3.21 Other Priorities - Housing need as a result of being a "looked after child"

Applicants who are "looked after" by the authority, where Coventry City Council children's services are supporting the request for housing and providing a package of support to assist in sustaining future tenancies. This priority will be awarded when the young person is not already adequately or suitably accommodated.

This priority will only be awarded to house the applicant for the first time and not for any subsequent moves that they may wish to make.

Applications can be made for this priority when the young person reaches 17 years and 6 months old. Once the application is assessed and priority has been agreed the effective date of the application will be back dated to the applicants 16th birthday. This priority no longer applies once the applicant has reached 25 years of age.

3.23 Band 3A and 3B definitions

The allocation of social housing will be entirely prioritised to customers who have an assessed housing need within this Policy. Applicants in band 3A or 3B will only be considered for a property they have bid on after all other applicants who have an assessed priority need and have also bid for that property (see section 4.6).

No housing need with local connection (3A)

Applicants who have a local connection to Coventry as described in section 3.1, but have no housing need as recognised in the priorities for bands 1A – 2C.

Housing need but no local connection (3A)

Applicants who have a housing need detailed in the priorities for bands 1A – 2C but have no local connection as described in section 3.1.

No housing need, No local connection (3B)

Applicants who have no housing need detailed in the priorities for bands 1A – 2C and have no local connection as described in section 3.1

3.24 Further Information – Armed Forces

Additional preference must be given to an applicant that has an urgent housing need (under the reasonable preference categories) **and** who:

- Is a former member of the armed forces, or
- Is serving in the armed forces and is suffering from a serious injury, illness or disability as a result of the person's service, or
- Is a bereaved spouse or civil partner of a member of the armed forces who is leaving services family accommodation following the death of their spouse or partner in service, or
- Serving or former members of the reserve forces suffering from a serious injury, illness or disability as a result of their service.

If an applicant requests additional priority on these grounds, following assessment they will be placed in one band above the band that they would have been placed in had their application been based on reasonable preference housing needs alone. This will award them additional preference over others with the same urgent housing needs and meet the provisions set out in The Housing Act 1996 (Additional Preference for Armed Forces) (England) Regulations 2012.

Applicants that meet the above criteria that have an exceptional housing need that would place them in Band 1A will remain in Band 1A, as this is the highest priority that they can receive, however the effective date will be adjusted to give 1 additional year of priority.

(Example: an applicant is a former member of the armed forces whose household is overcrowded and needs one additional bedroom. The household would ordinarily be placed in Band 2A due to overcrowding, but will be placed in the band above - Band 1B - due to their overcrowding **and** the fact that they were formerly serving in the armed forces).

Applicants with no reasonable preference housing need that would otherwise result in them being placed in Bands 1A to 2C will be placed in Band 3A or 3B on the same criteria as other applicants.

Local housing authorities are also required to frame their policies so that local connection is not taken into regard when deciding whether someone is a qualifying person (is able to join the register) if they are a member or former member of the Armed Forces (and certain family members under certain circumstances). The Coventry Homefinder Policy does not restrict

any applicants' ability to register (to 'qualify') based on local connection, and as such it complies with these provisions in The Allocation of Housing (Qualification Criteria for Armed Forces) (England) Regulations 2012

3.25 Exceptional Circumstances

For some customers, there may be exceptional circumstances that create housing needs which are not recognised in the Coventry Homefinder Policy. In these circumstances a panel from the Partnership Board, consisting of senior officers from the Council and Partner Housing Providers, will consider the individual case and make an award of priority banding outside of the normal categories if it is determined that this is required.

The arrangements with respect to exceptional circumstances are not intended to form a second review process. Where a case has already been reviewed it cannot, at a later stage, be brought to the Partnership Board panel for further consideration.

The Choice Based Lettings Officer will be required to take the case to the Partnership Board panel to present the needs of the household and the reasons why exceptional circumstances need to be considered.

Exceptional circumstances may also include the requirement for existing housing stock to be amended or altered to facilitate the needs of the household. This may have specific resource implications.

3.26 Deliberately worsening circumstances

Applicants that have requested priority need assessments must provide an address history. Priority banding will not normally be awarded when an applicant has given up accommodation that was suitable for their needs, but then seeks priority re-housing because of those needs.

The request for reasonable priority preference in this case will only be considered when the applicant and their household have lived in the property for a minimum of 6 months.

For example, if the household has become overcrowded due to moving into their current property, from a previous property that was available and reasonable for them to continue to occupy without being overcrowded, this priority will not be awarded for a period of 6 months from the day that they moved in to the current property.

Section 4 – The Choice Based Letting Scheme

4.1 The Choice Based Lettings Model

A choice based lettings scheme allows applicants to express an interest in available properties, which are advertised each week. Expressing an interest in a property is known as 'bidding' or 'placing a bid'.

At the end of the bidding period, those applicants that have expressed an interest in a property are shortlisted in line with this Policy. These processes are explained in more detail in this section.

4.2 The Bidding Cycle

The bidding cycle runs from midnight (00.00am) on Thursday morning to 11.59pm on the following Tuesday night, each week (with the exception of the Christmas period when the bidding cycle usually runs for two weeks).

Properties are not advertised on Wednesday and bids cannot be placed on a Wednesday.

4.3 How properties are advertised

Available properties are advertised on the Coventry Homefinder website during each bidding cycle. A property list is also available each week from the [Housing & Benefits Advice Centre](#) [Customer Service Centre](#) and partner Registered Provider offices. Copies are also available from Libraries on request.

Vulnerable customers who cannot access the system and do not have any other support available to them can contact the Coventry Homefinder Team for assistance (see section 2.13).

4.4 How properties are labelled

Each of the partner Registered Providers has responsibility for preparing the property description and advertising their vacancies on Coventry Homefinder.

Adverts will be clearly labelled to show the main property features, and the types of households that are eligible to bid for the property. A photograph will normally be included with the advert.

All properties advertised will include details of:

- The landlord of the property.

- The location of the property (including the street name, area and a location map).
- The type of property (house, flat etc).
- The number of bedrooms that the property has and the maximum number of occupants.
- The rent amount and any other relevant charges.
- The types of households that can bid for the property (for example, any age restrictions).
- Whether priority will be given to specific groups such as current social tenants.
- Tenancy type (Starter tenancy, Assured, Fixed Term)
- The mobility assessment category of the property and details of any specific adaptations that have been made to the property.

Applicants must consider all of these factors carefully when deciding whether to express an interest in (bid on) a property.

4.5 How to Place a Bid

Applicants must express an interest in a property by placing a 'bid' in order to be shortlisted and considered for an allocation of that property.

Applicants may express an interest ('bid') on up to three properties in each bidding period.

In order to express an interest in a property that is being advertised, the applicant can use one of several methods:

- Online bidding – applicants can log on and see which properties they are eligible to bid on. Bids can then be placed by following the on screen instructions.
- Telephone bidding – bids can be placed by telephone by calling 0845 270 1274. Applicants will need their registration number, password and the reference number/s of the properties they wish to bid for.
- Assisted bidding – where an applicant has given consent, bids may be placed on behalf of an applicant by a support agency. Vulnerable applicants who cannot access the system themselves and have no other support available to them, can also request that bids are placed on suitable properties by the Coventry Homefinder Team. Applicants should contact the Team to request this service.

Applicants can withdraw a bid at any point during the bidding period and may then place that bid on an alternative property.

4.6 *How Applicants are Shortlisted*

At the end of each bidding period, expressions of interest for a property (bids) are shortlisted in the following way:

- Expressions of interest (bids) for properties will be placed in the order of priority band – Band 1A highest priority, then Band 1B, Band 2A etc.
- If two or more applicants from the same band have expressed an interest for the same property, the 'effective date' that they entered their current band will be used to determine the higher priority (see section 3.3). The applicant with the earliest effective date will be shortlisted first.
- If two or more applicants with the same band and the same effective date have expressed an interest in a property, the date of original registration will be used.

Registered Providers may advertise up to 10% of their available properties with priority given to their own current tenants. This will mean that the shortlist is arranged as described above, but they may prioritise their own tenants above other applicants within the shortlist.

There may be occasions that Registered Providers do not offer properties to the highest shortlisted applicant, for example if they do not meet local lettings criteria. Any local lettings criteria will be explained in the property advert.

Properties that have been adapted for people with disabilities may be allocated based on the 'best fit' of requirements of bidders rather than in shortlist order – this is described in more detail in section 4.8.

Please note:

- Expressions of interest are shortlisted at the **end** of the bidding period based on priority banding and the effective/registration date of all applicants that have expressed an interest. There is no advantage to placing bids early in the bidding period.
- When applicants express an interest in a property, they are informed of their current position in the shortlist. However, as more people place bids throughout the bidding period, this position may change. Applicants are advised to check their bid positions near to the end of the bidding period, in order to make best use of their bids.

4.7 *Bids that may be overlooked (Skipping)*

Applicants who are assessed as being 'unsuitable to be a tenant' may not qualify to register with Coventry Homefinder (see section 2.3). However, there are circumstances where a Registered Provider may not offer a property to an applicant who is shortlisted, even if their behaviour is not serious enough to mean that they do not qualify to be registered. This is known as 'skipping' the bid. Each Provider has their own detailed criteria/policy for offering a tenancy, but common reasons why an applicant's bid may be overlooked include:

- The applicant has a current tenancy, or has had a previous tenancy with a Registered Provider or Local Authority, and has a housing debt outstanding to that organisation. This can include rent arrears, rechargeable repairs and court costs.
- The applicant has committed acts of anti-social behaviour or has allowed members of the household or visitors to their home to commit acts of anti-social behaviour, and legal action has taken place as a result.
- The applicant is a current tenant of a Registered Provider or Local Authority and the maintenance or decorative condition of the property has been assessed as not meeting their obligations in the Conditions of Tenancy.
- The applicant or a member of their household has assaulted or harassed an employee or agent of one of the partner Registered Providers or Coventry City Council.
- The applicant cannot demonstrate that they can afford to pay the rent. Consideration will be given to the welfare benefits that may be paid to the applicant.
- The applicant or their household do not meet local lettings criteria.
- The advert specified that priority will be given to current tenants of that Registered Provider, and the applicant is not currently a tenant of that organisation.
- The property is specialist or has been adapted and the applicant does not require these adaptations.
- The applicant requires specific adaptations that cannot reasonably be provided in that property.

In the first instance, Registered Providers will notify the applicant in writing when a bid has been skipped, and the reasons for the bid being skipped. This will include details of how the applicant can resolve any issues to prevent further skipped bids (if possible).

Applicants may then continue to be skipped until they can demonstrate that the reason for skipping has been resolved (for example, if the applicant has been skipped due to rent arrears, they may have to demonstrate that the arrears have been paid off or a re-payment plan has been adhered to for a certain period of time).

The decision to overlook a shortlisted bid is taken by the partner Registered Provider and it is the individual criteria/policy for each Provider that will be applied in all cases of allocating a property or skipping a bid. Appeals against a decision to skip a bid should be addressed to the Registered Provider that made the decision.

4.8 Adapted properties

Accommodation for households that need specific adaptations is in high demand with limited supply available. In order to make the best use of available accommodation that is either a

purpose built disabled persons property or has substantial adaptations installed, a separate allocation process will be used:

- Applicants with needs requiring adapted properties must have an assessment from an occupational therapist to determine the type of property or adaptations required; this information will then be compiled to a common 'register'. The register will include the following information:
 - Applicant name; registration number; priority band; effective date
 - Applicants specific housing need
 - Specific location required
 - Restrictions in the location – e.g ground floor
 - Description of the type of property required
 - Specific adaptations required
- Initially, all property that becomes available that is purpose built or adapted will not be advertised through Coventry Homefinder; instead the property details will be matched against the housing needs of those customers assessed as requiring this type of accommodation to ensure a 'best fit' of the applicants needs to the property resources.
- As the property matched is on a 'best fit' basis this may mean that offers made are not prioritised in order of priority band or effective date.
- If a property is not let through this process, it will be advertised on Coventry Homefinder in the usual way but may be listed as a 'general needs' (Category 6) property. The exception to this will be purpose built disabled persons properties (Category 1), that must always be allocated to those in need of this type of accommodation.
- Properties that are adapted will be available in the first instance only to those that have been assessed as requiring adaptations. However, applicants that require adaptations will be able to bid on all properties and if they are shortlisted, the landlord will consider whether it is reasonable to provide adaptations in the property to ensure that it is suitable for the households needs.

Properties are categorised as below:

Mobility Assessment Category	Category description	Applicants assessed as being eligible for these categories
Category 1 Purpose built wheelchair housing	Disabled persons Bungalow, flat or house which has been adapted to be fully wheelchair accessible on the ground floor.	People with severe disability who are unable to stand or walk unassisted i.e. people who need to use a wheelchair both indoors and outdoors

Mobility Assessment Category	Category description	Applicants assessed as being eligible for these categories
Category 2 Partly Adapted House	House with a through floor lift or stair lift Access to the property will be level, ramped or step lift Other adaptations may include changes to bathroom/ kitchen	People who: <ul style="list-style-type: none"> • may be a wheelchair user outdoors or use walking aids • are not able to climb stairs and need a through floor lift or stair lift • require assistance to access bathrooms/kitchen • have dependent children (under 16) in the household
Category 3 Partly Adapted Flats	Flats with level access into the property and with some adaptation(s) This would include adapted flats in high rise blocks which have a communal lift	People who do not use a wheelchair indoors but have mobility needs and cannot climb stairs or steps.
Category 4 Ground floor accommodation	Ground floor flats Bungalows	Flats: Any household that does not have specific need as detailed in category 1-3 Bungalows - People over the age of 55 who are applying to live on the ground floor
Category 5	Above ground floor flats and maisonettes	Any household that does not have specific need as detailed in category 1-3 Applicants with access to children but who do not live with them on a permanent basis
Category 6	General Housing – All other general housing stock	Any household that does not have specific needs as detailed in categories 1-3

4.9 Viewing Properties and Receiving Offers

All applicants, other than those assessed as statutorily homeless and waiting for an offer to discharge the main housing duty (see Appendix 1 for details of offers for these applicants), will be contacted by the Landlord if they are successful in bidding for a property.

The Housing provider will arrange for the successful bidder to view the property at a jointly agreed time. If the Housing provider is unable to contact the successful bidder they may be skipped and a viewing will then be arranged with the next successful bidder in the shortlist. It is therefore important that the applicant ensures that all contact details on their application are kept up to date (see section 2.6).

Following the viewing, offers will be made based on the pre-tenancy checks in the individual allocation policies of the Registered Providers. Tenancy checks may include:

- an assessment of household income to ensure that the tenancy can be afforded;
- provision of documents confirming the identity of the household members
- Police checks if a declaration of conviction or antisocial behaviour has been made

Once these checks have been completed and both parties are happy to continue with the offer of a property, the Housing Provider will arrange for the applicant to sign a tenancy agreement, at which point the keys to the property will be provided.

Multi-Views

Some Housing Providers will arrange a multi-view for a property. A multi-view is a single viewing but a range of applicants in the top bidding positions will be invited to view the property.

The offer of the property will still be made first to the applicants in order of their bidding positions, however it serves to confirm those who are genuinely interested and will make the process quicker in letting the property.

4.10 Multiple Refusals

Applicants who refuse 5 or more offers made to them following successful bids may have their application suspended and will be informed of this in writing. The applicant will be required to contact Coventry Homefinder within 28 days to show that the refusals were reasonable in order for their application to be reopened. If they do not, the application will be closed.

Coventry Homefinder will consider the individual circumstances of each case.

Not responding to contacts made regarding the offer of a property, failing to attend a viewing or refusing a property following a viewing will all be considered to be a refusal.

It will not be considered reasonable to refuse a property on grounds that were made clear in the property advert (for example, the location of the property) unless there are exceptional

circumstances. Applicants must consider all factors carefully when deciding whether to express an interest in (bid on) a property.

4.11 Local Lettings Plans

Partner Housing Providers may agree local lettings plans for managing the allocation of particular properties in certain areas. Examples include:

- Restricting the age ranges of certain tower blocks
- Limiting the number of children in a particular area if resources such as schools, health provision or play facilities are not available

Reference to any local lettings plans will be made in the property advert which will detail the specific requirements for the allocation of that property.

Some Housing Providers have restrictions on the maximum income and savings an applicant can have to be eligible for their properties because of their charitable status. When considering an applicant for an offer of accommodation they will check the details of income and savings and notify the applicant in writing if they are not going to make the offer of accommodation. If the applicant does not agree with the decision the applicant has the right to request a review of their decision from the Housing Provider.

4.12 Age Restricted Properties

Partner Housing Providers have certain properties that are 'age restricted'. This refers to properties that have a minimum age set for tenancies of a property or group of properties. The restrictions relating to age will be included in the advertisement details.

Most Housing Providers will only let one bedroom bungalows to people over the age of 55 or over the age of 60. If an age restriction applies, it will be clearly stated in the advertisement details.

4.13 Eligibility for Houses

Landlords may restrict the allocation of houses to households that have children under the age of 16. Households made up entirely of household members aged 16+ would not normally be considered for the allocation of a house. Where this applies, it will be specified in the advert.

4.14 Properties excluded from Coventry Homefinder

Some properties are excluded from being advertised on Coventry Homefinder; in these instances the property will not be advertised; these include but are not exclusive to:

- **Emergency moves**
If a property is required by a Housing Provider as an emergency move to safeguard their tenant or due to fire/flood/gas explosion.
- **'Housing with Care'**
These properties are generally in schemes specifically for older people with a range of care or welfare needs. Access to these properties generally follows an adult social care assessment. Further details can be gained from Adult Community Start Team on 024 76 833003
- **Hostel accommodation and other 'supported housing'**
All forms of supported accommodation are not provided through Coventry Homefinder.

4.15 Feedback/Lettings Results

Applicants are informed of their current shortlist position as they bid for properties, but are also notified that this may change throughout the bidding period as other applicants place bids. The shortlist position of individual applicants for previous bidding periods is also available on their own 'Bid History' page once the applicant has logged in.

Following the bidding period, information is published on the Coventry Homefinder website showing the outcome of previously advertised properties. This will include the number of bids received, and the band and effective date of the successful bidder. Direct matches made outside of the Homefinder Policy (see section 4.14) will also be listed.

This information will allow the applicant to assess the potential likelihood of them being allocated a property in light of their own priority banding and effective date. The applicant will then be able to make a more informed decision as to whether they want to consider other property types, other areas of the city, or other housing options.

Section 5 – Further Information

5.1 Notification of decisions and a right to review

Notification of decisions and a right to review – the choice based lettings service

The Housing Act 1996, Part 6 requires that a right to a review of the following categories of decision made by a local authority relating to an applicant are included in this allocation scheme:

1. A decision that he or she is not eligible for an allocation;
2. A decision concerning the fact of his or her case which are likely to be, or have been, taken into account in considering whether to allocate accommodation; this might include:
 - a. The type of property for which an applicant will be considered;
 - b. The extent of the applicant's household to be considered for housing with him or her;
 - c. The applicant's medical condition or other welfare needs;
 - d. Other facts used to determine whether the applicant is entitled to a reasonable preference;
 - e. Whether the applicant should receive additional preference on the grounds of urgent housing needs or otherwise; and
 - f. Determining the applicant's priority, including his or her financial resources, behaviour (or that of his or her family), and local connection where the scheme renders any of these relevant.
3. A decision by a local housing authority in England that he or she is not within a class of persons qualifying for an allocation.

Coventry Homefinder will notify the applicant in writing of any decisions that are made concerning an applicant's eligibility, qualifying requirements and priority band assessment. The letter notifying the applicant of the decision will also contain details regarding their rights to request a review if they disagree with the decision made.

The following procedures will be used in administering the review process:

1. Applicants will be notified that they will have 28 days in which to request a review from the date of the notification letter
2. Requests for a review should be made in writing by the applicant or a person nominated by the applicant in writing as acting on their behalf; the applicant should provide details and further independent information to support their disagreement with the decision that has been made

3. The review will be carried out by an officer who was not involved in the original decision and who is senior to the original decision maker
4. The review will be considered on the basis of Coventry City Council's Choice Based Lettings Scheme and the application of the criteria for eligibility and qualifying; the priorities included in the scheme and the categories of accommodation defined in the policy; and any additional information the applicant is able to provide that may be relevant to the decision being made.
5. Reviews will be completed, with a full written response to the applicant detailing the outcome of the review. In exceptional circumstances, the applicant will be notified of any extension to this deadline and the reasons for this.

Notification of decision and a right to review – the offer of accommodation

Where an applicant has 'bid' and has subsequently been skipped for that property, the applicant has a right to raise a complaint through the housing providers' complaint process if they believe it was unreasonable for their bid to be skipped with the outcome of no offer being made.

The applicant is required to make written representation to the Housing provider within 28 days of them being skipped for the property; The applicant would expect to receive a response within 8 weeks of the complaint being raised.

5.2 Monitoring

To ensure that the aims of this Policy are met and that overall, priority for accommodation is given to applicants in the reasonable preference categories set out in legislation, robust monitoring will be carried out to monitor lettings outcomes.

The impact of the Policy will be monitored to ensure lettings are fair, transparent and in accordance with the allocations scheme, to ensure that the system is accessible to all, and does not discriminate on the grounds of: race, age, gender, disability, sexual orientation, gender reassignment, religion or belief.

5.3 Information sharing, confidentiality and data protection

Section 166(4) of the Housing Act 1996 prohibits housing authorities from divulging to other members of the public that a person is an applicant for social housing, unless they have the applicant's consent.

As part of the application process, applicants consent to the information provided on their application being shared with Coventry Homefinder Partner Organisations (Registered Providers) for the purposes of shortlisting and allocation of a property under this Policy.

The application form includes a fair obtaining clause. It is assumed that by completing the online application form applicants agree to the terms regarding the processing and sharing

of information. If the applicant requests an assessment for priority banding, other agencies may be contacted to provide supporting evidence.

The details provided by applicants will be used in connection with their Homefinder application and for research, analysis and statistical purposes regarding the need for and future development of housing in Coventry.

There may be circumstances where Coventry City Council is required to make disclosures to other organisations (for example, law enforcement agencies) if there is a valid and lawful reason. Information will not be released to other organisations that are not part of the Coventry Homefinder Partnership unless they are entitled to it by law.

~~Abritas Limited~~[Civica](#) has a contract with Coventry City Council to host the Web-based system that holds the information that applicants provide.

The Homefinder partners may wish to contact Homefinder applicants in future when undertaking customer satisfaction and Homefinder usage surveys. These will be undertaken by Coventry City Council or its nominated agents.

5.4 Situations not covered by the Coventry Homefinder Policy

This policy also does not cover mutual exchanges, reviews of Fixed Term Tenancies, assignments or successions as these are not allocations or nominations under Part VI of the Housing Act 1996.

5.5 Complaints

Coventry City Council's complaints procedures should be followed if an applicant is not happy with the way that the Coventry Homefinder Team has dealt with their application relating to:

- the administration of this Policy regarding whether an applicant is eligible or qualifies to join the Coventry Homefinder register
- the way that an assessment has been carried out to determine whether an applicant has a reasonable preference housing need and should be placed into a priority band
- the right to request that such decisions be reviewed

Details of the Council's Complaints procedure are available on request, or can be found on the Council website www.coventry.gov.uk.

The Registered Provider's own complaints procedure should be followed if an applicant is not happy with the way that the landlord has dealt with their application relating to:

- The advertisement of a property
- The decision as to whether to accept the Council's nomination

- The decision as to whether to allocate a property to the applicant.
- The right to request that these decisions are reviewed.

Details of each Registered Provider’s complaints procedures are available on request from the appropriate provider.

These procedures are available when an applicant feels that errors or omissions have been made in the way that their application has been administered. They are not intended to provide further reviews of decisions that have been taken – this is dealt with under the review process described in section 5.1.

5.6 Other Housing Options

This Policy aims to ensure that those in the greatest housing need are given appropriate priority for social housing allocation whilst offering informed choice and making the best use of the limited social housing availability in the City.

There is very high demand for social housing in Coventry and applicants should consider other housing options alongside their Coventry Homefinder registration.

[Information regarding the supply of social housing is available in the ‘further information’ section of the Coventry Homefinder website](#)

~~The Coventry Homefinder website includes a ‘Housing Options Toolkit’ which suggests potential alternative housing options based on the applicant’s circumstances.~~

Some examples of other housing options to consider include:

Housing Options	Brief details	Contact
Renting from a Private Landlord	Private landlords may be able to offer the type or location of accommodation required, especially if you want accommodation in popular areas where there is little social housing. However, your tenancy rights will be different to those under a social landlord, so you should take advice about this. If eligible, you may be able to claim Local Housing Allowance (benefit) to cover the rent costs.	Contact estate and lettings agencies, look for properties advertised for rent in local papers, use property websites such as www.rightmove.co.uk Advice about different tenancy types can be found on the Shelter website www.shelter.org.uk
Mutual Exchange	If you are currently a tenant of a social landlord, you may be able to exchange your property with	Contact your landlord or use websites such as www.homeswapper.co.uk or

Housing Options	Brief details	Contact
	another tenant.	www.houseexchange.org.uk www.swapandmove.co.uk www.lets-swap.org
Homes Direct	Midland Heart Housing Association has set up a choice based letting system for properties across the West Midlands area. Several landlords with properties in Coventry advertise properties through this system. This gives additional options, especially if you are considering moving out of the Coventry area.	http://www.midlandheart.org.uk/homesdirect www.homesdirect.org.uk
Affordable Home Ownership	There is a range of products designed to allow people to access more affordable home ownership, for example 'shared ownership'. These schemes are administered by a Help to Buy agency. The Coventry area is covered by Orbit Help to Buy and more details on available properties and products are available from them. Help to Buy Midlands	Contact Orbit Help to Buy on 03458 50 20 50 (option 2) Or their website: www.orbithelptobuy.co.uk Contact Help to Buy Midlands on 03458 50 20 50 (Option 2) or their website: www.help-tobuy.co.uk
Open Market Home Ownership	Dependent on income and savings levels, home ownership on the open market may be a suitable option.	Contact estate agents, look for properties advertised for sale in local papers, use property websites such as www.rightmove.co.uk
Short term accommodation - Hostels	Short term accommodation is available from direct access hostels in the city. This may also include support to access permanent accommodation.	Contact the hostels directly at Harnall Lane Lifehouse, Harnall Lane West, Coventry CV1 4EZ or 024 7601 1770 – The Chace 024 7630 2694 and The Salvation Army Lifehouse 024 7601 1770

5.7 Garages

Garages owned by Whitefriars Housing Group are advertised through the Coventry Homefinder website and applicants can register for garages as well as for social housing;

however the allocation of garages is not subject to legislation relating to allocations of social housing and is not covered by this Policy.

Applicants should contact Whitefriars Housing Group directly for details of their policy on letting garages.

5.8 Contact Details (Homefinder and partner Registered Providers)

The Coventry Homefinder Team can be contacted:

- By Phone on 024 7683 4024
- By writing to Coventry Homefinder
Coventry City Council
PO Box 15
Council House
Coventry
CV1 5RR
1st Floor, Spire/Christchurch House
New Union Street
Coventry
CV1 2PW
- By emailing coventryhomefinder@coventry.gov.uk
- Customers who have already made an application can log into their account and use the online messaging system.

Applicants can also visit the Customer Service Centre in Broadgate (3 Upper Precinct, CV1 1FS). Opening hours are 9am – 5pm, Monday to Friday (excluding public holidays).

Housing & Benefits Advice Centre, Spire House, New Union Street, Coventry CV1 2PW.
Opening hours are:

Monday	9.00am – 4.30pm
Tuesday	10.00am – 4.30pm
Wednesday	9.00am – 4.30pm
Thursday	9.00am – 4.30pm
Friday	9.00am – 4.00pm
Saturday and Sunday	Closed

Please note:

Changes to contact details, household or circumstances must be updated by the applicant. This is done by following the instructions in section 2.6.

Contact details for the Coventry Homefinder Partner Registered Providers:

Organisation	Address	Telephone number
Coventry Homefinder	1st Floor, Spire/Christchurch House, New Union Street, Coventry, CV1 2PW <u>Customer Service Centre, 3 Upper Precinct, CV1 1FS</u>	024 7683 4024
Ashrammoseley Housing Association	178 Birmingham Road, West Bromwich, West Midlands B70 6QG	0300 111 7000
Asra-PA Housing Group	3 Bede Island Road Leicester LE2 7EA	0116 257 6716
Bromford Group	1 Exchange Court Brabourne Avenue Wolverhampton Business Park Wolverhampton WV10 6AU	0330 1234 034
Guinness Northern Counties Housing Association	Unit 2 Holmewood Business Park, Chesterfield Road, Holmewood, Derbyshire, S42 5US	0845 605 9000
Jephson Housing Association Stonewater	Jephson House, Blackdown, Leamington Spa, Warwickshire, CV32 6RE	01926 339311
Mercian Housing Association Clarion	Gee Business Centre Holborn Hill Aston, Birmingham, B7 5JR	0121 322 7373
Midland Heart Housing Association	20 Bath Row, Birmingham, B15 1LZ www.midlandheart.org.uk	0345 6020540
Nehemiah Housing Association UCHA	1-35 Beacon Court, Birmingham Road, Great Barr, Birmingham, B43 6NN www.nehemiah-ucha.co.uk	0121 358 0966
Orbit Heart of England Housing Association	Garden Court, Harry Weston Road, Binley Business Park, Coventry, CV3 2SU www.orbit.org.uk	0345 8 500 5000 <u>800 678</u> <u>1221</u>
Starley Housing Co-operative	17A Starley Road, Coventry, CV1 3JU www.starleyhousing.org.uk	024 7622 3111
Whitefriars Housing Group	9 Little Park Street, Coventry, CV1 2UR www.wmhousing.co.uk	024 7676 7000 <u>0300 790</u> <u>6533</u>

Appendix 1 – Statutorily Homeless Households

Statutory Homeless Households

Statutory homeless households are those that have been assessed under Part VII of the Housing Act 1996 as:

- Eligible for housing assistance – not subject to immigration control and habitually resident in the common travel area.
- Homeless, or threatened with homelessness within 28 days – there is no property available to them that they have a legal right to occupy and that is reasonable for them to occupy.
- Unintentionally Homeless – the homelessness has occurred through no fault of their own and was not caused by act or omission on behalf of the applicant.
- Having a priority need as defined in the Housing Act 1996 part VII, s 189(1), which includes:
 - A pregnant woman or a person with whom she resides or might reasonably be expected to reside;
 - A person with whom dependent children reside or might reasonably be expected to reside;
 - A person who is vulnerable as a result of old age, mental illness or mental handicap or physical disability or other special reason, or with whom such a person resides or might reasonably be expected to reside; and
 - A person who is homeless or threatened with homelessness as a result of an emergency such as flood, fire or other disaster.

A further 6 additional categories were added to the priority need groups as a result of the Homelessness (Priority Need for Accommodation) (England) Order 2002; these are:

- A child aged 16 or 17
 - A young person under 21, who has been looked after, accommodated or fostered, but who is not a student in full-time education;
 - A person over 21 who is vulnerable as a result of having been looked after, accommodated or fostered;
 - A person who is vulnerable as a result of having served in the armed forces;
 - A person who is vulnerable as a result of having been imprisoned; and
 - A person who is vulnerable as a result of ceasing to occupy accommodation because of actual or threatened violence.
- Having a local connection to the area. If the applicant does not have a local connection with Coventry but does with another area then a referral will be made to the other local housing authority. The conditions for referral are:
 - Neither the applicant nor any person who might reasonably be expected to reside with the applicant has a local connection with the district of the local

~~housing authority to which the application for homelessness assistance was made; and~~

- ~~— Either the applicant or a person who might reasonably be expected to reside with the applicant has a local connection with the district of another local housing authority in England, Wales or Scotland; and~~
- ~~— Neither the applicant nor any person who might reasonably be expected to reside with the applicant will run the risk of domestic violence in that other district; and~~
- ~~— Neither the applicant nor any person who might reasonably be expected to reside with the applicant has suffered violence in the district of that other local housing authority; or,~~
- ~~— If violence has been suffered, it is not probable that a return to that district will lead to further violence of a similar kind against that person~~

~~Statutorily homeless households will be made **one offer** of suitable accommodation to discharge the main housing duty under Housing Act 1996, Part VII. This offer of accommodation may be in the social rented sector or it may be in the private rented sector. For the purposes of this policy the information in this appendix relates to the social rented sector. Please see the policy “Discharging the homeless duty into the private rented sector 2013” for details of private sector offers.~~

~~The particular aspects that relate to suitability are:~~

- ~~• Location — a suitable offer will be located within the Coventry district, unless the household would be at risk of violence in accommodation secured in the district~~

~~The following four factors relating to location must be taken into account:~~

 - ~~— Where the accommodation is situated outside of the local housing authority’s district, the distance of the accommodation from its district;~~
 - ~~— The significance of any disruption which would be caused by the location of the accommodation to the employment, caring responsibilities or education of the applicant or of members of the applicants household;~~
 - ~~— The proximity and accessibility of the accommodation to the medical facilities and other support which are currently used by or provided to the applicant, or used by or provided to members of the applicant’s household, and which are essential to the applicant’s well-being or to the well-being of members of the applicant’s household; and~~
 - ~~— The proximity and accessibility of the accommodation to local services, amenities and transport.~~
- ~~• Duration of likely occupation — the offer of accommodation through Coventry Homefinder will be a part VII offer of settled accommodation that would be available on a longer term basis if there were no breaches in the tenancy agreement. It would therefore not be unreasonable for the local authority to expect the applicant to change schools, doctors etc.~~

~~Where a child is in their final exam year at school the Housing Options team will endeavour to find a suitable offer of accommodation that is within easy travelling distance of the school to avoid changing schools.~~

Temporary Accommodation under Part VII will not be made through Coventry Homefinder.

