



Time and Date

2.00 pm on Tuesday, 7th April 2020

Place

This meeting will be held remotely

Public business

1. **Apologies**
2. **Declarations of Interest**
3. **Minutes** (Pages 3 - 14)
 - (a) To agree the minutes from the meeting of Cabinet on 10th March 2020
 - (b) Matters arising
4. **Transition of the Benefits within Passport to Leisure and Learning Scheme into GoCV** (Pages 15 - 26)

Report of the Director Business, Investment and Culture
5. **Procurement of Insurance** (Pages 27 - 34)

Report of the Director of Finance and Corporate Resource
6. **European Regional Development Fund (ERDF) Grant funding towards Roof Mounted Solar PV Installations** (Pages 35 - 46)

Report of the Director of Project Management and Property Services
7. **Procurement for Property Asset Management Framework** (Pages 47 - 52)

Report of the Director Property Services and Development
8. **Civil Engineering Support framework** (Pages 53 - 60)

Report of the Deputy Chief Executive
9. **Healthwatch Coventry - Grant Aid Agreement** (Pages 61 - 68)

Report of the Deputy Chief Executive
10. **Outstanding Issues**

There are no outstanding issues.

11. **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

Nil

Julie Newman, Director of Law and Governance, Council House, Coventry
Monday, 30 March 2020

Note: The person to contact about the agenda and documents for this meeting is Lara Knight / Michelle Salmon, Governance Services, Tel: 024 7697 2642 / 2643, Email: lara.knight@coventry.gov.uk / michelle.salmon@coventry.gov.uk

Cabinet Members:

Councillors K Caan, G Duggins (Chair), P Hetherington, A S Khan (Deputy Chair), T Khan, K Maton, J Mutton, M Mutton, J O'Boyle and P Seaman

Non-voting Deputy Cabinet Members:

Councillors P Akhtar, R Ali, B Gittins, G Lloyd 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

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Coventry City Council
Minutes of the Meeting of Cabinet held at 2.00 pm on Tuesday, 10 March 2020

Present:

Members: Councillor G Duggins (Chair)
Councillor A Khan (Deputy Chair)
Councillor K Caan
Councillor P Hetherington
Councillor K Maton
Councillor J Mutton
Councillor M Mutton
Councillor J O'Boyle
Councillor P Seaman

Deputy Cabinet Members Councillor P Akhtar
Councillor R Ali
Councillor G Lloyd

Non-Voting Opposition Members: Councillor J Blundell (Substitute for Councillor A Andrews)
Councillor G Ridley

Other Members: Councillor N Akhtar
R Lakha

Employees (by Directorate):

People: G Quinton (Deputy Chief Executive (People)), D Ashmore, J
Crawshaw
Place: T Cowley, B Hastie, L Knight, R Moon, J Newman, G Payne,
S Wiles

Apologies: Councillors A Andrews, B Gittins, T Khan and D Welsh

Public Business

93. Declarations of Interest

There were no disclosable pecuniary interests.

94. Minutes

The minutes of the meetings held on 18th and 25th February 2020, were agreed and signed as true records.

95. 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 |
|------------|---|
| 105 | Options to Improve the Provision of Temporary Accommodation for Single Homeless People through Property Acquisition |
| 106 | Options to Increase the Supply of Affordable Permanent Housing for Households Living in Temporary Accommodation |
| 107 | Oak House, Binley Business Park, Coventry – Investment Acquisitions |
| 108 | Phase 2A Belgrade Place, Upper Wells Street, Coventry – Investment Acquisitions |

96. **2020/21 Transportation and Highways Maintenance Capital Report**

The Cabinet considered a report of the Deputy Chief Executive (Place), which set out the integrated capital programme for the maintenance and enhancement of the City's highways and transport infrastructure.

Proposals brought together a £10.9m integrated capital programme, funded through annual government local transport funding, City Council resources and Citizen Housing Right to Buy receipts. Specific details of each project was set out in the Appendices to the report.

The report indicated that the basic principles for the year's maintenance and integrated transport programme were:

- i. Continue the programme of rectifying damage and maintaining the City's roads, through a prioritised programme (worst first) based on the Council's Highways Asset Management Plan.
- ii. Continue to invest in preventative / proactive maintenance.
- iii. Carry out packages of complementary schemes to support the continued growth of the City, such as road safety and traffic management schemes to complement public realm and connecting Coventry Proposals.
- iv. Provide a programme of footway improvements funded from the Citizen Housing Group Investment Fund, as part of a £2.43m investment which will be delivered over the next financial year.

The Cabinet noted that, 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. However, although a firm commitment of funding was available for 2020/21, the commitment for future years was still to be confirmed.

RESOLVED that, the Cabinet:

- 1. Approve the 2020/21 programme of schemes marked A in table 4 of the report submitted.**
- 2. Delegate authority to the Cabinet Member for City Services to approve a programme of schemes marked B in table 4 of the report.**

97. Impact of European City of Sport 2019

The Cabinet considered a report of the Deputy Chief Executive (Place), which detailed the impact of the European City of Sport 2019 on the City.

In May 2018, it was announced that Coventry had been awarded the status of ACES European City of Sport 2019. It was noted that the City would have a defining 10-year period (2012/2022) in relation to sport, physical activity and leisure. The European City of Sport award formed a significant part of that decade of change, during which Coventry will have been a host city for the Olympic Games, hosted numerous international sporting events, invested over £100m in sports and leisure facilities, been the UK City of Culture 2021 and a host city for the 2022 Commonwealth Games.

The report indicated that over 180 events were delivered under the European City of Sport throughout the year. These events ranged from local events to major international events. The year enabled over 170,000 people to get involved in a variety of events, projects and activities that had been organised to support the aim of getting more people moving and helping to reduce health inequalities. In addition, over 500 volunteers supported the year, with over 2,500 hours of volunteering by the Coventry Ambassadors.

Over the course of 2019, Coventry opened a number of state-of-the-art sports and leisure facilities in the City, costing in excess of £100m, that transformed sporting and physical activities opportunities for the city's residents. These have included The Wave (Waterpark); Alan Higgs Centre 50 metre swimming pool; walking and running routes in parks; University of Warwick Sport and Wellness Hub; University of Warwick Athletics Track; 7 artificial cricket wickets and a 5 lane net facility; and footgolf at the War Memorial park. This investment and continued development of additional facilities such as indoor bowls provision, has created a landmark year to remember for sport, physical activity and leisure in the City.

RESOLVED that, the Cabinet recommend that Council recognise the impact of Coventry's European City of Culture 2019 in the build up to the UK City of Culture 2021 and Commonwealth Games 2022 and support the ongoing legacy of the title.

98. **Temporary Accommodation Charging Policy**

The Cabinet considered a report of the Deputy Chief Executive (People), which set out the proposed Temporary Accommodation Charging Policy.

The Council's Housing and Homelessness Strategy (2019-24) set out Coventry's ambitious agenda and how through the four pillars of prevention, support for people, improved accommodation and greater housing supply, the council aimed to tackle homelessness and continue to create a city fit for today and future generations.

Households placed into temporary accommodation (excluding hostels) who were not in receipt of housing benefit were not currently contributing towards rental costs. In addition to meet the cost of the accommodation, the Council also met the costs for utilities and council tax and the full cost of storing a household's furniture until they leave temporary accommodation.

In December 2019, permission was granted to undertake a public consultation on a draft Temporary Accommodation Charging Policy. The draft policy proposed utilities charges and council tax, storage and contributions towards rent through a licence fee. The consultation ran from 13th December 2019 to 7th February 2020. The results of this consultation, including key suggestions and recommended changes to the draft policy were set out in Appendix B of the report submitted.

The report indicated that concerns were raised over the proposal to use pre-payment meters for temporary accommodation due to them being more expensive than quarterly billing and the risk of self-disconnection. A working group had therefore been established between third sector organisations and the Council to work together to find the most appropriate method for utilities payments and to address other issues that may materialise.

RESOLVED that, the Cabinet:

- 1. Approve the implementation of the Housing and Homelessness Service's Temporary Accommodation Charging Policy from April 2020. The Policy includes making Households in Temporary Accommodation responsible for:**
 - **Utilities;**
 - **Council Tax;**
 - **Storage Fees; and**
 - **For those not in receipt of full housing benefit contribution to the rent on the property through a licence fee.**
- 2. Approve the recommendation that the Council pays the first month of storage for every household in Temporary Accommodation who places their furniture and other belongings into Council arranged storage.**
- 3. Note the working group established to explore the most financially viable methods for households in Temporary Accommodation to make utilities payments and reduce their energy bills.**

99. **Options to Improve the Provision of Temporary Accommodation for Single Homeless People Through Property Acquisition**

The Cabinet considered a report of the Deputy Chief Executive (People) which set out options to improve the provision of temporary accommodation for single homeless people through property acquisition.

A corresponding private report was also submitted to the meeting setting out the commercially confidential matters of the proposals. (Minute 105 below refers.)

The Council had legal duties to provide accommodation to homeless people who are eligible and in priority need. In recent years demands on the Housing and Homelessness service have increased with an attendant rise in the use and cost of temporary accommodation. This situation had resulted in a significant financial pressure for the Council, primarily due to the increasing demand and high cost of temporary accommodation. For 2019/20 it was forecast that the cost to the Council of households in temporary accommodation would be in excess of £9m.

The Council responded with a new Housing and Homelessness Strategy, including the recommissioning of Homelessness-related Support Service contracts, review of key policies and procedures, improvements in temporary accommodation options available for families and significant reductions in the amount paid for this accommodation.

Various schemes were underway to reduce the cost of temporary accommodation, including developments at Caradoc Hall and Frank Walsh House. Additionally, the Council continued to look at alternative forms of accommodation that could reduce the gap between the temporary accommodation cost and housing benefit subsidy grant, which is the cost met by the Council. Through negotiating better rates with existing accommodation providers, the Council had reduced costs over £1m per annum.

Although the Council no longer owned any Council houses following the housing stock transfer to Whitefriars in September 2000, it is able to own properties providing the total housing stock remains under 200 dwellings under exemption from the Secretary of State. In practice this meant that the council could develop or acquire a small amount of residential property directly, presenting new options to improve the quality and reduce the costs of temporary accommodation.

Under current housing benefit legislation, direct Council ownership of temporary accommodation attracted a higher subsidy than most other forms of temporary accommodation. To maximise the subsidy that the Council could claim and reduce the cost to the council, it was proposed to purchase properties for use as supported accommodation for single individuals.

RESOLVED that, the Cabinet recommend that Council:

- 1. Approve the proposals and delegate authority to the Director of Housing and Transformation, following consultation with the Cabinet Member for Communities and Housing, to identify the properties and to agree detailed terms of the transactions and to enter into the relevant**

legal agreements and associated documents necessary to complete the transaction.