- ~~Space and arrangement~~ — The accommodation must be suitable for the number of household members and needs of the household members. For example, a property would be unsuitable if it was not accessible for a household member who was a wheelchair user or if there were insufficient bedrooms for the family members causing it to be overcrowded.
- ~~Standard of accommodation~~ — The accommodation must be of a standard that does not contravene the Housing Act 1985 in the definition of 'Slum Clearance' and 'Overcrowding' and must meet the decent homes standard
- ~~Medical Needs~~ — Consideration must be given to the medical needs of the applicant and their household when determining if a property is suitable. Where medical needs have been identified the risks regarding these needs must be assessed in order to determine if the applicant would suffer any detriment in the provision of the offer of accommodation.
- ~~Terms and Tenure~~ — The offer of a property through Coventry Homefinder to discharge the main housing duty will be an offer of social Housing and will normally be an assured, introductory or secure tenancy.
- ~~Applicants views~~ — the decision on suitability of a property under part VII Housing Act 1996, offered in the provision of the main housing duty is for the local authority to make, however due consideration will be given to all of the previous points in determining suitability. Applicants will have the opportunity to view the accommodation before being required to accept or refuse it.

If the applicant believes that the property is unsuitable, but the Council maintains that it is suitable the applicant has a right to request a review of the offer on the grounds of suitability.

Discharging the main housing duty

When an offer of suitable accommodation has been made to statutory homeless households the Council will discharge its main housing duty. The events that can cause the duty to end by the provision of are:

- 1) ~~The refusal by an applicant of suitable accommodation secured in performance of the main housing duty;~~
- 2) ~~The applicant ceasing to be eligible for assistance;~~
- 3) ~~The applicant becoming homeless intentionally from his or her main housing duty accommodation;~~
- 4) ~~The applicant accepting an offer of a tenancy made under HA 1996, part VI;~~
- 5) ~~The applicant accepting an offer of an assured, but not an assured shorthold, tenancy from a private landlord, including a private registered provider in England or registered social landlord in Wales;~~

- ~~6) The applicant voluntarily ceasing to occupy his or her main housing duty accommodation as his or her principal home;~~
- ~~7) The applicant refusing a final offer of suitable accommodation made under HA 1996, part VI;~~
- ~~8) For applicants whose applications were made on or after 9 November 2012 to a local housing authority in England, the applicant accepting a private rented sector offer;~~
- ~~9)1) _____ For applicants whose applications were made on or after 9 November 2012 to a local housing authority in England, the applicant refusing a private rented sector offer;~~

APPENDIX D

DRAFT

Policy on discharging the Prevention and/or Relief Duties due to the 'deliberate or unreasonable refusal' of the applicant to participate in the process

Throughout this document, 'Officer' refers to the officer of the Council undertaking the housing assessment and developing the Personalised Housing Plan – usually a Homelessness Prevention Officer.

Coventry City Council is the Housing Authority.

Legislation and Policy background:

The Homelessness Reduction Act 2017 amends the Housing Act 1996 to develop the duties that a Local Housing Authority has towards households who approach them for assistance when they are homeless or threatened with homelessness.

Section 189A of the Housing Act 1996 (as amended) requires the Housing Authority to assess an applicant's case and develop a personalised housing plan, to identify appropriate actions to prevent or relieve the applicant's homelessness.

The Housing Authority should adopt a positive and collaborative approach toward applicants, taking account of their particular needs and making all reasonable efforts to engage their cooperation.

Applicants who are eligible and are homeless or threatened with homelessness must have an assessment of their case, including:

- The circumstances that have caused them to be homeless or threatened with homelessness
- Their housing needs, and what accommodation would be suitable for them, their household and anybody who might reasonably be expected to live with them, and
- The support that would be necessary for them, and anybody who resides or might reasonably be expected to reside with them, to have and retain suitable accommodation.

This assessment is then used to develop a Personalised Housing Plan with the applicant, identifying practical and reasonable steps for the housing authority and the applicant to take to help the applicant retain or secure suitable accommodation.

Under Sections 195(10) and 189B(9)(b) the prevention and relief duties can be brought to an end as a result of the applicant's deliberate and unreasonable refusal to co-operate.

Where the Prevention Duty is brought to an end for this reason, the applicant's entitlements under any other section of Part 7, including the relief and main duties, are not affected.

Where the Relief Duty is brought to an end in this way, the main housing duty will not apply. However under Section 193C(4) the housing authority will be required to secure that accommodation is available for an applicant who has a priority need and is not intentionally homeless until such time as they make a final accommodation offer or a final Part 6 offer of suitable accommodation, or the duty comes to an end for another of the reasons set out in Section 193C(5).

This Policy Document sets out the principles and procedures that Coventry City Council Officers will follow regarding the Personalised Housing Plan 'reasonable steps' and discharging the Prevention and Relief Duties due to an applicant's 'deliberate and unreasonable refusal to cooperate'.

This policy is based on the guidance within the 'Draft Homelessness Code of Guidance for Local Authorities' published by the Department for Communities and Local Government in October 2017.

Principles relating to 'reasonable steps':

The Personalised Housing Plan:

- Should be tailored to the household
- Should follow from the findings of the housing assessment
- Must be provided to the applicant in writing
- Must be kept under review

The Personalised Housing Plan and the reasonable steps within it should be realistic, taking account of local housing markets and the availability of relevant support services, as well as the applicant's individual needs and wishes.

The Officer will make every effort to secure the agreement of the applicants to their Personalised Housing Plan and the reasonable steps within it.

If the Officer is unable to reach an agreement with the applicant about the reasonable steps to be included in the Personalised Housing Plan, they must record why they could not agree and provide the written plan to the applicant, indicating what steps they consider it reasonable for the applicant and the Housing Authority to take.

When determining the reasonable steps, the Officer must take into account the individual circumstances of the applicant and anyone who resides, or could be expected to reside, with them. This should include (but is not limited to) consideration of:

- Work or caring responsibilities
- Illness, disabilities or mental health conditions
- The capacity and any vulnerability of the applicant
- Communication difficulties or requirements
- Existing support or advice services being provided to the applicant
- The ability of the applicant to manage communications and appointments

When determining the reasonable steps, the Officer must have regard to any adjustments that may be required to the reasonable steps as a result of protected characteristics under the Equality Act 2010 and must have due regard to the Public Sector Equality Duty.

It would not be reasonable to agree steps for an applicant that are reliant on them engaging with a service provision that is not currently available or which is unlikely to be offered to them.

Reasonable steps must ensure the safeguarding of children and/or vulnerable adults in the household, and must not result in the applicant or a member of their household being required to take any action that would put them at risk of violence, harassment or abuse.

If an applicant is already receiving support or services from an agency that might contribute to preventing or relieving homelessness, the Officer will (if appropriate) seek the applicant's consent to involving them in developing and agreeing the reasonable steps and in delivering the Personalised Housing Plan.

The Personalised Housing Plan may include steps that the Officer and applicant have agreed as advisable (recommended steps) but which the applicant is not required to take if they choose not to do so. The Plan will set out clearly which steps are mandatory and which are recommended. There would be no sanction for non-compliance with a non-mandatory recommendation but compliance should be encouraged.

If the Officer becomes aware that the information the applicant has provided for their assessment is inaccurate or if there is new information or a relevant change in the applicant's circumstances and needs, a review of the assessment and Personalised Housing Plan (and the reasonable steps within it) will be carried out.

The Officer will notify the applicant in writing if the assessment of the applicant's circumstances and needs has changed, or that the agreement reached regarding reasonable steps is no longer appropriate.

The Officer will notify the applicant in writing if they consider that any of the agreed reasonable steps are no longer appropriate and there will be no consequence of failure to take any of the removed steps after notification is given.

Discharging the Prevention and/or Relief Duties due to an applicant's 'deliberate and unreasonable refusal to cooperate'

Discharging the Prevention and/or Relief Duties due to an applicant's deliberate and unreasonable refusal to co-operate should be an action of last resort once all other reasonable avenues have been explored.

The Officer must be satisfied of all of the following:

- The steps recorded in the Personalised Housing Plan are reasonable in the context of the applicant's particular circumstances and needs;
- The applicant understands what is required of them in order to fulfil the reasonable steps, and is therefore in a position to make a deliberate refusal;
- The applicant is not refusing to co-operate as a result of mental health needs or other health need, for which they are not receiving support, or because of a difficulty in communicating;
- The applicant's refusal to co-operate with any step was unreasonable in the context of their particular circumstances and needs.

In the first instance, if the Officer believes that the applicant is not cooperating with the Personalised Housing Plan, they will arrange a review of the Plan with the applicant.

Where efforts have failed and the Housing Authority wishes to discharge the prevention/relief duties due to the deliberate and unreasonable refusal of the applicant to cooperate, **these principles shall apply:**

- The individual circumstances of the applicant's situation must be taken into account – the refusal to co-operate with any mandatory step must have been unreasonable in the context of their particular circumstances and needs.
- The Officer will make reasonable efforts to obtain the co-operation of the applicant, including seeking to understand the reasons for their lack of co-operation.
- The Officer will consider whether there has been a change in circumstances or any unforeseen circumstances, which explain why it has not been possible for the applicant to carry out an agreed reasonable step and therefore do not constitute 'deliberate and unreasonable refusal to co-operate'. This may include (but is not limited to):
 - Emergency caring responsibilities that could not have been foreseen
 - Prioritising attending an appointment (for example, a medical appointment or Jobcentre appointment) where this is reasonable, given the relative consequences of failing to attend. Applicants should inform the Officer of such appointments giving reasonable notice.
 - Other personal circumstances such as bereavement of a close relative.
- The Officer will also consider whether any previously undisclosed or unidentified circumstances or needs indicate that refusal to co-operate has not been 'deliberate and unreasonable'. This may mean that the 'reasonable steps' should be amended. Officers should be sensitive to the reasons for previous non-disclosure. Section 193B(6) provides that the housing authority must have regard to the particular circumstances and needs of the applicant, **whether or not identified in the assessment under section 189A**, in deciding whether refusal by the applicant is unreasonable.
- However, if the applicant has knowingly or recklessly withheld information, or has knowingly or recklessly provided false information, with the intent of inducing a housing authority to believe that the applicant or another person is entitled to accommodation or assistance under Part 7 of the Housing Act 1996, this is an offence under Section 214 of the Housing Act 1996 (provided that this explanation was given at the initial assessment and there is no other reasonable excuse for non-compliance). The Officer will explain the importance of providing full and accurate information.
- Where the applicant is receiving support from other services, the Officer should alert the relevant services to the problem as soon as possible and seek to involve them in supporting the applicant to resolve the situation.
- The Officer will take into account any particular difficulties an applicant may have in managing communications and appointments, especially if they are street homeless or insecurely housed ('sofa surfing').

- The Duties may only be discharged if the applicant refuses to cooperate with the mandatory reasonable steps in the Personalised Housing Plan, not any recommended steps that were included.

The Draft Code of Guidance recommends that the housing authority has procedures in place to maintain or regain contact with applicants who have ceased contact prior to deciding to end the prevention or relief duty under this subsection. Where the housing authority considers that the applicant has withdrawn their application because they have failed to maintain contact, the duty will be ended under section 195(8)(g) or section 189B(7)(f) (withdrawn application).

Procedure for discharging duties due to the applicant's 'deliberate and unreasonable refusal to co-operate':

[NOTE – to be reviewed when additional regulations relating to the procedure to be followed in connection with notices are made]

In the first instance, if the Officer believes that the applicant is not cooperating with the Personalised Housing Plan, they will arrange a review of the Plan with the applicant. This will review the original assessment and the appropriateness of the steps in the Plan, and the Officer will explain the consequences of not co-operating before a warning is issued.

If it has not been possible to obtain the co-operation of the applicant, the Officer will issue a warning letter to the applicant which will include:

- An explanation of the reasons for their assessment that the applicant is 'deliberately and unreasonably refusing to co-operate';
- what the applicant can do to rectify the situation (including identified timescales for actions);
- informing the applicant that it is the intention of the housing authority issue a notice to bring the prevention or relief duty to an end (whichever is relevant) unless the non-cooperation is rectified; and
- the consequences of this notice being issued.

If this is unsuccessful and the applicant continues to deliberately and unreasonably refuse to cooperate, the Officer can issue written notice that they consider the prevention or relief duty is ended (whichever is relevant) due to the applicant's deliberate and unreasonable refusal to co-operate.

The decision will be peer reviewed by an equivalent Officer who has not been involved in the original case before the written notice is issued. The decision will be referred to the Senior Housing Officer if there is a disagreement about the decision at the peer review.

Right to Review of decisions:

Applicants have a right under Section 202 to request a review of the reasonable steps included by the Housing Authority in their Personalised Housing Plan.

Applicants have a right under Section 202 to request a review of the decision to issue a notice to discharge the prevention and/or relief duties as a result of the applicant's 'deliberate and unreasonable refusal to cooperate'.

Requests for reviews must be made within 21 days of being notified of that decision, or such longer period as the housing authority may allow in writing.

Written notifications will include details of the right to request a review and the process for doing so.

Reviews of this Policy:

This Policy will be reviewed annually and also in the event of a change in legislation, a change in statutory guidance or as a result of relevant case law.

[NOTE – to be reviewed when the final Code of Guidance is published – expected Spring 2018]

[NOTE – to be reviewed when additional regulations relating to the procedure to be followed in connection with notices are made]

Date	Event/Reason for review	Changes made?	Approving Body/Officer
06/03/2018	Cabinet meeting to approve Policy		To be approved by Cabinet
06/03/2019	Annual review		
06/03/2020	Annual review		

Appendix E - Action Plan to meet the duties of the Homelessness Reduction Act

Category	Action	Timescale
Creating a new team	Recruitment of new team	Feb-18
Creating a new team	Design training programme for the new team (initial and ongoing training)	Feb-18
Creating a new team	Design the processes to support the Prevention Pot, with the relevant audit processes and monitoring forms drafted and agreed.	Feb-18
Information Management Information Management	Draft explicit consent document/paragraph - to make it clear to customers how we intend to use the information gathered.	Feb-18
Information Management Information Management	Draft data sharing agreement with partners who will work closely with the service Draft Privacy Impact Assessment (PIA) for the new IT system - designed to help organisations identify the most effective way to comply with their data protection obligations and meet individuals' expectations of privacy	Feb-18
Information Management Information Management	Agree on the IT solution and move forward with implementation.	Feb-18
Service design	Understand the service requirements for the Customer Services (front office triage service) and how this links with the Prevention Service	Feb-18
Service design	Determine the process for automating the printing and posting of letters in post and fast print	Feb-18
Service design	Update website information to make clear the Council's obligations and provide general as well as specialist advice/ support to customers.	Feb-18
Service design	Draft equality impact assessment for the new service	Feb-18
Service design	Create a infographic for use with customers and members to depict the customers journey through the service	Feb-18
Service design	Draft advice sheets for use on the website, but also to provide as handouts in the CSC	Feb-18
Service design	Complete the information gathering exercise for the various partner organisations	Feb-18
Service design	Ensure the Care Leavers Team are aware of changes in legislation	Feb-18
Service design	Create a service map for the various support available under each type of intervention	Feb-18
Service design	Commission external advice for specific support where this is not already available through existing contacts.	Feb-18
Service design	Draft a Behavioural contract	Feb-18
Service design	Create a referrals process for DHP applications that are part of a PHP	Feb-18
Creating a new team	Deliver IT training for all relevant teams	Mar-18
information Management Managing demand	Determine the data collection requirements for the service over and above what is required for H-clic (automated reporting to Central Government)	Mar-18
information Management Managing demand	Notification of changes to Homefinder Policy	Mar-18
Service design	Consider use of online form to determine eligibility and criteria to access the service eg 56 days etc	Mar-18
Service design	Determine process for booking appointments	Mar-18

Appendix E - Action Plan to meet the duties of the Homelessness Reduction Act

Category	Action	Timescale
Service design	Create information sheets for customers/ self help packs	Mar-18
Service design	Decide on what literature is required as a hard copy and how/ where printed	Mar-18
Information Management	Consider integration requirements for Firmstep and work with IT to understand what is possible, timescales etc	Apr-18
Service design	Review and make changes to the homelessness on the night process	Apr-18
Service design	Determine the handover process from the Prevention Team to Housing Options	Apr-18
Service design	Review process for handover for a customer from LAC to the Prevention Service	Apr-18
Service design	Draft forms for withdrawing support under each stage of the process	Apr-18
Service design	Draft requirements for possible address history check tool eg credit call as used in Southwark.	Apr-18
Managing demand	Private sector engagement	May-18
Service design	Process for suitability of accommodation, housing enforcement checks etc	May-18
Managing demand	Consider changes required to the Homefinder Policy	Sep-18
Service design	Determine process for referrals from other Public sector organisations to the service	Sep-18
Service design	Determine process to obtain Benefits Advice taking into account the impact of Universal Credit	Sep-18



Cabinet

6th March 2018

Name of Cabinet Member:

Cabinet Member for Jobs and Regeneration – Councillor J O'Boyle

Director Approving Submission of the report:

Deputy Chief Executive (Place)

Ward(s) affected:

St Michaels

Title:

Broadgate House

Is this a key decision? No

Executive Summary:

Cabinet requested Officers to report back on investment required to retain Broadgate House in operational use for the foreseeable future, as a result of letting two floors of One Friargate, and displacing 350 staff who were due to move to One Friargate.

This report sets out the scope of work and budget to achieve this which can be met from existing resources within the Friargate project budgets.

Recommendations:

- 1) Cabinet is asked to approve a budget of £1m to undertake works listed in Paragraph 2.5 of the report, to retain the upper floors of Broadgate House for the medium term and to include within the approved Capital Programme for 2018/2019.
- 2) Delegate authority to the Deputy Chief Executive (Place) to finalise the detailed works in paragraph 2.5 of the report and their prioritisation for implementation.
- 3) Delegate authority to the Deputy Chief Executive (Place) alongside the Procurement Board to agree the most appropriate procurement route for the works to be delivered

List of Appendices included:

None

Background papers:

None

Other useful documents

Cabinet Report 1st August 2017 - Friargate Letting to Financial Ombudsman Service

Cabinet Report 18th June 2013 – Starting the Friargate Business District to Regenerate the City, Transform the Council and Deliver Savings

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

Report title: Broadgate House

1. Context (or background)

1.1 Cabinet approved the letting of 2 floors of One Friargate to the Financial Ombudsman Service at its meeting on 1st August 2017. As a consequence, Cabinet agreed to retain Broadgate House in operational use and invest in this building for staff. Approximately 350 Childrens Services and Customer Services staff intended to move to One Friargate were displaced onto floors 3-5 Broadgate House, and Cabinet requested officers to bring back a further report on investment in Broadgate House to make it suitable for staff accommodation in the medium term, until the opportunity to co-locate these staff at One Friargate next presents itself. This is unlikely to be until 2022 when there is the opportunity for the Financial Ombudsman to break their lease.

2. Options considered and recommended proposal

- 2.1 Under the Council's accommodation strategy approved in 2013, the upper floors of Broadgate House were due to be disposed of, when they were vacated at the end of 2017 when staff moved to One Friargate. Since 2013 there has only been minimal essential expenditure on Broadgate house in anticipation of the building being vacated and disposed. The working environment in the building is of poor quality and improvements need to be made decoration, welfare areas, lighting, heating and ventilation, ICT and CCTV provision, and common areas. There is also the opportunity to improve Childrens Service delivery by creating a City Centre 'Childrens Lounge' for professional engagement with Children in an informal child friendly and child centric environment.
- 2.2 As a consequence of letting two floors of One Friargate to the Financial Ombudsman, 350 staff in Childrens Services and Business Services have been rehoused in the upper floor of Broadgate House for the medium term and until the opportunity next presents itself to co-locate them at Friargate. This is unlikely to happen before the end of 2022 at the earliest, when there is a break clause in the Financial Ombudsman Lease.
- 2.3 In addition, Children Services have been subject to their own restructure of functions, and the opportunity now presents itself with the co-location of City-wide Childrens Service function, to enhance the Childrens Service 'offer' in the City Centre, through the creation of a 'Childrens Lounge'.
- 2.4 The report to Cabinet on the 1st August 2017 approving the terms of the letting to Financial Ombudsman indicated a range of investment in the upper floors at Broadgate House between £1m and 2m to secure a continuing operational use of the premises for 5 years. An indicative sum of £1m investment was built into the net surplus reported in that report. These resources can be met from the existing budget for moving to One Friargate and does not require new resource.
- 2.5 Council staff have been working with the Childrens Service Management Team, to draw up a budget for works to this space that
- Refreshes working areas through re-decoration and surface finishes
 - Refreshes welfare areas (toilets, kitchen, break out and meeting areas)
 - Improves lighting, heating and ventilation controls
 - Improves ICT and CCTV provision in the space
 - Provides a 'child friendly' welcome in common areas
 - Creates a Childrens Lounge for positive interaction with professionals

- 2.6 The estimated budget for these works will not exceed £1m including fees. The full scope of works has not been determined, and it is necessary to establish a budget for these works to allow works to be tendered and value engineered. The works will be packaged, to enable the works to be undertaken in discrete areas to permit staff to be moved around in the building as works progress, and for staff currently at Southfields (the Through Care service) to be moved into the space at the end of the programme, which is expected to take 6-9 months to complete.
- 2.7 Cabinet is therefore recommended to establish a budget of £1m for works to Broadgate House to maintain it in operational use for at least 5 years, in line with the indication given in the report to Cabinet in August 2017.

3. Results of consultation undertaken

- 3.1 Early consultation was undertaken with teams proposing to move into Broadgate, and more detailed consultation undertaken with Childrens Service Management Team. Once the project budget is established and proceeds, individual service areas will be consulted prior to implementation.

4. Timetable for implementing this decision

- 4.1 Subject to establishment of a project budget and works being tendered, it is envisaged that the works will take 6 months to implement.

5. Comments from Director of Finance and Corporate Services

5.1 Financial implications

The financial deal negotiated with the Financial Ombudsman for them to occupy space within Friargate, less the net cost of retaining space at Broadgate House demonstrated that the Council could afford to invest c£1m in the retained space, funded over 5 years, whilst still benefitting in financial terms from the arrangement.

Since then, the costs and savings associated with the move of Council staff to One Friargate have continued to be managed such that it is expected that there is surplus financial capacity within the business case to deliver the cost of the works proposed to Broadgate House without additional new resource.

The recommendations seek approval to add £1m to the capital programme, which is proposed to be funded on a one off basis from the surplus resources used to finance the Friargate building costs.

5.2 Legal implications

The selection of contractors to undertake the capital works will be carried out in full compliance with the Public Contract Regulations 2015, either through the use of an established framework or through undertaking a compliant procurement exercise where appropriate.

6. Other implications

6.1 How will this contribute to the Council Plan (www.coventry.gov.uk/councilplan/)?

The proposals will improve the working environment of Children Services staff and Customer Services staff that support them and support the implementation of the Childrens Services restructure to protect our most vulnerable people.

6.2 How is risk being managed?

The principal risk in this project will be implementing the changes whilst the building is occupied. This risk has been managed by delaying a move into Broadgate by the Through Care Team to enable a vacant area to be worked on and completed separate from staff. As each area is completed, staff will be moved into it and the area they vacate will be refreshed.

A project management team has been established with a project manager and service management representation.

6.3 What is the impact on the organisation?

The impact is to provide an improved working environment for staff displaced from moving to One Friargate. It will also have the benefit of supporting the Childrens Services redesign by investment in their working environment.

6.4 Equalities / EIA

There are no equalities impacts.

6.5 Implications for (or impact on) the environment

There are limited impact on the environment.

6.6 Implications for partner organisations?

Partner organisations ie Police and Health who work alongside Children's Services will benefit from the improvement to working conditions proposed.

Report author(s):**Name and job title:**

Nigel Clews
Director – Kickstart

Directorate:

Place

Tel and email contact:

Tel: 02476831301

Email: nigel.clews@coventry.gov.uk

Enquiries should be directed to the above person.

Contributor/approver name	Title	Directorate or organisation	Date doc sent out	Date response received or approved
Contributors:				
Michelle Salmon	Governance Services Officer	Place	06/02/2018	06/02/2018
John Patterson	Project Manager	Place	05/02/2018	06/02/2018
Paul Smyth	Strategic Lead – Looked After Children	People	05/02/2018	07/02/2018
Joy McLanaghan	Engagement Lead	Place	05/02/2018	07/02/2018
Names of approvers for submission: (Officers and Members)				
Phil Helm	Finance Manager, Place	Place	05/02/2018	07/02/2018
Oluremi Aremu	Major Projects, Lawyer	Place	05/02/2018	07/02/2018
Martin Yardley	Deputy Chief Executive	Place	05/02/2018	07/02/2018
Councillor J O'Boyle	Cabinet Member for Jobs and Regeneration	-	05/02/2018	07/02/2018

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



Public report Cabinet Report

Business, Economy and Enterprise Scrutiny Board (3)
Cabinet
Council

15th February 2018
6th March 2018
13th March 2018

Name of Cabinet Member:

Cabinet Member for Jobs and Regeneration – Councillor J O'Boyle

Director Approving Submission of the report:

Deputy Chief Executive (Place)

Ward(s) affected:

All

Title:

Coventry's Economic Growth and Prosperity Strategy 2018-2022

Is this a key decision?

Yes - it has the potential to affect all Wards within the City and expenditure is in excess of £1m.

Executive Summary:

Since 2011 Coventry has had a *Jobs Strategy* which sets out the Council's plan and approach to growing the number of jobs and economic opportunities in the city. In order to deliver a modern and fit-for-purpose service for the people of Coventry it is proposed to adopt a more holistic approach and support a new *Economic Growth and Prosperity Strategy (EGPS)* to replace the previous jobs strategies.

This five-year Strategy sets out Coventry's vision to deliver sustainable and inclusive economic growth which enables all of our residents and businesses to prosper. The aspirations of the Strategy are to:

- further reduce the gap between Coventry's productivity and the UK average
- empower local people to connect with jobs and develop their skills
- reduce the employment gap between disadvantaged groups and the overall population average
- support the growth of an innovative economy with a focus on key sectors
- ensure social value is incorporated into economic growth
- influence local, regional and national policy to maximise opportunity and investment for Coventry

For every £1 invested by the Council, it is anticipated to create £40 of additional investment in local economic growth.

Set against three strategic themes Business, People and Place, the EGPS will deliver directly against the following priorities of the Council's Plan:

- **Promoting the growth of a sustainable economy** by supporting businesses and helping people into jobs whilst raising the profile of Coventry and physically transforming our city
- **Improving quality of life for Coventry residents** by contributing to skills development, social mobility and creating an attractive, cleaner and greener city
- **Delivering our priorities with fewer resources** by attracting new funding and opportunities to make the most of our assets.

It will also deliver against the Coventry & Warwickshire Local Enterprise Partnership (CWLEP) Strategic Economic Plan, the West Midlands Combined Authority (WMCA) Strategic Economic Plan and the emerging local industrial strategy.

Coventry ranks as the 8th best city to live, work and do business in the UK (Good Growth For Cities Index 2017), and has a flourishing national and international reputation. This is evidenced by the fact that in 2016, Coventry received the 7th highest number of Foreign Direct Investment projects of all UK cities outside of London (EY's Attractiveness Survey UK, May 2017), and the city's successful bid for 2021 UK City of Culture will further increase its attractiveness to domestic and international investment. Moreover, the UK Government has selected Coventry as the location for the National Battery Manufacturing Facility and will provide £80m of funding into the Facility, which will further enhance the area's competitive advantage in automotive manufacturing and lead to the creation of up to 10,000 new high quality jobs.

Although job creation and local employment levels have seen strong growth, business stock is growing and resident qualification levels are improving, there are on-going challenges that need to be addressed. Notably Coventry's productivity levels (which remain lower than the UK average) and lower wage levels for residents. In addition, nationally there is a reduction in growth forecasts and uncertainty around the impact of the UK leaving the European Union. This Strategy sets out a framework for action to promote economic and social prosperity within this current economic context.

Recommendations:

The Business, Economy and Enterprise Scrutiny Board (3) is recommended to:

- 1) Support the recommendations to Cabinet and Council
- 2) Identify any additional recommendations to the Cabinet
- 3) Receive regular progress reports throughout the lifetime of the Strategy

Cabinet is asked to recommend that Council:

- 1) Consider any comments/recommendations from the Business, Economy and Enterprise Scrutiny Board (3)
- 2) Approve Coventry's Economic Growth and Prosperity Strategy 2018-2022
- 3) Receive an annual monitoring report on the progress towards the Strategy's aspirations and targets as part of the Council's Plan performance monitoring

Council is asked to:

- 1) Approve Coventry's Economic Growth and Prosperity Strategy 2018-2022
- 2) Receive an annual monitoring report on the progress towards the Strategy's aspirations and targets as part of the Council's Plan performance monitoring

List of Appendices included:

Appendix 1 - Coventry's Economic Growth and Prosperity Strategy 2018-2022

Background papers:

None

Other useful documents

West Midlands Combined Authority [Strategic Economic Plan](#)
Coventry & Warwickshire Local Enterprise Partnership [Strategic Economic Plan](#)

Has it been or will it be considered by Scrutiny?

Yes – Business, Economy and Enterprise Scrutiny Board (3) 15th February 2018

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 – 6th March 2018

Report title: Coventry's Economic Growth and Prosperity Strategy, 2018-2022

1. Context (or background)

- 1.1 Coventry's Economic Growth & Prosperity Strategy (See Appendix 1) will build on the achievements of previous Jobs & Growth Strategies by bringing more services areas together in partnership with a greater and stronger focus on key economic and social priorities.
- 1.2 There are signs that the number of jobs in the city are growing, resident employment levels have seen strong growth and the gap between the unemployment rates locally and nationally has closed over the last two years.
- 1.3 However, whilst local labour market measures are positive, Coventry faces some challenges around lower than average productivity, a relatively low business stock (although beginning to improve), lower than average resident wages and lower qualification levels (despite recent improvements).
- 1.4 Nationally the UK economy is predicted to grow in 2018 at a moderate and slowing rate. In addition, the UK is due to leave the European Union in 2019 and this places uncertainty on any economic forecasts.
- 1.5 As a result, while the prospects for Coventry appear to be good, they are partly dependant on the outcome of negotiations to leave the EU and the national economic context.
- 1.6 Therefore, this Strategy has a five-year lifespan to allow stretching aspirations to be achieved and to fully assess and respond to uncertainty in the current economic climate. The aspirations are to:
 - reduce the gap between Coventry's productivity and the UK average
 - empower local people to connect with jobs and develop their skills
 - reduce the employment gap for disadvantaged groups
 - support the growth of an innovative economy with a focus on key sectors
 - ensure social value is incorporated into economic growth
 - influence local, regional and national policy to maximise opportunity and investment
- 1.7 These aspirations have been set against three work themes – People, Business and Place.
- 1.8 Success will be measured through a range of indicators that are based on:
 - ✓ economic and social priorities
 - ✓ past experience of delivery within these areas
 - ✓ understanding of the current and future local economy as we know it
 - ✓ where the funding flows from and priorities that surround those funding streams
- 1.9 The key indicators within the EGPS provide a holistic understanding of the impact of our local activity against the vision of the strategy.
- 1.10 The EGPS will be delivered primarily through the Economic Development and Employment Teams in the Place Directorate.
- 1.11 Critical to the success of achieving the vision and aspirations of the strategy are our local, sub-regional and regional partners. We are already a strong part of the Coventry & Warwickshire Local Enterprise Partnership (CWLEP) and the Coventry EGPS will deliver against the Strategic Economic Plan. At Combined Authority level, we will influence and work with partners to shape devolved policy that will make a real difference to the economic opportunities the people and businesses of Coventry have access to. With our strong track

record of securing external funding we will engage with colleagues in the WMCA to bring those resources into Coventry.

- 1.12 Beyond our local and regional engagement, we will influence central Government through strong engagement with DWP, CLG, BEIS and other Government departments to ensure Coventry is at the forefront of new policy initiatives, pilot schemes and large scale funding opportunities.

2. Options considered and recommended proposal

- 2.1 The Council can choose not to have an Economic Growth and Prosperity Strategy and rely on the strategic plans of the Combined Authority and Local Enterprise Partnership. The risk in this approach is the focus and flexibility of real local interventions to tackle the economic issues that larger programmes will fail to deliver on. Not having a Coventry strategy would remove the opportunity for focused interactions with partners and stakeholders, and could hinder Inward Investment.
- 2.2 Option 2 is the development of a strategy that gives Coventry a focus and a voice in economic growth. It gives the city a focus in economic development that places Coventry businesses and people at the heart of our economic development, attracting investment, new jobs, upskilling our people and improving social mobility. It will seek to align resources in this area to deliver the best possible outcomes for Coventry.
- 2.3 It is recommended that the Council endorse Option 2 and endorse the Economic Growth & Prosperity Strategy 2018-2022.

3. Results of consultation undertaken

- 3.1 Partners, stakeholders and customers have influenced the development of this Strategy through a range of activities including discussion at formal strategic partnership groups.
- 3.2 It is worth noting that the Business, Economy and Enterprise Scrutiny Board will consider Coventry's Economic Growth and Prosperity Strategy 2018 -2022 on the 15th February 2018.

4. Timetable for implementing this decision

- 4.1 Coventry's Economic Growth and Prosperity Strategy 2018 -2022 is a five year strategy. Progress will be reported annually to the relevant Cabinet Member (Jobs and Regeneration) and to Cabinet.

5. Comments from Director of Finance and Corporate Services

5.1 Financial implications

- 5.1.1 A proactive and innovative approach will be adopted to finance the EGPS, building on existing core Council funding to secure external resources from a variety of sources. Coventry has a track record of securing more grant funding than its neighbours, the EGPS plans to keep this record intact.
- 5.1.2 Table 5.1 shows the investment by the City Council and expected external funds that will be generated to deliver the EGPS.

Table 5.1 – Economic Growth and Prosperity Strategy Funding

	18/19 £000'	19/20* £000'	20/21* £000'	21/22* £000'	Total £000'
Council Funding	1,445	1,468	1,491	1,515	5,919
External Funding	113,097	76,149	16,060	31,521	236,826
Total	114,542	77,617	17,551	33,036	242,746

**Funding in these years has elements of unconfirmed grant but is based on experience, current bids and anticipated future funding sources*

5.1.3 It is important to note that securing this external investment is dependent on the provision of match core funding – Over the period of the strategy **for every £1 of Council investment in the Strategy we will deliver £40 additional funding.**

5.1.4 It should also be recognised that part of this estimated funding is for Coventry and Warwickshire, reflecting our role and partnership working within the region, and where some of the employment growth is for Coventry Citizens.

5.2 Legal implications

5.2.1 There are no direct legal implications arising out of this report at this stage save for noting the Council's duty under the Equality Act 2010.

5.2.2 Whilst there is no statutory duty to produce an Economic Growth and Prosperity Strategy, doing so provides an important framework for helping to deliver the Council's statutory obligations and will help drive forward the Council plan.

5.2.3 The Equality Act 2010 requires public authorities to have regard to the need to eliminate discrimination and advance equality of opportunity. The Council must further take into account its wider Public Sector Equality Duty (PSED) under s. 149 of the Equality Act 2010 when making its decisions. The public sector equality duty (s.49, Equality Act 2010) requires the Council when exercising its functions, to have 'due regard' to the need to eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act, advance equality of opportunity between those who share a 'protected characteristic' and those who do not share the protected characteristic and foster good relations between persons who share a relevant protected characteristic and persons who do not share it (this involves having due regard, in particular, to the need to (a) tackle prejudice and (b) promote understanding).

5.2.4 The Council will consider the impact of changes that might arise as a result of implementing work coming out of this strategy on those protected equality characteristics. Individual proposals will be subject to a full equality analysis wherever relevant prior to any decision taken to proceed, including the identification of mitigating action where possible.

6. Other implications

6.1 How will this contribute to the Council Plan (www.coventry.gov.uk/councilplan/)?

The Economic Growth & Prosperity Strategy will deliver against all three of the key objectives within the Council plan:

6.1.1 **Globally Connected** - the EGPS will drive the Council's support to businesses to grow and develop, it will support the delivery and development in creating the infrastructure needed for growth. It will help local people access local jobs through bespoke support and training, reducing the impact of poverty across the city.

6.1.2 **Locally Committed** – the EGPS will contribute to improving the quality of life for Coventry people by creating new opportunities and growing the diversity of jobs available for local people. The EGPS will deliver core activity to employers and those in work, improving skill levels and education outcomes, which research confirms will contribute to reducing health inequalities for those from our more vulnerable groups.

6.1.3 **Delivering our Priorities** – the EGPS will in the main be delivered with over 50% of resources coming from external public funding. The strategy will utilise both capital and revenue funding sources to deliver the best economic growth possible for Coventry.

6.2 How is risk being managed?

6.2.1 The key risks associated with EGPS for Coventry are:

- Economic uncertainty - Coventry City Council acts proactively and flexibly to identify ways to deliver the strategy within a difficult economic context.
- The increasingly limited funding opportunities and the changing funding environment - Coventry City Council is proactively responding to these changes through identifying more innovative ways of funding priorities, and developing more partnership approaches to delivery.
- Stakeholders could be reluctant to commit to work jointly on the delivery of the strategy - Stakeholders continue to respond very positively to the strategy, and the City Council continues to experience excellent partnership working arrangements.

6.3 What is the impact on the organisation?

6.3.1 The EGPS will have wide reaching positive impacts on the residents of Coventry – improving health and wellbeing, targeting vulnerable groups and boosting local businesses and job creation. This will reduce reliance on other Council services and have public health benefits.

6.4 Equalities / EIA

6.4.1 One of the key aspirations of the EGPS is to have a positive impact on people who are identified as more vulnerable in terms of economic wellbeing and gaining sustainable employment. Initiatives, projects and programmes will be tailored to meet those vulnerable groups. Data is regularly collected and analysed to ensure continuous improvement and effective identification of the most vulnerable groups and areas of the city.

6.5 Implications for (or impact on) the environment

6.5.1 The EGPS will support investment in businesses working within the low carbon and new energy sectors. The strategy will deliver programmes and initiatives designed to work with businesses developing new and emerging technologies that create new markets and support new job creations. The EGPS will also support the development of designated employment land within the local plan as part of increasing business investment and growth.

6.6 Implications for partner organisations?

6.6.1 The Strategy will be delivered in partnership with stakeholders across the city, sub-region and West Midlands region. This is an emerging strategy for the city, it is a strategy that the Council cannot deliver on its own. Engagement with partners to align programmes, investments and collaboration on key initiatives will be required if we are to see its successful implementation.

Joint Report author(s):**Name and job title:**

Kim Mawby – Employment and Wellbeing Manager

Andy Williams – Head of Economic Development

Directorate:

Place

Tel and email contact:Email: kim.mawby@coventry.gov.uk, Tel: 024 7683 1349Email: andy.williams@coventry.gov.uk Tel: 024 7683 3731

Enquiries should be directed to the above persons.

Contributor Name	Title	Directorate or organisation	Date doc sent out	Date response received or approved
David Cockroft	Director City Centre And Development Services	Place	15/12/17	19/12/17
Oluremi Aremu	Major Projects Lead Lawyer	Place	8/12/17	15/12/17
Mark Williams	Lead Accountant Business Partner	Place	8/12/17	12/12/17
Rhian Palmer	Head of Infrastructure Delivery	Place	8/12/17	13/12/17
Tom Evans	Senior Analyst	People	8/12/17	27/11/17
Lara Knight	Governance Services Co-ordinator	Place	8/12/17	14/12/17
Julie Fairbrother	Communications Manager	Place	8/12/17	13/12/17
Names of approvers for submission: (Officers and Members)				
Phil Helm	Finance Manager	Place	8/12/17	12/12/17
Julie Newman	Legal Services Manager	Place	8/12/17	15/12/17
Martin Yardley	Deputy Chief Executive	Place	15/12/17	2/1/18
Councillor J O'Boyle	Cabinet Member Regeneration and Jobs	-	4/1/18	8/1/18
Councillor G Duggins	Leader of the Council	-	8/1/18	8/1/18

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

COVENTRY'S ECONOMIC GROWTH AND PROSPERITY STRATEGY 2018-2022

Our vision: Coventry will be a city that delivers sustainable and inclusive economic growth enabling all of our residents and businesses to prosper.

Our aspirations:

- ***reduce the gap between Coventry's productivity and the UK average***
- ***empower local people to connect with jobs and develop their skills***
- ***reduce the employment gap between disadvantaged groups and the overall population average***
- ***support the growth of an innovative economy with a focus on key sectors***
- ***ensure social value is incorporated into economic growth***
- ***influence local, regional and national policy to maximise opportunity and investment for Coventry***

To achieve this vision, we will work under three themes:

People, Business and Place

PEOPLE

- Connect local people to job and training opportunities
- Improve the future of our young people
- Empower and work with local people to develop their skills and maximise their opportunities
- Enable our most vulnerable residents to benefit from economic growth by removing barriers and creating pathways to work

BUSINESS

- Enable and support businesses to start, succeed, grow, and innovate
- Promote Coventry to a national and global audience to attract UK and foreign investment
- Upskill the local workforce to meet the demands of industry and increase productivity
- Create quality jobs and quality workplaces in which local people can flourish

PLACE

- Secure funding for major developments and infrastructure projects that positively impact local people and businesses
- Deliver a plentiful supply of quality space for housing, business and skills development
- Lead the way in creating exemplar developments and facilities
- Provide a first class investment offer and support to attract new investment and development

We will measure success through the following indicators:

- ✓ **5,000** jobs will be created
- ✓ **15,000** registrations at the Job Shop
- ✓ **150,000** workshops/action plans/interventions to registered clients
- ✓ **5,000** local people will get a job
- ✓ **1,000** young people who are NEET (not in employment, education or training) will go into work, training or education

- ✓ **2,000** businesses will be advised and supported
- ✓ **25** new businesses investing in Coventry
- ✓ **£25m** of public financial support invested in local businesses
- ✓ **£500m** of business investment secured
- ✓ **1,700** employed people upskilled

- ✓ **130,000 m²** of new commercial and skills space
- ✓ **£131m** of infrastructure investment delivered through Growth Deal
- ✓ **£20m** of investment for the deployment of digital infrastructure technologies
- ✓ **£350m** of new economic development investment secured and delivered

PEOPLE

At the heart of this Strategy are the people of Coventry. We will work with local residents and businesses to create the social prosperity that allows everyone to live well and contribute in a meaningful way. We will continue to work to tackle poverty and reduce economic disadvantage, particularly by transforming prospects for low income families and creating better futures for our young people.

We will work collaboratively with local businesses to create good quality jobs and the necessary pathways for local people to access these opportunities. Through the Job Shop's Employer Hub, we will work with existing Coventry businesses and potential inward investors to tackle recruitment and skills challenges and provide tailored support to enable local people to access quality job opportunities.

We will ensure that local people can develop the skills required to meet current and future business needs by tackling deficiencies in basic skills, and ensuring that education providers are effective and able to retain highly skilled people, including graduates.

Having reduced Coventry's youth unemployment rate to below the UK and West Midlands averages, we will continue to build on this success by strengthening existing partnerships and delivering innovative programmes to address barriers.

We will help the most vulnerable by removing or managing barriers to work and connecting our poorest communities to economic growth. We will focus on activity which helps raise the employment rate of the most disadvantaged residents (e.g. NEETS, people with disabilities or mental ill health).

We will also encourage the maximum social benefit from the Council's commissioning and procurement activity.

Leading the way in boosting employment

Coventry's Job Shop is at the forefront of the Council's innovative approach to reducing unemployment. A nationally recognised exemplar, it provides support to employers to address recruitment challenges and to local residents looking for work. The Job Shop has 36,355 registered users and will play an important role in tailoring activity and securing funds to overcome the challenges faced by some of our most vulnerable residents.

Another example is the **Binley & Willenhall Employment & Skills Pilot**, funded through the West Midlands Devolution Deal. This is a new model of employment delivery for residents in this high-deprivation ward which joins up funding and activity to focus on those who are out of work and also those in low income jobs. The devolved Adult Education budget will be aligned to this pilot and there will be strong links with apprenticeships, ensuring local people have the skills they need. Nationally this aspect of activity has been identified as a key innovation and the results of this Pilot will be used to inform future Government policy.

BUSINESS

To maximise benefits for local people, we need to provide first class support that will enable Coventry businesses to start, grow and prosper. This will be achieved by building on and enhancing our existing support programmes that are already enabling individuals and businesses to address barriers to growth, raise productivity and compete on an international scale. Through providing expert advice and grant investment, we will continue to help businesses to expand and innovate, creating new jobs and products and boosting the local economy. New businesses are particularly important and we will continue to target start-ups and entrepreneurs. As part of this, we will contribute to quality workplaces with a healthy, skilled and motivated workforce.

Innovation is a key driver of growth and we will continue to support the development of an inventive and pioneering economy, focussing on the key sectors in which Coventry has a competitive advantage. This includes the Advanced Manufacturing and Engineering and Digital and Creative sectors, where we will build on the strengths of our local knowledge base in supporting local businesses, including both universities and the Manufacturing Technology Centre.

Activity will also involve prioritising the continued development of our culture and tourism sector, particularly strengthening Coventry's cultural offer to help stimulate further business investment. Coventry will be UK City of Culture 2021 and this demonstrates the breadth and depth of culture in our city – we will work to maximise the opportunities this will bring for everyone. In addition to raising the profile of the city and supporting cultural and educational development, this success will attract further investment in business and capital and infrastructure programmes – Hull (City of Culture 2017) secured an additional £200 million.

Enabling business to thrive

Coventry is already considered an attractive place to live, work and do business. To bring new business to the city and support existing companies we provide a variety of business support services focusing on growth, innovation and sustainability and offering grants and expert advice. We want to build on recent successes with an expanded inward investment service. Leads and enquiries will continue to benefit from a professional and bespoke service and ongoing dialogue with new and existing investors.

PLACE

To enable local people and businesses to succeed, we must provide a dynamic and modern city with first class facilities and space for development. Improving infrastructure is a key challenge and opportunity in supporting the future growth of Coventry. We will continue to secure investment from both the public and private sectors to enhance Coventry's infrastructure – improving connectivity and accessibility for residents and businesses. This includes investment in digital infrastructure improving connectivity through the deployment of full fibre and 5G technologies to further strengthen our economy. We will also continue to work in innovative partnerships to create state-of-the-art innovation and skills facilities.

When identifying and managing funding we will adopt an inclusive and sustainable approach. Developing the city provides an opportunity to maximise economic social value and ensure local people benefit by including clauses in contracts and planning conditions.

Shaping the future of automotive

Coventry is the home of the British motor industry and is ideally placed to exploit the advantages and opportunities of creating a cleaner, greener automotive future. A partnership of Warwick Manufacturing Group, Coventry and Warwickshire Local Enterprise Partnership and Coventry City Council is working to secure £120m of public funding to create the **National Battery Manufacturing Development Facility**. This state-of-the-art facility will provide equipment and skills support to assist UK companies in developing the next generation of battery technology, creating up to 10,000 new jobs and transforming the local R&D and automotive industry.

We already have exemplar flagship initiatives that have significant potential to benefit our businesses and residents and we will continue to strengthen and support these. This includes securing resource to deliver the Friargate and City Centre South schemes and continue the success of the Job Shop. We will build on our successes to identify and secure future funding to develop new sites and projects which promote economic development and growth.

Transforming Coventry

We will continue to secure resources to enhance the competitiveness of the city centre and bring development to the wider city. Connectivity is central to making this a reality and we will work to ensure infrastructure is not a barrier to growth.

- ❖ **Friargate** is a nationally significant 37 acre mixed use office, retail and leisure development which will bring growth and development to the City Centre. Throughout the delivery of the first building, Friargate 1, the Council has worked closely with managing contractor, Bowmer & Kirkland to develop and implement a Skills and Employment Plan providing benefits for local people and local businesses and this can be replicated in future developments.
- ❖ Coventry Rail Station, is one of the fastest growing stations outside of London and is at capacity, serving as a barrier to growth. The Council is working with the rail industry to deliver **Coventry Station Masterplan**, a £82m transformational programme which will result in greatly improved facilities. This scheme will enhance connectivity to HS2 and help support additional direct cross city services to increase economic growth and improve access to employment.
- ❖ To regenerate the centre of Coventry a major 52,000 m2 retail and leisure development is underway: **City Centre South** will provide the city centre local people deserve. This will increase footfall in the City Centre and significantly improve Coventry's competitiveness as a retail centre.
- ❖ The Council is working with Jaguar Land Rover to create a 60 acre 'engineering technology hub' at **Whitley South**, bringing new job and business opportunities. This has involved major infrastructure works to remove constraints to growth and improve the area.

GETTING THE BEST DEAL FOR COVENTRY

To deliver sustainable and inclusive economic growth we will work in partnership to maximise efficiency and impact. We will position ourselves so that Coventry is a prominent player in the region and primed to exploit every opportunity. We will work closely with Coventry and Warwickshire Local Enterprise Partnership, operating effectively with the West Midlands Combined Authority and building our own relationships with Government, universities and industry to secure funding. With large scale developments such as HS2, there are numerous opportunities for Coventry to build on previous successes and deliver benefits.

THE CURRENT ECONOMIC CONTEXT

This Strategy must be understood in the broader context of economic growth and development. Coventry ranks as the 8th best city to live, work and do business in the UK and has a flourishing national and international reputation. There are signs that the number of jobs in the city is growing and Coventry demonstrated strong growth in resident employment levels in the last year. The gap between the local unemployment rate and the national rate has closed over the last two years, and business stock is growing well, qualification levels are going up and labour market measures are positive.

However, whilst there are many reasons to be positive about the future, there are ongoing challenges, particularly the uncertainty around the impact of the UK leaving the European Union. Despite the growth of national and local economies, and the forecast for this to continue, this is at a slowing rate.

Productivity growth in Coventry has been low and overall productivity has remained notably lower than the UK average. There are also ongoing challenges – a relatively low business stock, lower levels of qualifications when compared to the England average and lower than average wage levels amongst residents in work.

This Economic Growth and Prosperity Strategy will contribute to addressing these challenges to ensure Coventry's economic growth and development is sustainable and to the benefit of all local people.

Appendix 1: Coventry's Economy - Headline Indicators

The Strategy will contribute towards the following broader indicators which measure economic growth in Coventry.

	Value	Rate	Difference to England average	Medium term change (last 3 years)	Change in last year	Period
Headlines						
Gross Value Added (£ per head)	£7.655bn	£22,165	▼	↑	↓	2015
Labour productivity — relative to UK (index, % of UK average)		86%	▼	↓	↓	2015
Gross Disposable Household Income (£ per head)	£5.017bn	£14,527	▼	↑	↑	2015
Employment						
Employment rate — residents	165,800	70%	▼	↑	↑	Jul. 2016 - Jun. 2017
Employment at Coventry workplaces (Job density)	198,000	0.76	▼	↑	↑	Jul. 2016 - Jun. 2017
Average weekly pay (full time) — residents	£536	-	▼	↑	↔	2017
Average weekly pay (full time) — workplace	£562	-	↔	↑	↔	2017
Businesses						
Number of active businesses	10,065	354.6	▼	↑	↑	2017
Annual business start-ups	1,820	64.1	▼	↑	↓	2016
Annual business closures	1,300	45.8	▼	↑	↑	2016
Skills						
Working age residents with no qualifications	22,600	10%	▲	↓	↓	Jan.2016 - Dec. 2016
Working age residents qualified to higher education level	76,800	34%	▼	↑	↑	Jan.2016 - Dec. 2016
Number of employees not fully proficient (skills gaps) (% of employment)	13,142	9%	▲	-	↑	2015
Number of hard-to-fill vacancies (% of vacancies)	1,726	42%	▲	-	↑	2015
Number of skill-shortage vacancies (% of vacancies)	1,399	34%	▲	-	↔	2015

Benefits						
Claimant count	3,930	1.7%	↔	↓	↓	Oct. 2017
Total out-of-work benefit claimants	21,470	9.4%	▲	↓	↓	Aug-16
Unemployment						
Unemployment rate	8,700	5.0%	▲	↓	↓	Jul. 2016 - Jun. 2017
Economic Inactivity rate	62,200	27%	▲	↓	↓	Jul. 2016 - Jun. 2017
Workless households — none in employment (% of households with any working age residents)	21,300	19%	▲	↓	↓	Jan. 2016 - Dec. 2016
Employment by industry						
Manufacturing	19,000	12.0%	▲	↑	↔	2016
Electricity, gas, steam and air conditioning supply	800	0.5%	↔	↑	↑	2016
Construction	3,000	1.9%	▼	↓	↓	2016
Wholesale and retail trade; repair of motor vehicles and motorcycles	25,000	15.8%	↔	↔	↔	2016
Transportation and storage	6,000	3.8%	▼	↑	↔	2016
Accommodation and food service activities	8,000	5.1%	▼	↑	↔	2016
Information and communication	5,000	3.2%	▼	↔	↔	2016
Financial and insurance activities	4,500	2.8%	▼	↓	↓	2016
Real estate activities	2,000	1.3%	▼	↔	↔	2016
Professional, scientific and technical activities	13,000	8.2%	▼	↑	↑	2016
Administrative and support service activities	16,000	10.1%	▲	↑	↓	2016
Public administration and defence; compulsory social security	6,000	3.8%	↔	↓	↔	2016
Education	20,000	12.7%	▲	↔	↔	2016
Human health and social work activities	21,000	13.3%	▲	↑	↑	2016
Arts, entertainment and recreation	2,500	1.6%	▼	↑	↑	2016
Other	6,000	3.8%	↔	↑	↑	2016



To: Cabinet

6th March 2018

Subject: Economic Growth and Prosperity Strategy – Recommendations from the Business, Economy and Enterprise Scrutiny Board (3)

1 Purpose of the Note

- 1.1 To inform Cabinet of the recommendations from the Business, Economy and Enterprise Scrutiny Board (3) consideration of the Economic Growth and Prosperity Strategy

2 Recommendations

- 2.1 The Business, Economy and Enterprise Scrutiny Board (3):

- 1) Support the recommendations to Cabinet and Council and further recommend to Cabinet that:
- 2) The importance of the cultural and leisure offer of the city should be emphasised in the strategy and given more prominence.
- 3) The clustering ambitions of the region should be elaborated upon in the Business section text.
- 4) The connection between transport infrastructure and connecting people with jobs should be made more explicit in the text under Place.
- 5) The Place box on “Shaping the Future of Automotive” should be updated to reflect the recent success in securing £80m for the UK Battery Industrialisation Centre Update through the Faraday Challenge.
- 6) An addition be made to the Place target:
 - a. 130,000m of new commercial and skills space *provided and occupied*
- 7) Agree to receive regular progress reports throughout the lifetime of the Strategy

3 Information/Background

- 3.1 At their meeting on 15th February 2018, the Business, Economy and Enterprise Scrutiny Board (3) considered a Cabinet Report on the Economic Growth and Prosperity Strategy.
- 3.2 Members heard that the Economic Growth and Prosperity Strategy (EGPS) was an overview strategy and not specifically detailed. More details action plans would follow with detail on how the specifics will be delivered.

3.3 Members welcomed the strategy and made the following observations and comments:

- The EGPS is based around aspirations with high level targets.
- The EGPS is designed to be a strategic overview document that will be underpinned with activity and action plans and link to other Strategies, particularly the Cultural Strategy and plans for City of Culture 2012. The target indicators will be regularly monitored and adjusted if needed.
- The City of Culture bid is recognised in the Business section regarding investment but could also be incorporated at the start of the People section about Coventry being a great place to live and work
- The Scrutiny Board raised the importance of the Strategy bringing in investment and an increase in business rates.
- The connection between procurement and Social Value was discussed and opportunities will continue to be explored with anchor institutions.

Gennie Holmes
Scrutiny Co-ordinator
Place Directorate
gennie.holmes@coventry.gov.uk
024 7683 1172



Cabinet

6th March 2018

Name of Cabinet Member:

Cabinet Member for Jobs and Regeneration - Councillor J O'Boyle
Cabinet Member for City Services - Councillor J Innes

Director Approving Submission of the report:

Deputy Chief Executive (People)

Ward(s) affected:

All

Title:

Recommendations from the Business, Economy and Enterprise Scrutiny Board (3) Digital Strategy Task and Finish Group

Is this a key decision?

No

Executive Summary:

Members of the Business, Economy and Enterprise Scrutiny Board (3) Digital Strategy Task and Finish Group invited three digital service suppliers to a meeting discuss:

- Their existing infrastructure within the City – how many connections you have, average speeds etc., sectors covered (i.e. business, residential), where these connections are (a map would be great if possible)
- Their future plans for the City, where you have committed plans for investment within Coventry.
- As a company how will they be able to support the aspirations of the Digital Coventry strategy.

The representatives also discussed ways that the Council could support their plans and address barriers to their plans.

Members of the Task and Finish Group identified recommendations which were endorsed by the Business, Economy and Enterprise Scrutiny Board (3) at their meeting on the 15th November 2017.

Recommendations:

Cabinet is recommended:

- 1) To request that the Cabinet Member for Jobs and Regeneration promote this work to enable Coventry to become the leading local authority in digital connectivity including participating in the piloting of 5G for the West Midlands Combined Authority.
- 2) To encourage all Members to lobby local MP's to address the issues around delays to adoption of highways on large developments

- 3) To request that the Cabinet Member for City Services consider the possibility of an Elected Member liaison group to look at the issues raised including Section 58 issues.
- 4) To request that the Cabinet Member for City Services identify ways to speed up the process for adoption of highways to enable access for connectivity.
- 5) To request that the Cabinet Member for Jobs and Regeneration ensure that connectivity is considered at the planning stage for any developments.

List of Appendices included:

Appendix 1 - individual questions, responses and key points

Background papers:

None

Other useful documents

[Digital Coventry Strategy – Cabinet, 21 February 2017](#)

Has it been or will it be considered by Scrutiny?

No – this report has not been considered by Scrutiny, but the recommendations have been agreed by the Business, Enterprise and Economy Scrutiny Board (3) at their meeting on 15th November 2017

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

Report title: Recommendations from the Digital Strategy Task and Finish Group

1. Context (or background)

- 1.1 At their meeting on 21st February 2017, Cabinet approved the Digital Coventry Strategy. The aim of the strategy is to:
- To set the scene for Coventry City Council and partners for the future direction of digital services, infrastructure and innovation.
 - To be an over-arching document that gives a clear direction of where the Council, working alongside all of our partners, wants to be in the next five years – recognising that we will continually adapt and evolve to keep up-to-date with the latest advances in digital technologies.
 - To focus limited public resources on achieving the best digital outcomes across the whole Council, the city and beyond. To encourage and direct investment in the digital programme by others and to maximise limited public resources.
 - To encourage services, people and organisations to work together to share developments and knowledge.
 - To address the growing demand for digital services and focus on what residents want in order to deliver outcomes that matter to them.
 - To enable the Council, residents, businesses and partners to get the most out of digital.
- 1.2 At their informal meeting on 28th June 2017 it was agreed that the Business, Economy and Enterprise Scrutiny Board (3) would continue with the Digital Strategy Task and Finish group that had been established the previous municipal year.
- 1.3 The main aim of this task and finish group was to meet with the main digital suppliers in the city. Members had the opportunity to question them on their plans and priorities, what the main barriers to these plans and priorities are and what the Council could do to support them in delivering their plans and priorities.

2 Options considered and recommended proposal

- 2.1 **Option 1: Do nothing:**
- 2.2 Members considered that there was sufficient evidence from the suppliers to identify recommendations to Cabinet
- 2.3 **Option2: Identify recommendations for the Cabinet.**
- 2.4 Members of the task and finish group wanted to hear from the three main Internet infrastructure providers in the local area, so they could consider what options were available to the Council to support an improved digital infrastructure for both residents and businesses in Coventry.
- 2.5 On the 18th October the task and finish group met separately with CityFibre, Virgin Media and OpenReach.
- 2.6 All three suppliers were asked to prepare a 10 to 15-minute presentation covering:
- Their existing infrastructure within the City – how many connections you have, average speeds etc., sectors covered (i.e. business, residential), where these connections are (a map would be great if possible)
 - Their future plans for the City, where you have committed plans for investment within Coventry.

- As a company how will they be able to support the aspirations of the Digital Coventry strategy

2.7 Further questions they were asked to prepare for were:

- How can you provide an improved service to local residents? Specifically on the matter of new build housing estates. We, along with the residents, find the delays frustrating. What are your views on the matter and what could be done to resolve it?
- With cyber-related crime, including scams, phishing, as well as grooming and stalking now accounting for more than 52% of all crimes reported, what value added services can each vendor offer to protect the SMEs and citizens of Coventry from this growing threat? Tell them about the idea of creating a 'Cyber safe City'. Can the suppliers offer funding for preventative solutions to fight cybercrime such as Joint CCC/vendor internet security campaigns/advertising, educating the businesses and citizens on security. What ideas and propositions do the suppliers have on this theme?
- Councils around the UK are seeking new revenue streams because of the austerity measures. What incentives might the provider offer the Council to take its infrastructure across our land? We are thinking of some form of profit share for every new customer signed up.
- How will the suppliers maximise/add value to the work being done with the CSW Superfast Broadband project?

2.8 Each supplier presented their information followed by detailed questioning from Members on the task and finish group. Details of the individual questions, responses and key points can be found at Appendix 1

2.9 The key themes identified from the sessions were as follows:

- Coventry has the potential to be at the forefront of digital connectivity and innovation, and could be a desirable destination for businesses and residents
- At an operational level, there are barriers to connectivity due to issues with adoption of the highway
- All partners are working together to achieve close to 100% coverage for the city.

3 Recommendations

3.1 Following the evidence provided by the three suppliers, Members of the Board identified the following recommendations, subsequently agreed by the Business, Economy and Enterprise Scrutiny Board (3) at their meeting on 15th November 2017.

3.2 Cabinet is recommended:

- 1) To request that the Cabinet Member for Jobs and Regeneration promote this work to enable Coventry to become the leading local authority in digital connectivity including participating in the piloting of 5G for the West Midlands Combined Authority.
- 2) To encourage all Members to lobby local MP's to address the issues around delays to adoption of highways on large developments
- 3) To request that the Cabinet Member for City Services consider the possibility of an Elected Member liaison group to look at the issues raised including Section 58 issues.
- 4) To request that the Cabinet Member for City Services identify ways to speed up the process for adoption of highways to enable access for connectivity.
- 5) To request that the Cabinet Member for Jobs and Regeneration ensure that connectivity is considered at the planning stage for any developments.

4 Results of consultation undertaken

- 4.1 No public consultation has taken place on this matter. However Members are aware of the importance of digital connectivity to both residents and businesses, through case work and petitions submitted.

5 Timetable for implementing this decision

- 5.1 There is no specific timetable for implementing this decision, but should form part of the on-going delivery of the Digital Coventry Strategy.

6 Comments from Director of Finance and Corporate Services

6.1 Financial implications

Other than officer time, there are no direct implications of the recommendations in this report. Once specific proposals have been identified to implement the recommendations, costs will be identifiable. Any investment requirements would be reported to members for approval as necessary.

6.2 Legal implications

There are no legal implications.

7 Other implications

None

8 How will this contribute to the Council Plan (www.coventry.gov.uk/councilplan/)?

- 8.1 These recommendations enhance the Digital Coventry Strategy which supports the Council Plan as digital changes create the opportunity for innovation and growth, improving the lives of Coventry residents and helping the Council to deliver outcomes in a more effective and efficient way, working with partners and residents.
- 8.2 The Digital Coventry Strategy supports the CWLEP Strategic Economic Plan by unlocking programmes that address digital connectivity.
- 8.3 The Digital Coventry Strategy also aligns with the WMCA Strategic Economic Plan by promoting digital as a key driver to growth and productivity.

9 How is risk being managed?

- 9.1 The management of any risk arising from these recommendations will come under the risk management scheme associated with the Digital Coventry Strategy.

10 What is the impact on the organisation?

- 10.1 There should be no additional impact on the organisation that hasn't been considered in the Cabinet Report 21st February 2017.

11 Equalities / EIA

These recommendations should address any inequality of access to digital connectivity currently experienced by some areas of the city.

12 Implications for (or impact on) the environment

None

13 Implications for partner organisations?

Partner organisations have been involved in the development of these recommendations and will benefit

Report author(s):**Name and job title:**

Gennie Holmes
Scrutiny Co-ordinator

Directorate:

Place

Tel and email contact:

Tel: 024 7683 1172

Email: gennie.holmes@coventry.gov.uk

Enquiries should be directed to the above person

Contributor/approver name	Title	Directorate or organisation	Date doc sent out	Date response received or approved
Contributors:				
Michelle Salmon	Governance Services Officer	Place	02/02/18	02/02/18
Paul Ward	Head of ICT and Digital	People	08/12/17	01/02/18
Gary Griffiths	Lead ICT Strategy Delivery Manager	People	08/12/17	05/02/18
Colin Knight	Director of Highways and Transportation	Place	01/02/18	05/02/18
Elected Members				
Councillor J McNicholas		Members of the Digital Strategy Task and Finish Group	16/02/18	
Councillor R Brown			16/02/18	
Councillor G Ridley			16/02/18	
Names of approvers for submission: (Officers and Members)				
Phil Helm	Finance Manager	Place	31/01/18	01/02/18
Ewan Dewar	Finance Manager	Place	01/02/18	12/02/18
Julie Newman	Legal Services Manager	Place	12/02/18	13/02/18
David Ashmore (on behalf of the Deputy Chief Executive (People))	Director of Customer Services and Transformation	People	24/01/18	15/02/18
Councillor J O'Boyle	Cabinet Member for Jobs and Economy	-	15/02/18	15/02/18
Councillor J Innes	Cabinet Member for City Services	-	14/12/17	14/12/17

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

Appendix 1 - individual questions, responses and key points

1 CityFibre session

1.1 Key points raised:

- They operate a social value model which focuses particularly on the SME business sector
- They create infrastructure competition to reduce prices and increase choice
- End objective is fibre to the home (FTTH)
- They are an open access provider, which means any user can access the fibre
- They have an inward investment model, which has 10 cities short-listed, one of which is Coventry. The resource is available, next step is internet service provider (ISP) commitment.
- If they are successful with securing the ISP commitment and Coventry are selected as one of the 10, Coventry could become one of the best digitally connected cities in the UK and Europe
- They will be working with Local Authorities to help secure DCMS funding through the Local Full Fibre Network (LFFN) Fund – Coventry and Warwickshire is one of the 6 pilots announced.
- Coventry is an example of partnership working, which should be more productive.