- 2. Approve the addition to the capital programme of an amount outlined in the private report to meet the cost of acquisition and refurbishment of properties for use as temporary accommodation for single homeless people, funded from borrowing.**

100. Options to Increase the Supply of Affordable Permanent Housing for Households Living in Temporary Accommodation

The Cabinet considered a report of the Deputy Chief Executive (People) which set out proposals to increase options for the supply of affordable permanent housing for households living in temporary accommodation.

A corresponding private report was also submitted to the meeting setting out the commercially confidential matters of the proposals. (Minute 106 below refers.)

The Council had been experiencing an increase in the number of households living in temporary accommodation. The length of time households were required to live in temporary accommodation was also increasing. Not only was this unsuitable for households but it also placed significant financial pressure on the housing service. Critically, there was insufficient and affordable permanent accommodation available. Increasing the supply of this type of accommodation was a key priority of the Council.

The gap between the cost of temporary accommodation and housing benefit subsidy grant was met by the Council and as activity had increased in temporary accommodation, this was creating a significant financial pressure.

A proposal was put forward by Cornerstone Partnership, a social enterprise, offering the Council access to affordable permanent accommodation. Access to the properties would be passed over a 2-year period but would ultimately give access to 103 permanent properties at the Local Housing Allowance rental level for the City. Nomination rights would enable the Council to fill these properties with families from temporary accommodation, ending main housing duty and reducing temporary accommodation activity.

It was noted that all aspects of the proposal had been considered and compared against other possible options. The outcome of this work was that this option would create financial benefits and allow quick access to a large number of affordable permanent properties. It was therefore proposed to enter into a 15-year transaction with Cornerstone Partnership for the supply of temporary accommodation for two years and permanent accommodation for fifteen years.

RESOLVED that, the Cabinet recommend that Council:

- 1. Approve the amount specified in the private report, to be funded from the Housing and Homelessness Revenue Budget over the 2 year period.**
- 2. Approve the Cornerstone partnership transaction and delegate authority to the Director of Housing and Transformation, following**

consultation with the Cabinet Member for Communities and Housing, to agree detailed terms of the transaction and to enter into the relevant legal agreements and associated documents necessary to complete the transaction.

101. Oak House, Binley Business Park, Coventry - Investment Acquisitions

The Cabinet considered a report of the Deputy Chief Executive (Place) which set out proposals for the acquisition of a commercial investment property, Oak House, Binley Business Park, Coventry.

A corresponding private report was also submitted to the meeting setting out the commercially confidential matters of the proposals. (Minute 107 below refers.)

The subject property was a purpose built, 2 storey, detached office on a well located and popular business park extending to 9,400 sqft with 48 on site designated parking spaces.

It was proposed that the Council would acquire the 999 year long leasehold interest in the land and the buildings. As the current tenant's lease ends in June 2020, the reversionary yield for the unit was set to improve. This would be by either negotiating a new lease with the current tenant on improved terms or alternatively following the refurbishment of the property letting to a new tenant.

It was noted that the Council already owned the Freehold of the estate. The level of return generated was assessed based on the level of risk associated with the length of leases and the security of income. The negotiated price had been validated by external property experts as providing 'market value' for the Council. It was intended that the property would be held by the Council as an investment asset and managed by the Council's Commercial Property Management team.

RESOLVED that, the Cabinet recommend that Council:

- 1. Approve the use of its powers under Section 12 of the Local Government Act 2003 and Section 1 of the Localism Act 2011 to acquire the leasehold interest in Oak House, subject to the occupational tenancy, for a sum identified within the private report.**
- 2. Delegate authority to the Deputy Chief Executive (Place), following consultation with the Director of Finance and Corporate Services and the City Solicitor, to undertake the necessary due diligence, negotiate and finalise the terms of the acquisition of the properties and to complete all necessary legal documentation to facilitate the completion of the transaction.**
- 3. Delegate authority to the Deputy Chief Executive (Place), following consultation with the Cabinet Members for Jobs and Regeneration and Strategic Finance and Resources, for any subsequent variation in terms.**

4. **To approve the necessary adjustment to the Capital Programme to reflect the capital expenditure incurred in the acquisition of the Oak House interest.**

102. **Phase 2A Belgrade Plaza, Upper Wells Street, Coventry – Investment Acquisitions**

The Cabinet considered a report of the Deputy Chief Executive (Place) which set out proposals for the acquisition of a commercial investment property, Phase 2A Belgrade Plaza, Upper Wells Street, Coventry.

A corresponding private report was also submitted to the meeting setting out the commercially confidential matters of the proposals. (Minute 108 below refers.)

The property was 100% let and comprised 129,500 sqft of mixed use, city centre accommodation including a hotel, restaurants, convenience store, gym and residential accommodation.

It was proposed that the Council acquire the long leasehold interest in the land and receive the income from the occupational tenants. 70% was secured against two strong tenants with leases for between 11 and 22 years.

The level of return generated was assessed based on the level of risk associated with the length of leases and the security of the income. The negotiated price had been validated by external property experts as providing 'market value' for the Council. It was intended that the property would be held by the Council as an investment asset and managed by the Council's Commercial Property Management team.

RESOLVED that, the Cabinet recommend that Council:

1. **Approve the use of its powers under Section 12 of the Local Government Act 2003 and Section 1 of the Localism Act 2011 to acquire the leasehold interest in Phase 2A Belgrade Plaza, subject to the seven occupational tenancies, for a sum identified in the private report.**
2. **Delegate authority to the Deputy Chief Executive (Place), following consultation with the Director of Finance and Corporate Services and the City Solicitor, to undertake the necessary due diligence, negotiate and finalise the terms of the acquisition of the properties and to complete all necessary legal documentation to facilitate the completion of the transaction.**
3. **Delegate authority to the Deputy Chief Executive (Place), following consultation with the Cabinet Member for Jobs and Regeneration and Cabinet Member for Strategic Finance and Resources, for any subsequent variation in terms.**
4. **To approve the necessary adjustment to the Capital Programme to reflect the capital expenditure incurred in the acquisition of Phase 2A Belgrade Plaza.**

103. **Outstanding Issues**

There were no outstanding issues.

104. **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.

105. **Options to Improve the Provision of Temporary Accommodation for Single Homeless People Through Property Acquisition**

Further to Minute 99 above, the Cabinet considered a private report of the Deputy Chief Executive (Place), setting out the commercially confidential matters relating to the proposed options to improve the provision of temporary accommodation for single homeless people through property acquisition.

RESOLVED that, the Council recommend that Council:

1. **Approve the proposals and delegate authority to the Director of Housing and Transformation, following consultation with the Cabinet Member for Communities and Housing, to identify the properties and to agree detailed terms for the transaction and to enter into the relevant legal agreements and associated documents necessary to complete the transaction.**
2. **Approve the addition to the capital programme of an amount outlined within the report to meet the cost of acquisition and refurbishment of properties for use as temporary accommodation for single homeless people.**

106. **Options to Increase the Supply of Affordable Permanent Housing for Households Living in Temporary Accommodation**

Further to Minute 100 above, the Cabinet considered a private report of the Deputy Chief Executive (Place), setting out the commercially confidential matters relating to the proposed options to increase the supply of affordable permanent housing for households living in temporary accommodation.

RESOLVED that, the Council recommend that Council:

1. **Approve expenditure of the amount specified within the report, to be funded from the Housing and Homelessness Revenue Budget over the 2 year period.**
2. **Approve the Cornerstone partnership transaction and delegate authority to the Director of Housing and Transformation, following consultation with the Cabinet Member for Communities and Housing, to agree detailed terms of the transaction and to enter into the relevant legal agreements and associated documents necessary to complete the transaction.**

107. Oak House, Binley Business Park, Coventry - Investment Acquisitions

Further to Minute 101 above, the Cabinet considered a private report of the Deputy Chief Executive (Place), setting out the commercially confidential matters relating to the proposed acquisition of Oak House, Binley Business Park, Coventry, as a commercial investment property.

RESOLVED that, the Cabinet recommend that the Council:

- 1. Approve the use of its powers under Section 12 of the Local Government Act 2003 and Section 1 of the Localism Act 2011 to acquire the leasehold interest in Oak House, subject to the occupational tenancy, for a sum identified within the report.**
- 2. Delegate authority to the Deputy Chief Executive (Place), following consultation with the Director of Finance and Corporate Services and the City Solicitor, to undertake the necessary due diligence, negotiate and finalise the terms of the acquisition of the properties and to complete all necessary legal documentation to facilitate the completion of the transaction.**
- 3. Delegate authority to the Deputy Chief Executive (Place), following consultation with the Cabinet Members for Jobs and Regeneration and Strategic Finance and Resources, for any subsequent variation in terms.**
- 4. To approve the necessary adjustment to the Capital Programme to reflect the capital expenditure, of the sum identified within the report, incurred in the acquisition of the Oak House interest.**

108. Phase 2A Belgrade Plaza, Upper Wells Street, Coventry – Investment Acquisitions

Further to Minute 102 above, the Cabinet considered a private report of the Deputy Chief Executive (Place), setting out the commercially confidential matters relating to the proposed acquisition of Phase 2 Belgrade Plaza, Upper Wells Street, Coventry, as a commercial investment property.

RESOLVED that, the Cabinet recommend that Council:

- 1. Approve the use of its powers under Section 12 of the Local Government Act 2003 and Section 1 of the Localism Act 2011 to acquire the leasehold interest in Phase 2A Belgrade Plaza, subject to the seven occupational tenancies, for a maximum expenditure sum identified within the report.**
- 2. Delegate authority to the Deputy Chief Executive (Place), following consultation with the Director of Finance and Corporate Services and the City Solicitor, to undertake the necessary due diligence, negotiate and finalise the terms of the acquisition of the properties and to complete all necessary legal documentation to facilitate the completion of the transaction.**

3. **Delegate authority to the Deputy Chief Executive (Place), following consultation with the Cabinet Member for Jobs and Regeneration and Cabinet Member for Strategic Finance and Resources, for any subsequent variation in terms.**
 4. **To approve the necessary adjustment to the Capital Programme to reflect the capital expenditure, to the sum indicated within the report, incurred in the acquisition of Phase 2A Belgrade Plaza.**
109. **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 2.45 pm)

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Cabinet

7 April 2020

Name of Cabinet Member:

Cabinet Member for Public Health and Sport – Councillor K Caan

Director Approving Submission of the report:

Director Business, Investment and Culture

Ward(s) affected:

All Wards

Title:

Transition of the benefits within Passport to Leisure and Learning Scheme into Go CV

Is this a key decision?

Yes – the matter contained within this report is deemed to be significant in terms of its effects on communities living or working in an area comprising 2 or more wards or electoral divisions in the area of the City.