1.2 Members asked questions on the following areas:

- Recently Coventry have started to engage better in this area and there is a real cross-party appetite to take this forward. Do you agree that this position will make Coventry a more attractive city both the businesses and residents?
Yes – they are holding an event at the Ricoh Arena, with the focus on future-proofing your business in the digital age, promoting Coventry as a location that offers excellent digital connectivity.
- How we compare to other countries.
Generally the UK is behind other European countries such as Spain and Portugal, however Coventry is ahead of the game within the UK and our digital offer is better than most.
- How can domestic connectivity issues be addressed as well as those to the commercial sector?
They will be working with Local Authorities on LFFN applications. They have also raised £200M to build 1M FTTH premises there are approximately 100,000 addressable premises in Coventry. Fibre to the home has to be done at scale, on a city wide basis, which is how the ISP's will market it. Issues around access to new developments and adoption of highways after developments are completed
Changes to national planning policy would help in this area, and it is considered within the draft Local Plan

2 Virgin Media

2.1 Key points raised:

- They are currently finalising their 2018 build plans
- They have started engaging with local authorities, both broadband and highways teams. The intention is to work with local authorities for less disruption and to work within Council's priorities.
- They have about 40-50 liaison officers across the country.
- They have held events locally to make sure residents are aware of any works going.
- Issues they face are:
 - Section 58 issues, sometimes the information is late onto the gazetteer
 - Restrictions on the use of the carriageway
 - Ownership of footpaths on housing association land,
 - Existing condition and reinstatement of footways

- It has been useful the part funding of a highways officer for 6 months which provides a named contact
- Areas of development need to be cost effective as they operate on a commercial model, any decisions need to be commercially viable and cost competitive.
- They don't rely on any public money. However they do want to work with local authorities to support residents.
- About 97% of residents will be on a decent broadband by end of 2107, superfast and ultrafast. This is a national Government objective to achieve 95% superfast broadband coverage (24 Mbps) by the end of 2017 and to add at least 2% after that date. This compares with speeds of up to 300 Mbs from Virgin Media
- In certain areas residents can put in a contribution of a certain % to address some of the access issues.
- The key blockage is the Section 58 issues and access to the footway
- They have been working in partnership with developers, which they see as a sales opportunity, but in future will be covered by the Local Plan.

2.2 Members asked questions on the following areas:

- What are the plans and timescales for the rest of the city?
- What are the barriers that the Council can unlock?
- How can we influence those areas with no estimated completion date to come on board?
- What is being done to future proof work; wire vs wireless?
They are trialling 5G for use in rural areas where cable and fibre are an issue, but technology advances quickly. Their network is Gigabit ready.

3 BT/Openreach

3.1 Key points raised:

- BT and Openreach are two separate companies. Openreach do not engage with retail customers.
- The whole city has access to the Ethernet – fibre throughout the city
- CSW project will support 5000 premises in the city with fibre to the premise, excluding the urban centre.
- Can support community fibre partnership, where communities come together to decide for themselves how they want to address “white areas”. The gap in costs can be met wither by the local authority or by the community themselves.
- Fibre on demand can by-pass cabinets via other communication providers
- The size of coverage is due to the fact that coverage is already there, with existing ducts.
- They have a team who liaise with developers and remind planners to enable that.
- They have embraced FTTP (fibre to the premise) and are the largest provider in the UK. Openreach are a wholesale provider and are making the connection point closer to home at a retail service provider level.
- International leaders on cybersecurity and have produced a guide in partnership with KPMG.
- They provide Customer Network Services to support large commercial developments to ensure that connectivity requirements are included with the developers

3.2 Members asked questions on the following areas:

- How can the “white areas” on the map be addressed?
- Is there demand for the larger capacity for example 110+ gig, and what would drive demand up?
- What % of the city will be covered by the end of the plan?

From CSW – almost 100%

- What relationship do you have with developers?
Engaged with new build builders on both commercial and domestic developments
- How are buildings with multiple tenants and business parks dealt with?
Needs to be done with the landlord's permission. Often the landlord pay and the costs are included in the rental fee
- What are the main barriers faced?
- What are considerations for connectivity in the wider Friargate plans as well as other major projects such as City Centre South.

Communities and Neighbourhoods Scrutiny Board (4)
Cabinet

5th March 2018
6th March 2018

Name of Cabinet Member:

Cabinet Member for City Services – Councillor J Innes

Director Approving Submission of the report:

Deputy Chief Executive (Place)

Ward(s) affected:

All

Title:

Average Speed Enforcement

Is this a key decision?

Yes – Affects more than two Wards of the City

Executive Summary:

Coventry City Council receives many requests from local residents and Members across the city about inappropriate vehicular speed. This includes a significant number of petitions requesting road safety measures on local roads in the city. In addition, the number of people killed and seriously injured (KSI) has increased on major routes into the city where inappropriate speed is a factor. This includes London Road and Ansty Road.

Although the overall accident rates are declining on Coventry's road network, the number of people killed or seriously injured (KSI) on major routes, carrying high volumes of traffic is increasing. Analysis of KSI's caused by inappropriate speeds highlight both London Road and Ansty Road as locations of high concern. To address this trend, it is proposed to introduce Average Speed Enforcement (ASE) into the city.

The use of ASE has been piloted in Birmingham and Solihull. Early results are positive with a reduction in speed of up to 20% being achieved. Elsewhere, ASE has reduced KSI rates by up to 75%.

As the Highway Authority, the Council is responsible for setting speed limits on our local roads and works closely with West Midlands Police (WMP) as the enforcement agency. Additionally, Coventry City Council is the West Midlands Combined Authority (WMCA) lead authority for Road Safety, and is committed to reducing the numbers of people killed or seriously injured (KSI) by 40% over the next 10 years' based on a three year average (2014, 2015 and 2016) as the baseline.

The approval and installation of ASE will require close working with enforcement partner organisations such as the West Midlands Police (WMP) and other associated agencies.

There is no adopted policy for installing and prioritising the use of ASE in Coventry and this report highlights the mechanisms utilised by other regional authorities and proposes Coventry City Council adopt the WMP set criteria agreed in 2017.

This report proposes ASE to be introduced on London Road and Ansty Road. The installation of ASE would be funded from the Highways Maintenance and Investment Capital Programme budget through the Local Transport Plan. It is anticipated on the basis of the Birmingham and Solihull ASE pilot that ongoing maintenance costs will be covered by a share of the revenue generated from speed awareness course fees.

Recommendations:

The Community and Neighbourhoods Scrutiny Board (4) is requested to:-

1. Consider the proposals contained within the report and forward any comments to Cabinet for consideration at their meeting on 6th March 2018.

The Cabinet is requested to:

1. Approve the use of Average Speed Enforcement (ASE) in Coventry and that the associated procurement processes for ASE equipment is undertaken.
2. Approve ASE Schemes to be implemented on London Road and Ansty Road.

List of Appendices included:

Appendix A – Personal injury Collisions at proposed ASE locations

Background Papers

None

Other useful documents

None

Has it been or will it be considered by Scrutiny?

Yes - The use of ASE will be considered at Scrutiny Board 4 on 28th February 2018

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

Report title:

Report: Average Speed Enforcement

1. Context

- 1.1. Whilst the total number of accidents in Coventry is falling, the number of people killed or seriously injured (KSI) on the city's main roads is increasing. A total of 308 people were killed or seriously injured (22 fatalities and 286 seriously injured) on Coventry's roads over a 3 year period.
- 1.2. In addition to the human element, accidents have a major detrimental impact on traffic flow by increasing congestion, reducing capacity, worsening journey time reliability and affecting network resilience together with an adverse impact on the economy.
- 1.3. Coventry City Council receives many requests from local residents and Members across the city about speeding, including a significant number of petitions requesting road safety measures. As the Highway Authority, we are responsible for setting speed limits on our local roads. The Coventry road network needs to support a local transport system that is safe for all road users, promotes economic growth, and improves the quality of life in our communities. Coventry City Council is the West Midlands Combined Authority (WMCA) Road Safety Lead, and is committed to reducing the numbers of people killed or seriously injured (KSI) by 40% over the next 10 years' using the 3 year average (2014, 2015 & 2016) as the baseline.
- 1.4. Analysis of KSI trends highlight the worst affected roads (in terms of high numbers of accidents attributed to inappropriate speeds) include London Road (Allard Way to A46) and A4600 Antsy Road (Dane Road to Clifford Bridge Road). Appendix A provides a personal recorded injury collision breakdown for each of these locations which highlights speed as the significant contributory factor.
- 1.5. On 18th September 2017, the Cabinet Member for City Services requested Council Officers investigate techniques used to manage vehicular speeds. As a consequence, this report seeks approval to introduce ASE schemes in Coventry, and additionally considers how to assess and prioritise ASE schemes.

Case for Average Speed Enforcement (ASE)

- 1.6. ASE cameras are a relatively new speed enforcement technique. The cameras detect vehicles through Automatic Number Plate Recognition (ANPR) and calculate their average speed by measuring the time taken to travel between defined points, a known distance apart. A clear signing strategy is used to inform drivers that they are entering an average speed control zone.
- 1.7. ASE has enormous potential in terms of speed management, as unlike traditional 'fixed' camera locations, ASE can cover entire road lengths and not just a short section of road. ASE was introduced on the A77 (Ayrshire) in 2005 and achieved a 77% reduction in fatalities and a 74% reduction in serious injuries. The criteria for selecting a site is very similar to conventional 'fixed' camera enforcement sites and will include the following criteria:
 - Existing fixed safety camera sites;
 - Historical evidence of collisions and casualties at the camera site zones;
 - Speed surveys which indicate that speeding vehicles are an issue; and
 - Where there is no realistic and appropriate engineering solution that can be installed at the location to reduce collisions and vehicles exceeding the speed limit.

- 1.8. Over a three year period, London Road experienced 22 accidents, resulting in 3 fatalities and 6 serious personal injuries. Further analysis reveals that the three fatalities occurred near or at the junction with Abbey Road. One involved a pedestrian, one involved a motorcycle overtaking and the third involved a vehicle turning into Abbey Road. Accidents resulting in serious injury also occurred at London Road's junctions and involved vehicle turning manoeuvres in and out of side-roads including at the junction's of Carnegie Close and Tonbridge Road. There has also been two loss of control incidents at the bend near to Tonbridge Road. Overall, accidents on London Road appear to be occurring because of inappropriate vehicular speeds.
- 1.9. Ansty Road (A4600) has experienced 32 accidents, resulting in 2 fatal and 5 serious injuries over a three year period. Further analysis reveals that the majority of road traffic accidents occurred at Ansty Road's junctions with side roads. The fatality occurred at Ansty Road's junction with Wyken Croft. The dominant accident trend suggests that a combination of excessive vehicular speeds on Ansty Road coupled with a lack of visibility (for drivers entering Ansty Road from the side roads) is resulting in high levels of personal injury.
- 1.10. As part of the evolving Regional Road Safety Strategy, it is the intention to roll ASE out across the entire region by the end of the financial year. A number of successful ASE schemes have recently been installed in the West Midlands between Birmingham City Council and Solihull Metropolitan Borough Council in partnership with West Midlands Police. The pilot scheme went live in early August 2016 and to date, over 80,000 drivers have been caught driving at inappropriate speeds. Although an 18 month pilot; early indications reveal a significant reduction in vehicular speeds (up to 20% at one location).
- 1.11. Following a meeting with West Midlands Police on 12th July 2017, it was revealed that approximate costs associated with ASE camera installation for a single stretch of carriageway is approximately £60,000. Although the ASE has potential to generate revenue that can be reinvested back into road safety activities - the large number of contraventions will require processing and the Police will need to recruit additional personnel. This cost includes the infrastructure (cameras) and the required licenses to capture, store and administer contraventions.
- 1.12. As the West Midlands Combined Authority Road Safety Lead, Coventry City Council is currently promoting ASE to partner organisations (excluding Solihull and Birmingham as they already have ASE) with a view to rolling the initiative out across the region. The benefits of partnering other authorities will result in cost reduction associated with economy of scale. It is anticipated that we can learn from the tendering and procurement exercises associated with the ASE pilot, so that we can start the process to install ASE in Coventry in a relatively short timescale (2017/18 and 2018/19 financial years).
- 1.13. Based on the experience of the ASE schemes installed in Birmingham and Solihull, it is anticipated that ASE will generate revenue and this will cover ASE operating costs. The cost of running the ASE schemes will be monitored closely and if there is any speed awareness course income remaining it will be reinvested in operating and maintaining ASE and other road safety initiatives across the city.

2. Options considered and recommended proposal

- 2.1. Based on the rise and severity of accidents and the evidence from ASE schemes installed elsewhere, it is recommended to progress the installation of Average Speed Enforcement in Coventry to reduce vehicular speeds and reduce the severity of accidents if they do occur.

- 2.2. Subject to 2.1, it is recommended that the use of ASE in Coventry is approved and that the associated procurement process for ASE equipment is undertaken, in addition that approval is given to collaborating with partner organisations (West Midlands Police and Local Authorities).
- 2.3. Alternative speed management measures such as fixed safety cameras were considered. However this technology is not effective over a large stretch of road because fixed site cameras only focus on specific short sections of road. In addition, the technology used for fixed site cameras is dated and very expensive to operate and maintain. Additionally, traditional traffic calming measures (such as speed humps) are not suitable for high traffic volume routes, bus routes and emergency services.

3. Results of Consultation Undertaken

- 3.1. On 18th September 2017, the Cabinet Member for City Services requested Council Officers present techniques used to enhance road safety in Coventry and ways that we can manage vehicular speeds.

4. Timetable for implementing this decision

- 4.1. If approved, the 2 identified ASE Projects will be installed in 2018/2019.

5. Comments from Director of Finance and Corporate Resources

5.1. Financial implications

This report identifies two locations where ASE could be installed to improve road safety at an estimated total cost of £120,000. The installation of ASE will be funded from the £1.62m WMCA Integrated Transport Block Allocation Grant from the 2018/19 Transportation Capital Programme.

It is not possible to break down the cost in more detail as this will be subject to a procurement exercise but it is believed that the capital purchase will cover licences and maintenance under guarantee for an initial period. After this point, Coventry City Council will be responsible for the running costs and maintenance of the scheme. Based on the experience of trials conducted in Birmingham and Solihull, it is anticipated that these costs will be covered by a share of the income received from speed awareness course fees.

The cost of running the ASE schemes will be monitored closely and if there is any speed awareness course income remaining it will be reinvested in road safety initiatives across the city.

5.2. Legal implications

The effective operation of the ASE project will require a joint working agreement between Coventry City Council, West Midlands Police and the Police and Crime Commissioner. West Midlands Police currently enforce speed violations within the West Midlands region and shall, with the assistance and input of the Councils, supervise and be responsible for the Back Office Equipment and make such arrangements necessary to enable the Back Office Equipment to be linked to interface with the West Midlands Police Office Systems for processing in connection with the enforcement of any speed violations captured by the Equipment.

The expeditious timescales associated with the installation of ASE is dependent on adopting existing procurement mechanisms utilised by regional partners, including West Midlands Police. This involves the provision of the supply, installation and maintenance of the equipment for the project. Any procurements required will be undertaken in accordance with the Public Contract Regulations 2015 and the Council's internal Rules for Contract.

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 implementation of Average Speed Enforcement schemes would contribute to the City Council's objectives of

A safer and more confident Coventry- by encouraging drivers not to exceed the speed limit.

Making Coventry's streets, neighbourhoods, parks and open spaces attractive and enjoyable places to be - encouraging drivers not to exceed the speed limit and feel safer.

6.2. How is risk being managed?

Governance is in place to oversee the implementation, monitoring and effectiveness of the Average Speed Enforcement (ASE) project.

6.3. What is the impact on the organisation?

None

6.4. Equalities / EIA

No formal equalities impact assessment has been carried out. However, it is not expected that there will be any disadvantage to persons with disabilities or any other relevant characteristics as there will be no change to the road network. The implementation of Average Speed Enforcement schemes should assist to improve the safety of all road users.

6.5. Implications for (or impact on) the environment

ASE will have a positive effect on the environment, as vehicular speeds will be standardised through the ASE zone. Vehicles travelling at a constant speed reduces excessive speeding and this reduces vehicle emissions.

6.6. Implications for partner organisations?

None

Report author(s)**Name and job title:**

Joel Logue
 Highways, Traffic and Road Safety Engineer (Traffic Management)

Directorate:

Place

Tel and email contact:

Tel: 024 7683 2160

Email: Joel.Logue@coventry.gov.uk

Enquiries should be directed to the above person.

Contributor/approver name	Title	Directorate or organisation	Date doc sent out	Date response received or approved
Contributors:				
Colin Knight	Director of Transportation and Highways	Place	01.02.18	02.02.18
Karen Seager / Colin Whitehouse (Acting)	Head of Traffic and Network Management	Place	25.01.18	29.01.18
Rachel Goodyer	Traffic and Road Safety Manager	Place	25.01.18	29.01.18
Michelle Salmon	Governance Services Officer	Place	01.02.18	02.02.18
Names of approvers: (Officers and Members)				
Graham Clarke	Lead Accountant	Place	01.02.18	02.02.18
Rob Parkes	Senior Solicitor, Legal Services	Place	01.02.18	05.02.18
Councillor J Innes	Cabinet Member for City Services	-	01.02.18	02.02.18

This report is published on the council's website: moderngov.coventry.gov.uk

Appendix A – Personal injury Collisions at proposed ASE locations

Proposed Location – 1

- ▶ London Road (Allard Way to A46)
- ▶ 22 collisions – 3 fatalities and 6 Serious (over 3 year period)



Accidents by Severity:		Casualty by Classification:	
Fatal:	3 (13.6%)	Driver:	22 (71%)
Serious:	6 (27.3%)	Passenger:	7 (22.6%)
Slight:	13 (59.1%)	Pedestrian:	2 (6.5%)
Accidents by Lighting:		Casualty by Severity:	
Daylight:	14 (63.6%)	Fatal:	3 (9.7%)
Darkness:	8 (36.4%)	Serious:	7 (22.6%)
		Slight:	21 (67.7%)

- **Fatal injuries (3) comprised:**
 - 1 pedestrian crossing road (near Abbey Rd)
 - 1 motorcyclist overtaking vehicle
 - 1 passenger (taxi) turning into Abbey Road
- **Serious injuries (6) comprised:**
 - All (except 1) related to turning manoeuvres on London Road at junctions
- All collisions were attributed to loss of control/ driver behaviour in association with **Speed**

Proposed Location – 2

- > Ansty Road (Dane Road to Clifford Bridge Road)
- > 32 collisions – 2 fatalities and 5 seriously injured (over 3 year period)



Total Accidents:	32	Total Casualties:	50
Accidents by Severity:		Casualty by Classification:	
Fatal:	2 (6.2%)	Driver:	25 (50%)
Serious:	5 (15.6%)	Passenger:	16 (32%)
Slight:	25 (78.1%)	Pedestrian:	9 (18%)
Accidents by Lighting:		Casualty by Severity:	
Daylight:	23 (71.9%)	Fatal:	2 (4%)
Darkness:	9 (28.1%)	Serious:	5 (10%)
		Slight:	43 (86%)

- **Fatal injuries (2) comprised:**
 - Pedestrian failed to look properly
 - Driver failed to give way
- **Serious injuries (5)**
 - Driver – excessive speed at crossroads (Wyken Croft and Ansty Road)
 - 2(x) pedestrians (misjudged speeds)
 - 2(x) Driver failed to look



Public report Cabinet Report

Cabinet
Council

6 March 2018
13 March 2018

Name of Cabinet Member:

Cabinet Member for City Services – Councillor J Innes
Cabinet Member for Jobs and Regeneration – Councillor J O’Boyle

Director Approving Submission of the report:

Deputy Chief Executive (Place)

Ward(s) affected:

All

Title:

Public Realm Phase 5

Is this a key decision?

Yes - expenditure is in excess of £1m

Executive Summary:

Since 2011 the Council has transformed the city centre through a £57m programme of investment in the public realm. The impact of this work has been significant, attracting developers to invest in the city such as Shearers Property Group who are transforming Cathedral Lanes into a vibrant restaurant quarter. This investment will be complemented by phase 4 of the public realm improvements due to be completed later this year, using Coventry and Warwickshire Local Enterprise Partnership (CWLEP) Local Growth Deal grant.

The award of UK City of Culture provides a fantastic opportunity to further enhance the city centre in preparation for 2021 to ensure people gain a positive image of our city, and to create a lasting legacy for residents and businesses beyond 2021. Given the investment already made in public realm, Coventry has the opportunity to consider the delivery of an even more ambitious programme of public realm improvements. A series of transformational public realm improvements are proposed in this report to be delivered under a new Public Realm Phase 5 programme. The proposed schemes will deliver enhancements to key strategic areas of the city, improve accessibility and connectivity across the city and also enhance the setting of the key events venues and visitor attractions.

To develop the programme for phase 5, the likely venues for City of Culture have been mapped, along with completed public realm schemes and other visitor attractions (appendix A). To maximize the potential of the city centre, it is essential to ensure the links between attractions are high quality, greener, designed for people and accessible to all. The proposed priority order, as outlined below, reflects location and likely footfall; more detail on the schemes is included in appendices B and C:

- Transformation of Upper Precinct, delivering public realm enhancements which will de-clutter, create a high quality attractive space and complement Shearer Property Group's recently approved plans for Upper Precinct;
- Improvements to the public realm outside the new waterpark and leisure centre;
- An extension of public realm improvements in Upper Precinct to Smithford Way and Market Way;
- Public realm improvements to complement Salt Lane Multi-Storey Car Park including improvements to Shrub Walk, Warwick Lane and links to Hertford Street Pepper Lane – mirroring the public realm created in Greyfriars Lane to create an attractive walking route to the Cathedral quarter;
- A public art programme which will include restoration of pieces currently in store to be put back on display, alongside restoring the Canal arts trail and upgrading the canal tow path;
- Upgrade of New Union Street Multi-Storey car park and associated public realm;
- A funding contribution towards a Heritage Lottery Funded scheme to de-culvert the River Sherbourne in Palmer Lane, as part of the wider improvements to the Burges area;
- Ring Road enhancements and junction upgrades in strategic locations, improving connectivity between the outer ring road and city centre and unlocking development land and cleaning to improve the appearance of the ring road;
- Improvements to Far Gosford Street and the setting of Fargo village, including improving links to Two Tone Village;
- Improvements to the public realm on key links to events venues including Far Gosford Street, Fairfax Street and Bayley Lane;
- Improvements to Corporation Street and Queen Victoria Road, complementing the redevelopment of the former Co-operative Building;
- Works to complement Coventry University's masterplan, including public realm enhancements to Cox Street, Ford Street and Lower Ford Street; and
- Work to support the Sherbourne Loop proposal, including a funding contribution towards the Charterhouse refurbishment and a pedestrian crossing to connect Charterhouse and London Road cemetery.

Alongside the above projects, the programme should also include the following:

- Upgrade of coach parking facilities across the city centre;
- Improved wayfinding and digital signage strategy;
- Improvements to cycling infrastructure, including the Canal towpath;
- Improve the attractiveness of key radial routes into the city;
- Refresh previous public realm schemes delivered in the city centre;
- Funding for the development of additional schemes to attract further funding; and
- Top slice the available budget to fund staff to deliver the programme.

The priority order may be amended in response to funding availability and deliverability of the projects. The aspiration is to deliver as many transformational schemes as practical by 2021, with a longer term aim to deliver the remaining schemes post 2021 to create a lasting legacy. The total programme cost is estimated to be in the region of £120m, which includes the funding necessary to provide for the estimated additional 14 posts required to deliver the ambitious programme ahead of 2021. The costs are estimates at present, the list of projects isn't exhaustive and adequate funding to deliver these schemes does not currently exist. It is recognised that a programme of this significance will have impact upon the capital programme and external funding will need to be secured. Therefore, delegated authority is sought in order for the Deputy Chief Executive (Place), following consultation with the Cabinet Member for City Services and Cabinet Member for Jobs and Regeneration and S151 officer to agree the detailed programme of works should funding become available.

The Public Realm Phase 5 programme delivery will need to be carefully co-ordinated to ensure the city centre remains open for business and disruption is kept to a minimum. The work will also need to be coordinated around major events that will take place in the run up to City of Culture.

Currently the Council has successfully secured £11.8M Local Growth Deal funds from Coventry and Warwickshire Local Enterprise Partnership (CWLEP). Of this £7.75m is allocated to deliver the initial Phase 5 of city centre public realm improvements. As the CWLEP funding is time limited, it will be allocated to the top priority project or projects as set out in this report. The remaining £4m is allocated to deliver other key infrastructure projects as set out in the Connecting Coventry Update Cabinet Report which is also being considered by Cabinet on March 6th. The Council has also identified £1.94m capital receipts to match fund the Heritage Lottery Fund (HLF) Bid to restore the Grade I listed Charterhouse and reopen to the public as part of proposals to create a new heritage park.

In addition, to support Coventry's City of Culture status, it is proposed that further funding will be sought from other sources, including WMCA for funding from within Coventry's £284m Devolution Deal allocation (which includes £37m from the HS2 connectivity package), along with exploring other government funding opportunities. A funding bid will be required to be submitted for additional funding for public realm. If WMCA funding is sought, a business case will be required and approval will be subject to WMCA's assurance framework process.

Recommendations

Cabinet is requested to:

- 1) Agree the draft scheme list and delegate authority to the Deputy Chief Executive (Place), following consultation with Cabinet Members for City Services and Jobs and Regeneration, to agree the detailed works for schemes in Coventry City Centre Public Realm Phase 5, as set out in the appendices and their prioritisation for implementation.
- 2) Delegate authority to the Deputy Chief Executive (Place), following consultation with Cabinet Members for City Services and Jobs and Regeneration and the Director of Finance and Corporate Services, to agree the detailed works for additional Public Realm Phase 5 schemes if further funding is secured.

Cabinet is requested to recommend that Council:-

- 1) Authorise the Council to enter into Local Growth Deal funding agreements for £7.75m Growth Deal 3 for the top priority schemes in the Public Realm Phase 5 programme.
- 2) Approve the addition of £1.94m Council Capital Receipts to the 5 year Capital Programme, to contribute to the Charterhouse restoration.
- 3) Delegate authority to the Deputy Chief Executive (Place) and the Director of Finance and Corporate Services following consultation with the Cabinet Member for Jobs and Regeneration and the Cabinet Member for City Services to enter into future WMCA funding agreements secured and deemed necessary to deliver the Public Realm 5 schemes which shall include the authority to:
 - Determine the final content of the relevant Outline and Full Business Cases and submit funding bids to the West Midlands Combined Authority in relation to the work to be delivered within the Public Realm 5 scheme; and

- If the funding bids are successful to agree the final terms of the grant agreement with the WMCA
- 4) Note the addition of the Growth Deal 3 £7.75m Public Realm Phase 5 programme of works, as set out in Appendix B has been approved as part of the Capital 5 year programme that was taken to Council as part of the Budget Report 2018-19 on 20th February 2018.
 - 5) Delegate authority to the Deputy Chief Executive (Place), following consultation with Cabinet Members for City Services and Jobs and Regeneration, alongside Procurement Board to agree the most appropriate procurement route for the works to be delivered.

Council are asked to:

- 1) Authorise the Council to enter into Local Growth Deal funding agreements for £7.75m Growth Deal 3 for the top priority schemes in the Public Realm Phase 5 programme.
- 2) Approve the addition of £1.94m Council Capital Receipts to the 5 year Capital Programme, to contribute to the Charterhouse restoration.
- 3) Delegate authority to the Deputy Chief Executive (Place) and the Director of Finance and Corporate Services following consultation with the Cabinet Member for Jobs and Regeneration and the Cabinet Member for City Services to enter into future WMCA funding agreements secured and deemed necessary to deliver the Public Realm 5 schemes which shall include the authority to:
 - Determine the final content of the relevant Outline and Full Business Cases and submit funding bids to the West Midlands Combined Authority in relation to the work to be delivered within the Public Realm 5 scheme; and
 - If the funding bids are successful to agree the final terms of the grant agreement with the WMCA
 - Note Appendix B for the Growth Deal 3 Public Realm Phase 5 programme totalling £7.75m has been approved as part of the Capital 5 year programme that was taken to Council as part of the Budget Report 2018-19 on 20th February 2018.
- 4) Delegate authority to the Deputy Chief Executive (Place), following consultation with Cabinet Members for City Services and Jobs and Regeneration, alongside Procurement Board to agree the most appropriate procurement route for the works to be delivered.

List of Appendices included:

Appendix A – Plan showing location of Phase 5 Schemes
 Appendix B – Public Realm Phase 5 Detailed Funding Table
 Appendix C – Public Realm Phase 5 Scheme Descriptions

Background Papers:

None

Other Useful Documents:

1. Coventry City Centre Public Realm Phase 1 – Council report of 28th January 2011
2. Coventry City Centre Public Realm Phase 2 – Council Report of 23rd October 2012
3. Coventry City Centre Public Realm Phase 2 Update – Council Report of 23rd July 2013
4. The Coventry Warwickshire First Wave Growth Deal – Council report of 9th September 2014
5. Coventry City Centre Public Realm Phase 3 – Council Report of 7th October 2014
6. European Regional Development Fund (ERDF) Open Call for Extension to Projects – Council report of 17th March 2015
7. Public Realm 3a – Council Report of 17th March 2015
8. Local Growth Deal - Public Realm Phase 4 & Infrastructure Projects – Council Report of 11th October 2016
9. Coventry Station Masterplan Update – Council Report of 24th January 2017
10. Connecting Coventry Strategic Transport Investment Programme – Council Report of 24th January 2017
11. Connecting Coventry – Strategic Transport Investment Programme Update – Council Report of 13th March 2018
12. 2018/19 Transportation and Highway Maintenance Capital Report – Cabinet Report 6th March 2018

All of the above documents are available via the Council's website:

<http://democraticservices.coventry.gov.uk/mgListCommittees.aspx?bcr=1>

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 – 13th March 2018

Report title: Public Realm Phase 5

1 Context (or background)

- 1.1 The background to the original Coventry Public Realm Project was covered in a report to Cabinet on 21st January 2011. Phase 1 was completed in summer 2012; the success of these works led to Phase 2 being approved by Cabinet on 9th October 2012, with a revised programme subsequently approved 9th July 2013, and Phase 3 being approved on 7th October 2014, with a revised programme (Phase 3a) approved in March 2015 following the award of additional ERDF funding. Phase 4 was approved in October 2016 following the award of CWLEP Growth Deal funding, which delivered improvements including Greyfriars Lane, Fairfax Street and forthcoming works on Cuckoo Lane due to be completed later in 2018.
- 1.2 The work has achieved several national and regional awards and is in the running for a number of others. The success of previous phases of public realm also led Coventry University to contribute funding towards improvements to Gosford Street and their campus, which was successfully delivered in partnership at the end of 2015.
- 1.3 The Public Realm programme has been extremely successful to date, with the programme having already regenerated over 18 hectares of brownfield land within Coventry city centre, and levered in more than £53m of additional public sector funding and £3.8m private sector investment.
- 1.4 The award of City of Culture presents a once in a generation opportunity for the city to showcase what it has to offer on a global stage. This provides a huge opportunity to lever further investment to further enhance the city centre in preparation for 2021 to ensure people gain a positive image of our city, and to create a lasting legacy for residents and businesses beyond 2021.
- 1.5 A series of transformational public realm improvements are proposed in this report to be delivered as part of a new Public Realm Phase 5 programme. These have been developed by mapping the main visitor attractions, likely venues for city of culture, arrival points like the railway station and car parks and completed public realm (see appendix A). The pipeline of schemes has been developed to ensure the links between venues, attractions and arrival points are seamless, high quality, greener and more accessible. The proposed schemes will deliver enhancements to key strategic parts of the city and also enhance the setting of the key events venues and visitor attractions.
- 1.6 There are a number of schemes which were approved as part of the Public Realm Phase 4 programme to be implemented this year, which includes improvements to Cuckoo Lane and relocation of the Coventry Cross.
- 1.7 The programme has been developed in proposed priority order of schemes to be delivered as funds become available. A number of schemes will be required to be delivered by the end of 2020 ahead of City of Culture, but to create a lasting legacy some of the projects on the pipeline may be delivered from 2022 onwards if funding can be secured. The priority list may need to be reviewed in response to changes in funding or deliverability. The proposed programme, with further detail regarding costs and deliverables, can be found in Appendix B and C. The overall proposed priority order is as follows:

- Transformation of Upper Precinct, delivering public realm enhancements which will de-clutter, create a high quality attractive space and complement Shearer Property Group's recently approved plans for Upper Precinct;
- Improvements to the public realm outside the new waterpark and leisure centre;
- An extension of public realm improvements in Upper Precinct to Smithford Way and Market Way;
- Public realm improvements to complement Salt Lane Multi-Storey Car Park including improvements to Shrub Walk, Warwick Lane and links to Hertford Street Pepper Lane – mirroring the public realm created in Greyfriars Lane to create an attractive walking route to the Cathedral quarter;
- A public art programme which will include restoration of pieces currently in store to be put back on display, alongside restoring the Canal arts trail and upgrading the canal tow path;
- Upgrade of New Union Street Multi-Storey car park and associated public realm;
- A funding contribution towards a Heritage Lottery Funded scheme to de-culvert the River Sherbourne in Palmer Lane, as part of the wider improvements to the Burges area;
- Ring Road enhancements and junction upgrades in strategic locations, improving connectivity between the outer ring road and city centre and unlocking development land and cleaning to improve the appearance of the ring road;
- Improvements to Far Gosford Street and the setting of Fargo village, including improving links to Two Tone Village;
- Improvements to the public realm on key links to events venues including Far Gosford Street, Fairfax Street and Bayley Lane;
- Improvements to Corporation Street and Queen Victoria Road, complementing the redevelopment of the former Co-operative Building;
- Works to complement Coventry University's masterplan, including public realm enhancements to Cox Street, Ford Street and Lower Ford Street; and
- Work to support the Sherbourne Loop proposal, including a funding contribution towards the Charterhouse refurbishment and a pedestrian crossing to connect Charterhouse and London Road cemetery.

Alongside the above projects, the programme should also include the following:

- Upgrade of coach parking facilities across the city centre;
 - Improved wayfinding and digital signage strategy;
 - Improvements to cycling infrastructure, including the Canal towpath;
 - Improve the attractiveness of key radial routes into the city;
 - Refresh previous public realm schemes delivered in the city centre;
 - Funding for the development of additional schemes to attract further funding; and
 - Top slice the available budget to fund staff to deliver the programme.
- 1.8 The Council has received over £36.8m CWLEP Local Growth Deal funding to date, £6.9m, towards the delivery of previous phases of city centre public realm, as well as match funding for the Coventry Station Masterplan and also contributing towards the Coventry Very Light Rail research and development project.
- 1.9 The Council has been awarded a further £11.8m Growth Deal funding. Of this £7.75m is allocated to deliver the initial Phase 5 of city centre public realm improvements; as this funding is time limited, it will be allocated to the top priority project or projects as set out in this report. The remaining £4m is allocated to deliver other key infrastructure projects which are detailed in the Connecting Coventry Update Cabinet Report, 6th March 2018.

- 1.10 In addition, to further enhance the city in readiness for 2021 and deliver additional schemes within the proposed programme, further funding will be sought from WMCA for funding from within Coventry's £284m Devolution Deal allocation, along with exploring other government funding opportunities.
- 1.11 Overall, this additional investment will support job creation and promote the regeneration of the city centre and further improve accessibility to employment, retail and tourist attractions and support making the City of Culture 2021 a success. Improved walking routes, cycling and coach facilities will enhance connectivity in the city centre and provide a more attractive visitor experience as well as improving the quality of life for residents. Importantly, this investment will also create a lasting legacy for the city, beyond 2021 and by transforming the image of the city will help to attract inward investment.
- 1.12 It is important that the programme of Public Realm Phase 5 works is delivered in a carefully planned way to minimise impact on the city. All businesses will remain open during construction, and provision will be made to cater for events.
- 1.13 There is a robust governance in place to manage the Public Realm programme. The delivery team are very experienced, having delivered over £35m city centre public realm improvements to date. Additional resources will be required to deliver the programme, which will be dependent on the extent of the works funding is secured for. Any additional resources will be funded out of the grant funding for the projects.

2 Options considered and recommended proposal

- 2.1 **Option 1 – (Preferred) The City Council approves delivering the Public Realm Phase 5 programme of works as set out in paragraph 1.6, with schemes to be implemented in accordance with the priority order set out in 1.6 dependent on the availability of funding including Local Growth Deal and in addition will seek further funding to deliver other currently unfunded priority schemes within the Public Realm Phase 5 programme**

The Council has a proven track record of delivering transformational public realm improvements in the city centre and has acted as lead applicant or accountable body for many grant-funded projects. In essence it means being responsible for monitoring spend, submitting grant claims to CWLEP for eligible expenditure and demonstrating that the grant has been spent in achieving the outputs of the project, alongside the delivery of the project. By taking on this role, the City Council will administer a further £7.75m Growth Deal grant and if successful in obtaining additional funding, the Council will become accountable body for WMCA and potentially other government funding sources to deliver an extended programme of public realm and city centre infrastructure improvements. It is recommended this option is approved to maximise funds available to deliver the full programme of public realm and infrastructure improvements to maximise impact. It is important to fully capitalise on the opportunities that City of Culture can bring in terms of leveraging extra funding and maximising improvements to the city to welcome visitors, encourage investment and create a legacy beyond 2021.

Option 2 - The City Council approves using Local Growth Deal for the schemes as set out in paragraph 1.6, with schemes to be implemented in accordance with the priority order set out in 1.6 dependent on the availability of funding

This option would deliver some of the top priority schemes but would limit the extent of the works delivered within the proposed Public Realm Phase 5 programme. The Council has acted as lead applicant or accountable body for many grant-funded projects. In essence it

means being responsible for monitoring spend, submitting grant claims to CWLEP for eligible expenditure and demonstrating that the grant has been spent in achieving the outputs of the project, alongside deliver of the project. By taking on this role, the City Council will administer a further £7.75m Growth Deal grant. This would deliver some key public realm and connectivity improvements across the city, but wouldn't go as far in terms of the extent of transformation and create a lasting legacy from the funding opportunities that could be levered through City of Culture if WMCA funding wasn't sought to deliver a more extensive programme of public realm improvements.

Option 3 - (Default position) Proceed without any of the Local Growth Deal external funding package

If the works were to be funded entirely by existing resources within the capital programme there is no provision for any works to be undertaken this financial year and a review would be required to determine available resources for future years. This would make it very unlikely that any further improvements would be made to the city in terms of public realm and key infrastructure ahead of City of Culture due to timescales of any future funding becoming available. Growth Deal funding may need to be returned to CWLEP if not utilised against these projects.

2.2 Recommended Proposal

It is recommended that the Council moves forward with Option 1. The programme will be delivered in priority order within the resources available and contingency applied as set out in section 5 of the report.

3 Results of consultation undertaken

- 3.1 The CWLEP has undertaken a consultation exercise with local businesses to determine the priorities it should focus on. The proposals and projects within this report fully align to the proposed CWLEP Strategic Economic Plan.
- 3.2 The proposals here fully align to the WMCA Strategic Economic Plan and seek to deliver against the ambitious targets set within it. The consultation process took place in 2016.
- 3.3 Consultation with Access Groups has been ongoing throughout the delivery of Public Realm schemes and will continue for the development of Phase 5. All schemes incorporate trees and grass wherever practical in response to repeated calls for more greenery in the city centre.

4 Timetable for implementing this decision

- 4.1 All Growth Deal spend must be defrayed by the end of March 2021 in order to submit a final grant claim. Therefore works are to be completed by end December 2020 to enable time for final payments to be made. This coincides with the deadline imposed by City of Culture, as all works need to be completed before 2021.
- 4.2 If additional funding is secured, such as WMCA funds the programme will need to adhere to WMCA grant funding rules and be spent within timescales specified within the funding agreement.

5. Comments of the Director of Finance and Corporate Services

5.1 Financial implications

This report seeks approval to accept secured Growth Deal grant of £7.75m awarded by the Coventry and Warwickshire LEP (CWLEP), and allocate it to the highest priority schemes identified in Appendix B, and summarised in table 5.1 below. This report also seeks approval of £1.94m capital receipts to be used as match funding for a HLF Bid for restoration of Charterhouse.

The wider proposed £97.3m Public Realm Phase 5 programme requires further significant funding to be secured to deliver the whole programme as presented. However, works are scalable and are proposed would be delivered in priority order of schemes as funding becomes available. As stated above, it is proposed the top priority schemes as set out in Appendix B are funded from the secured CWLEP Local Growth Deal grant

A total of £11.8m from Growth Deal 3 has been secured, £7.75m for these Public Realm proposals and £4.05m towards the new link road to the West of Warwick Road which is covered in the Connecting Coventry Update Cabinet Report.

Table 5.1 outlines the estimated project costs in order of priority. It identifies the specific public realm schemes the £7.75m Local Growth Grant will fund. To satisfy Growth Deal grant conditions all expenditure must be defrayed by 31st March 2021. Therefore if the top priority schemes prove not to be deliverable, the report seeks delegated approval to senior officers and Cabinet members to apply the grant to the next scheme or schemes on the priority list. Quarterly claims are required to be submitted to CWLEP to provide progress updates and ensure spend targets are met. The programme will be subject to the CWLEP assurance framework and external audit.

The remaining unsecure funding will be sought from other sources including from the WMCA from within Coventry's indicative £284m Devolution Deal allocation, which is subject to WMCA's assurance framework process. Only once funding is secured will any of the additional schemes be approved. The detailed list of pipeline schemes can be found in Appendix B.

Table 5.1 – Public Realm Phase 5 Programme Funded Schemes

SCHEME	FUNDING SECURE or UNSECURE	GROWTH DEAL £m	CAPITAL RECEIPTS & S106 £m	UNFUNDED £m	TOTAL BUDGET £m
Upper Precinct	Secure	6.7			6.7
Bull Yard / Sports Centre	Secure	0.5			0.5
Palmer Lane De-Culverting	Secure	0.05			0.05
Scheme Development	Secure	0.5			0.5
Additional Programme Items	Unsecure			8.71	8.71
London Road Crossing/Charterhouse Link	Secure		1.94*		1.94
Public Realm 5 Wider Programme	Unsecure		0.15**	98.87	99.02
TOTAL		7.75	2.09	107.58	117.42

* Denotes Capital Receipt

** Denotes S106 Funding

5.2 Legal implications

The public realm and infrastructure schemes will be delivered under the Council's general highway improvement/traffic management powers under the Highways Act 1980 except in relation to any new or amended formal pedestrian crossings/traffic regulation orders/traffic-calming measures which will be implemented following a separate statutory notice/objection process under the Road Traffic Regulation Act 1984.

5.3 Procurement

It is proposed that resources including project management, design and site staff are procured through the Warwickshire Shared Professional Service Contract.

For the proposed Growth Deal 3 funded works, it is recommended that the Council's Direct Labour Organisation (DLO) carry out the Upper Precinct works, with support from the Civil Engineering Framework for sub-contractors and Demolition framework for specialise work and additional resources. The public realm works at the new Water Park will be carried out by Buckingham, the contractor for the main works. The de-culverting works at Palmer Lane will be required to be tendered, this is likely to be done through an existing OJEU compliant framework such as the Birmingham Civils Framework, which will be subject to approval by Procurement Board.

If funding is secured for the wider pipeline of projects, then a mix of construction contracts would be use to maximise resource and capacity to ensure delivery in time for 2021. The DLO would potentially carry out some of the schemes, with existing OJEU construction frameworks to be utilised for others. The procurement strategy is to be agreed by the Deputy Chief Executive (Place), following consultation with the Cabinet Members and is subject to approval at Procurement Board.

6 Other implications

6.1 How will this contribute to achievement of the Council's Plan?

- 6.1.1 The Council's Economic Growth and Property Strategy, to be tabled at Cabinet on 6th March, 2018 sets out the Council's vision: **Coventry will be a city that delivers sustainable and inclusive economic growth enabling all of our residents and businesses to prosper.**
- 6.1.2 The Public Realm Phase 5 programme will indirectly or directly provide jobs across the city and sub-region. The Economic Growth and Property Strategy specifically acknowledges the importance of infrastructure to help create growth and connect people to jobs.
- 6.1.3 The schemes also support the City Centre Area Action Plan and Local Plan, which identifies the importance of public realm and these key areas for development.
- 6.1.4 The CWLEP recognises the importance of a successful Coventry city centre to the sub-region as a whole in its strategy. Public Realm Phase 5 is closely aligned with the "Unlocking Growth Potential" theme of the Coventry and Warwickshire Strategic Economic Plan (SEP), specifically by unlocking the potential for development on key new city centre employment sites.

6.2 How is risk being managed?

- 6.2.1 Arrangements are in place within the Place Directorate to deliver the accountable body role ensuring that procedures are in place to manage risk. There is a robust governance structure in place for the public realm programme whereby risks are managed by project team level and reported to project board. Regular risk workshops are undertaken on all projects to ensure active monitoring and management.
- 6.2.2 The financial risk associated with Local Growth Deal sits with the Council as accountable body. However the risk of claw back is minimal so long as the expenditure is defrayed against eligible activity and in the permitted timeframe. This risk will be mitigated by the implementation of strict procedures for the project management of Growth Deal-funded work.
- 6.2.3 The City Council's Economic Development Service oversee all CWLEP Local Growth Deal that comes into the Council beyond just public realm. They are experienced in dealing with external funding and will ensure that suitable monitoring and governance arrangements are in place at a programme level and appropriately align to the CWLEP's governance structure and CWLEP Assurance Framework.
- 6.2.4 If additional funding is secured, such as West Midlands Combined Authority Devolution Deal, there is already governance in place including a Coventry WMCA Infrastructure Board which specifically strategically monitors the Council's Transport and Infrastructure Devo Deal funded projects. There are processes in place to manage WMCA grant accordingly.
- 6.2.5 The programme manager for the works is responsible for managing compliance with the funding requirements such as publicity, procurement and for monitoring progress including making grant claims to CWLEP. The highly experienced Transport & Highways division who have already successfully delivered previous phases of public realm improvements will continue to implement the public realm schemes.

6.3 What is the impact on the organisation?

6.3.1 HR Implications

- 6.3.2 To ensure successful delivery of these large projects and the Council's ability to provide an adequate accountable body function, up to 14 additional posts may be required and will be recruited through the council's authorised recruitment protocols. Staff are already in place from the previous public realm projects and can continue to carry out this function and take on the new projects, but further resources are required to help support the wider programme delivery, including additional project managers, project support, engineers, communications, finance, procurement and legal officers. The posts will only be recruited to as funding becomes available, and will be capital funded. Agency staff may also be required to support the programme delivery team as required. These will be supplied through the Shared Professional Services Contract.

6.4 Equalities / EIA

- 6.4.1 Each of the infrastructure projects will undertake an Equality Impact Assessment as part of project development and impact. The public realm proposals will make movement around the city centre easier for everyone. This is because of the removal of unnecessary street furniture and measures to reduce the dominance of traffic. However, access by car for those that need it will be maintained. Discussions with the Access Groups and

representative organisations are underway and will continue through scheme development, to ensure that the design of all schemes to be developed properly reflects access needs. There have been regular meetings with the Access Development Group and the Coventry and Warwickshire Access Committee to review the impact of Phase 1 to 4 schemes and to consider the design of further schemes. In particular, the Council has worked closely with the Guide Dogs Association providing funding to help the re-training of guide dogs in the new city centre. The lines of communication will be used to ensure that the needs of all users are considered when developing the projects

6.5 Implications for (or impact on) the environment

- 6.5.1 The projects will have a positive impact on the environment in the city centre. More green spaces and trees will be introduced into the city centre. The projects will improve the quality of pedestrian and cycle routes in the city centre, and encourage travel by sustainable modes. The Palmer Lane de-culverting scheme will create an open water course in the city centre, water courses in urban locations have been linked to public health benefits.

6.6 Implications for partner organisations?

- 6.6.1 The City Council will need to work closely with the Coventry City of Culture Trust in the delivery of the works programme.
- 6.6.2 The public realm activities at Upper Precinct will need to be coordinated with works to be undertaken to the retail infrastructure by Shearers Property Group.
- 6.6.3 The Council will need to work with the Environment Agency as part of the Palmer Lane de-culverting work.
- 6.6.4 The Council will be required to work with Coventry University if public realm works proceed in relation to the delivery of their masterplan.

Report author:**Name and job title:**

Colin Knight
 Director, Transport and Highways

Directorate:

Place

Tel and email contact:

Tel: 024 7683 4001

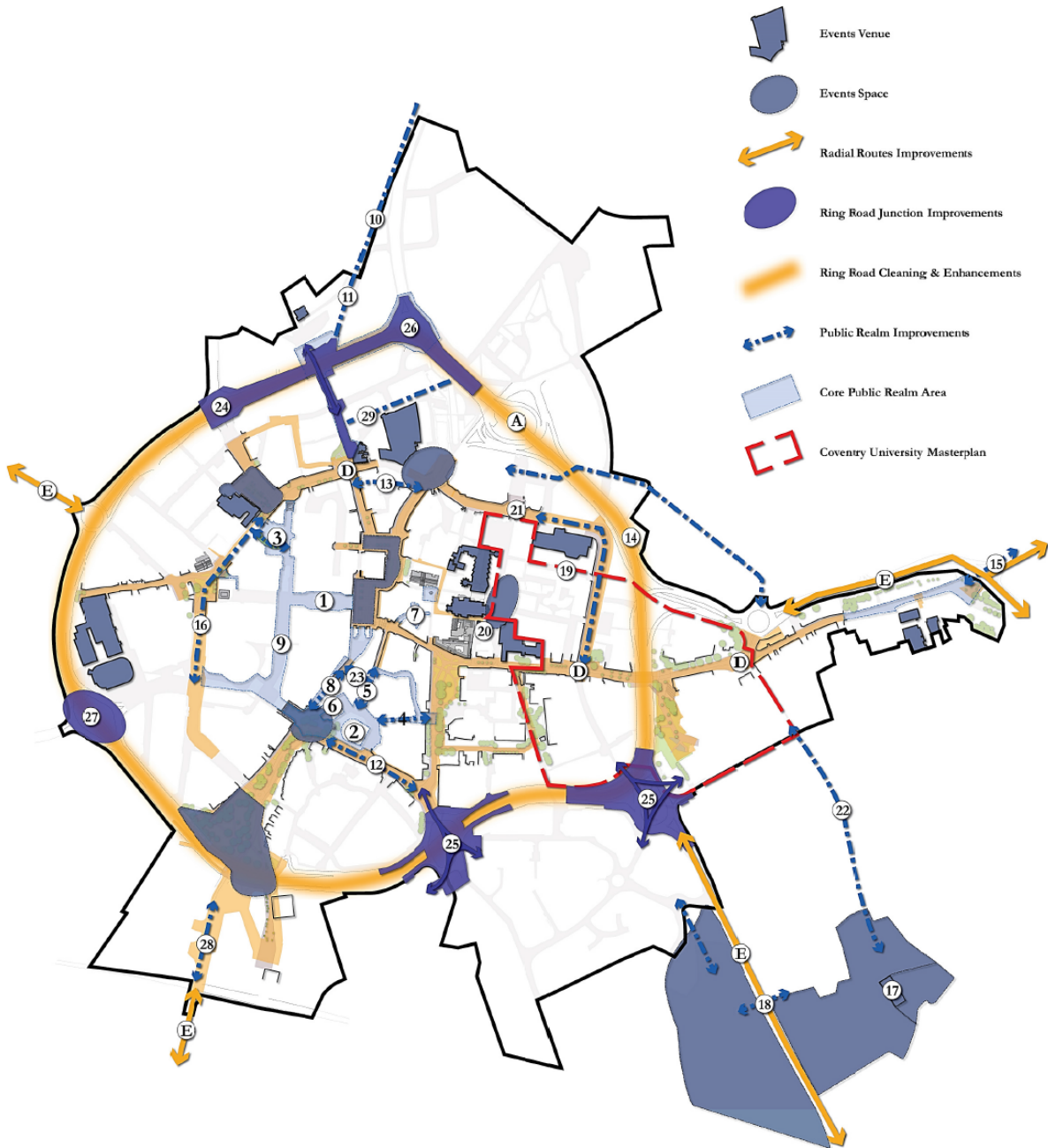
Email: Colin.knight@coventry.gov.uk

(All queries should be directed to the above person)

Contributor/ Approver name	Title	Directorate	Date doc sent out	Date response received or approved
Contributors:				
Rhian Palmer	Head of Infrastructure Delivery	Place	29/01/2018	31/01/2018
Ian Lewis	Senior Programme Manager	Place	30/01/2018	30/01/2018
Sunny Singh Heer	Lead Accountant	Place	29/012018	30/01/2018
Lara Knight	Governance Services Co-ordinator	Place	14/02/2018	14/02/2018
Lucy McGovern	Economic and Development Service	Place	30/01/2018	31/01/2018
Approvers: (Officers and Members)				
Oluremi Aremu	Major Projects Lead Lawyer	Place	30/01/2018	01/02/2018
Phil Helm	Finance Manager	Place	30/01/2018	02/02/2018
Mick Burn	Head of Procurement	Place	30/01/2018	31/01/2018
Martin Yardley	Deputy Chief Executive (Place)	Place	06/02/2018	09/02/2018
Councillor J Innes	Cabinet Member for City Services	-	09/02/2018	14/02/2018
Councillor J O'Boyle	Cabinet Member for Jobs and Regeneration	-	09/02/2018	14/02/2018

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

APPENDIX A – Public Realm Phase 5 Overview



The numbered schemes are listed in Appendix B.

APPENDIX B - Public Realm Phase 5 Funding Table

SCHEME	PRIORITY ORDER	FUNDING SECURE or UNSECURE	GROWTH DEAL £m	CAPITAL RECEIPTS & S106 £m	UNFUNDED £m	TOTAL BUDGET £m
Public Realm Projects						
Upper Precinct	1	Secure	6.7			6.7
Leisure Destination Public Realm	2	Secure	0.5			0.5
Smithford Way	3	Unsecure			3.9	3.9
Salt Lane/Shrub Walk	4	Unsecure			0.8	0.8
Greyfriars Lane Extension	5	Unsecure			3.9	3.9
Warwick Lane	6	Unsecure			0.2	0.2
Pepper Lane	7	Unsecure			0.4	0.4
Hertford Street	8	Unsecure			2.5	2.5
Coventry Point	9	Unsecure			3	3
Public Art, including upgrade of Canal Public Art Trail	10	Unsecure			1.25	1.25
Canal Tow Path	11	Unsecure		0.15	1.05	1.2
New Union Street MSCP & Public Realm	12	Unsecure			12.5	12.5
Palmer Lane De-Culverting	13	Secure	0.05			0.05
Ringroad cleaning & enhancements (inc Swanswell Viaduct Extension)	14	Unsecure			15	15
Far Gosford Street & link to Two Tone Village	15	Unsecure			1	1
Corporation Street/Queen Victoria Road	16	Unsecure			1	1
Charterhouse restoration (Match funding)	17	Secure		1.94		1.94
London Road Crossing/Charterhouse Link	18	Unsecure			0.4	0.4
Coventry Uni Masterplan	19	Unsecure			1	1
Drapers Hall/Bayley Lane	20	Unsecure			0.5	0.5
Fairfax Street/Britannia refresh	21	Unsecure			2.5	2.5
Sherbourne Loop	22	Unsecure			0.8	0.8
Ford Hospital Cut through	23	Unsecure			1.22	1.22
Junction 9	24	Unsecure			13.9	13.9
Junction 4 & 5	25	Unsecure			11.6	11.6
Junction 1	26	Unsecure			6.75	6.75
Junction 7/Moat Street Car Park	27	Unsecure			10	10
Pinchpoint - Warwick Road lane extension	28	Unsecure			1.1	1.1
Bishop Street Car Park/Cook Street Gate	29	Unsecure			0.6	0.6
Pinchpoint - Spon End	30	Unsecure			2	2
Cross Cutting Items						
White Street Coach Park		Unsecure			0.01	0.01
Wayfinding & Communication		Unsecure			3	3
Cycling Improvements		Unsecure			0.2	0.2
Existing Public Realm Refres		Unsecure			0.6	0.6
Improvements to key radial routes		Unsecure			0.5	0.5
Scheme Development		Secure	0.5			0.5
Project Management		Unsecure			4.4	4.4
TOTAL			7.75	2.09	107.58	117.42

Please refer to Section 5 of the report regarding funding options that are being pursued.

APPENDIX C – Description of projects proposed under Public Realm Phase 5

1. Upper Precinct

Public realm improvements to help restore the Upper Precinct to the 1950's Gibson Plan. The scheme will involve de-cluttering, planting and high quality paving to create an attractive public space and open up the views of the Spires. The works will complement works being undertaken by Shearers in relation to upgrading the retail space.

2. Waterpark and Leisure Destination Public Realm

Delivery of high quality public realm adjacent to the new Water Park on New Union Street/Bull Yard.

3. Smithford Way/Market Way

The demolition of a number of commercial properties will allow for the provision of a public plaza area linking together Smithford Way/West Orchards/Belgrade Theatre with additional public realm works along Smithford Way extending to Market Way using enhanced materials to link into the other local public realm works.

4. Salt Lane/Shrub Walk

In addition to the new Salt Lane car park being constructed the surrounding footpaths and access points are to receive upgraded and enhanced walkways to encourage the passage of visitors to key locations within the city centre. High quality public realm will be created, and will be similar to the design in Greyfriars Lane to create a consistent route.

5. Greyfriars Lane Extension

To extend the recently completed and well received public realm works at the top of Greyfriars Lane to the junction of New Union Street, whilst complimenting the historical Fords Hospital building and the newly constructed Water Park, both seen as key components of the City of Culture and attracting people to Coventry.

6. Warwick Lane

To tie into the adjacent public realm areas Warwick Lane will be refreshed with new surfacing, lining and kerb side barriers to make the area more attractive to those using this area.

7. Pepper Lane

The scheme would mirror the improvements delivered in Greyfriars Lane in terms of design and materials, and provide an attractive link to the Cathedral as well as complement the improvements to Cathedral Lanes.

8. Hertford Street

Upgrading of the existing surfacing and street furniture with enhanced public realm materials, combined with the removal of the Nationwide Bank to provide a direct link for pedestrians from the train station into Broadgate. Public art will be included in the proposals, such as the 'Peeping Tom'.

9. Coventry Point

Demolition of the multi-storey building and associated buildings and repaving to create an unobstructed means of access between Market Way and the City Arcade, which forms part of the City Centre South development. This could create an attractive events space.

10. Public Art

Installation of a number of new and refurbished pieces of art along key routes into the city centre, including supporting a Coventry Public Art trail. This would include the rebuilding of the Coventry Cross in Cross Cheaping and restoration of the Canal art trail.

11. Canal Tow Path

This scheme would see the canal tow path being upgraded, which would complement the public art trail and link to developments along the canal up to the city boundary.

12. New Union Street MSCP & Public Realm

The current MSCP at New Union Street is at the end of its lifespan. Located in a prime city centre location, it is proposed the existing facility is demolished and a new multi storey car park created with complementary public realm works to develop and enhance the area on one of the main entry points from the ring road into the city centre. The funding for this could potentially be via prudential borrowing as this would be self-financing.

13. Palmer Lane de-culverting

The scheme involves the removal of a small section of the culvert roof over the River Sherbourne and deliver attractive public realm works adjacent to the river. This supports the ongoing regeneration of the Burges area. The contribution is part of a wider £3.8m investment in this area.

14. Ring road cleaning and enhancements

Works are due to be completed soon on the first phase of the Swanswell Viaduct refurbishments. This project would deliver the second phase of the scheme, as well as enable a wider cleaning and repairs programme for the ring road.

15. Far Gosford Street & link to Two Tone Village

Fargo village is likely to be one of the main city centre based events venues during City of Culture, and already hosts a plethora of well attended events. The proposal is the upgrade the public realm, introducing high quality paving and de-cluttering to create a more attractive walking route along Far Gosford Street. The Two Tone Village is a city treasure that is underutilised due to poor accessibility and people not being aware of its location. Signage will be installed to promote a walking route from Far Gosford Street to the attraction to boost footfall.

16. Corporation Street & Queen Victoria Road

This scheme will continue the line of already completed public realm works on Queen Victoria Road and Corporation Street and tie in with the redevelopment of the former Co-Operative building.

17 & 18 London Road Crossing/Charterhouse Link & Charterhouse Refurbishment

The introduction of a new controlled pedestrian crossing on London Road to provide a link between Charterhouse and London Road Cemetery which is part of the proposed Historic Coventry route in and around the City. £1.94m will also contribute towards the £11m ambitious plans to refurbish the Grade 1 listed Charterhouse, which will become a focal point of a new city centre based heritage park.

19. Coventry University Masterplan - Gosford/Cox/Lower Ford St

Coventry University are proposing some major changes to their city centre campus, including demolition of the James Starley building. This will provide an opportunity to potentially downgrade traffic in this area, as well as create some attractive temporary events spaces.

20. Drapers Hall/Bayley Lane

Drapers Hall is proposed to be refurbished to create a classical music venue in the heart of the city centre. Works are required in adjacent Bayley Lane to improve the setting and access to the venue.

21. Fairfax Street/Britannia refresh

This scheme would improve the setting of Fairfax Street, which is one of the key visitor arrival points by coach to the city. The scheme would also involve improvements to the façade of the Britannia Hotel.

22. Sherbourne Loop

The scheme will create an attractive green 2 mile cycle/walking circular route from Far Gosford Street following the River Sherbourne.

23. Ford Hospital Cut through

Demolition of adjacent buildings will open up this area and create a high quality plaza and route between the city centre and the historic Fords Hospital. This would help showcase this historical building and improve access. Access will also be linked to the nearby new Salt Lane multi storey car park and the Water

24. Junction 9

A road improvement scheme that will reduce congestion at a key junction of the ring road whilst also provide a more suitable means of pedestrian access into the city centre and linkage to Belgrade Theatre and the Canal Basin. The scheme would also involve potential extension of the canal basin, and open up development land for housing.

25. Junction 4 & Junction 5

The works at Junction 4 will involve revising the existing layout of the junction to reduce congestion and develop a safer at-grade means of crossing points around the junction whilst increasing the public open space area to the front of the Grade I listed Whitefriars Monastery.

The proposed scheme at Junction 5 will see the removal of the existing underground subway routes and provide a safer means of crossing the ring road whilst reducing traffic congestion locally. Road space will be realigned to provide wider footpaths over a new footbridge. This will better connect Coventry University with the TechnoPark.

26. Junction 1

Reconfiguration of the existing ring road junction to reduce congestion and install controlled crossing points to provide a better means of access between the Canal Basin and City Centre.

27. Junction 7/Moat Street Car Park

This scheme will involve reducing the footprint of junction 7 to unlock development land and make the junction more accessible for pedestrians and cyclists.

28. Pinchpoint - Warwick Road lane extension

At peak times Warwick Road is very congested, which is exacerbated by a bottle neck south of the railway bridge. This scheme will widen the road and create an extra lane to assist with traffic flows.

29. Bishop Street Car Park/Cook Street Gate & St Mary's Chapel link

Bishop Street is a key link to the Canal Basin, which hosts the popular Tin music venue along with other attractions. The current state of Bishop Street is run down and unappealing. The scheme would reinvigorate the public realm and create an attractive walking route to the pedestrian crossing. The scheme will also seek to enhance Cook Street Gate and the link to the attractive St Mary's Chapel.

30. Pinchpoint - Spon End

A scheme to reduce the traffic congestion into city along Spon End that would see localised road widening and realignment around the existing rail bridge arches, including for upgraded crossing points and wide footways.

Cross Cutting Items

White Street Coach Park

In order to cater for a growth in visitors to the city, works are to be undertaken on the existing coach park to improve facilities and the area surrounding it to ensure that a positive visitor experience is created from first impressions.

Wayfinding & Communications

Installation of various interactive and non-interactive wayfinding signage and infrastructure to compliment the city centre locations, buildings and routes that visitors may wish to or be encouraged to follow. This would also include refurbishment or replacement of the MESH communications network.

Cycling Improvements

A series of city centre cycle infrastructure is proposed to improve accessibility and facilities in the city centre and improve connectivity between the city centre and outer ring road.

Existing Public Realm Refresh measures

Some of the public realm schemes delivered over the last 7 years are in need of a refresh to ensure the highway quality standard of public realm is maintained. This may include some repaving works, along with greening and planting schemes.

Improvements to Key Radial Routes

This scheme will involve improving the attractiveness of the key radial routes into the city, through surfacing, greening and planting.

Scheme Development

In order to secure further funding for this programme, work will need to be undertaken to develop schemes in order to submit funding bids. This work will involve concept design, cost consultant support, programming and business case preparation.

Project Management

Additional resource will be required to deliver Public Realm Phase 5. The amount of resources required will be scalable and dependant on the amount of works to be delivered. Funding will be topsliced accordingly to fund additional posts from grant. Resources could include project management, engineers, site support, communications, legal, procurement and finance support.



Public report Cabinet Report

Cabinet

6 March 2018

Name of Cabinet Member:

Cabinet Member for City Services – Councillor J Innes

Director approving the report:

Deputy Chief Executive (Place)

Ward(s) affected:

All

Title:

2018/2019 Transportation and Highway Maintenance Capital Programme

Is this a key decision?

Yes – Affects all wards across the City and seeks approval for an £8.9m Programme

Executive summary:

This report brings together an integrated Capital Programme for the maintenance and enhancement of the City's highways and transport infrastructure. This Programme is funded through annual government local transport funding, City Council resources and Whitefriars Right to Buy receipts.

The basic principles for this year's Maintenance and Integrated Transport Programme are:

1. Continue the Programme of rectifying damage and maintaining the City's roads, through a prioritised Programme based on the Council's Highways Asset Management plan.
2. Continue to invest in preventative/proactive maintenance.
3. Carry out packages of complementary schemes to support the continued growth of the City, such as road safety and traffic management schemes to compliment Public Realm and Connecting Coventry proposals.
4. Provide a Programme of footway improvements funded from the Whitefriars Housing Group as part of a £2.3m investment which will be delivered over the next financial year.

Recommendations:

The Cabinet is requested to approve:

1. The 2018/19 programme of schemes marked 'A' in table 4
2. To delegate authority to the Cabinet Member for City Services, to approve a programme of scheme development, marked 'B' in table 4

List of Appendices included:

Appendix 1 - Description of all Maintenance & Integrated Transport Schemes

Appendix 2 - Breakdown of the Road Maintenance Programme including verges

Appendix 3 - Proposed Safety Schemes Programme

Appendix 4 - Proposed Traffic Management Programme

Appendix 5 - Proposed Urban Traffic Management Control programme

Background papers:

None

Other Useful Papers:

Budget Report 2018/2019 (City Council)

<http://democraticservices.coventry.gov.uk/ieListDocuments.aspx?CId=130&MId=11418>

Has it or will it be considered by scrutiny?

No

Has it, or will it be considered by any other council committee, advisory panel or other body?

No

The City Council's five year Capital Programme was approved by Council on 20th February 2018.

Will this report go to Council?

No

**Report title:
2018/19 Transportation and Maintenance Capital Programme**

1. Context (or background)

1.1 This report sets out a detailed capital programme of all Highway Maintenance and Integrated Transport schemes which are due to be carried out during 2018/19. The report sets out individual allocations and the various sources of funding in table 4, and sets out the specific details of each project in appendices 1 to 6.

2. Options considered and recommended proposal

2.1 As part of the West Midlands Devolution Deal, HM Government agreed to devolve a consolidated local transport budget and provide a multi-year transport funding settlement, which comes under the control of the West Midlands Combined Authority Elected Mayor. This devolved transport grant forms part of the single pot.

2.2 The devolved transport element of the pot is made up of the following funding streams and paid to the Combined Authority, with a firm commitment for the period until 2020/21

- Integrated Transport Block (ITB)
- Highways Maintenance Block (not including PFI)
- Highways Maintenance Incentive Funding

2.3 Following the creation of the West Midlands Combined Authority (WMCA), the West Midlands Integrated Transport Authority and Centro were dissolved on 17th June 2016 and replaced with a new Integrated Transport Authority (ITA); Transport for West Midlands (TfWM). TfWM continues the work of its predecessors.