Executive Summary:

The Go CV card is free to obtain and available to all Coventry residents and currently operates two levels of discounting - a standard discount and an enhanced discount (Go CV+) for residents in receipt of qualifying benefits. Go CV+ is effectively the equivalent to the Passport to Leisure and Learning (PTLL) scheme. The Go CV scheme enables residents to use sports, events and cultural facilities. In turn the Go CV card informs the development of initiatives to support increasing participation, especially amongst those least likely to participate.

It is proposed to transition the PTLL scheme and transfer members to the Go CV+ scheme which will simplify the collection and analysis of information and improve cost effectiveness through removing duplication of resource whilst improving the customer journey. There is no detriment to PTLL members through this proposal which will affect residents currently using a range of partner services, Council services, including adult education and parks.

Recommendations:

The Cabinet is requested to approve:

- 1) The merging of the existing Passport to Leisure and Learning concession scheme into the new Coventry residents discount scheme creating a unified concession Go CV card.
- 2) Using Corporate earmarked reserves to fund 2020/21 costs, expected to be £72k. This allows time for officers to finalise a review of the scheme to understand the best way for GoCV to become self-funding.

- 3) That services across the Council incorporate Go CV as a means of addressing health inequalities, and that, where possible, Go CV cardholders are offered discounts or other advantages across Council facilities, attractions and events.

List of Appendices included:

Appendix 1 – Insight Data of both Go CV and Passport to Leisure & Learning Cardholders

Background papers:

None

Other useful documents

Report to Cabinet Member Public Health and Sport on 5 December 2016:

- Passport to Leisure and Learning: Relaunch and new online application process

<https://edemocracy.coventry.gov.uk/ieListDocuments.aspx?CId=711&MId=11112&Ver=4>

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: **Transition of the benefits within Passport to Leisure and Learning Scheme into Go CV**

1. Background

- 1.1 The Go CV scheme was originally developed by Coventry Sports Foundation (CVLife) working with the Council. The scheme enables the Council, its partners, contractors and funded bodies to offer Coventry residents tailored marketing and discounted / targeted pricing. The Council took over responsibility for managing and expanding Go CV in April 2019 in order to ensure that the potential for the scheme to provide benefits across a wider range of activities (including cultural activities) was fully developed.
- 1.2 Go CV has three main purposes:
- A means to encourage Coventry residents to participate in sport and cultural activities through a campaign and a greater understanding of participation patterns;
 - A mechanism to offer discounted pricing at facilities, events and activities in the city similar to the Passport to Leisure and Learning scheme; and
 - A vehicle to support inward investment initiatives in the future.
- 1.3 Go CV is a fully integrated scheme with council data to provide insight into participation patterns which helps to identify priority areas for sports and cultural development work in order to tackle health inequalities in participation. At the time of writing, the Go CV scheme membership is 43,677 – as shown in the city map in Appendix One.
- 1.4 Since the Council took on the development and management of Go CV, it has worked to identify the ongoing costs of the scheme and the development work and resources needed for it to reach its ongoing operation. The budget for Go cv scheme is set out below.

| Description | 2020/2021 | 2021/2022 | Total |
|---|-----------|-----------|------------|
| | £000 | £000 | £000 |
| ICT | 26 | 7 | 33 |
| Scheme Development | 28 | 24 | 52 |
| Materials | 6 | 3 | 9 |
| Passport to leisure legacy pressure | 23 | 23 | 45 |
| Total expenditure (sum of above) | 82 | 57 | 139 |
| Funded by budget | 10 | 10 | 20 |
| Total income (sum of above) | 10 | 10 | 20 |
| Budget gap | 72 | 47 | 119 |

Merger of Passport to Leisure and Learning into Go CV

- 1.5 The existing PTLL card was relaunched in December 2016. At that time, Cabinet agreed to examine the feasibility of a unified concession card for all Coventry residents. There are 5,461 current PTLL card-holders (since the re-launch).
- 1.6 Go CV has two levels of membership. Level One is for a standard adult or child under the age of 16 (Coventry resident). Level Two, known as Go CV+, is for adults and their dependants in receipt of any of the following qualifying benefits. The list of qualifying benefits for Go CV+ and PTLL are exactly the same.

- Attendance Allowance
- Asylum Seeker
- Bereavement Benefit
- Carer's Allowance
- Carer referred by Carer's Trust Heart of England
- Council Tax support (not the single person occupancy)
- Disability Living Allowance
- Employment and Support Allowance
- Housing Benefit
- Incapacity Benefit
- Income Support
- Industrial Injury Disablement Benefit
- Industrial Death Benefit
- Jobseeker's Allowance
- Pension Credit
- Personal Independence Payment
- Severe Disablement Allowance
- Student (NUS)
- Universal Credit
- Widows Benefit
- Working Tax Credit (not Child Tax Credit alone)
- Young person (age 16-19)

- 1.7 The Go CV technology checks the validity of applications for Go CV+ (Through a live system). Irrespective of whether an individual is receiving Level One or Level Two discount with their Go CV card, the card is visually identical, removing the potential stigma of having a PTLL card. The technology behind the card identifies the level of discount the cardholder is entitled to.
- 1.8 The Go CV card is fully integrated with the ticketing operations of both CV Life and Culture Coventry, which operates the Coventry Transport Museum, Herbert Art Gallery & Museum and Lunt Roman Fort. Membership numbers significantly increased linked to the opening of The Wave and Alan Higgs 50m Pool, and in response to Culture Coventry introducing an admission charge to the Coventry Transport Museum.
- 1.9 There are currently 19 partners that accept PTLL cards. In addition to these, Go CV has a further 9 long term partners across a range of sports, arts and culture – for example Coventry Bears RFL, Comedy Central Live and The Albany Theatre. Therefore, the merging of the schemes increases the number of offers and benefits available to PTLL card holders.
- 1.10 It is now proposed that PTLL will cease week commencing 1st July 2020. Go CV and PTLL will continue to run concurrently until 30th June 2020 whilst technologies are migrated for current PTLL partners.
- 1.11 This change will be supported by a coherent marketing and communications plan (see below).

ICT Developments, Website and QR Reader

- 1.12 Vulnerable adults & children e.g. care leavers, people with learning difficulties, foster carers, carers/support workers and looked after children are supported and fully integrated into the Go CV scheme. The current Go CV system has removed the need for an email address (if a prospective member does not currently have one, and only as a last resort)

and to improve the system for verification of addresses to allow vulnerable citizens who are supported by the Council, but live outside the city of Coventry.

- 1.13 Technology is in development to enable smaller partner venues to scan a card and check for Go CV+ eligibility, this will increase the offer to all size venues.
- 1.14 The next development is to implement the QR reader technology and this will shortly go live with a pilot project to gather user feedback before full roll-out to other venues. Training and guidance will include the existing venues to ensure consistent application and smooth transition with PTLL. Testing will commence in park sites including War Memorial Park and Coombe Abbey Park.

Marketing and Communication

- 1.15 PTLL partners, including the Council's Adult Education services and the Belgrade Theatre are testing the integration of the two systems. A full Marketing and Communications Plan has been prepared, with media campaigns and communications concentrated in areas where there are high numbers of existing PTLL cardholders.
- 1.16 In recent months, using opportunities arising from European City of Sport, staff have been deployed at a number of community events including Sports Fest, community festivals and events to sign people up to the Go CV card and make the process simpler and quicker.

Other City Council Services

- 1.17 Discussions have commenced with the Library Service, Employee Benefits, Coventry Music Service, Parks, Public Health and Healthy Lifestyles, Resettlement/Migration Team and Family Hubs to explore the potential for wider benefits for Coventry residents as part of Go CV card. Cardholders will also be able to access Family Hubs with a Go CV simple swipe system as they arrive for their appointment.
- 1.18 The transition for the Adult Education Service to ensure that Go CV cards can be accepted via their online booking system in readiness for the Autumn Term enrolments in the full range of courses across 30 centres in the city (currently 90% of all courses are booked online.) This will also enable a clear transition from PTLL to Go CV as Adult Education is one of the biggest users of the PTLL scheme.

Development Plans for Go CV

- 1.19 Coventry City of Culture Trust are in discussion with officers concerning a Go CV offer (a variation of discounts, early bird, priority booking etc) for activities and events planned for 2021 and in the build-up.
- 1.20 Discussions have taken place with Coventry BID to develop and consolidate the relaunch the Coventry VIP Card into one 'easy to use' card for all Coventry residents. To date 17 businesses have come forward with an expression of interest as part of the scheme. This will also enhance the offer for PTLL user through the Go CV card and a better digital technology.

2. Options considered and recommended proposal

2.1 Option 1 – Do nothing (not recommended).

The City Council would retain two concessionary schemes for residents receiving qualifying benefits both the PTLL and Go CV cards. This would also prevent the joining of other loyalty schemes.

The application process for the PTLL would continue to be a paper-based and a less efficient process.

The perceived stigma attached to the existing PTLL card would continue and participating venues would need two distinct offers for users.

Without an ongoing budget to operate the scheme, Go CV would not be resourced and the potential for growing and developing it would be missed. Technological improvements would not be made and maintenance of the system would not be possible.

The offer to residents would not meet a digital approach and the interaction with venues such as the Wave, Coventry Transport Museum would cause confusion and poor customer journeys for residents.

2.2 Option 2 – Transfer PTLL benefits to Go CV (preferred option).

There is no detrimental affect to PTLL cardholders transferring to Go CV as the same qualifying benefits apply and there are more partners and offers available to Go CV cardholders than to PTLL alone.

Covering the core costs of running the scheme as set out below will enable it to develop from its successful set-up phase into business as usual, properly supported in terms of staffing, marketing and technology.

Go CV was developed following the cabinet paper in 2016, that highlighted issues with PTLL and the accessibility for residents. The Go CV card is more interactive and will become a mobile app as the scheme progresses.

There has often been a stigma attached the PTLL card and the Go CV card is the same for all residents and the details of who is receiving benefits is anonymous at point of sale and creates a more customer friendly experience.

Communication to members of Go CV is more functional and can respond to offers and benefits that emerge for local people. This has proven popular with some of the pilot offers for Go CV where we have provided free access to major events and activities.

The system is connected to other council systems to ensure that local people receiving benefits will be able to receive the discounts (live) and provide proof linked to existing city council benefits systems online.

Go CV is not only a card but a campaign and will work with partner organisations to encourage people to take part in other sporting, cultural or business events and projects. There are already a number of campaigns that are working to get residents involved i.e. Go Run, Go Canley and Go Swim.

The merger of PTLL and Go CV will have no detrimental effect to those currently in receipt of the card as all benefits that exist will continue and allow partners to review the offer and provide an enhanced offer that meets current user demand.

3. Results of consultation undertaken

- 3.1 Public consultation was not necessary as there is no detrimental effect to current PTLL cardholders transferring to the Go CV scheme.