2.4 The multi-year devolved transport grant is set out below:

Table 1 – Devolved Transport Grant

Fund	Status	2018/19 £000's	2019/20 £000's	2020/21 £000's
Bus Services Operating Grant (BSOG) Revenue	Revenue for tendered bus services - given to WMCA/TfWM	1,800	1,800	1,800
Integrated Transport Block Capital	Allocated to the WMCA but distributed to LA's and TfWM. LA's allocations based on population size, which is also used to calculate the WMCA Transport Levy	17,618	17,618	17,618
Highways Maintenance Block Capital**	Allocated to the WMCA but distributed straight to LA's via DfT calculated formula	13,112	13,112	13,112
Highways Maintenance Incentive Fund Capital	Currently allocated to the WMCA but distributed straight to LA's via DfT calculated formula.	2,688*	2,688*	2,688*
Total		35,218	35,218	35,218

*indicative figures provided by DfT

** Excludes Birmingham City Council due to their Highways PFI

- 2.5 The Highways Maintenance allocation is awarded via TfWM; Coventry's allocation for 2018/19, based on the DfT revised needs formula is £2.225m. The ITA has made it clear that these resources are released on the condition that they are spent on highway maintenance schemes in accordance with the authorities' Highways Asset Management Plan (HAMP) and the Highways Maintenance Efficiency Programmes (HMEP). The Council has also given this undertaking to the DfT.
- 2.6 The Highways Maintenance Incentive Fund is dependent on the Authority's efficiency and approach to highways asset management. This fund is allocated based on an assessment of data provided by Local Authorities, which determines their band rating and subsequent percentage share of the available funding. Authorities fall into one of three bands, with band three authorities receiving maximum incentive funding over the following four years.
- 2.7 For 2017/18 DfT decided that authorities within a combined authority met the criteria for band three and on this basis, Coventry received maximum funding. It is anticipated that DfT will follow the same approach for 2018/19, this equates to £463k, which when added to the £2.225m Highways Maintenance allocation, forms a total Highways Maintenance Block amount of £2.688m, as shown in table 3.
- 2.8 The total ITB allocation in 2018/19 for the West Midlands is £17.618m. This funding is split, as in previous years, on a percentage basis; 25% to TfWM and 75% to the Local Authorities, distributed via the ITA pro-rata'd per capita.
- 2.9 The £0.09m top slice has also been retained this year. An element of this supports the West Midlands Transport Information Gateway (WMTIG) which is an ongoing £20k commitment annually, with the remaining £70k available to bid into on an annual basis for key initiatives and programmes.

The distribution of the regional Integrated Transport budget is as follows:

Table 2 – West Midlands funding allocation

Budget Heading	2018/19 Allocation (£m's)	Notes
TfWM Allocation	4.382	25%
Local Authorities Allocation	13.146	£1.620m for Coventry
Joint Initiatives Top Slice	0.090	
Total	17.618	

- 2.10 Table 3 sets out the available capital resources for transport schemes (such as Corporate Capital Resources and Whitefriars Right to Buy Capital receipts).

Table 3 – Coventry Capital Resources

Funding Source	2018/19 (£m's)
Integrated Transport Block	1.620
Highways Maintenance Block	2.688
Corporate Capital Resources	2.369
Subtotal of Core Funding	6.677
Whitefriars Housing Group contribution	2.300
Total	8.977

- 2.11 In 2016, WMCA approved the West Midlands Strategic Transport Plan “Movement for Growth”; which set out plans to greatly improve the transport system to support economic growth and regeneration. As part of a ten year delivery plan, and to establish development funding for Local Authorities to undertake feasibility and develop strategic business cases for emerging schemes, 15% of the total ITB funding is to be ring-fenced for scheme development. This ring fence will be applied from 2017/18 up to 2020/21.
- 2.12 As a substantial proportion of the funding for this programme is received as part of the ITA process, allocations received must therefore deliver schemes which contribute towards the objectives, outcomes and targets in the West Midlands Strategic Transport Plan. TfWM will monitor and assess the types of schemes district authorities are planning and whether they meet the relevant objectives.
- 2.13 As a continuation to the 2017/18 programme, there is an emphasis on making the best use of existing infrastructure rather than creating new. The maintenance programme will focus on ensuring that the worst affected roads and pavements across the City are properly repaired and preventative maintenance is carried out. This is a key theme in the West Midlands Strategic Transport Plan and is driven by the City Council's Highways Infrastructure Asset Management Policy and Strategy (January 2016).
- 2.14 Right to buy receipts (RTB) of £2.3m will be used to carry out a comprehensive programme of highway improvements in Whitefriars estates across the City. Ongoing works in the Manor Farm area will continue, providing extensive changes to pavements, roads and landscaping to enhance the major improvements to the housing stock which Whitefriars are carrying out separately.
- 2.15 In compiling the programmes contained within this report, an underlying principle has been to maximize value for money by looking for opportunities to integrate projects wherever possible. As well as saving money, this minimizes disruption to the travelling public, businesses and residents.
- 2.16 Table 4 sets out the proposed capital programme for Integrated Transport and maintenance schemes for 2018/19. Each line represents either a programme of works or an individual scheme. Specific details of these programmes and schemes are provided in appendices 1 to 6 of this report.
- 2.17 In addition to making the best use of existing infrastructure, as outlined above, wherever possible we will seek to reduce ongoing revenue expenditure through the removal of unnecessary infrastructure. This achieves two objectives: decluttering to improve the look of the city and reducing the ongoing maintenance.
- 2.18 Safety schemes will continue to be utilised to try to address areas where injury collisions occur and all requests or concerns raised by the public, both from individuals or petitions will continue to be investigated to determine if a local safety scheme should be implemented. We continue to use moveable vehicle activated signs which can be rotated around sites of concern, and in addition, we continue to collaborate with local police and work with residents to encourage the use of community speed-watch to monitor the speed of vehicles.
- 2.19 Approval is sought for those schemes and scheme programmes (as detailed in the appendices) marked with an A in Table 4.

Transportation & Maintenance Capital Programme 2018/19

Table 4

	Maintenance	£000s	£000s	£000s	£000s	£000s	Approval
		Corporate Capital Resources	Integrated Transport Block	Highways Maintenance Block	Whitefriars RTB	TOTAL	
1	Planing and Patching	0	0	400	0	400	A
2	Resurfacing	19	0	1503	0	1522	A
3	Surface Treatments	450	0	460	0	910	A
4	Footway Improvement Schemes	900	0	200	2300	3400	A
5	Verges	0	0	125	0	125	A
6	Vehicle Safety Fence	50	0	0	0	50	A
7	Structures	500	0	0	0	500	A
8	Drainage Surveys / Maintenance	450	0	0	0	450	A
	Sub Total	2369	0	2688	2300	7357	
	Integrated Transport						
9	UTMC	0	350	0	0	350	A
10	Safety Schemes	0	400	0	0	400	A
11	Vulnerable Users	0	250	0	0	250	A
12	Scheme Development	0	240	0	0	240	B
13	Traffic Management	0	380	0	0	380	A
	Sub Total	0	1620	0	0	1620	
	Grand Total	2369	1620	2688	2300	8977	

Externally funded projects

- 2.20 Coventry are working with Midlands Connect, Coventry & Warwickshire Local Enterprise Partnership (CWLEP) and WMCA along with DfT and developers to plan and fund this ambitious programme. The Council has recently been awarded £12.7m Housing Infrastructure Fund for a new junction onto the A45 at Eastern Green, more detail is provided in the Connecting Coventry report.
- 2.21 Coventry has been very successful in developing and securing new funding for innovative transport solutions, which use emerging technology to improve transport information with the intention of influencing road user behaviour to reduce congestion. We continue to work on a number of transport innovation projects, which are being delivered in conjunction with local partners and small and medium sized enterprises supporting economic growth in this area.
- 2.22 As well as delivering Intelligent Mobility projects where funding has already been secured, Coventry will work with other partners, including the WMCA to identify and secure further funding for new projects.
- 2.23 Through partnership working with the Environment Agency (EA) and the Regional Flood and Coastal Committee (RFCC), the City Council has secured Local Levy and Grant in Aid funding to help deliver flood alleviation schemes at Butt Lane and Broad Lane. To enable these schemes to be brought forward the Council, subject to approval, will top slice £250k for each of the next 3 years from the drainage programme. This will address the city's worst flood hit areas.

3. Results of consultation undertaken

- 3.1 The West Midlands Strategic Transport Plan 'Movement for Growth' replaced the Local Transport Plan (LTP 3). The WM ITA consulted with the public and key stakeholders and adopted the plan in July 2015, it was approved by the WMCA in June 2016. In addition, many of the specific larger schemes within the programme have or will be consulted on widely as individual schemes.
- 3.2 In all cases, no scheme will be implemented without appropriate consultation being undertaken to ensure that all interested parties are involved in the process and that anticipated funding is secure.

4. Timetable for implementing this decision

- 4.1 The programme of schemes will be implemented throughout the 2018/19 financial year. The exact timing of individual schemes will depend on how well developed they are, and feedback from consultation. It is anticipated that all budgets described in the programme will be spent by the end of March 2019.

5. Comments from the Director of Finance and Corporate Services

- 5.1 Financial implications
The core funding for the Transportation and Maintenance Capital Programme totalling £6.677m is set out in Table 3 and this was approved by Cabinet on 20th February 2018. This programme is supplemented by additional funding from Whitefriars Right to Buy receipts. This report sets out a strategic integrated highways and transportation programme that explicitly recognises all sources of funding and implements a strong emphasis on robust project and programme management.

5.2 Legal implications

The Council is under various statutory duties relevant to this report which includes:

- (a) Maintaining the City's adopted highway network and associated structures;
- (b) Maintaining the City's traffic management infrastructure;
- (c) Managing the City's road network to secure the expeditious movement of traffic;
- (d) Promoting/encouraging safe, integrated, efficient and economic transport facilities and services in conjunction with the ITA;
- (e) Investigating road accidents and introducing measures to reduce their recurrence;
- (f) Producing a definitive map recording all public rights of way in the City;
- (g) Acting as a 'risk management authority' in respect of highway drainage for the purposes of the Flood and Water Management Act 2010

The Council also has various statutory powers which allow it to improve or add to the existing highway/traffic management infrastructure.

Any major contracts will be let so as to comply with EU/UK procurement rules and the Council's own Rules for Contracts.

The core funding for the Transportation and Maintenance Capital Programme is set out in Table 3 above and totals £6.677m. As indicated, this is complemented by other specific sources of funding.

6. Other implications

6.1 How will this contribute to achievement of the council's Plan?

The programme will help to address Council Plan objectives such as poor air quality, climate change by encouraging more sustainable forms of transport such as walking, cycling and public transport promoting the City Councils 'Age Friendly' aspirations

Schemes such as Public Realm works and the significant maintenance programme will help to address the Plan priority of making streets and open spaces more attractive and enjoyable places to be as well as the SCS transport priority of encouraging more walking and cycling.

6.2 How is risk being managed?

For each programme/scheme, there are nominated project sponsors and managers who will be held accountable for delivery. The governance arrangement will be for the capital programme to be overseen by a board comprising the Director (Transport and Highways), service manager (project sponsor) and financial officers. The project managers collectively form the capital programme team which will ensure that the programme is delivered on time, to budget and to an appropriate standard. The findings and recommendations of the board will be reported to the responsible cabinet member/s via established briefing and reporting mechanisms as appropriate. In addition summary updates are provided to Cabinet as part of the quarterly budgetary control process.

To manage physical risks, the Construction and Design Management (CDM) process is also used for all appropriate schemes (larger schemes which meet certain criteria) to ensure that risks are designed out and that construction takes place by an approved contractor in a safe way.

6.3 What is the impact on the organisation?

The programme will be delivered using existing resources where possible.

6.4 Equalities / EIA

An equality impact assessment was carried out during the formulation of the West Midlands Strategic Transport Plan.

6.5 Implications for (or impact on) the environment

The programme will have a beneficial impact on the environment as many schemes are designed to encourage sustainable forms of travel such as walking, cycling and public transport, as well as schemes to reduce congestion and improve the public realm.

6.6 Implications for partner organisations?

The implementation of the programme will have a positive impact on businesses and the general population of the City through improvements to road maintenance and the wider transport network. The Coventry and Warwickshire Local Enterprise Partnership (LEP) has identified transport as a high priority to support economic growth.

Report author(s):

Colin Knight

Name and job title:

Director of Transport and Highways

Directorate:

Place

Tel. and email contact

Tel: 024 7683 4001

Email: colin.knight@coventry.gov.uk

Enquiries should be directed to the above person.

Contributor/approver name	Title	Directorate or organisation	Date doc sent out	Date response received or approved
Contributors:				
Colin Knight	Director of Transport and Highways	Place	02/02/18	05/02/18
Neil Cowper	Head of Highways	Place	30/01/18	30/01/18
Colin Whitehouse	Acting Head of Traffic and Network Management	Place	01/02/18	01/02/18
Deborah Severs	Divisional Support Manager	Place	30/01/18	02/02/18
Lara Knight	Governance Services Co-ordinator	Place	14/02/18	14/02/18
Names of approvers: (Officers and Members)				
Sunny Heer	Lead Accountant, Finance	Place	05/02/08	06/02/18
Rob Parkes	Place Team Leader, Legal Services	Place	05/02/18	06/02/18
Lara Knight	Governance Services Co-ordinator	Place	14/02/18	14/02/18
Martin Yardley	Deputy Chief Executive	Place	06/02/18	07/02/18
Councillor J Innes	Cabinet Member City Services	-	08/02/18	08/02/18

This report is published on the council's website:

<http://moderngov.coventry.gov.uk/ieDocHome.aspx?Categories>

Description of Maintenance and Integrated Transport Schemes

Highways Maintenance Block

As a result of the programme of permanent repairs and preventative maintenance undertaken over the last eight financial years, the deterioration of the road network has continued to reduce significantly and its resilience to the effects of winter weather is greatly improved.

The maintenance treatment programmes, as shown in table 4, are aimed at continuing the significant improvement to the classified and unclassified network. The opportunity will also be taken to link the implementation of road maintenance and integrated transport projects together to lower costs and minimise disruption.

This year we will continue with the successful footway slurry seal programmes, to complement the footway reconstruction programme. Slurry seal maximises value for money and introduces a theme of preventative maintenance into the programme.

It is important to note that exact limits for the extended footway programme are not provided in this report, due to volume of extra preparation work. A summary of the treatments proposed for use over the 2018/19 financial year are listed in Appendix 2.

As discussed in the report there is also an extra £2.3M provided by Whitefriars Housing Group for footways and highway network improvements this year.

Footway (Pavement) Treatments

Footway Reconstruction: A scheme of work which will often include excavation of kerb lines, relaying or renewing of kerbs, replacement of slabs or tarmac and supporting layers. This restores the treated area to 'as new' condition. Some footways can be 'overlaid', this is where a further layer of tarmac is laid over the top of the existing surface, adding strength to the footway. In the coming year we will be introducing a new treatment option which uses thinner construction thicknesses. This option will only be used at suitable locations i.e. where pavements tend not to be driven on or are protected by legal orders.

Footway Slurry Seal: A process where a 'slurry' containing bitumen is spread across the existing tarmac. The process is thin, up to 10mm, so there are no problems meeting existing levels. This process is used on sites where early signs of deterioration are evident and hence is an excellent preventative maintenance treatment.

Footway treatments vary in cost from around £5.50/m² for slurry seal up to £93/m² for full reconstruction. Reconstruction is very labour intensive and involves lots of hand work, which results in higher costs relative to carriageway works.

Carriageway (Road) Treatments

Carriageway Planing and Patching: This method of repair is best suited to those roads where there are larger (greater than 10 square metres) areas of deterioration, often at junctions and turning heads or where there are problems with old utility reinstatements. The process entails removing the top 40mm (or whatever is appropriate) and inlaying new material. Typical cost is £32.00 per square metre. This treatment has the added advantage of forming part of the preparation process for future preventative maintenance surface treatment schemes. Roads which have been planed and patched are very suitable for surface dressing or micro asphalt the following year. The sites listed for the Plane and Patch programme do not represent a full commitment to the budget allocated. This is because there is a reactive element to this operation, which provides the flexibility of carrying out large permanent repairs to roads which may deteriorate quickly for any reason.

Carriageway Resurfacing: This treatment is split into two types, inlay and overlay. Best value is achieved with overlay and, where possible, this is the preferred approach.

Inlay: This is an inherently expensive approach and will be used only where absolutely necessary, usually where there has been a structural failure in the base layers. It is recognised that there are a few locations where a deeper repair is essential. The costs of this approach can be over £38.50 per square metre.

Overlay: For roads where the deterioration is confined to the upper layers of the carriageway, a good solution is to overlay. Similarly to footway overlay an extra layer of tarmac is laid over the existing surface. To maintain kerb height it is usually necessary to plane out adjacent to the carriageway edges. The advantage of this approach is that it increases the thickness of tarmac, thereby strengthening the carriageway and reducing the amount of material that has to be taken away. Henley Road is an example of a recent overlay scheme. For carriageways in poor repair, pre-patching is necessary. Typical costs are £32.00 per square metre.

Surface Treatments: All of the above processes extend the life of a carriageway by a number of years and this life can be extended further by the application of surface dressing (tar and chips) or other thin layer systems such as a Micro Asphalt. The importance of this surfacing is that it waterproofs the road surface and prevents the ingress of water. In winter, water significantly contributes to deterioration. On freezing, water expands and can cause weaker surfaces to break up. Surface treatments help to prevent this process occurring.

This year will be the eighth year of the preventative maintenance programme, which has been very successful. The value of this approach can be seen from the fact that surface dressing costs of around £5.20 per square metre and Micro Asphalt is typically £11.00 per square metre, compared to over £32.00 per square metre for resurfacing.

Drainage Surveys/Maintenance

Capital maintenance schemes for drainage includes the renewal of piped systems including new gullies and connections to the main sewer and also can involve the laying of new highway drains. These works address capacity or damage issues which are usually evidenced by flooding on or adjacent to the Highway. The Council's annual CCTV programme surveys the Highway drainage network and helps to build our asset register.

Flood Relief Schemes

The purpose of these schemes is to reduce the risk of flooding in known high risk areas. Such works are usually carried out in conjunction with the Environmental Agency (EA). Flood relief measures usually entail construction of storage areas on private land, e.g. ponds, swales and ditches. Other measures include impeding flows by constructing walls or pipes, or natural slowing using a technique known as natural flood management, where fallen trees and other natural obstacles are used to slow flows.

Verges

This programme allows for the protection of verges, typically through the use of bollards in accordance with the adopted verge policy. It may also include provision of lay-bys or simply re-soiling existing verges, if new protective measures are in place. Use of grass-grid type materials continues to be successful. These systems allow vehicle over-run whilst maintaining a green verge like appearance to the street scene.

Vehicle Safety Fences

This allocation is used to maintain existing safety fences (Vehicle Restraint Systems) on the network and can include bridge parapets. The budget allows for the testing and replacement of lengths of fencing to meet modern standards.

Structures

We will continue to provide a programme of capital maintenance across the city's 308 structures which comprise road bridges, culverts, footbridges, retaining walls, sign gantries, and subways. Schemes cover a wide range of maintenance works, including strengthening, waterproofing, repair of structural elements, and replacement of movement joints. The programme also includes detailed structural inspections and assessments of substandard structures. It should be noted that all locations are subject to detailed investigation and possible delays caused by engineering difficulties/consultation issues. Further funding is required for the completion and delivery of the 17/18 schemes following detailed scheme investigation and development. Details of the programme are set out in Appendix 2.

Swanswell Viaduct

The £6m phase 1 works will be completed by spring 2018. The viaduct, the largest structure on the ring road, is now 50 years old and in need of major maintenance. The works include provision of a new edge beam and vehicle safety rails, deck waterproofing and a new road surface. Further funding is being sought for further phases of refurbishment.

Integrated Transport Block

Safety Schemes

This allocation will be used in the development and implementation of road safety schemes in areas where there is a high incidence of recorded personal injury collisions (at least six in three years). In addition the allocation will be used to carry out route based road safety studies and schemes with specific focus on locations with a disproportionate numbers of vulnerable road user casualties including pedestrians, cyclists and motorcyclists. Details of proposed programme are set out in Appendix 3.

Vulnerable Users

This allocation, which complements the safety schemes programme, will be used to carry out improvements for our most vulnerable road users including cyclists and pedestrians of all ages, such as 20mph speed limits/zones where appropriate. As part of the initiative to make Coventry an 'Age Friendly City,' it will also fund pedestrian dropped kerbs, on-street advisory disabled bays and access protection markings. A contribution will be used to support the recording of the Rights of Way network and its maintenance.

Traffic Management

This budget will be used to carry out changes to the public highway to reduce congestion and make more efficient use of existing road space and improve safety. Examples include Traffic Regulation Orders, residents parking schemes, signing and lining changes and other minor engineering works. Details of the proposed programme are set out in Appendix 4.

Urban Traffic Management Control (UTMC)

This allocation will be used to improve signalling at sites across the city. Areas of work will include improvements such as the introduction of pedestrian phases or crossing points to help address some road safety issues across the city. This budget also allows for improvements to the communication system on the highway network, such as, integrating existing and new wireless communication and adding new traffic cameras to manage congested routes. Details of the programme are set out in Appendix 5.

Intelligent Mobility and Innovation

The objective is to continue to bring together Intelligent Transport Systems and various sources of travel information, to provide the most efficient highway operation and improve the ease of use of accurate travel information for the public. These projects have significant future benefits for improving the impact of transport on air quality and the ability of people to travel more freely.

The Intelligent Mobility programme continues to engage industry partners, universities and local authorities to deliver a Smart City, inclusive of all user groups and modes of transport. Engagement with Transport for West Midlands and local user groups including an Air Quality Alliance and Transport Data Initiative aim to encourage the adoption of emerging technology that will benefit cities and support residents to travel with ease.

This programme is entirely funded by a number of complementary European and Government grant funding streams. Partners include Horiba-MIRA, JLR, Warwick Manufacturing Group, Coventry University, Siemens, Visteon, RDM, TfWM, Vodafone, Huawei and various European cities.

Details of the current projects are in the table below.

UK Autodrive	An Innovate UK funded project in which the Council will receive funding to facilitate and host trials of connected and autonomous vehicles within the city, working with major industry partners and Milton Keynes. The project started in November 2015 and will run for 3 years. Following successful track demonstrations in 2016 and 2017, and on-street demonstrations in Autumn 2017, the final rounds of demonstrations are planned for Autumn 2018.
UK CITE	A collaborative Innovate UK funded project working with Highways England and industry to establish a globally unique Connected and Autonomous Vehicle real-world test environment and facility utilising urban roads, A-roads, and Smart Motorways. The project started in June 2016, running for 2.5 years.
SUITS	A European funded project to evaluate interventions that will improve Coventry's resilience and ability to deliver on reducing congestion, pollution and the development of inclusive transport measures impacting the quality of life for urban dwellers and commuters. For 4 years from December 2016.

Carriageway Plane and Patch Schemes

Road Name	From	To	Ward
Butt Lane	148	160	Bablake
Bablake Close	Thurlestone Road	End	Bablake
Princethorpe Way	Oxendon Way	Bruntingthorpe	Binley & Willenhall
Fawley Close	Full Length	Full Length	Binley & Willenhall
Quinton Park	Daventry Road	Black Prince Avenue	Cheylesmore
Queen Philippa Street	Arundel Road	End	Cheylesmore
Endemere Road	Kingfield Road	Lockhurst Lane	Foleshill
Sandown Avenue	Full length	Full length	Foleshill
Osprey Close	Full Length	Full Length	Henley
Chaceley Close	No 1	No 7	Henley
Shilton Lane	Dutton Road	45 Shilton Lane	Henley
Heddle Grove	Shuttle Street	Weavers Walk	Longford
Dame Agnes Grove	Frevill Road	Miles Meadow	Longford
Frevill Road	Carey Street	Dame Agnes Grove	Longford
Radford Road	Various Locations	Various Locations	Radford
St Nicholas Street	Various Locations	Various Locations	Radford
Newington Close	Kingsbury Road	Ruskin Close	Sherbourne
Rowington Close	Newington Close	End	Sherbourne
Wycliffe Road West	Alfall Road	Clovelly Road	Upper Stoke
Deegan Close	Swancroft Road	End	Upper Stoke
Torpoint Close	Parry Road	End	Upper Stoke
Blackberry Lane	Various Locations	Various Locations	Upper Stoke
Sewall Highway	Tiverton Road	Bell Green Road	Upper Stoke / Wyken/Longford
Hexworthy Avenue	Dewsbury Avenue	Finnemore Close	Wainbody
Finham Grove	Full Length	Full Length	Wainbody
Wansfell Close	Full Length	Full Length	Westwood
Willow Grove	Full Length	Full Length	Westwood
Tile Hill Lane	Jobs Lane Junction	Jobs Lane Junction	Westwood
Boar Croft	Full Length	Full Length	Woodlands
Lambourne Close	Full Length	Full Length	Woodlands
The Glade	Broad Lane	End	Woodlands
Farcroft Avenue	Full Length	Full Length	Woodlands
Rodway Drive	Full Length	Full Length	Woodlands
Ansty Road	Various Locations	Various Locations	Wyken/Upper Stoke/Lower Stoke
Winsford Avenue	Various Locations	Various Locations	Whoberley

Carriageway Resurfacing

Road Name	From	To	Ward
Guilborough Road	Full length	Full length	Binley & Willenhall
Progress Way	Full Length	Full Length	Binley & Willenhall
Delaware Road	Full length	Full length	Earlsdon
John Wigley Way & The Stampings	Full length	Full length	Foleshill
Eden Street	Full length	Full length	Foleshill
A444- Jimmy Hill Way	Tesco junction	Tesco junction	Foleshill/Longford/Holbrook
North View	Full Length	Full Length	Henley
Woodway Lane	Stoneywood Road	Wigston Road	Henley
Sandy lane	Number 36	Lydgate Road	Radford
Lydgate Road	Chetton Avenue	Middlemarch Road	Radford
Middlemarch Road	Lydgate Road	Cheveral Avenue	Radford
Cheveral Avenue	Middlemarch Road	No 6 Cheveral Avenue	Radford
Sewall highway Service Road	Full length	Full length	Upper Stoke
Mantilla Drive	Baginton Road	Chideock Hill	Wainbody
Clifford Bridge Road Roundabout	Tesco junction	Tesco junction	Wyken
Clifford Bridge Road Roundabout	Sowe Valley Link	Sowe Valley Link	Wyken
Clifford Bridge Road Roundabout	Tesco junction	Sowe Valley Link	Wyken
Sewall Highway-Roundabout	Tiverton Road	Wyken Grange Road	Wyken/Upper Stoke
Sewall Highway-Roundabout	Torcross Avenue	Avon Street	Wyken/Upper Stoke

Surface Treatment - Carriageway Micro Asphalt

Road Name	From	To	Ward
Cardale Croft	Full Length	Full Length	Binley & Willenhall
Boston Place	Full Length	Full Length	Foleshill
Emery Close	Full Length	Full Length	Henley
Ainsdale Close	Full Length	Full Length	Longford
Swinburne Avenue	Full Length	Full Length	Lower Stoke
Troughton Crescent	No 4	Humberstone Road	Sherbourne
Alma Street	Full Length	Full Length	St Michaels
Goring Road	Full Length	Full Length	Upper Stoke
Barnack Avenue	Full Length	Full Length	Wainbody
Finnemore Close	Full Length	Full Length	Wainbody
Stonehaven Drive	Full Length	Full Length	Wainbody
Broadmere Rise	Full Length	Full Length	Westwood
Ireton Close	Full Length	Full Length	Westwood
Maureen Close	Full Length	Full Length	Westwood
Stowe Place	Full Length	Full Length	Westwood
Winceby Place	Full Length	Full Length	Westwood

Broadmere Rise	Full Length	Full Length	Westwood
Lyndale Road	Glendower Avenue	Wildcroft Road	Whoberley
Howlette Road	Full Length	Full Length	Woodlands
Manderley Close	Full Length	Full Length	Woodlands
Nova Croft	Full Length	Full Length	Woodlands

Surface Treatment - Carriageway Surface Dressing Schemes

Road Name	From	To	Ward
Bridle Brook Lane	Full Length	Full Length	Bablake
Cottesbrook Close	Full Length	Full Length	Binley & Willenhall
Leaf Lane / Abbey Road	JLR Roundabout	Leisure Centre	Cheylesmore
A444 - Jimmy Hill Way	Stoney Stanton Road	Foleshill Road	Foleshill
Henley Road	Woodway Lane	Luscombe Road	Henley
Lindley Road	Full Length	Full Length	Lower Stoke
Harris Road	Full Length	Full Length	Lower Stoke
Brympton Road	Full Length	Full Length	Lower Stoke
Trentham Road/Newnham Road	Full Length	Full Length	St Michaels
Lansdowne Street	Full Length	Full Length	St Michaels
Brunel Close	Full Length	Full Length	St Michaels
Oldfield Road	Full Length	Full Length	Whoberley
Utrillo Close	Full Length	Full Length	Whoberley
Albany Road	Broomfield Road	Earlsdon Avenue South	Whoberley/Earlsdon
A45- Outbound	Parkhill Drive	Pickford Green Lane	Woodlands/Bablake
Oakford Drive	Full Length	Full Length	Woodlands
Wareham Green	Full Length	Full Length	Wyken
Blandford Drive	Full Length	Full Length	Wyken
Swanage Green	Full Length	Full Length	Wyken
Shillingstone Close	Full Length	Full Length	Wyken
Ansty Road	Clifford Bridge Road	Wyken Croft	Wyken
Clifford Bridge Road	Brinklow Road	Sowe Valley Link	Wyken

Footway Improvement Schemes - Reconstruction / Overlay Schemes

Road Name	From	To	Ward
Cameron Close	See note below the table	See note below the table	Bablake
Greens Road	See note below the table	See note below the table	Bablake
Norman Place Road	See note below the table	See note below the table	Bablake
Tamworth Road	See note below the table	See note below the table	Bablake
Oxendon Way	See note below the table	See note below the table	Binley & Willenhall
Yarningale Road	See note below the table	See note below the table	Binley & Willenhall
Stretton Avenue	See note below the table	See note below the table	Binley & Willenhall
Dillotford Avenue	See note below the table	See note below the table	Cheylesmore/Earlsdon
Deedmore Road	See note below the table	See note below the table	Henley

Regina Crescent	See note below the table	See note below the table	Henley
Meadow Road	See note below the table	See note below the table	Holbrook
Whitmore Park Road	See note below the table	See note below the table	Holbrook
Hen Lane	See note below the table	See note below the table	Holbrook
Aldermans Green Road	See note below the table	See note below the table	Longford
Berkswell Road	See note below the table	See note below the table	Longford
Grayswood Avenue	See note below the table	See note below the table	Sherbourne
Holyhead Road	See note below the table	See note below the table	Sherbourne/Bablake
Beanfield Avenue	See note below the table	See note below the table	Wainbody
Pine Tree Avenue	See note below the table	See note below the table	Westwood
Overdale Road	See note below the table	See note below the table	Whoberley
Winsford Avenue	See note below the table	See note below the table	Whoberley
Chadwick Close	See note below the table	See note below the table	Woodlands
Alspath Lane	See note below the table	See note below the table	Woodlands
Hipswell Highway	See note below the table	See note below the table	Wyken/Lower Stoke

Note: Schemes may not be the entire length of the named street/Road

Footway Improvement Schemes - Slurry Sealing

Road Name	From	To	Ward
Browns Lane	Marystow Close	Ripon Close	Bablake
Marystow Close	Full Length	Full Length	Bablake
Ascot Close	Full Length	Full Length	Binley & Willenhall
Capulet Close	Full Length	Full Length	Binley & Willenhall
Chapel Farm Close	Full Length	Full Length	Binley & Willenhall
Dogberry Close	Full Length	Full Length	Binley & Willenhall
Dunsmore Avenue	Full Length	Full Length	Binley & Willenhall
Fawley Close	Full Length	Full Length	Binley & Willenhall
Gunton Avenue	Full Length	Full Length	Binley & Willenhall
Joe Obrien Close	Full Length	Full Length	Binley & Willenhall
Oratory Drive	Full Length	Full Length	Binley & Willenhall
Stretton Avenue	Chace Avenue	Dunsmore Avenue	Binley & Willenhall
Windridge Close	Full Length	Full Length	Binley & Willenhall
Beckfoot Drive	Full Length	Full Length	Henley
Calmere Close	Full Length	Full Length	Henley
Caspian Way	Full Length	Full Length	Henley
Chelwood Grove	Full Length	Full Length	Henley
Deanston Croft	Full Length	Full Length	Henley
Gillians Walk	Full Length	Full Length	Henley
Merryfields Way	Full Length	Full Length	Henley
Norman Avenue	Full Length	Full Length	Henley
Peacock Avenue	Full Length	Full Length	Henley
Wigston Road	Full Length	Full Length	Henley

Shakespeare Street	North Street	Dane Road	Upper Stoke
Bransford Avenue	Full Length	Full Length	Wainbody
De Montfort Way	End/Chancellors Close	Lynchgate Road Roundabout	Wainbody
Devereux Close	Full Length	Full Length	Westwood
Ensign Close	Full Length	Full Length	Westwood
Goodman Way	Full Length	Full Length	Westwood
Patricia Close	Full Length	Full Length	Westwood
Lower Eastern Green Lane	Upper Eastern Green Lane	Park Hill Drive	Woodlands

Highway Structures Schemes

Road Name	Structure	Scope of works	Ward
A4053 Ringway Rudge Junction 7	Rudge / Meadow Street Culvert	Culvert strengthening.	St Michaels/ Sherbourne
Farcroft Avenue / Goldthorne Close	Farcroft Culvert / Goldthorne Culvert	Bridge replacement / strengthening.	Woodlands
B4109 Stoney Stanton Road	Priestley's Canal Bridge	Brickwork repairs.	Foleshill/St Michaels
Cash's Lane	Cash's Canal Bridge	Brickwork repairs.	Radford/Foleshill
Coundon Road	Coundon Road level crossing retaining wall	Install vehicle incursion measures.	Sherbourne/Radford

Drainage Schemes

Road Name	From	To	Ward
Earlsdon Avenue (South)	Entrance to City Arms Pub.	75-77 Earlsdon Avenue South.	Earlsdon
Medina Road	15/17 Medina Road	30/36 Medina Road.	Foleshill
Shilton Lane	46 Shilton Lane	50 Shilton Lane	Henley
Caludon Road	No115 Caludon Road	No119 Caludon Road	Upper Stoke

Proposed Verge Schemes

Location	Proposed Action
General	Repair and protection
Previously Approved	
Charter Avenue – No. 314 to Mitchell Avenue	Combination of use of grass grids, recycled materials and bollards. This is the final phase of the works on Charter Avenue.
Tier 1 Roads	
Holyhead Road – various sections	Use of bollards
Tier 2 Roads	
Old Church Road – No.309 to Gayer Street	Combination of use of grass grids, bollards and blacktop footway.
Quinton Road	Combination of use of grass grids, recycled materials and bollards
Langbank Avenue – eastern end	Recycled materials or grass grids
Daventry Road	Recycled materials or grass grids
St James Lane northern side, west of Yarningale Road	Combination of use of recycled materials and bollards/railings.

Note: All locations subject to investigation and possible delays due to engineering difficulties.

Location	Possible Action
A444/Foleshill Road roundabout	Further investigations to be undertaken
A444/Heath Crescent roundabout	Further investigations to be undertaken
A444/Stoney Stanton Road roundabout	Further investigations to be undertaken
Ansty Road	Average Speed Enforcement (ASE)
Binley Road/Allard Way/Hipswell Highway junction	Further investigations to be undertaken
Charter Avenue	Further investigations to be undertaken
Cheveral Avenue/Jubilee Crescent	Further investigations to be undertaken
Far Gosford Street	Further investigations to be undertaken
Foleshill Road (Lockhurst Lane to A444)	Further investigations to be undertaken
Hall Green Road/Aldermans Green Road/Windmill Road junction	Further investigations to be undertaken in regard to use of traffic lights
Harnall Lane East	Further investigations to be undertaken
Holbrook Lane/Holbrook Way roundabouts	Further investigations to be undertaken
Kingfield Road	Further investigations to be undertaken
Lockhurst Lane (Foleshill Road to Durbar Avenue)	Further investigations to be undertaken
London Road	Average Speed Enforcement (ASE)
Old Church Road	Further investigations to be undertaken
Radford Road/Keresley Road	Further investigations to be undertaken
Stoney Stanton Road	Further investigations to be undertaken
Swan Lane (Harnall Ln East to Red Lane)	Further investigations to be undertaken
Walsgrave Road (A444 to Longfellow Rd roundabout)	Further investigations to be undertaken

Note: Schemes in alphabetical order – not priority order

All locations subject to detailed investigation and possible delays caused by engineering difficulties, an element of over programming has been included to accommodate this. Any schemes which are not completed will be carried forward for prioritisation in the next financial year.

General	General low cost traffic management measures. e.g. road markings, traffic signs, bollards and congestion related remedial measures
Traffic Counts	Surveys to assess, traffic movements, speeds and volume
Traffic Regulation Orders	Advertisement and implementation of new and amended waiting restrictions
Residents' Parking Schemes	Programme of new and amendments to existing residents parking schemes
Mobile Vehicle Activated Sign (VAS) programme	To address speed concerns

Note: This may also include approved priority and reserve schemes which will be carried forward from 2017/18.

All locations subject to detailed investigation and possible delays caused by engineering difficulties / consultation issues

List of Schemes	Possible Action
General	Improvement to existing infrastructure
Ring Road Junction 7	Improvement to traffic signals to assist traffic and pedestrian movement
Reinstall loop detectors (various sites)	To improve existing infrastructure
Allesley Old Road/Grayswood Avenue	Upgrade and refurbishment of crossing to improve facilities for pedestrians
Signal communication (various sites)	Install mesh network for fault monitoring
Broad Lane/Jobs Lane	Upgrade and refurbishment of crossing to improve facilities for pedestrians

Note: All locations subject to investigation and possible delays due to engineering difficulties.

This page is intentionally left blank



Public report Cabinet

**Cabinet
Council**

6 March 2018
13 March 2018

Name of Cabinet Member:

Cabinet Member for Jobs and Regeneration – Councillor J O'Boyle

Ward(s) affected:

City-wide

Director Approving Submission of the report:

Deputy Chief Executive (Place)

Title: Connecting Coventry - Strategic Transport Investment Programme Update

Is this a key decision?

Yes – the proposals have financial implications of over £1m per annum and will have an impact across the whole City.

Executive Summary:

Coventry's Strategic Transport Investment Strategy 'Connecting Coventry' aims to maximise the economic potential of the city through investment in transport infrastructure to support growth and jobs. The strategy was approved by Council in January 2017. It set out an ambitious £620m programme over the next ten years to improve the resilience of the road network, ensuring connectivity to HS2 and job opportunities around the new station, expansion of railway capacity and linking key development and employment sites.

This report provides an update on how the Strategy has progressed over the last 14 months, and seeks further approvals to take forward to delivery.

The Strategy supports the transport infrastructure and development plans for the wider region (see Appendix 1 to the report). Coventry's programme is summarised in Appendix 2 to the report, which outlines four key programmes:

- **Coventry South** – major highway and rail proposals to facilitate growth, especially around Jaguar Land Rover and the University of Warwick and to provide connectivity to HS2 and UK Central;
- **City Centre First** – a major increase in capacity at Coventry Railway Station, highway improvements around the railway station to facilitate not only growth at the railway station but also unlock the western extent of the Friargate development; and city centre infrastructure improvements;
- **Coventry North** – road capacity improvements to the North West of the city and on the A444 and M6 junction 3;
- **Very Light Rail** – investment in the research and development of Very Light Rail and subsequent implementation.

Investment is sought from a number of sources to fund the Strategic Transport Investment programme. One of the main sources is through West Midlands Combined Authority (WMCA) Devolution Deal. Coventry's allocation is £284m (including £37m from the HS2 connectivity package), funding from which must be secured through a bidding process via WMCA's assurance framework. Other key funding sources include Coventry and Warwickshire Local Enterprise Partnership (CWLEP) Local Growth Deal, Department for Transport (DfT), Highways England (HE), developer contributions and prudential borrowing. Excellent progress is being made, with the total funding secured now at £141m and further business cases are awaiting approval or are soon to be submitted.

The award of City of Culture 2021 status to Coventry offers a fantastic opportunity to boost growth for the city and wider sub-region. Having the transport infrastructure in place is critical to facilitate and maximise the benefits of City of Culture. This has prompted a review of programme and it is recommended that the Station Masterplan and city centre infrastructure improvements are brought forward to be delivered by the end of 2020.

It is important that city centre infrastructure improvements required to support City of Culture are delivered in time for 2021 and leave a legacy for Coventry. The schemes previously submitted in Spring 2017 to WMCA via a Strategic Outline Business Case for the city centre included improvements to strategic ring road junctions, to help unlock development land and improve access to cultural destinations. Following the City of Culture award, the city centre infrastructure and public realm programme is under review to ensure that priority schemes are delivered in time for 2021. It is imperative all works are completed ahead of the City of Culture to maximise visitor experience.

To showcase the city's position as a world class centre for innovation, it is proposed to bring forward delivery of a section of the first proposed Very Light Rail route in time for the City of Culture in 2021. The feasibility of this is currently being investigated, and a further report will be brought to Council later this spring if it is considered both deliverable and financially viable to bring forward.

In order to deliver the Very Light Rail project in time for City of Culture, approval is sought to enter into a Contract for Services with Warwick Manufacturing Group (WMG) develop and deliver a safety certified prototype vehicle and track system. The City Council is also collaborating with Dudley Council and WMG on the creation of the Very Light Rail Innovation Centre in Dudley which will create a facility for testing vehicles and track.

It should be noted that there is a robust governance structure in place for the programme that captures risk management for each of the projects within the overarching programme. The budget for each project includes contingency to allow for any cost increases and there is some flexibility to manage funding across the programme, subject to approvals for any variations from funding bodies.

Further to the above, it is imperative that coordination of activities across the road and rail network are managed strategically, given the significant works that are about to commence in the region which will impact on those travelling to Coventry, including HS2, Highways England Smart Motorways schemes at M6 J2-4, M42 J6 and M40/M42 interchange. Coventry City Council will be required to work closely with Transport for West Midlands and neighbouring authorities in order to coordinate activities to support network resilience. Coventry City Council will also be required to work closely with the City of Culture Trust regarding events planning, to ensure that events are coordinated around major planned works. The volume of works taking place will influence the ability of the Council to deliver some of the proposed schemes ahead of 2021, therefore flexibility will be required regarding the timing and approach to delivery.

Finally, in order to deliver an accelerated programme for City of Culture, considerable additional resources will be required, which includes project management, financial, legal and procurement support. It is proposed any additional posts are to be funded out of the capital grant secured for the projects.

Recommendations:

Cabinet is asked to recommend that Council:

1. Delegate authority to the Deputy Chief Executive (Place), following consultation with the Leader, Cabinet Member for Jobs and Regeneration and the Director of Finance and Corporate Services, and in the case of city centre public realm and infrastructure improvements, also the Cabinet Member for City Services to:
 - Determine the final content of the relevant Outline and Full Business Cases and submit funding bids to the West Midlands Combined Authority in relation to the work packages within the Connecting Coventry Programme;
 - Determine the programme for city centre infrastructure and public realm improvements to be delivered ahead of 2021.
 - Determine the final content of the Full Business Case to the Department for Transport for the A46/Stoneleigh Junction Improvement scheme.
 - Determine resource requirements for delivery of the programme and support recruitment of additional posts which are to be capital funded.
2. Note the addition to the Council's 5 Year Capital Programme, as approved by Council on 20th February, 2018, WMCA grant awarded for £12.2m for the Very Light Rail project, including a £4.3m contribution for Dudley Metropolitan Borough Council's Very Light Rail Innovation Centre, which will deliver a facility that the Coventry Very Light Rail system can be tested.
3. Note the addition of the Housing Infrastructure Fund grant awarded for the A45/Eastern Green (£12.7m) and approve addition of the successful A45/Eastern Green project to the Council's 5 year Capital Programme as approved by Council on 20th February, 2018 and delegate authority to the Deputy Chief Executive (Place), following consultation with the Director of Finance and Corporate Services to enter into funding agreements as appropriate.
4. Note the addition of £4m Growth Deal funding for Coventry Station Masterplan highway improvements and £0.95m for improvements to the A45 corridor to the Council's 5 Year Capital Programme as approved by Council on 20th February, 2018 and become the accountable body for grant funding, entering into the necessary legal documentations with Coventry and Warwickshire Local Enterprise Partnership.
5. Authorise procurement of the necessary resources from grant funding sources as set out section 5 of this report to assist with submission of the bids and the delivery of the Connecting Coventry programme through the Shared Professional Services Contract or another compliant public sector framework which are to be funded from this programme;
6. Authorise that Coventry City Council enter into a Services Agreement with Warwick Manufacturing Group for up to £10m for research and development up to a vehicle prototype and track solution for the Coventry Very Light Rail project; see note above

7. Should the bids referred to in this report be successful, authorize officers to enter into the necessary legal documentations to secure the funding required to deliver the Connecting Coventry Programme;
8. Delegate authority to the Deputy Chief Executive for Place and the Director of Finance and Corporate Services (following consultation with the Leader, the Cabinet Member for Jobs and Regeneration and the Monitoring Officer) to enter into necessary legal agreements in order to deliver the Connecting Coventry programme, including property, legal, commercial and collaboration agreements with partners and contractors.
9. Approve that the Council act as the accountable body, and delegate authority to the S151 Officer to enter into the appropriate funding agreements with the Coventry and Warwickshire Local Enterprise Partnership, West Midlands Combined Authority and Department for Transport and partners who will be recipients of grant funding, including Warwickshire County Council, Transport for West Midlands and Warwick Manufacturing Group.

Council is recommended:

1. To delegate authority to the Deputy Chief Executive (Place), following consultation with the Leader, Cabinet Member for Jobs and Regeneration and the Director of Finance and Corporate Services, and in the case of city centre public realm and infrastructure improvements, also the Cabinet Member for City Services to:
 - Determine the final content of the relevant Outline and Full Business Cases and submit funding bids to the West Midlands Combined Authority in relation to the work packages within the Connecting Coventry Programme;
 - Determine the programme for city centre infrastructure and public realm improvements to be delivered ahead of 2021.
 - Determine the final content of the Full Business Case to the Department for Transport for the A46/Stoneleigh Junction Improvement scheme.
 - Determine resource requirements for delivery of the programme and support recruitment of additional posts which are to be capital funded.
2. To note the addition to the Council's 5 Year Capital Programme, as approved by Council on 20th February, 2018, WMCA grant awarded for £12.2m for the Very Light Rail project, including a £4.3m contribution for Dudley Metropolitan Borough Council's Very Light Rail Innovation Centre, which will deliver a facility that the Coventry Very Light Rail system can be tested.
3. To note the addition of the Housing Infrastructure Fund grant awarded for the A45/Eastern Green (£12.7m) and approve addition of the successful A45/Eastern Green project to the Council's 5 year Capital Programme as approved by Council on 20th February, 2018 and delegate authority to the Deputy Chief Executive (Place), following consultation with the Director of Finance and Corporate Services to enter into funding agreements as appropriate.
4. To note the addition of £4m Growth Deal funding for Coventry Station Masterplan highway improvements and £0.95m for improvements to the A45 corridor to the Council's 5 Year Capital Programme as approved by Council on 20th February, 2018 and become the accountable body for grant funding, entering into the necessary legal documentations with Coventry and Warwickshire Local Enterprise Partnership.

5. To authorise procurement of the necessary resources to assist with submission of the bids and the delivery of the Connecting Coventry programme through the Shared Professional Services Contract or another compliant public sector framework which are to be funded from this programme.
6. To authorise that Coventry City Council enter into a Services Agreement with Warwick Manufacturing Group for up to £10m for research and development up to a vehicle prototype and track solution for the Coventry Very Light Rail project.
7. Should the bids referred to in this report be successful, authorize officers to enter into the necessary legal documentations to secure the funding required to deliver the Connecting Coventry Programme.
8. To delegate authority to the Deputy Chief Executive for Place and the Director of Finance and Corporate Services, (following consultation with the Leader, the Cabinet Member for Jobs and Regeneration and the Monitoring Officer) to enter into necessary legal agreements in order to deliver the Connecting Coventry programme, including property, legal, commercial and collaboration agreements with partners and contractors.
9. To approve that the Council act as the accountable body, and delegate authority to the S151 Officer to enter into the appropriate funding agreements with the Coventry and Warwickshire Local Enterprise Partnership, West Midlands Combined Authority and Department for Transport and partners who will be recipients of grant funding, including Warwickshire County Council, Transport for West Midlands and Warwick Manufacturing Group.

List of Appendices included:

Appendix 1 – Outline strategic transport strategy
 Appendix 2 – Location plan for the Coventry Strategic Transport Package
 Appendix 3 – Resource Package

Background papers:

None

Other useful documents:

Reports:

Council 31st May 2016: Implementing the Devolution Agreement – Provision for Mayoral West Midlands Combined Authority
 Cabinet 24th January 2017 - City Centre South
 Cabinet 24th January 2017 - Coventry Station Masterplan Update
 Cabinet 24th January 2017 - Connecting Coventry Strategic Transport Investment Programme
 Cabinet 13th February 2018 - Coventry Station Masterplan Land Acquisition
 Cabinet 6th March 2018 - Public Realm Phase 5
 Cabinet 6th March 2018 - 2018/19 Transportation and Highway Maintenance Capital Report

All previous reports are available via the Council's website:

<http://democraticservices.coventry.gov.uk/mgListCommittees.aspx?bcr=1>

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

Report title: Connecting Coventry - Strategic Transport Investment Programme Update

1. Context (or background)

1.1 Coventry is a dynamic and rapidly growing city where transport investment is needed to keep pace with expected change. In 2004 the city's population was under 300,000. It has grown steadily since to 345,000 and is forecast to reach over 415,000 in the next 20 years. Furthermore, in the proposed next Local Plan period up to 2031, an additional 42,000 houses in or around Coventry will be needed along with nearly 50,000 jobs to meet the needs of our growing City.

1.2 In order to realise the city's true economic potential and to deliver the local plan aspirations, it is going to be necessary to invest in and lobby for investment in schemes beyond the city's boundaries as well as further schemes within the city. Council approved an ambitious programme of schemes (road and rail) to help drive this growth in January 2017.

1.3 Since Council approval there has been excellent progress on the delivery of the strategy, with governance in place for all programmes and a further £44m funding approved. A total of £141m has therefore already been secured to date against the £636m programme which includes:

- Highways England committing £65m for Binley roundabout upgrade which is due to commence Spring 2020;
- £4m WMCA and DfT funding for scheme development of the Coventry South package;
- £42.6m funding for Coventry Station Masterplan, including the recent award of £4m Growth Deal 3 for highway improvements;
- £14.6m for Very Light Rail Research and Development; £12.73m Housing Investment Fund grant for infrastructure improvements to unlock development land in Eastern Green
- £0.95m Growth Deal funding for improvements to the A45 corridor

A further £39.4m devolution deal funding is expected to be awarded by WMCA Board on 9th March for Coventry Station Masterplan, subject to approval of the full business case, taking *Coventry's secured funding to over £180m.*

1.4 The principal objectives of this investment are to:

- Protect and enhance Coventry's 'unique selling point' as an attractive place to invest due to its central location and major freight facilities;
- Provide connectivity to the jobs that will be created by the arrival of High Speed Rail and the new Birmingham Interchange station near the NEC and the planned major employment development (known as 'UK Central') along with the recently announced plans for Birmingham Airport;
- Improve connectivity to the East Midlands and the logistics 'golden' triangle that is essential for supporting supply chains to industry;
- Provide greater resilience to the motorway and trunk road network: when problems occur on the M6 the A45 and other routes around Coventry are frequently brought to a standstill and this undermines the attraction of the city as a place in which to invest;
- Provide benefits for local users of the network and businesses from increased resilience;
- Increase the number of destinations served directly from Coventry Railway Station: the economic case for this was set out in the 'Coventry Rail Story' which was reported to Cabinet on 3rd March, 2015.

1.5 A radical programme of interventions is therefore needed over the next few years to help facilitate future jobs and growth. Coventry's response includes the following key projects:

- Expansion of Coventry Station: additional platform and a doubling of passenger capacity through a new entrance, additional car parking, new footbridge and bus interchange;
- Infrastructure improvements in the city centre, including ring road junction upgrades and public realm;
- A new road link to the south and west of Coventry to provide connectivity to HS2/UK Central and an alternative route for diverted M6 traffic;
- An increase in strategic park and ride sites to the south of the city, including Tile Hill Station through expansion of car park facilities;
- Improvements to A444 and J3 M6 and implementation of the 'Keresley Link Road' to drive growth in the north of the city; and
- A 'step change' in the quality of public transport through the delivery of an innovative Very Light Rail system,

1.6 The Coventry City of Culture award has added an additional dimension to the strategy, in terms of creating a real opportunity to make a significant impact on the city ahead of 2021, and ensure a lasting legacy is created. This report sets out the work that has been undertaken in the last 14 months on these key projects and how they are to be taken forward to delivery, including what schemes are recommended to be brought forward to be delivered ahead of 2021.

2. Options considered and recommended proposal

2.1 The Connecting Coventry Programme consists of four key work packages that in turn are made up of a number of linked schemes which together will deliver outcomes greater than the sum of their individual parts. The four main work packages locations are shown in Appendix 2 and are outlined in more detail below.

2.2 Coventry South Package

2.2.1 The south of Coventry is rapidly developing as a major research and employment hub, with both Jaguar Land Rover and the University of Warwick having major investment and expansion plans. Developments at UK Central in Solihull as well as HS2 will provide further employment opportunities and major housing sites are likely to come forward during the next Local Plan period that will put additional pressure on the existing transport network.

2.2.2 During peak times when roads are congested, Coventry has limited connectivity to UK Central, Birmingham Airport and HS2 via the A45. A number of interventions have been introduced over the last few years to improve traffic flow on the A45 corridor, but these only provide short to medium term relief. The connectivity problems are magnified when an accident occurs on the motorway network which leads to major re-routing of traffic onto the A45 and other routes around Coventry often causing grid lock. A longer term solution is therefore necessary which can facilitate the expected growth, connect Coventry citizens to future employment opportunities and enhance the resilience of the strategic road network.

2.2.3 A Strategic Outline Business Case has been submitted to WMCA for this package, and £0.8m secured for scheme development. Further to this £2.8m has been secured from the DfT for scheme development to the south and west of Coventry. £19.6m DfT funding

was previously allocated to a scheme to upgrade the Kenilworth Road/A45 junction, but a decision has been taken to divert these funds to the A46 Stoneleigh Junction, which will be subject to a full DfT Business Case. The business case is due to be submitted late spring 2018. A separate business case will also be submitted to WMCA for match funding.

2.2.4 As part of the Coventry South package proposed interventions include:

- Major capacity improvements to the A46 junctions with A428 (Binley) and B4082 (Walsgrave) to be delivered as part of Highways England's Road Investment Strategy;
- A major capacity improvement to the A46 junction with Stoneleigh Road south of Coventry to address current capacity problems in the area to improve access to the University of Warwick) and allow Stoneleigh Park to develop; this scheme is referred to as A46 Link Road Phase 1;
- A new road to provide capacity for future growth, including at the University of Warwick and Westwood Business Park, linking A46 Stoneleigh Road junction to the University of Warwick (referred to as A46 Link Road Phase 2);
- An extension of the above new road to link to UK Central at Solihull either via a route directly onto the A45 or A452 (referred to as A46 Link Road Phase 3);
- A new strategic park and ride facility in the south of Coventry to cater for future growth.
- Additional car park provision at Tile Hill Station to meet the needs of growing passenger use.
- Improvements to the A45 corridor to improve traffic flow and reduce congestion.
- A new junction will be created on the A45 with new highway infrastructure to help support housing growth at Eastern Green.

2.2.5 Warwickshire County Council is leading on the delivery of improvements to A46/Stoneleigh Interchange. Works are due to commence later this year. Coventry City Council and Warwickshire County Council will jointly submit a Full Business Case to WMCA and DfT to obtain funding for the project in the spring. Coventry City Council are the accountable body for the DfT and WMCA funding. A grant aid agreement will need to be entered into between Coventry City Council and Warwickshire County Council accordingly which protects Coventry City Council as the accountable body and ensures delivery of the project. Warwickshire are leading on scheme development (with input from Coventry City Council) for further infrastructure improvements to the south and west of Coventry, which are still at early development stages, with a view to submitting an Outline Business Case to DfT and WMCA later in 2018. The delivery of the scheme by Warwickshire County Council on CCC behalf is compliant with the State Aid Rules. Furthermore it is also compliant with the Procurement Regulations in accordance with Regulation 12 of the Public Contracts Regulations 2015.

2.2.6 It should be noted that the costs for delivery of the A46/Stoneleigh Interchange have increased by £8.65m since the January 2017 report. Part of this is due to some of the elements of Phase 2 of the project being brought forward to help futureproof the junction. Other costs increased have incurred due to the scope of the scheme increasing in response to consultation and engineering requirements, an increase in projected land acquisition costs and additional traffic management to minimise disruption to the operation of the junction during the works. Warwickshire County Council is seeking funding sources to cover the additional costs and it is anticipated additional WMCA funds above the original allocation of £3.6m will be sought in relation to works that are being brought forward from Phase 2 of the programme. Warwickshire County Council is working to identify further potential match funding sources which may include WCC's Capital Investment Fund, Highways England and HS2.

- 2.2.7 TfWM is leading on the scheme development for the enhancement of car parking provision at Tile Hill Rail Station. Coventry City Council is the accountable body for the WMCA funding for this project, and are working in partnership with TfWM on the delivery of the scheme. It is anticipated that subject to planning, works will commence on site next year. A business case will be submitted to WMCA to secure the £8m for the scheme later in 2018.
- 2.2.8 Coventry City Council is leading on scheme development for a strategic park and ride facility to the south of Coventry; this facility could serve the University and Science Park as well as the city centre. £0.4m WMCA funding has been awarded and a consultant will be commissioned to undertake an initial feasibility study regarding options which could include connections via rail, bus and Very Light Rail.
- 2.2.9 Highways England (HE) are committed to improving the Binley and Walsgrave roundabouts on the A46. In February 2017 a public exhibition took place regarding Binley roundabout. Planning is expected to be submitted in summer 2018, with the start of construction planned for spring 2020. Less information is currently available on the Walsgrave scheme, but this is expected to be on site following completion of the Binley roundabout upgrade in 2022 and is expected to be fully funded by HE.
- 2.2.10 The objective of the improvements to the A45 corridor is to reduce areas of congestion, improve road safety and to remove barriers between local residential areas that are sited either side of the A45 highway. With the introduction of upgraded traffic signals and the linking of the major junctions along the A45, between Festival Roundabout and Broad Lane, traffic movements can be controlled and managed in a more efficient manner. The junction proposals for A45/Pickford Way/Park Hill Drive will provide a mechanism to reduce congestion whilst also creating a safer walking route and cycling link from Park Hill Drive into Allesley Park using controlled pedestrian crossing points. Scheme development will also be undertaken to look at options to improve connectivity from the south and west of the city to the A45.
- 2.2.11 The A45 scheme will directly support major economic investment and growth planned in the South Coventry area.
- 2.2.12 The Council have successfully bid for over £12.7m Housing and Infrastructure Fund (HIF) grant for infrastructure improvements to the A45. This will include building a bridge with slip roads to form a new junction onto the A45 at Pickford Green, a new road and making provision for utilities to support the creation of 2,250 new homes at the Eastern Green Sustainable Urban Extension. Further information is awaiting on a wider West Midlands Forward Funding bid which is due to be announced in the 2018 Autumn Statement, which may result in further funding for Coventry to deliver infrastructure to support housing growth.

2.3 City Centre First Package

- 2.3.1 The City Centre is currently the focus of significant re-development plans to create jobs, improve the retail and leisure offer. Developments such as Friargate, City Centre South, the new destination water park and leisure facility together with the Council's ongoing public realm improvements, will help to make Coventry a more attractive city for residents, visitors and businesses alike. With the awarding of the City of Culture for 2021, there is a fantastic opportunity to make sure that the millions of visitors gain a positive impression of the city.

Coventry Station Masterplan

- 2.3.2 Coventry Station is a hugely important gateway for the city as well as being a vital future link to HS2 and UK Central. Approval was granted to proceed with the preferred option for Coventry Station Masterplan on 24th January, 2017. Two reports have followed this, securing approval for the procurement strategy for construction in November 2017 and land acquisition in February 2018.
- 2.3.3 Since the last report, a full business case for the project has been submitted to West Midlands Combined Authority for £39.4m for the remaining funding required to make up the £82.4m package. The secure funding comprises Coventry and Warwickshire Local Enterprise Partnership Local Growth Deal, Network Rail and prudential borrowing. The WMCA devolution deal funding is due to be approved early March 2018.
- 2.3.4 Works are due to commence on site in late spring 2018, beginning with works to construct a new footbridge and canopy extensions, along with a new substation. Originally all works were due to be completed by 2021, but in light of Coventry's successful bid for City of Culture 2021, the programme is now being brought forward to be delivered by the end of 2020 in time for City of Culture. This is important as the railway station will be a key gateway for visitors to the city. Despite the acceleration of the programme, the project can still be delivered within budget.
- 2.3.5 In order to achieve revised programme date, work that was phased to minimise impact on existing station car parking now needs to be delivered in parallel. Therefore, alternative temporary rail replacement parking needs to be provided to avoid a detrimental impact on rail passengers. A site has been identified to the west of Warwick Road within the Friargate development to deliver the temporary car parking facility. This requires Coventry City Council to enter into an agreement with Friargate Coventry LLP and subsequently lease the land to Virgin trains. This arrangement would be required up until the new multi-storey car park is operational, which will be autumn 2020. Coventry City Council may wish to retain the additional car parking through to the end of 2021 to provide additional capacity for City of Culture visitors.
- 2.3.6 The freehold of land that the bus interchange will be delivered on is currently owned by Network Rail, which is then subject to a long lease arrangement with third parties. The Council would ideally like to acquire the freehold of the land in order for the Council to have full ownership and control of this land in the future if Network Rail agree to transfer for a nominal fee due to the wider benefits they are receiving from the Station Masterplan. The Council are currently in negotiations with the third parties to acquire these interests by private treaty or in the event that a deal can't be reached the Council will seek to use its compulsory purchase powers (see Coventry Station Masterplan Land Acquisition Cabinet Report, 13th February 2018) In order to deliver the bus interchange the Council need to acquire, as a minimum, both leasehold interests and either agree any variations to the headlease or negotiate a new lease with the freeholder of the land.
- 2.3.7 It is proposed the new bus interchange will be operated by Transport for West Midlands (TfWM). Commercial negotiations are currently underway to agree the operating and leasing arrangements. The Council will enter into the appropriate legal documentation with TfWM to reflect the commercial negotiations taking place and ensure its interests are adequately protected. The operating costs of the facility are estimated to be between £0.2-0.3m per annum and the Council are working with TfWM to identify how these costs can be covered. The Council will ensure the operational agreement with TfWM will comply with State Aid and Procurement Regulations.

City Centre Infrastructure and Public Realm

- 2.3.8 A strategic outline business case was submitted to WMCA in summer 2017. The proposed ring road junctions to be improved reported in the January 2017 cabinet report included junctions 1 (Canal Basin), 4 (Whitefriars) and 5 (TechnoPark). This was subject to identifying suitable match funding for the schemes and a full business case to be submitted for WMCA to secure £11.6m towards the programme.
- 2.3.9 Since January 2017, the Council has further developed the schemes along with a wider city centre public realm programme. Due to the further development of the wider programme and emergence of key interfaces such as the development proposals for Upper Precinct, the priority for investment in infrastructure has changed. A formal variation request will be required to be submitted to WMCA to obtain approval to reallocate the £11.6m indicative funding to other schemes, and will be subject to a Full Business Case.
- 2.3.10 The City Council is embarking on further development of its public realm programme in response to City of Culture. The investment needs to target key strategic sites which will make the biggest difference, and ensure works can be completed ahead of 2021. There is potentially funding within the Coventry South package that could be reallocated for public realm and city centre infrastructure. A separate cabinet report on Public Realm Phase 5 will be taken to Cabinet for approval on 6th March, 2018, which will address the city centre elements to be potentially funded from the Council's WMCA devolution deal funding, which will be subject to approval of the variation from WMCA via their assurance framework.

2.4 Coventry North Package

- 2.4.1 The north western side of the city suffers from significant congestion as a result of a road network that was never designed to accommodate current levels of demand. Potential future housing and employment growth in this part of the city will be hindered or create unacceptable impacts to local access without a long term solution to increase the capacity of the road network between the A4114 Holyhead Road corridor in the west and the A444 Jimmy Hill Way corridor in the north.
- 2.4.2 In addition to the lack of capacity in the local road network, the capacity of the nearby M6 Junction 3 also represents a significant barrier to movement between Coventry, the motorway network and Nuneaton and Bedworth, creating a further barrier to growth in the north of the city.
- 2.4.3 To address these barriers the proposed interventions within the Coventry North package include:
- A new link road supported by enhancements to the existing road network to provide an outer orbital linking A4114 with A444;
 - Capacity improvements to M6 Junction 3.
- 2.4.4 A masterplan exercise is proposed to be undertaken to further look into the issues and options, including the potential for a new junction onto the M6. Coventry City Council will work with Warwickshire County Council, North Warwickshire BC, Nuneaton and Bedworth BC and Highways England on the masterplan exercise. A Strategic Outline Business Case has been submitted to WMCA for £0.3m to fund a consultant to undertake the initial feasibility study and options work. This will then inform an Outline Business Case to secure further funding to develop the options through to delivery.

2.4.5 This is an important package which is required to help support delivery of Coventry's Local Plan and support aspirations of our partners to maximize opportunities for connectivity to jobs and unlock land to deliver new homes.

2.5 Coventry Very Light Rail

2.5.1 In order to make the step change in transport provision that is needed, it was agreed at Cabinet in January 2017 that an integrated rapid transit network is required to enable residents to access employment, education and training opportunities across the city and to integrate with heavy rail and other public transport to access HS2 and job opportunities outside Coventry and at UK Central.

2.5.2 In March 2017 £2.4m of Growth Deal Funding was secured from Coventry and Warwickshire Local Enterprise Partnership to research and develop a light rail vehicle.

2.5.3 A Strategic Outline Business Case was also submitted to WMCA in Summer 2017 to secure further funding to initiate research into a high quality light rapid transit system to provide the step change required in transport provision. £12.2m of a £55m funding allocation was awarded in December 2017, which includes a £4.3m contribution to Dudley's Very Light Rail Innovation Centre, where the VLR vehicle and track form can be tested. Both Coventry City Council and Dudley Metropolitan Borough Council are working with Warwick Manufacturing Group (WMG) who are market leaders in VLR research and development, and have the necessary technical expertise to turn VLR from concept into reality. The state of the art facility at Dudley will provide an important asset to the Coventry VLR project to enable required testing and evaluation to take place in a research environment.

2.5.4 The key deliverables of the research and development of the project are to deliver a fully tested prototype vehicle, track and charging system, which if successful will proceed to a first route.