4. Timetable for implementing this decision

| | |
|-------------------------|--|
| 17 April 2020 | <p>Subject to Cabinet approval, the Marketing and Communications Plan will be activated to ensure PTLL cardholders are aware of the transition. This includes:</p> <ul style="list-style-type: none">Issuing press releasesIssuing PTLL members notice of the changeUpdating both PTLL and Go CV websites / social mediaPosters created and displayed at libraries and family hubsMessaging on screens at Council buildings / partner organisationsAdvertising campaigns with current PTLL partnersIntranet advertsContent in Council's public newsletter / Citi visionFAQs for public facing staff in Customer Services <p>Any new applications for a PTLL card will be guided to apply for a Go CV card and supported in this process (via city council customer services). The reason why a resident is applying for a PTLL card will be closely monitored to ensure concessions are still available and transferred.</p> |
| 17 April – 30 June 2020 | <p>Period of transition where PTLL partners will continue to accept PTLL temporary cards whilst concessionary benefits and technology transferred over to Go CV portal.</p> |
| 1 July 2020 | <p>PTLL will cease to be accepted by partners – and be transferred to Go CV.</p> |

5. Comments from Director of Finance and Corporate Services

5.1 Financial implications

The expected cost of running the Go CV card including one off ICT costs is £72k in 2020/21, however ongoing costs are expected as presented in the table in paragraph 1.4

Income opportunities are currently being pursued so the estimates represent a worst-case position and will be a key focus for officers. A report into the budget setting process would be required should additional funding be required beyond 2020/21.

5.2 Legal implications

5.2.1 The recommendations contained in this report ensures that the Council continues to meet its duty under the following legislation:

Section 2B of the National Health Service Act 2006 as amended by s.12 of the Health and Social Care Act 2012 which states

“(1) “Each local authority must take such steps as it considers appropriate for improving the health of the people in its area” and “(3) The steps that may be taken under subsection (1) include:

- (a) providing information and advice;
- (b) providing services or facilities designed to promote healthy living (whether by helping individuals to address behaviour that is detrimental to health or in any other way);
- (c) providing services or facilities for the prevention, diagnosis or treatment of illness;
- (d) providing financial incentives to encourage individuals to adopt healthier lifestyles;
- (e) providing assistance (including financial assistance) to help individuals to minimise any risks to health arising from their accommodation or environment;
- (f) providing or participating in the provision of training for persons working or seeking to work in the field of health improvement;
- (g) making available the services of any person or any facilities.

5.2.2 The Council shall need to ensure that it has regards to and complies with the requirements of the Data Protection Act 2018 and the General Data Protection Regulation in relation to the sharing of any data held by the Council.

5.2.3 Legal Services will be able to provide any necessary legal support and advice to colleagues as required to ensure compliance with the Data Protection Legislations as well as in relation to the Go CV offer for activities and events planned for 2021 and in the build-up.

6. Other implications

6.1 How will this contribute to the Council Plan?

Continuing the provision with PTLL partners of reduced costs for sports, learning, leisure, arts and cultural activities through the Go CV card will support ‘Improving the quality of life for Coventry people’ specifically;

- Improving education outcomes through access to heavily discounted Adult Education courses, partner activities and events.
- Making communities safer – all young people are eligible for a card so will have safe places to get active, learn and enjoy cultural activities at sports centres, education venues, museums, galleries and events to help them integrate and make a positive contribution to the city which in turn supports crime reduction and anti-social behaviour
- Improving health and wellbeing by helping residents lead healthier lifestyles including better mental health. It will also work to develop improved lifestyle behaviours for residents and will work closely with public health colleagues to ensure a clear impact.

- Providing opportunities for greater access to local facilities for the most vulnerable reducing health inequalities and impact of poverty. The reduced offer and the technology can work hand in hand especially if there is a target audience that could receive special offers i.e. looked after children.

6.2 How is risk being managed?

The numbers of Go CV cardholders in comparison with PTLL is much greater and will continue to rise. It is envisaged that current partners to the PTLL scheme will take the opportunity to review and improve their 'offer' and in turn will monitor usage, especially at peak times, as this may have a detrimental effect to their business commercially. Officers will hold 6 monthly meetings with providers so that insight data and concessionary offers can be reviewed and the best deal for local residents can be agreed and communicated.

It is expected that new Partners will be joining the scheme which will broaden the offers for both Go CV and Go CV+ level of benefits.

The risk of a lower update of the PTLL due to the merger with the Go CV card is mitigated by the application process being digital, more cost effective and easier than the previous paper-based process. Individuals without IT access can attend anyone of the five designated centres for support in applying for the card.

The Cabinet Member for Public Health and Sport will receive regular briefings from officers on progress of the Go CV scheme and will support its ongoing development.

6.3 What is the impact on the organisation?

Paragraphs 1.12 (incorporation of vulnerable adults and children), 1.17 (other Council services) and 1.18 (Adult Education) above outlines the other service areas where initial discussions have already taken place to ensure integration with Go CV.

Resources are required, as outlined in Paragraph 1.4 above, for the ongoing administration of Go CV. The aim would be for Go CV to develop a commercial business plan to support the ongoing sustainability of the scheme.

There is allocated resource to support the scheme through the Sports, Culture and destinations service, ICT, communications, and customer services.

6.4 Equality and Consultation Analysis (ECA)

An Equalities and Consultation Analysis was undertaken as part of the report.

This assessment showed that there is likely to be a positive impact on protected characteristic groups and no adverse effects. The Consultation told us that by reducing the paperwork and bureaucracy previously associated with the card, those on the lowest incomes in the city will be more likely to engage in sport, education and cultural activities.

There will also be a positive impact on the children of those on the lowest incomes as they too, will be eligible for a card. Those on disability benefits will also be eligible. It is known that engaging in sports and physical activity could increase length of life, improve lifestyle and improve mental health.

The Go CV card helps to remove the barriers highlighted in the consultation report. The scheme has also made significant changes to ensure that those that do not have digital skills are still able to access the scheme, this enables those who do not have access to an email address to still be able to access a card.

The Go CV card has had a bigger presence in the community linked to European City of Sport and a community activation programme to get to all wards was established. The engagement will continue across council services and events.

The online sign up process is less bureaucratic and links directly to ensure that those signing up that are on the council tax register, in receipt of council tax support and housing benefit are approved electronically meaning residents are instantly signed up to the card.

The card now gives insight and data so that it can become more targeted (as per the map in appendix 1) and areas with high level of benefits could be targeted to activate the card.

As detailed in the report work is already underway across the people directorate to ensure those service users that are of strategic importance are receiving the card, this includes looked after children, Public Health and Healthy Lifestyles, Resettlement/Migration Team and Family Hubs are some areas already issuing card to local residents.

Ongoing analysis will take place with officers and reported back to the cabinet member for Public Health and Sport on a regular basis.

6.5 Implications for (or impact on) climate change and the environment

The intention is to move the Go CV card as far as possible onto a digital platform with the creation of an Go CV 'app' so that it can be used from mobile phones, removing the current need for a plastic card to be produced. In future it may be possible to use the card to reward sustainable behaviour.

6.6 Implications for partner organisations?

The Go CV team is seeking new partners all the time. The benefit to partners is the opportunity to be part of a targeted approach to increasing participation by under-represented groups, which is a service priority.

The demands placed on partners, if they agree to participate, are small by comparison.

Partners will join the scheme based on their own commercial business decision and would be entering the partnership dependent on a desire to communicate with a large number of Coventry residents and provide a reduced rate / special offer to local people be it a Coventry tax payer or those on a qualifying benefit.

There may be some financial implication in terms of ICT for partners to integrate the Go CV scheme linked to point of sale in order to create the best customer journey. There are alternative ways that partners can be a part of the scheme and this would include using promo codes and utilising the QR reader to scan cards. The longer term plan is to create an app that would increase the opportunity for partners.

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

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| Councillor K Caan | Cabinet Member Public Health and Sport | - | 16/03/2020 | 20/03/2020 |

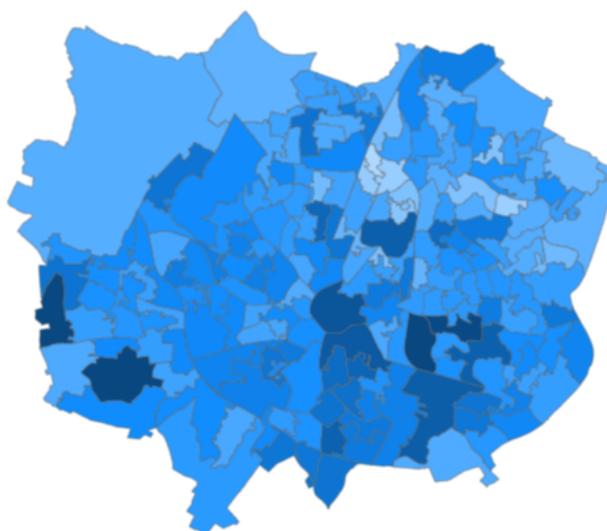
This report is published on the council's website: www.coventry.gov.uk/councilmeetings

Comparison of Go CV Cardholders with Passport to Leisure & Learning Cardholders

There are currently 5,658 cardholders that receive Go CV+ discounts equivalent to PTL, more than the existing number of PTL card holders.

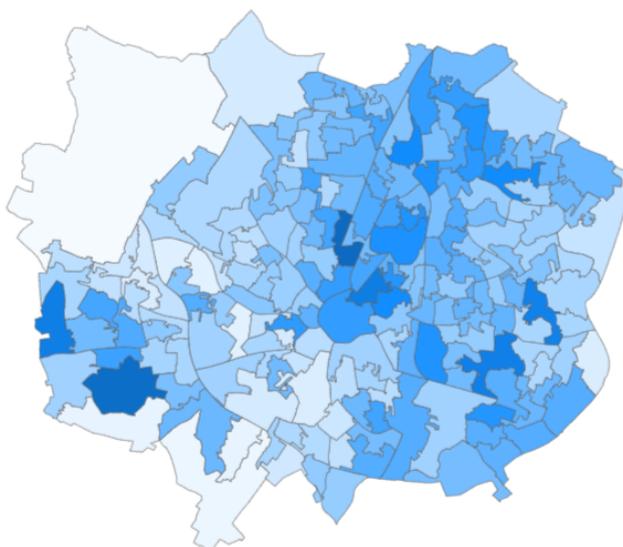
Insight map representing the number of Go CV cardholders

43,677



Insight map representing the number of Passport to Leisure cardholders

5,461



Legend: The colours used here are continuous from White to Dark Blue – the darker the colour the greater the %age of members/population in an area



Cabinet

7 April 2020

Name of Cabinet Member:

Cabinet Member for Strategic Finance and Resources – Councillor J Mutton

Director Approving Submission of the report:

Director of Finance and Corporate Services

Ward(s) affected:

None

Title:

Procurement of Insurance

Is this a key decision?

Yes - the proposals involve financial implications in excess of £1m per annum

Executive Summary:

The Council purchases a variety of insurance policies including property, terrorism, contract works, fine art, combined liability, crime, personal accident and travel, school journeys, computers, medical malpractice and motor fleet. These insurance policies were procured via an OJEU compliant ESPO/CCS framework. This contract will expire on 30 November 2020. The Council's Financial Procedure Rules require Cabinet to approve any procurement which involves an annual contract value in excess of £1m per annum.

The council's activities result in a certain amount of predictable financial loss. It is not considered financially viable to insure against all these losses, as the insurance company will charge a pound in premium for each pound it anticipates it will pay in claims. In addition, it will charge a further amount for its administrative expenses, profit and insurance premium tax. In these circumstances the purchase of insurance is uneconomic. The Council's strategic approach to the purchase of insurance is to insure large losses which would have a significant impact on budgets and the provision of services. This is achieved by purchasing insurance with a deductible (the amount you pay before your insurance is triggered). The Council carries substantial self-insurance and the external insurance cover protects the Council above the policy deductible. Most losses/claims are paid from the Council's internal self-insurance fund.

In 2019-20 the Council's premiums amounted to £941,588 plus £112,990 for insurance premium tax. There is an additional charge of £66,360 for claims handling services. The total is £1,120,938.

This report seeks approval for the Council's nominated insurance broker Arthur J Gallagher, to carry out a further competition (on behalf of the Council) against an OJEU compliant DPS (ESPO 649) for insurance services. The intention is to enter into a three-year contract with the potential of a further 2 years extension period. A one-year contract would only be accepted if premiums were much higher than anticipated.

Recommendations:

Cabinet is asked to:

1. Grant authorisation for Arthur J Gallagher to (on behalf of the Council) carry out a further competition against ESPO 649 Framework for Insurance Services for a period of up to 5 years;
2. Grant delegated authority to the Deputy Chief Executive (People) and the Director of Finance and Corporate Services (following consultation with Director for Legal and Governance Services) to undertake all necessary due diligence and following completion of the competition to agree the contract award to the successful suppliers under the Framework;
3. Grant authorisation to the Director of Legal and Governance Services to enter into a 3-year contract (with a potential extension for a further 2 years) with the successful suppliers.

List of Appendices included:

None

Background papers:

None

Other useful documents

Proc2 – Title: Insurance Services – available by contracting Procurement and Commissioning on Tel: 024 7697 1417

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:

1. Context (or background)

1.1 The Council's external insurance programme is a critical part of the Council's risk financing arrangements for the protection of its employees, properties, assets and liabilities. Insurance protects the Council from the financial consequences of unexpected incidents, it encourages the Council to pursue its corporate strategic objectives and programmes of work to be able to invest with confidence. It also frees up sums which would otherwise be set aside to pay possible losses.

1.2 On 1 December 2015 the Council entered into a three-year contract, with an option to extend for a further two years for a range of insurance services covering property damage, business interruption, terrorism, contract works, fine arts, Directors and Officers, personal accident, travel, school journeys, computers, medical malpractice, motor, public and employers' liability, officials' indemnity, professional indemnity and engineering insurance. The option to extend for two years was exercised and this expires on 30 November 2020. No further contract extensions are available. A procurement process therefore needs to be undertaken to purchase further insurance coverage.

2. Options considered and recommended proposal

Options considered include:

2.1 Fully self-insure

Full self-insurance would mean that the Council eliminates its' premium and insurance premium tax costs. The disadvantage is that all losses, including those which are unexpected and catastrophic would need to be funded by the Council. Resources would always need to be held in reserve to fund these losses. This means that these resources could not be put to work in the pursuit of the Council's core aims.

2.2 Join a mutual

A mutual is a joint risk pool that it is owned by and operated for the benefit of its members. Each member contributes into the pool and losses are paid from it. It does not have shareholders who want a return on its investment and its members have ultimate control over how it is run. The Local Government Association has formed a mutual for Councils which aims to offer a cost-effective alternative to traditional insurance, although to date it has not developed the critical mass required for it to be a desirable option in which the Council can share its risks.

2.3 Purchase of Insurance via a Dynamic Purchasing System (Preferred Option)

The public sector insurance market is a limited and specialist area. An effective way of reaching relevant insurance companies is via a Dynamic Purchasing System. This is because it is compliant with procurement legislation and provides access to pre-qualified insurance providers who can meet all the Council's insurance needs. All providers have been checked for financial stability, experience in the market and technical and professional expertise.

Two frameworks have been identified, these being Crown Commercial Service and ESPO.

2.4 Procure insurance via the Council's own tendering process

The Council can undertake its own procurement exercise via its Insurance Broker. However, this would be inefficient because it would have to undertake pre-qualification checks that have already been completed under a DPS. Not only is this additional unnecessary administration but it is also an additional hurdle to getting responses back from Insurers.

- 2.5 The Council's preferred option is to proceed with the tender via the ESPO framework because it has knowledge of the insurance market, provides access to a known number of relevant pre-qualified insurers in a cost-effective manner and it already complies with procurement legislation.

3. Results of consultation undertaken

- 3.1 No consultation has been undertaken as part of this process.

4. Timetable for implementing this decision

- 4.1 The intended timescale is as follows:

| | |
|-------------------------------------|------------------|
| Issue further competition documents | 1 July 2020 |
| Tender return date | 7 August 2020 |
| Completion of evaluation | 7 September 2020 |
| Contract award | 23 October 2020 |

5. Comments from Director of Finance and Corporate Services

5.1 Financial implications

Increases in premiums are being experienced across insurance markets currently. If these are translated into higher prices through the contracts tendered for as a result of this report, then these additional costs will need to be factored into the Council's financial position for 2020/21 and its medium-term financial position. The same is true of the impact of the Risk Protection Arrangement outlined below.

From 1st April 2020 all schools will be able to participate in the Department of Education's Risk Protection Arrangement (RPA) which in effect is a national mutual insurance pooling facility for schools. The RPA was previously only available to academy schools. It is anticipated that a number of Coventry's LEA schools may join the RPA and no longer require cover under the Council's insurance umbrella. It is unlikely in these circumstances that the Council's external insurance premiums will reduce proportionately in line with the reduction in school insurance contributions. As a result, any outflow of schools' business to the RPA will cause further financial pressure to the insurance budget. The total value of school contributions is c£0.4m which therefore represents the maximum financial exposure relating to the RPA. However, to the extent that some schools continue to use the Council's insurance cover and that external premiums may reduce depending on the number of schools requiring cover the actual financial impact will be less than £0.4m.

Schools have been provided with clear advice on the RPA including the risks that may exist in moving to this new arrangement.

5.2 Legal implications

The Council has a general power under section 1 of the Localism Act 2011 to do anything an individual can do provided it is not prohibited by other legislation. The entering into of a contract for the provision of insurance cover to protect its assets and liabilities fits within this power. In accordance with the Council's Contract Procedure Rules and the Public Contract Regulations 2015, this contract must be procured as set out in the Public Contract Regulations 2015. This will be achieved through strict compliance with the provisions set out in the ESPO Framework.

6. Other implications

None

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

The provision of Insurance has many links to the Council Plan. It helps the Council to be "Globally Connected" by providing insurances for the development of the city centre, other infrastructure and assets that promote Coventry as a visitor destination. It helps the city to be "locally Committed" with its links to the highways network, parks and other public spaces. It assists with the improvement of educational outcomes by providing protection for refurbishment and development projects. It enables the Council to deliver its priorities with fewer resources by freeing up resources, which would otherwise have to be held in reserve, to finance losses.

6.2 How is risk being managed?

The key risks are:

- 6.2.1 There are a limited number of Insurance Companies that provide insurance for Councils. Therefore, a risk is that limited tenders will be received. The mitigating actions are that a framework is being used which will ease the suppliers' administrative burden and make it easier for them to respond. In addition, the tender is being conducted in a timely manner giving suppliers enough time to respond with their best proposition.
- 6.2.2 The global insurance market is cyclical, and indications are that the market is hardening, driving up the cost of insurance. In addition, factors relevant to Local Authorities in the United Kingdom, such as the cost of catastrophic personal injury claims, is also causing Insurers to increase rates, in some instances by as much as 30%. The mitigating action is that as part of the tender the Council must be able to demonstrate that it has good risk management in place for key insurable risks.
- 6.2.3 The RPA developments outlined in section 5.1 represent further financial risk to the Council. In mitigation the council is ensuring that schools are fully aware of the risks of moving to the RPA and the benefits of remaining within the Council's insurance arrangements. Any financial impact will be incorporated within the Council's budget setting processes.

6.3 What is the impact on the organisation?

Insurance has links to staffing and human resources, information and communications technology, assets and the Council's corporate parenting responsibilities.

The Employers' Liability policy will respond if a member of staff has an accident and it is proven to have resulted from the Council's negligence. Similarly, the Public Liability policy will respond to accidents involving Looked After Children.

Property insurances protect physical assets and the financial consequences of damage whilst the Council's computer insurance protects information and communications technology.

6.4 Equality and Consultation Analysis (ECA)

In compliance with Section of 149 of the Equality Act 2010, the Council has considered the requirements of the Public Sector Equality Duty. It is not anticipated that the purchase of insurance policies will have any negative impacts on any groups with protected characteristics.

6.5 Implications for (or impact on) climate change and the environment

There are no implications for climate change and the environment.

6.6 Implications for partner organisations?

Having the protection of a comprehensive insurance programme will enable the Council to fully engage with partner organisations in the delivery of services to citizens.

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| Councillor J Mutton | Cabinet Member (Strategic Finance and Resources) | - | 16/03/2020 | 17/03/2020 |
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Cabinet

7 April 2020

Name of Cabinet Member:

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

Director Approving Submission of the report:

Deputy Chief Executive

Ward(s) affected:

All Wards

Title:

European Regional Development Fund (ERDF) Grant funding towards Roof Mounted Solar PV Installations

Is this a key decision?

Yes - the proposals have financial implications in excess of £1m per annum.

Executive Summary:

Approval is sought for acceptance of ERDF grant funding to support the delivery of roof-mounted solar photovoltaic systems on 39 public buildings owned and operated by Coventry City Council.

Under current UK policy, there is a need to deliver projects that will transition the UK towards a “net Zero” target by 2050. The proposals set out in this report are a first step to addressing how CCC can meet part of its electrical demand from local low-carbon or renewable sources. This will contribute to the aims of the city’s climate change strategy which has a clear objective of delivering reductions to the City’s carbon emission levels.

The proposed project will deliver 899kWp of Solar PV panels across the 39 eligible properties capable of generating 644 MWh of renewable electricity each year to council owned and operated properties across the city. The cost of delivering this project is £1.26m, however there are opportunities currently available to reduce the investment required significantly through grant funding and finance. Coventry City Council have been invited to submit a full application for ERDF funding to cover 50% of the project cost. Due to the value of the grant that would be offered, Cabinet approval of the grant acceptance is required. If the application is submitted following this report a grant award is expected to be made in May 2020. Award would be contingent on the commitment of Coventry City Council to provide the match funding required (50%) in return for net revenue savings estimated at £75k per year.

Recommendations:

The Cabinet is asked to:

- 1) Approve the proposal for the implementation of the Roof Mounted Solar PV Installations as set out in the report (“the Project”).
- 2) Approve the proposal for the Council to act as Accountable Body and, if the Council’s grant bid is successful, the acceptance of the ERDF grant funding offer up to the value of £630k from the Ministry of Housing, Communities and Local Government to support delivery of the Project.
- 3) Delegate authority to the Director of Finance and the Director of Project Management and Property Services, following consultation with Director of Law and Governance, to finalise the terms and conditions of the ERDF grant and any other legal agreements required to facilitate delivery of the Project and incorporate the grant within the Capital Programme as necessary.
- 4) Approve the proposal to spend the grant award on the delivery of the Project as set out in the report.
- 5) Approve the commencement of any necessary procurement exercises and following completion, to award such contracts to the preferred supplier.
- 6) Approve the provision of a further £630k match funding either entirely from earmarked reserves or a combination of earmarked reserves existing resources and an interest free loan offer from Salix Finance Ltd which shall be used solely for the delivery of the Project.
- 7) Request that officers continue to pursue feasibility options for ground based solar arrays on Council owned land around the city and explore suitable funding routes.

List of Appendices included:

None

Background papers:

None

Other useful documents

Coventry City Council – Solar PV Feasibility Study, Spirit Energy, September 2019

Document Location – SHEQ / Energy Management Sharepoint File

Contact Details – Lowell Lewis, SHEQ Manager, Facilities Management

Lowell.lewis@coventry.gov.uk.

Setting Climate Change Commitments for Coventry: Quantifying the Implications of the United Nations Paris Agreement on Climate Change for Coventry. Feb 2020

Document Location - <https://carbonbudget.manchester.ac.uk/reports/E08000026/print/>

Contact Details – Lowell Lewis, SHEQ Manager, Facilities Management

Lowell.lewis@coventry.gov.uk.

Climate Change Strategy for Coventry

https://www.coventry.gov.uk/downloads/file/4874/climate_change_strategy_for_coventry

Coventry & Warwickshire Local Enterprise Partnership – European Structural and Investment Funds Strategy: ERDF, EAFRD and ESF Priority Descriptors

https://www.cwlep.com/sites/default/files/coventry_and_warwickshire_esif_priority_chapters_dec_2016_vfinal.pdf

Has it been or will it be considered by Scrutiny?

No

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

No

Will this report go to Council?

No

Report title: European Regional Development Fund (ERDF) Grant funding towards Roof Mounted Solar PV Installations

1. Context (or background)

- 1.1 Under current UK policy, there is a need to deliver projects that will transition the UK towards a “net Zero” target by 2050.
- 1.2 The current Climate Change Strategy for Coventry (2012-2020) states an ambition to investigate how we can generate our own energy from renewable sources. As a result a feasibility study was undertaken in Summer 2019 on the potential for roof-mounted solar photovoltaic (Solar PV) systems to be installed on council properties for the purpose of generating electricity for use on site.
- 1.3 The current Climate Change Strategy for Coventry aimed for a 27% reduction in emissions by 2020 from a 2005 baseline. The next 5 yearly emissions target is yet to be determined, however, if this is to fall in line with guidance published by Tyndall Centre for Climate Change, this is likely to require around a 60% reduction from a 2015 baseline.
- 1.4 The feasibility study identified a total of 63 council properties within Coventry that could have Solar PV systems installed on them. Planning consent/listed building consent will need to be sought as necessary.
- 1.5 The improvement of public buildings to reduce their associated carbon emissions is one of the core strands of the EU funded European Structural and Investment Funds (ESIF) ERDF programme which ends in 2020. Under this programme Coventry and Warwickshire Local Enterprise Partnership has published a strategy for deploying allocated funding within the region. The deployment of renewable energy solutions that enable public sector emissions reductions are included in this strategy, therefore the identified schemes from the Solar PV feasibility study were potentially eligible for ERDF Grant support.
- 1.6 Review of the grant scheme eligibility criteria has identified 39 schemes that meet the EU funding requirements and would be eligible for a 50% grant towards the cost of delivery. The project costs associated with the delivery of the 39 schemes is estimated at £1.26m Coventry City Council has been invited to apply for a 50% grant towards these costs.

2. Options considered and recommended proposal

- 2.1 Options considered in relation to the deployment of Solar PV to increase Coventry City Council’s capacity for electricity from renewable generation and reduce carbon emissions.

2.1.1 Option 1 – Do Nothing and rely on UK grid improvement (Not Recommended)

- 2.1.1.1 The UK electrical grid has seen significant improvement in its carbon intensity over the past 5 years. The average carbon emissions relating to grid electricity have fallen by 38% since 2016. This has been achieved through significant investment in large scale renewable schemes such as offshore wind energy and large-scale solar arrays. National Grid have a target of reducing this further to 0.1 kgCO₂/kWh by 2030.

- 2.1.1.2 Whilst this has been the significant driver for the council's current emissions reductions, it has resulted in significant increases in the cost of delivered energy. The increase in non-commodity costs (the additional charges added on top of the wholesale energy cost) has resulted in a 26% rise in grid delivered electricity rates in the last 3 years.
- 2.1.1.3 It is forecast that these increases will continue as further major investment projects that will benefit from subsidies are due to come on line over the next decade, therefore continuing to be fully dependent on grid supplied electricity is likely to result in significant cost increases
- 2.1.1.4 Coventry City Council could also specify the procurement of renewable energy through its utility contracts however this would not directly support the deployment of additional renewable generation and would result in additional cost increases as green tariffs carry a premium. This approach would also not impact the reported emissions as we are required to use UK Grid emissions factors for any power sourced from the grid regardless of whether a green tariff is procured.

2.1.2 Option 2 – Large Scale Ground Mount Solar (Not Recommended)

- 2.1.2.1 The lowest cost delivery of solar PV is usually through the deployment of large-scale ground mount solar arrays as project delivery reductions can be achieved through increases in scale. These arrays can either be traditional ground mounted solar arrays (Solar Farms) or elevated arrays above large surface car parks (Solar Carports).
- 2.1.2.2 As part of the solar feasibility study scoping exercise it was identified that the opportunities for large ground mounted arrays in close proximity to council buildings was very limited. It was also identified through discussions with the Distribution Network Operator that connections for large scale generation schemes would be problematic before necessary grid upgrades (currently expected after 2023) are completed. Ground mounted solar was therefore removed from the scope of the initial study however it is intended this will be revisited at the earliest possible date to ascertain what options might be available to the Council.
- 2.1.2.3 A detailed feasibility study into the potential for locating large ground mount arrays on Coventry's land holdings is required to fully understand the potential for the deployment of large-scale solar projects. The timescales that would therefore be required to deliver projects of this scale would rule out the opportunity to leverage current ERDF grants meaning alternative finance options would also be required.
- 2.1.2.4 Ahead of significant investment in large scale renewable energy projects a review of the wider context of future energy scenarios for the city is advised. This will ensure that the schemes invested fully fit within an overarching strategy for Coventry. There are current ongoing projects that will support this agenda, namely the HNDU funded heat mapping and master planning project and the UKRI funded Regional Energy System Operator (RESO) project.

2.1.3 Option 3 – Distributed Roof-mounted Solar (Recommended Option)

- 2.1.3.1 The Solar PV Feasibility Study that was completed in 2019 identified 63 council properties that offer potential for roof-mounted solar arrays to provide renewable power for use onsite.
- 2.1.3.2 A total of 39 of these schemes would also be eligible for 50% grant funding through the final round of ERDF funding that is available. The remaining properties are subject

to ongoing consultation in relation to either disposal, redevelopment or change of use and therefore would present risk of potential funding clawback if included in the project. It is proposed that the 39 eligible sites are brought forward as an initial phase of solar PV deployment for Coventry City Council. The properties included in the 39 are presented below:

| Building | System Size (kWp) | Energy Savings (kWh/yr) | CO2 savings (tCO2e/yr) |
|-------------------------------|-------------------|-------------------------|------------------------|
| Whitley Depot Transport Block | 140.25 | 87,906 | 24.35 |
| Broadgate House | 67.93 | 55,735 | 15.44 |
| Coombe Abbey Country Park | 83.33 | 52,378 | 14.51 |
| Maurice Edelman House | 44.55 | 39,332 | 10.89 |
| 1 South Street | 41.25 | 29,467 | 8.16 |
| Tile Hill Library | 33.28 | 26,937 | 7.46 |
| Memorial Park Golf Centre | 28.60 | 24,067 | 6.67 |
| Gilbert Richards Centre | 32.73 | 23,073 | 6.39 |
| Maymorn Club | 30.25 | 20,643 | 5.72 |
| Council House | 23.38 | 21,884 | 6.06 |
| Limbrick Wood Centre | 25.03 | 18,425 | 5.10 |
| Wilfred Spencer Centre | 30.25 | 18,836 | 5.22 |
| Friargate one | 23.38 | 17,769 | 4.92 |
| Eric Williams House | 19.80 | 15,958 | 4.42 |
| Canley Crematorium | 15.68 | 14,567 | 4.03 |
| Brandon Wood Farm | 21.45 | 13,205 | 3.66 |
| Wyken Young Peoples Centre | 20.35 | 13,501 | 3.74 |
| Broad Park house | 18.15 | 12,076 | 3.35 |
| Frank Walsh House | 14.85 | 11,524 | 3.19 |
| 20 Watcombe Road | 16.50 | 11,727 | 3.25 |
| 257 Stretton Avenue | 15.13 | 11,459 | 3.17 |
| Cannon Park Annexe | 13.20 | 10,697 | 2.96 |
| Cheylesmore Manor House | 13.48 | 10,286 | 2.85 |
| Memorial Park Tennis Centre | 12.65 | 10,203 | 2.83 |
| Swanswell ELC | 11.00 | 8,893 | 2.46 |
| 1-3 Lythalls Lane | 12.38 | 8,428 | 2.33 |
| 57 Ribble Road | 12.10 | 7,937 | 2.20 |
| 2 Fulwood Close | 11.00 | 7,506 | 2.08 |
| Holbrook Park | 9.90 | 7,128 | 1.97 |
| London Road Cemetery | 7.43 | 5,095 | 1.41 |
| Whitmore Park Annex | 8.25 | 4,790 | 1.33 |
| 33 Gravel Hill | 6.60 | 3,708 | 1.03 |
| Whitley Common | 5.50 | 3,515 | 0.97 |
| Longford Park | 4.95 | 3,610 | 1.00 |
| Lentons Lane Cemetery | 3.58 | 3,094 | 0.86 |
| 2 Dover St | 3.85 | 2,981 | 0.83 |
| 34 Jobs Lane | 3.30 | 2,394 | 0.66 |
| 254 Broad Lane | 2.20 | 1,821 | 0.50 |
| 160 Grayswood Avenue | 1.65 | 1,456 | 0.40 |

2.1.3.3 The eligible schemes would cost £1.26m to deliver and would result in the addition of 889 kWp of solar panels across our property portfolio. The schemes would generate 747 MWh of electricity each year with approximately 644 MWh available for use directly within our operational buildings. This would equate to approximately 12% of the current power demand for the 39 sites and would reduce the council's expenditure on imported power by circa £80k per year. Additional lifecycle and maintenance costs of approximately £5k per year that are associated with the project will be funded from this expenditure reduction with the remainder being realised savings for the council.

- 2.1.3.4 The systems have an expected life of 25 years during which time a total of 17,193 MWh of electricity will be generated and used on site, avoiding emissions of up to 4,000 tCO₂e and generating a potential overall financial saving to the council in excess of £900k after initial project costs and lifecycle costs have been accounted for.
- 2.1.3.5 If the application for ERDF grant support is successful, 50% of the proposed project costs would be funded, reducing the capital investment required by £630k. This would significantly improve the financial benefit realised by the council, raise the potential overall lifetime savings to over £1.5m and reduce the payback to circa 8 years or an ROI of 12% based on the projected annual net imported energy cost savings of £75k.
- 2.1.3.6 The award of the grant would reduce the overall payback to less than 10 years making the project also eligible to lever additional finance support in the form of a Salix Loan. Salix is a government backed loan scheme designed to support the delivery of energy efficiency projects in public sector organisations. The support is in the form of range of 0% interest loans depending on the payback and carbon saving outputs of projects. The proposed schemes with less than 5-year payback would be eligible for full Salix Support (ie. no Council match funding required) whilst the remaining would be eligible for partial support through a match-funded recycling scheme. If the council chose to take up these opportunities, and is successful in being granted such a loan, it would reduce the required capital investment further.
- 2.1.3.7 If the application for ERDF grant support is not successful, a review of the project scope will be required to confirm if the project remains financeable. The schemes that do not have a suitable business case without the grant funding support would need to be removed from scope in order to maintain the required investment performance of the project.
- 2.1.3.8 These schemes have had initial feasibility completed and would be capable of being delivered within 2 years therefore presenting a significant opportunity for Coventry to make early progress towards our next 5-year emissions reduction target.
- 2.1.3.9 This option is fully in line with the council's core aim of reducing operating costs and carbon emissions.
- 2.2 Options considered in relation to the acceptance of the 50% grant for development of local renewable power generation on council properties.

2.2.1 Option 1 - Do Not Accept the Grant (Not Recommended)

- 2.2.1.1 This option would mean not accepting the £630k grant offer along with the associated terms and conditions of ERDF grants from MHCLG.
- 2.2.1.2 This would represent a failed opportunity to secure additional contribution to the cost of our climate change actions. The projects identified as eligible for the grant as described in proposal 2.1.3 meet the financial performance expected for investment appraisal. The projects may therefore still be able to be delivered to achieve the carbon savings presented, however significant borrowing would be required, and the financial benefits of the project would be reduced.
 - 2.2.1.2.1 The risk is that following re-appraisal of the projects based on fully a financed option it would result in some of the proposed schemes being removed to enhance the payback of the project to meet Salix Loan scheme requirements. This would result in a lower emissions and cost saving to the council.

2.2.2 Option 2 – Accept the Grant (Recommended)

- 2.2.2.1 Acceptance of the grant would significantly reduce the financial investment required for the project by £630k increasing the financial benefits to the council. It would also enable the leverage of further finance support through the Salix Loan scheme.
- 2.2.2.2 The risks associated with the ERDF grant is that funding clawback can occur if the delivered properties are changed in such a way that results in them becoming ineligible within 5 years of the grant award. To mitigate this risk properties that are potentially subject to reviews in terms of redevelopment, disposal or transfer of ownership have already been excluded. Further mitigation is proposed by specifying systems that can be re-deployed to alternative qualifying sites should an unforeseen change to the estate occur within the 5-year window.
- 2.2.2.3 This option is fully in line with the council's core aim of leveraging additional funding through grants and bids.

3. Results of consultation undertaken

- 3.1 Consultation with the Head of Facilities Management was undertaken in relation to potential changes to the property estate. This was to ensure the risk of property disposal or redevelopment was understood and included during the evaluation of which schemes could be brought forward.

4. Timetable for implementing this decision

- 4.1 The deadline for applying for the £630k ERDF grant is the 6th March 2020 with the final grant award decision by MHCLG is expected to be made in May 2020.
- 4.2 Following award of the grant, acceptance would be required within 30 days after which point the procurement and recruitment processes relating to this project can commence.
- 4.3 The proposed timeline for the project is as follows:

6th March 2020 – Apply for Grant

May 2020 – Notice of Grant Award and Acceptance of Grant

June 2020 – Begin Procurement & Recruitment Process

September 2020 – Contractor Appointment

January 2021 - December 2022 – Project Delivery

January 2023 – March 2023 – Project Completion & Financial Close

5. Comments from Director of Finance and Corporate Services

5.1 Financial implications

- 5.1.1 The financial benefits of the preferred proposal as described in the report will include a return on investment of circa 12% as a result of an expected annual net energy cost savings of £75k per annum. If approved by members, it is therefore proposed that the Council's share of the investment required of £630k is funded from earmarked reserves set aside for the purposes of commercial investment where there is a return on the investment or saving as a result. This would enable a £75k saving to be attributed to the Council's Medium-Term Financial Strategy.

Officers will determine whether some of the Council's investment can be achieved through a successful application for (repayable) Salix funding, which would alleviate some of the initial investment required on an interest free basis.

5.2 Legal implications

5.2.1 The approval of the Council acting as the Accountable Body as outlined in this report will be achieved through a contractual relationship and signature of a grant funding agreement.

5.2.2 Legal colleagues are available to advise on and support the completion and signature of the grant funding agreement and to also ensure that risk to the Council is fully understood and mitigated through appropriate governance. Furthermore, support will be made available in ensuring the delivery of the project as and when required by the anticipated project team. There is a risk of clawback in the event of non-compliance with EU rules and regulations. Strict monitoring of compliance will be undertaken to minimise this risk.

5.2.3 Any procurement exercise will be conducted to comply with the Council's policy and legal obligations, specifically in compliance with the Council's Contract Procedure Rules and the Public Contracts Regulations 2015, and supported by relevant officers.

5.2.4 The delegations sought are consistent with a proposal of this nature.

6. Other implications

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

This project directly meets two of the objectives of the Council Plan. It will directly reduce the operating cost and carbon emissions of Council activities and it will also lever up to £900k of external finance to deliver the schemes.

6.2 How is risk being managed?

The main risk is in relation to the potential clawback of funding as a result of unforeseen property changes as a result of ongoing review of council services and strategies. Should a property that has used the grant subsequently become ineligible within 5 years there is potential for a proportional amount of the grant funding to be required to be paid back. To minimise this risk the proposal has focused on properties that are owned and operated by Coventry City Council and are not currently within the scope of potential property disposal, change of use or redevelopment discussions. The systems are also proposed to be re-deployable so that there is the potential for relocation of the panels to alternative buildings if required.

6.3 What is the impact on the organisation?

The proposed project includes providing additional match funded staffing to support the delivery of the project. This will improve the in-house capability of the council in relation to projects of this type. The proposed project will improve our corporate property and deliver financial and environmental benefits.

6.4 Equality and Consultation Analysis (ECA)

Under the terms of the ERDF grant the council had to show that the proposed project meets EU equality rules. This project was shown to not have any implications to the council's Public Sector Equality Duty as the properties proposed to have Solar PV

installations have been selected based on their technical feasibility and their eligibility for grant funding.

6.5 Implications for (or impact on) climate change and the environment

The proposal will make a significant, measureable and demonstrable contribution towards improving Coventry City Council's transition to a low carbon future. The project will reduce the direct emissions relating to the council's activities by generating renewable, zero carbon electricity for 25 years. This would be the first deployment of fully zero carbon energy solutions on council property and is in line with our overarching Climate Change Strategy. Unfortunately, the Feed-In-Tariff scheme is no longer available for projects of this type as it ended in April 2019.

6.6 Implications for partner organisations?

None

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| Councillor J O'Boyle | Cabinet Member for Jobs and Regeneration | - | 09/03/2020 | 09/03/2020 |

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Cabinet

07 April 2020

Name of Cabinet Member:

Cabinet Member for Jobs and Regeneration

Director Approving Submission of the report:

Director Property Services and Development

Ward(s) affected:

All

Title:

Procurement for Property Asset Management Framework

Is this a key decision?

Yes - the proposals involve financial implications in excess of £1m per annum and are likely to have a significant impact on residents or businesses two or more electoral wards in the City.

Executive Summary:

Coventry City Council's Compliance and Surveying Team provide a property management service for Council buildings and schools as well as a number of external clients. The works mainly include repairs and maintenance with some property improvements and are undertaken on either a planned or reactive basis depending on the work required. The provision of these works has been via Term Contracts for a number of years.

As the existing term contracts are coming to an end, in order to deliver these works it is proposed to undertake a restricted tender process to set up a multi-lot, multi-supplier term contract for a period of 4 years. A term contract is an agreement whereby there is no guarantee of work. However, should there be a requirement for such work the term contractor will be approached.

The first placed supplier on each lot will be offered the work. The others will be approached if the first place is unable to undertake the work. Bringing all term contracts that are expiring at the same time under one umbrella, reduces the time taken to undertake the necessary procurement process for both the Council and relevant suppliers who may have interest in more than 1 of the contracts.

Recommendations:

Cabinet is requested to:

- 1) Authorise a procurement process to establish a set of multi-supplier term contracts for an original term of two (2) years with the option to extend by a further two (2) twelve (12) month periods for the provision of property maintenance, repairs and improvements ie a maximum contract length of 4 years in total;
- 2) Delegate authority to Director for Property Services and Development in consultation with the Cabinet Member for Jobs & Regeneration, to agree the award of the contract(s) following the Restricted tender process in conjunction with Procurement; and
- 3) Authorise the Council to enter in to Contract(s) with the successful suppliers for up to four (4) years.

List of Appendices included:

None

Background papers:

None

Other useful documents

Procurement Outline Document (POD) PROC2 – Permission to Procure – Property Asset Management (Term Contracts) Framework. This document is available by contacting the Procurement and Commissioning team on 02476 975 232 (option2) or via procurement.services@coventry.gov.uk.

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: Procurement for Property Asset Management (Term Contracts) Framework

1. Context (or background)

- 1.1 Coventry City Council's Compliance and Surveying Team delivers a property maintenance repairs and improvement programme covering Council buildings, schools and other external buildings with a predicted spend of circa £8.45m per annum. This is carried out either via our own Repairs and Maintenance workforce or through the use of term contracts.
- 1.2 Capacity limits the ability of our own workforce to carry out all the works required. Their function is primarily reactive repairs. The school customer base requires much of the work to be carried out in school holidays which term contractors are able to undertake. This work also attracts fee income.
- 1.3 To enable the delivery of the programme the following works and services are provided by external contractors. The predicted annual spend is shown in brackets:
 - General Build (£3.00m per annum)
 - Decoration (£0.25m per annum)
 - Ceiling and Partitions (£0.40m per annum)
 - Flooring (£0.30m per annum)
 - Wet Areas (£0.75m per annum)
 - Roofing (£2.50m per annum)
 - Hard Surfacing (£0.75m per annum)
 - Fencing (£0.40m per annum)
 - Structural Surveying (£0.10m per annum)
- 1.4 All of the above term contracts were awarded between October 2017 and February 2018. Following authorised extensions following the initial two-year term, all term contracts will expire on 31 October 2020.
- 1.5 The Council has had a similar arrangement to that proposed within this report for the last 6-7 years and this has been deemed by the client to be successful.
- 1.6 As this will be a term services agreement, no guarantee of value or volume is offered. If funding decreases during the period of the agreement resulting in reduced works, there would be no negative impact as a result. It is estimated that the total contract value based on predicted usage will be in the region of £33.80m over 4 years.
- 1.7 Given the type and nature of these works there is a good local supply market that we would fully expect to apply to tender. Contractors are encouraged to register on our eTendering system, cs-w-jets. There are already a significant number of local suppliers registered on this system following previous tender exercises, and local suppliers will be actively encouraged to tender for the opportunity, with reactive repairs and associated response times/timescales a Key Performance Indicator.
- 1.8 A requirement of these contracts will be that the successful tenderers will use Council run services to support their work (e.g. skip hire, building control) where these are available.

2. Options considered and recommended proposal

- 2.1 The Council uses these term contracts for the works/services outlined in paragraph 1.3 above. The Council's workforce does not have the capacity to undertake these works, hence the existing contracts. It is likely that a large number of local suppliers will tender for this opportunity.

- 2.2 A review of National public sector frameworks offered e.g. ESPO, YPO and CCS have been reviewed and either specific frameworks for these services are not available, or not suitable owing to potential response times and frameworks not covering all services required.
- 2.3 A further option could be to utilise the Council's in-house team for delivery of these services. However, this is not felt to be the most suitable option as demand for services vary greatly. The in-house team is utilised where feasible, but this is dependent on their resource which is generally limited due to staffing levels, and which could not currently meet the demand the Council has for a sustained period. The in-house team is better placed to deal with planned maintenance rather and reactive repairs such as boiler safety checks. The market is utilised for bigger works and projects.
- 2.4 The option recommended is the option outlined in 2.2 above. As a result, a Council led set of term contracts are proposed. A Restricted tender process will be undertaken before the existing arrangements expire in October 2020. There will be 9 lots within the framework covering the existing term contracts.

3. Results of consultation undertaken

- 3.1 Consultation is not required as there are no changes proposed to the current operation which is tried and tested.

4. Timetable for implementing this decision

- 4.1 The current contracts expire on 31 October 2020. Subject to approval of this report, a restricted OJEU procurement process will commence in April 2020 to ensure that a new framework is in place prior to expiration of the current contracts, ready to commence from 01 November 2020. The framework will run for an initial two (2) years, with options to extend by a further two (2) twelve (12) month periods.

5. Comments from Director of Finance and Corporate Services

5.1 Financial implications

This contract is a framework agreement and as such the estimated value outlined within this document is made up of a variety of potential spend relating to capital and revenue spend made by the City Council either in relation to its own building and repairs requirements, or those of external clients.

Of the total estimated annual spend of £8.45m, c£7.95m relates to the City Council's own service spend, for which approval has been or will be sought as part of the normal budget setting and approval process, with spend predominantly funded through Educational and Operational Capital Funded Projects – this is based on previous years spend and future planned projects. This is not therefore additional spend. Work undertaken for schools and external clients is recharged with a service charge added which contributes to the overheads of running the service.

5.2 Legal implications

The Council has an overriding statutory duty to ensure that all property assets are managed efficiently to secure best value in service delivery.

The Council, as a Contracting Authority, is required to follow the Public Contract Regulations 2015 when purchasing goods, services and works. This Contract covers both services and works and therefore the PCR's will be complied with in full.

6. Other implications

Any other specific implications

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

The Council's operational portfolio, along with schools and commercially let property will be safe and fit for purpose. Providing attractive accommodation for children, adults and visitors, to an acquired standard and specified rate.

6.2 How is risk being managed?

The contract form for delivery of this works is under JCT Measured Term Contract which clearly sets out how contracts should be managed and how issues should be escalated. The contract will be managed by the Compliance and Surveying Team. Regular meetings with contractors will ensure active monitoring and management. Escalation of issues will be via the Council's Procurement and Commissioning Team.

6.3 What is the impact on the organisation?

As budgets are reduced while costs are rising there may be an impact in terms of a tangible reduction in the amount of works the Council will be able to undertake. It is key from an Asset Management stance that investment is maintained as far as possible and planned maintenance continues to be properly targeted.

6.4 Equality and Consultation Analysis (ECA)

The Supplier Selection Questionnaire (SSQ) asks distinct questions regarding unlawful discrimination and infers expected compliance as part of Coventry City Council's terms and conditions.

6.5 Implications for (or impact on) climate change and the environment

Contractors will be required to collect and dispose of general waste in an appropriate secure and environmentally preferable manner; this is to be provided directly by the Contractor or through collections by the relevant local authority or other reputable organisation that the supplier may contract with. Contractors will be expected to use the Council's Commercial Waste Section to achieve this.

In fulfilment of its statutory duty of care, Coventry City Council will require the Contractor to provide full information on the methods of disposal of waste, showing clear evidence of using disposal methods which are environmentally preferable.

6.6 Implications for partner organisations?

None

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Cabinet

7 April 2020

Name of Cabinet Member:

Cabinet Member for Strategic Finance and Resources – Councillor J Mutton

Director Approving Submission of the report:

Deputy Chief Executive

Ward(s) affected:

All

Title:

Civil Engineering Support framework

Is this a key decision?

Yes - the proposals involve financial implications in excess of £1m per annum and are likely to have a significant impact on residents or businesses in two or more electoral wards in the City.

Executive Summary:

Coventry City Council's Highways section manage and maintain a road and pavement network of over 880km. Types of work include pothole repairs, resurfacing of roads and footpaths, highway drainage installations, as well as new civil engineering projects/public realm schemes. This is delivered through planned and reactive programmes of work.

Additional funding may be available from the Council securing circa £43m of funding from the West Midlands Combined Authority and CW LEP, to improve public realm in the City Centre on the run up to City of Culture 2021.

A lot of work can be reactive, leading to peaks and troughs of work volumes. It is in the Council's interest to deal with reactive works as quickly as possible, to mitigate against insurance claims from vehicle damage due to potholes etc.

We currently have a Civil Engineering Support framework in place, which is used to obtain additional resources as and when needed to undertake the work, who have the necessary skills and experience. This avoids having to recruit additional internal staff.

The current projected annual spend is £1.75m, however, there is the potential to allow a total spend of £12m for any additional funding for the duration of contract. This is funded internally and through external grants and income.

This framework is due to expire at the end of September 2020. Highways are satisfied with the current framework and suppliers' performance. Research has been carried out to identify if there are any suitable frameworks that Coventry could potential use, none have been identified. We would therefore, like to tender for a Coventry only framework. This framework will be structured in a way that allows local suppliers and SMEs to apply. As this is a framework, no commitment is given on volumes of work. The intention would be that this could be used by Highways and any other Council Department where the in-house Highways team are unable to carry out the work or do not have the resources.

This report is to seek approval to tender for a replacement 4-year multi-supplier framework for Civil Engineering Support, to commence 1st October 2020. The intention would be to carry out a restricted tendering procedure, to ensure only suppliers meeting mandatory requirements will be considered at tendering stage.

No significant financial implications have been identified.

Recommendations:

Cabinet is asked to:

- 1) Approve the commencement of a competitive procurement process using the restricted procurement process to set up a 4-year multi-supplier Council wide framework for Civil Engineering Support.
- 2) Grant delegated authority to the Director of Transportation and Highways (following consultation with the Director of Legal and Governance Services) to award the Framework to the successful suppliers as well as any subsequent call-off contracts under this Framework.
- 3) Grant authorisation to the Director of Legal and Governance Services to enter into all necessary contracts with the successful suppliers.

List of Appendices included:

None

Background papers:

None

Other useful documents

Proc2 – Titled: Civil Engineering Support Framework
Approval to procurement submitted to Place & Corporate Panel on 10th February 2020 and Procurement Board on 20th February 2020.
Available by contacting Procurement and Commissioning Tel: 024 7697 1417.

Link to previous cabinet paper for the current framework:

<https://internaldemocraticservices.coventry.gov.uk/ieListDocuments.aspx?CId=124&MId=10768&Ver=4>

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: Civil Engineering Support Framework

1. Context (or background)

- 1.1 Coventry City Council's Highways Operations and Development Team manage and maintain the city's roads and pavements network of over 880km.
- 1.2 Types of work include pothole repairs, resurfacing of roads and footpaths, highway drainage installations, as well as new civil engineering projects/public realm schemes. This is delivered through planned and reactive programmes of work.
- 1.3 Additional funding may be available from the Council securing circa £43m of funding from the West Midlands Combined Authority and CW LEP, to improve public realm in the City Centre on the run up to City of Culture 2021.
- 1.4 Works can be planned or reactive, the reactive works mean it is difficult to predict work leading to peaks and troughs in work volumes. It is in the Council's interest to deal with reactive works as quickly as possible, to mitigate against insurance claims from vehicle damage due to potholes etc.
- 1.5 Therefore, there will be requirements for additional resources to undertake works to maintain the current road network, as well as potential to fulfil new civil engineering work schemes from other Council sections due to external funding grants.
- 1.6 We currently have a Civil Engineering Support framework in place, which is used to obtain these additional resources as and when needed to undertake the work, who have the necessary skills and experience. This avoids having to recruit additional internal staff.
- 1.7 The previous contract awarded in 2013 was renewed earlier than anticipated, as the original contract value was likely to exceed the allowed value early, due to the additional work gearing up to the Olympics in 2015.
- 1.8 The current framework spend for the full 4 years is circa £5.1m. The current projected annual spend is £1.75m, however, there is the potential to allow a total spend of £12m for any additional funding for the duration of contract. This is funded internally and through external grants and income.
- 1.9 The current framework, which commenced in 2016, increased the allowed framework value from £4m to £12m for additional spend if needed.
- 1.10 This framework is due to expire at the end of September 2020. Highways are satisfied with the current framework and suppliers' performance