2.5.5 The current programme timescale for operation of the first Very Light Rail route in Coventry is 2023/2024. Following the award of UK City of Culture 2021, the feasibility of delivering the first part of this route in time for 2021 is being investigated. This would be a great opportunity to showcase the new technology and to promote Coventry as a city of innovation therefore encouraging inward investment and promoting jobs growth. The project team are working with DfT and TfWM to develop options for delivering the demonstration route in time for 2021, together with an operating strategy. A report will be presented to Cabinet later in the spring setting out options and costs.

2.5.6 In order to keep the momentum on the project including the possibility to deliver a potential project in time for City of Culture, approval is also sought to enter into a Contract for Services with Warwick Manufacturing Group (WMG) for up to £10m. WMG will be responsible for the development and delivery of a safety certified prototype vehicle and track system. In the unlikely event that the research and development project is unsuccessful, WMCA have confirmed that funding won't be clawed back.

2.5.7 In order to leave a lasting legacy, it is proposed that further testing of the technology continues post 2021, including developing autonomous operation. This will help shape the service that will be running on the extended first route, which is due to be operational by 2023/24. The City of Culture track will form part of the permanent route, which will be extended for the longer term service.

2.5.8 Governance & Resources

- 2.5.9 There is already a robust governance structure in place to manage the Strategic Transport Investment Programme, which includes a Programme Board that meets quarterly, alongside more regular project boards and programme team meetings.
- 2.5.10 In order to deliver an accelerated programme for City of Culture, additional resources will be required, which includes project management, financial, legal and procurement support. It is proposed any additional posts are to be funded out of the capital grant secured for the projects.
- 2.5.11 It is imperative that coordination of activities across the road and rail network are managed strategically, given the significant works that are about to commence in the region which may impact on those travelling to Coventry, including HS2, Highways England Smart Motorways schemes at M6 J2-4, M42 J6 and M40/M42 interchange. Coventry City Council will be required to work closely with Transport for West Midlands and neighbouring authorities in order to coordinate activities to support network resilience. Coventry City Council will also be required to work closely with the City of Culture Trust regarding events planning, to ensure that events are coordinated around major planned works. A Strategic Network Coordination post will be recruited to perform this key role during the delivery of the works.
- 2.5.12 It should be noted that there is a comprehensive risk assessment in place for each of the projects within the programme. There is contingency in the budget for each project at the appropriate level for stage of development. There may be some flexibility within the overall funding programme, any variations will be subject to approval from the relevant funding bodies.

3. Results of consultation undertaken

- 3.1 Consultation events took place in 2017 for the Coventry Station Masterplan and A46/Stoneleigh Interchange upgrade. Further consultation will take place during 2018 for the A46 Link Road programme. No consultation has been carried out to date for the remaining packages within the Connecting Coventry Programme, which are conceptual or at an early stage of feasibility or development. A thorough exercise of engagement and consultation will be carried out at the appropriate stage of each scheme's development.
- 3.2 If the City of Culture Very Light Rail scheme is deemed feasible, a public engagement event will take place during the spring, with a formal consultation to follow as part of the Transport and Works Act Order process.

4. Timetable for implementing this decision

- 4.1 Subject to approval, work will continue on development of the Connecting Coventry Programme. Delivery will commence later this year for both the Coventry Station Masterplan and A46/Stoneleigh Interchange works, along with city centre infrastructure and public realm improvements.

5. Comments from Director of Finance and Corporate Services

5.1 Financial implications

- 5.1.1 The WMCA is the accountable body for the Devolution Deal Investment Programme financing. Coventry's Strategic Transport Investment Programme indicative allocation of WMCA funds is £284m, however this is subject to a series of business cases for each strategic work stream to produce more robust scheme costs, followed by formal approval of businesses cases by the WMCA.
- 5.1.2 All capital funding formally allocated to Coventry from within the £284m indicative allocation will be financed by WMCA borrowing, the resulting debt servicing costs also being financed by the WMCA.
- 5.1.3 Since last reported the original Connecting Coventry programme has increased by a net £15.5m to £636m. The changes are due to the successful HIF funding for Eastern Green and increased costs for A46 Link Road Phase 1 of £8.65m, less funding of £6.8m identified for City Centre First projects now re-directed to Public Realm improvements. Warwickshire County Council have indicated they are exploring avenues to address the funding gap of £8.65m relating to the A46/Stoneleigh junction project.
- 5.1.4 The additional programmes relating to the A45 corridor improvements and the Housing infrastructure Fund, for which all funding is secure, represent a further £14m programme cost increase, creating a total planned programmed spend of £636m.
- 5.1.5 The further £44m of funding secured for the Connecting Coventry programme since the last Cabinet Report is demonstrated in Table 1:

Table 1 – Funding Secured Since January 24th 2017 Cabinet report

PROJECT	FUNDING	SCHEME	£m
Coventry South	WMCA UK Central	A46 Link Road	0.20
	WMCA UK Central	Coventry South Park & Ride	0.40
	WMCA HS2	Tile Hill Station Car Park	0.20
City Centre First	Growth Deal	Coventry Station Masterplan	4.05
	Prudential Borrowing	Coventry Station Masterplan	10.90
	Other Public Sector	Coventry Station Masterplan	1.64
Very Light Rail	WMCA UK Central	Very Light Rail	12.20
A45 Corridor	Growth Deal	A45 Corridor	1.70
HIF	HIF Grant	Eastern Green	12.73
TOTAL			44.02

- 5.1.6 Table 2 below outlines the current forecasted £636m programme and the status of the funding. The majority of funding is still as yet either not secure or unfunded, however work to secure the remaining funding is continuing to progress in parallel with the process to secure WMCA funds. No funding will be committed, nor costs therefore incurred to any schemes unless funding for that particular project is fully secure. Total secure funding to

date is therefore £140m, against the revised planned programme of £636m. Appendix 3 also presents this in greater detail.

Table 2 – Current Connecting Coventry Strategic Transport Investment Programme

PROJECT	SCHEME	PROGRAMME 24th JAN 2017 £m	CHANGES	CURRENT ESTIMATED PROGRAMME £m	SECURE FUNDING £m	UNSECURE FUNDING £m	UNFUNDED £m
City Centre First	Coventry Station Masterplan	82.01		82.01	42.61	39.40	0.00
	Ring Road Jct Improvements	18.35	-6.80	11.55		11.55	0.00
	SUB TOTAL	100.36	-6.80	93.56	42.61	50.95	0.00
Coventry South	A46 Link Road Phase 1	21.10	10.77	31.87	1.54	21.67	8.65
	A46 Link Road Phase 2	70.00	-2.12	67.88	1.85	66.03	0.00
	A46 Link Road Phase 3	80.00		80.00	0.10	79.90	0.00
	Binley & Walsgrave Jct	120.00		120.00	65.00	55.00	0.00
	Coventry South Park & Ride	20.00		20.00	0.40	19.60	0.00
	Tile Hill Station Car Park	8.00		8.00	0.20	7.80	0.00
	SUB TOTAL	319.10	8.65	327.75	69.09	250.01	8.65
Coventry North	A45 to A444 Keresley Link	42.50		42.50	0.00	42.50	0.00
	M6 Jct 3 Improvements	100.40		100.40	0.00	100.40	0.00
	SUB TOTAL	142.90	0.00	142.90	0.00	142.90	0.00
Very Light Rail	Phase 1 - R&D	14.66		14.66	14.66		0.00
	Phase 2 - First Route	42.80		42.80		42.80	0.00
	SUB TOTAL	57.46	0.00	57.46	14.66	42.80	0.00
UK CENTRAL SUB-TOTAL		619.82	1.85	621.67	126.36	486.66	8.65
A45 Corridor	A45 / Leam Road Junction	0.75	0.15	0.90	0.90		0.00
	A45 Pickford Way		0.20	0.20	0.20		0.00
	A45 UTC Update		0.25	0.25	0.25		0.00
	A45 Link Road		0.35	0.35	0.35		0.00
	SUB TOTAL	0.75	0.95	1.70	1.70	0.00	0.00
Housing Investment Fund (HIF)	Eastern Green		12.73	12.73	12.73		0.00
	SUB TOTAL	0.00	12.73	12.73	12.73	0.00	0.00
NON UK CENTRAL SUB-TOTAL		0.75	13.68	14.43	14.43	0.00	0.00
GRAND TOTAL		620.57	15.53	636.10	140.79	486.66	8.65

5.1.7 It should be noted that due to the desire to bring forward some of the projects within the programme to be delivered in time for City of Culture, some changes are being proposed to the originally agreed split of the £284m allocation. This includes potential future

reallocation of some funding from the Coventry South package (originally earmarked for Binley and Walsgrave schemes) to the City centre package, to fund further city centre infrastructure and public realm improvements. This will be subject to WMCA approval, and if successful will be reported back to Members in due course.

5.2 Legal implications

- 5.2.1 While Coventry City Council is the accountable body for the funding, some of the projects being delivered require passporting grant to partners, including Warwickshire County Council, Transport for West Midlands and Dudley Metropolitan Borough Council. In order to do this legal agreements need to be in place between Coventry City Council and the recipients which protects the Council's interest as accountable body
- 5.2.2 The project team delivering Connecting Coventry will work alongside legal team to ensure compliance and mitigation of any legal risks associated with this report.

5.3 Procurement implications

Consultancy support required to assist with building business cases and funded bids will be procured via the Shared Professional Services Framework. Consultancy support to develop the detailed business cases through Assurance Framework will be procured under a mini-competition process to ensure value for money, through the successor to the current Shared Professional Services Framework, ensuring all UK and EU legislation is adhered to.

On approval of funding, procurement at appropriate stages of scheme development and construction will be let in line with both the Councils Rules for Contracts and the Public Contract Regulations 2015, in close consultation with the Council's Procurement Services with approval being reviewed by Place and corporate Procurement Panel and Procurement Board at the necessary financial values. Where appropriate frameworks are available and offer the Council value for money, we will look to make use of these to expedite timescales for delivery across all contracts. It is proposed that the Council's Direct Labour Organisation (DLO) will carry out some of the public realm improvements and junction improvements for A45/Pickford Way/Park Hill Drive.

A Voluntary Ex-Ante Transparency Notice (VEAT) has recently been published in the Official Journal of the European Union (OJEU) to inform the market that the Council is entering into a Contract for Services with WMG/WU for research and development services in relation to Very Light Rail. This notice informs the market that the Council is entering into this arrangement as a research and development agreement whereby it believes that WMG/WU are the only organisations that can provide this service and that there is now an urgency in the delivery of this service in order to be in with a possibility of achieving a demonstrable system in time for City of Culture 2021.

6. Other implications

6.1 How will this contribute to achievement of the Council's Plan?

The aim of setting up the West Midlands Combined Authority is to promote economic growth and improve the provision of transport. This is in line with the Council's aim to deliver prosperity and social justice by ensuring that local people, including those who are most disadvantaged, are able to benefit from that growth.

6.2 How is risk being managed?

A robust governance structure is in place to manage risk. A programme risk register is established which highlights key risks and put in place appropriate mitigation.

6.3 What is the impact on the organisation?

The combined authority and the development of the Connecting Coventry Programme as part of the Devolution Deal will use the time and resources of councillors and senior officers. A combined authority will not replace the Council and its responsibilities and services will remain the same.

6.4 Equalities / EIA

The Connecting Coventry Programme will improve economic outcomes and transport in the area. No adverse impact on any group protected under the Equalities Act is anticipated in this decision.

6.5 Implications for (or impact on) the environment

None identified at this stage but all packages within the Connecting Coventry Programme will undergo an appropriate environmental impact assessment as part of the scheme development phase.

6.6 Implications for partner organisations?

Coventry City Council will work closely with Transport for West Midlands through scheme development and delivery.

Some of the schemes cross authority boundaries, therefore the Council will be working with Warwickshire County Council, Warwick District Council and Solihull Borough Council on these schemes as appropriate within the governance structure.

Coventry City Council is working with a number of partners on the Coventry Station Masterplan project, including Network Rail, Virgin Trains, Friargate Coventry LLP and land owners.

Coventry City Council is also working with a number of partners on the Coventry Very Light Rail project, including Dudley Metropolitan Borough Council, Warwick Manufacturing Group, the University of Warwick and Transport for West Midlands.

Report author(s):

Colin Knight
 Director of Transport and Highways

Directorate:

Place

Tel and email contact:

Email: Colin.Knight@coventry.gov.uk

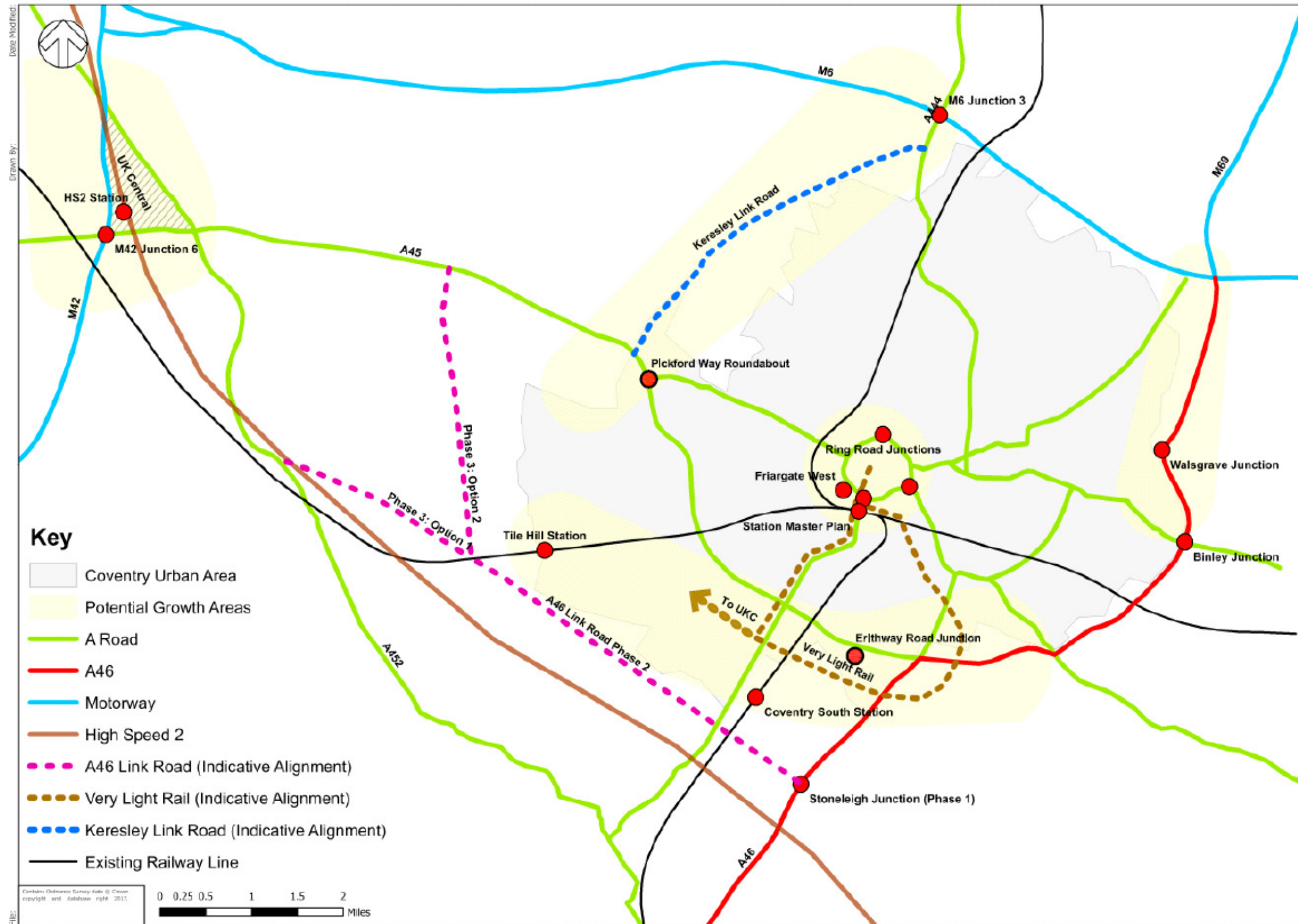
Tel: 024 76834001

Enquiries should be directed to the above person

Contributor/approver name	Title	Directorate or organisation	Date doc sent out	Date response received or approved
Rhian Palmer	Head of Infrastructure Delivery	Place	24/01/2018	31/01/2018
Nicola Small	Senior Programme Manager	Place	24/01/2018	25/01/2018
Lara Knight	Governance Services Co-ordinator	Place	14/02/2018	14/02/2018
Sunny Singh Heer	Lead Accountant	Place	24/01/2018	26/01/2018
Helen Williamson	Lead Accountant	Place	30/01/2018	31/01/2018
Catherine Barclay	Procurement	Place	24/01/2018	26/01/2018
Gurbinder Singh Sangha	Major Projects Commercial Lawyer	Place	24/01/2018	27/01/2018
Names of approvers for submission: (Officers and Members)				
Mick Burn	Head of Procurement	Place	24/01/2018	31/01/2018
Phil Helm	Finance Manager (Place)	Place	30/01/2018	31/01/2018
Oluremi Aremu	Major Projects Lead Lawyer	Place	24/01/2018	27/01/2018
Martin Yardley	Deputy Chief Executive	Place	06/02/2018	09/02/2018
Councillor J O'Boyle	Cabinet Member for Jobs and Regeneration	-	09/02/2018	14/02/2018

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





Appendix 3: Resource Package

		SECURE FUNDING £m									UNSECURE FUNDING £m					UNFUNDED £m	
PROJECT	SCHEME	Growth Deal	DfT	UKC+C WMCA	HS2 WMCA	Highways England	HIF	Prudential Borrowing	Other Public Sector	Sub-Total	DfT & Local Majors	UKC+C WMCA	HS2 WMCA	Private Developer	Sub-Total	Sub-Total	Grand Total
Coventry South Package	A46 Link Road Phase 1 (Stoneleigh Jct)		1.54							1.54	18.06	3.61			21.67	8.65	31.86
	A46 Link Road Phase 2	0.50	1.25	0.10						1.85	30.00	30.54		5.50	66.04		67.89
	A46 Link Road Phase 3			0.10						0.10	30.00	46.90		3.00	79.90		80.00
	Binley & Walsgrave Junctions					65.00				65.00		50.00		5.00	55.00		120.00
	Coventry South Park & Ride			0.40						0.40		17.60		2.00	19.60		20.00
	Tile Hill Station car park expansion				0.20					0.20			7.00	0.80	7.80		8.00
	SUB TOTAL		0.50	2.79	0.60	0.20	65.00	0.00	0.00	0.00	69.09	78.06	148.65	7.00	16.30	250.01	8.65
City Centre First	Coventry Station Masterplan	25.05	5.00					10.92	1.64	42.61	24.40	15.00			39.40		82.01
	Ring Road Junction Improvements									0.00		11.55			11.55		11.55
	SUB TOTAL	25.05	5.00	0.00	0.00	0.00	0.00	10.92	1.64	42.61	24.40	26.55	0.00	0.00	50.95	0.00	93.56
Coventry North Package	A45 to A444 Keresley Link									0.00		15.00	27.50	42.50		42.50	
	M6 Junction 3 Improvements									0.00	68.80	6.60	25.00	100.40		100.40	
	SUB TOTAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	68.80	21.60	0.00	52.50	142.90	0.00	142.90
Very Light Rail	Phase 1 - Research & Development	2.46		12.20						14.66				0.00		14.66	
	Phase 2 - First Route									0.00		27.80	15.00	42.80		42.80	
	SUB TOTAL	2.46	0.00	12.20	0.00	0.00	0.00	0.00	0.00	14.66	0.00	27.80	15.00	0.00	42.80	0.00	57.46
UK CENTRAL SUB-TOTAL		28.01	7.79	12.80	0.20	65.00	0.00	10.92	1.64	126.36	171.26	224.60	22.00	68.80	486.66	8.65	621.67
A45 Corridor	A45 / Leam Road Junction	0.90								0.90				0.00		0.90	
	A45 Pickford Way Roundabout	0.20								0.20				0.00		0.20	
	A45 UTC Upgrade	0.25								0.25				0.00		0.25	
	A45 Link Road	0.35								0.35				0.00		0.35	
	SUB TOTAL	1.70	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.70	0.00	0.00	0.00	0.00	0.00	1.70	
Housing Investment Fund (HIF)	Eastern Green						12.73			12.73				0.00		12.73	
	SUB TOTAL	0.00	0.00	0.00	0.00	0.00	12.73	0.00	0.00	12.73	0.00	0.00	0.00	0.00	0.00	12.73	
NON UK CENTRAL SUB-TOTAL		1.70	0.00	0.00	0.00	0.00	12.73	0.00	0.00	14.43	0.00	0.00	0.00	0.00	0.00	14.43	
GRAND TOTAL		29.71	7.79	12.80	0.20	65.00	12.73	10.92	1.64	140.79	171.26	224.60	22.00	68.80	486.66	8.65	636.10



A separate report is submitted in the private part of the agenda in respect of this item, as it contains details of financial information required to be kept private in accordance with Schedule 12A of the Local Government Act 1972. The grounds for privacy are that it contains information relating to the financial and business affairs of any particular person (including the authority holding that information) and the amount of expenditure proposed to be incurred by the Council under a particular contract for the supply of goods or services. The public interest in maintaining the exemption under Schedule 12A outweighs the public interest in disclosing the information.

Cabinet

6 March 2018

Name of Cabinet Member:

Cabinet Member for Strategic Finances and Resources – Councillor J Mutton

Director Approving Submission of the report:

Deputy Chief Executive (People)

Ward(s) affected: All

Title:

Managed Service for Temporary Agency Workers Award of Contract

Is this a key decision?

Yes - as it has the potential to affect all Wards within the City and expenditure is in excess of £1m

Executive Summary:

The Council currently has a contract for the supply of temporary agency workers which expires on the 3rd June 2018. This acts as a support contract if the Council's first choice sourcing routes of employment from its casual working pool or fixed term appointments are unsuccessful in fulfilling temporary staffing vacancies. The current provider of this contract delivers a managed service provider (MSP) solution, which will be replicated for the new contract.

Due to the contract having no options to compliantly extend it further, cabinet approval was awarded on the 4th October 2017 for a new contract to be procured to ensure compliance with the Public Contract Regulations 2015. Both Coventry and Solihull MBC agreed to collaborate on the new contract, with Coventry leading the procurement.

A further competition has been completed through the Eastern Shires Purchasing Organisation (ESPO) Managed Services for Temporary Agency Resources (MSTAR2) national framework, used heavily by Local Authorities for their procurement route. The framework enables a less resource intensive route to market whilst also allowing the Council to benefit from the competitive collaborated rates available through the framework. Benchmarking with other frameworks indicated that MSTAR2 would provide the most beneficial procurement route for the Councils.

Following the evaluation of the further competition it has been identified that Supplier A provided the most economically advantageous tender in line with the evaluation criteria set. Supplier A's

qualitative submission in particular indicates that the Council will receive significant benefits and savings to the contract by awarding to them.

The savings from Supplier A's submission were clear throughout their comprehensive qualitative response, demonstrating Supplier A's extensive supply chain that will allow them to fulfil a far greater number of requirements through the corporate contract without having to engage second tier suppliers.

Supplier A were clear that they intend to target and remove off contract spend at the Council, which will save the additional cost and resource currently lost through this. Supplier A's submission was supported by examples of high fulfilment rates they have delivered at other Local Authorities, in areas the Council has existing off contract spend. These include social care, education, homelessness officers and drivers.

It is expected from the benefits proposed by Supplier A, that savings will be achieved. For this reason this report is recommending that the new contract is awarded to Supplier A.

Recommendation:

Cabinet is requested to authorise the award of a new three year contract with the option to extend for one further year to Supplier A, as a managed service provider for the supply of temporary agency workers to commence from the 4th June 2018 and expire on the 3rd June May 2022 (if extension is taken).

List of Appendices included:

None

Background papers:

None

Other useful documents:

Cabinet report - Managed Service for Temporary Agency Workers dated 4th October 2017.
<http://democraticservices.coventry.gov.uk/ieListDocuments.aspx?CId=124&Mid=11475>

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 body?

No

Will this report go to Council?

No

Report title: Managed Service for Temporary Agency Workers

1. Context (or background)

- 1.1 Cabinet approval was given on the 4th October 2017 to procure a new three year contract with the option to extend for one further year for a managed service provider (MSP) for temporary agency workers to commence from the 4th June 2018 and expire on the 3rd June 2022 (if extension is taken).
- 1.2 The contract will be for the use of Coventry City Council and Solihull Metropolitan Borough Council. Warwickshire County Council has been named as a potential customer for the contract but will not use the contract from its commencement date.
- 1.3 The existing contract expires on the 3rd June 2018. There are no compliant options to extend the existing contract.
- 1.4 The new contract will replicate the existing contract's core service model of appointing a managed service provider for temporary agency workers. There will be no guarantee of value or volume offered for the new contract. If the Council's demand for temporary agency workers diminishes, there would be no negative impact as a result to the Council.
- 1.5 The procurement route approved was a further competition under the Eastern Shires Purchasing Organisations (ESPO) Managed Services for Temporary Agency Resources (MSTAR2) national framework. The framework evaluation criteria split of quality (60%) and cost (40%) was to be used for the further competition.

2. Options considered and recommended proposal

- 2.1 The qualitative evaluation was concluded by three members of Coventry City Council Human Resources (including our current contract manager) and three members of Solihull Metropolitan Borough Council (their current contract manager and a member from both Adults and Childrens Social Care).
- 2.2 Two responses were received to the further competition, with the outcome of the evaluation as below:

Tenderer	Cost Total (Max 40%)	Quality Total (Max 60%)	Total Evaluation	
			Total %	Rank
Supplier B	40.00%	33.60%	73.60%	2
Supplier A	32.15%	43.00%	75.15%	1

- 2.3 When comparing the potential increase in cost from awarding the contract to Supplier A compared to the potential benefits, it indicates that the benefits of awarding the contract outweigh the potential increase in cost.

3 Results of consultation undertaken

- 3.1 A contract award report has been approved by Place panel (24/01/2018) and is submitted for Procurement Board on the 22nd February 2018.
- 3.2 Solihull Metropolitan Borough Council have briefed their cabinet and have been approved to proceed with the award of contract for their spend.
- 3.3 Following cabinet approval and award of the contract, stakeholders will be engaged on the award of the contract.

4. Timetable for implementing this decision

- 4.1 The current contract expires on the 3rd June 2018. Subject to approval of this report, the Council intends to issue an intention to award notice to Supplier A that will start a 10 day standstill. This time gives suppliers the opportunity to challenge the decision and is a legal requirement imposed through the remedies directives. Following the conclusion of the standstill the Council will fully award the Contract to Supplier A.
- 4.2 The Council will immediately begin work on finalising the contract which is based on set terms and conditions from the ESPO MSTAR2 framework and will commence on the implementation of the new contract.

5 Comments from the Director of Finance and Corporate Services

5.1 Financial implications

Spend under the agency workers contract varies dependent on volume and mix of agency workers needed. In 2016/17 the spend was £6.5m and has fallen so far in 2017-2018 due to the successful permanent recruitment in areas of previous agency spend. The cost of agency workers is funded by the relevant service. These costs are funded from a combination of budgets designed to cover strategic use of agency in relation to regular work peaks and salary budget underspends arising from vacancies.

The Council will not provide Supplier A with a guarantee of value or volume under this contract. If our demand diminished for temporary agency workers, there would be no negative impact as a result to the Council and spend under the contract would reduce accordingly.

Quarterly monitoring of expenditure on agency workers will continue throughout the contract.

5.2 Legal implications

Due to the potential value of this contract, the procurement in financial terms exceeds the threshold for a full OJEU competition and as such, is subject to the Public Contracts Regulations 2015 (PCR 2015).

The procurement route for the contract, that it will be procured by a further competition using ESPO's MSTAR2 national framework allows a compliant procurement route in accordance with the PCR 2015 and meets our legislative obligations.

The procurement route also complies with the requirements of the Council's Rules for Contract

6 Other implications

6.1 How will this contribute to the Council's Plan?

This is a support contract if the Council's first choice sourcing routes of employment from the casual working pool or fixed term appointments are unsuccessful in fulfilling temporary staffing vacancies. It enables the Council to compliantly procure temporary workers and maintain a flexible workforce in line with current demands to support the delivery of the Council's priorities and services.

The contract provides value for money and compliance in relation to the procurement of agency workers. It also provides firmer controls on the use of agency workers and has in place sound management reporting to see where spend is taking place to target recruitment, maximise resources, and reduce spend on agency workers.

6.2 How is risk being managed?

Supplier A will be closely contract managed by both Procurement and Human Resources to ensure the successful delivery of the contract and realisation of the benefits identified.

6.3 What is the impact on the organisation?

An implementation for the new Contract will take place to decommission the existing contract and install the new Contract so that it will commence on the 4th June 2018. The intention will be for the implementation to be delivered as seamlessly as possible to minimise any disruption to services when the new contract commences.

As per the award recommendation, it is expected that by awarding to Supplier A, the organisation will benefit through the greater fulfilment of requirements. This will allow for financial savings as well as savings in resource, time and process compared to that required to administer our requirements through the existing contract.

6.4 Equalities / EIA

Supplier A have been evaluated on equality including compliance with the Equality Act 2010. Supplier A have equality legislation and initiatives high on their agenda due to the nature of the service they provide and how important it is to this market. Supplier A has confirmed that they will adhere and apply the Council's policies on equality. As a MSP they will also manage the 2nd tier supply chain applying and monitoring equality adherence on the Councils behalf.

6.5 Implications for (or impact on) the environment

Due to the nature of the contract there are no implications on the environment.

6.6 Implications for partner organisations

This is a shared contract between CCC and Solihull MBC. As Solihull MBC already have approval to proceed with the award of the contract, failure by the Council to award the contract may threaten continued collaboration on this Contract in future. By no longer collaborating, the Councils may lose the opportunity to obtain more competitive agency rates due to our current combined spend between both Authorities, as well as the sharing of best practice and knowledge that is currently exchanged between officers working between both Authorities on the contract.

Report author(s):**Name and job title:**

Michael Duffy
Category Manager

Directorate:

People

Tel and email contact:

Tel: 024 76 83 3539

Email: michael.duffy@coventry.gov.uk

Enquiries should be directed to the above person.

Contributor/ approver name	Title	Directorate or organisation	Date doc sent out	Date response received or approved
Contributors:				
Mick Burn	Head of Procurement	People	13/02/2018	13/02/2018
Barbara Barrett	Head of Human Resources and Organisation Development	People	13/02/2018	13/02/2018
Lara Knight	Governance Services Co-Ordinator	Place	13/02/2018	13/02/2018
Names of approvers for submission: (Officers and Members)				
Paul Jennings	Finance Manager	Place	13/02/2018	14/02/2018
Julie Newman	Legal Services Manager	Place	13/02/2018	14/02/2018
Gail Quinton	Deputy Chief Executive	People	13/02/2018	13/02/2018
Barry Hastie	Director of Finance and Corporate Services	Place	13/02/2018	13/02/2018
Councillor J Mutton	Cabinet Member for Strategic Finances and Resources	-	14/02/18	14/02/18

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



Public report Cabinet Report

Cabinet

6 March 2018

Name of Cabinet Member:

Cabinet Member for Policy and Leadership – Councillor G Duggins

Director approving submission of the report:

Deputy Chief Executive (Place)

Ward(s) affected:

N/A

Title:

Outstanding Issues

Is this a key decision?

No

Executive summary:

This report is to identify those issues on which further reports have been requested or are outstanding so that Members are aware of them and can monitor their progress.

Recommendations:

The Cabinet are recommended to consider the list of outstanding items as set out below, and to ask the Member of the Management Board concerned to explain the current position on those which should have been discharged at this meeting or an earlier meeting.

List of Appendices included:

Table of outstanding issues

Other useful background papers:

None

Has it or will it be considered by scrutiny?

N/A

Has it, or will it be considered by any other council committee, advisory panel or other body?

No

Will this report go to Council?

No

**Report title:
Outstanding Issues**

1. Context (or background)

- 1.1 In May 2004, the City Council adopted an Outstanding Minutes system, linked to the Forward Plan, to ensure that follow-up reports can be monitored and reported to Members.
- 1.2 The Table appended to the report outlines items where a report back has been requested to a future Cabinet meeting, along with the anticipated date for further consideration of the issue.
- 1.3 Where a request has been made to delay the consideration of the report back, the proposed revised date is identified, along with the reason for the request.

2. Options considered and recommended proposal

- 2.1 N/A

3. Results of consultation undertaken

- 3.1 N/A

4. Timetable for implementing this decision

- 4.1 N/A

5. Comments from Director of Finance and Corporate Services

- 5.1 Financial implications

N/A

- 5.2 Legal implications

N/A

6. Other implications

- 6.1 How will this contribute to achievement of the council's Plan?**

N/A

- 6.2 How is risk being managed?**

This report will be considered and monitored at each meeting of the Cabinet

- 6.3 What is the impact on the organisation?**

N/A

- 6.4 Equalities / EIA**

N/A

6.5 Implications for (or impact on) the environment

N/A

6.6 Implications for partner organisations?

N/A

Report author(s):

Name and job title:

Lara Knight
Governance Services Co-ordinator

Directorate:

Place

Tel and email contact:

E-mail: Lara.knight@coventry.gov.uk
Tel: 024 7683 3237

Enquiries should be directed to the above person.

Contributor/approver name	Title	Directorate or organisation	Date doc sent out	Date response received or approved
Contributors:				
Names of approvers: (officers and Members)				

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

Appendix 1

	Subject	Minute Reference and Date Originally Considered	Date For Further Consideration	Responsible Officer	Proposed Amendment to Date For Consideration	Reason for Request To Delay Submission Of Report
*1.	Friargate Update Report Further report on investment to maintain Broadgate House in use for operational purposes and any other mitigation measures.	Minutes 28/17 and 32/17 1 st August 2017	December 2017	Deputy Chief Executive (Place) - Richard Moon/ Nigel Clews	March 2018	

* identifies items where a report is on the agenda for your meeting.

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank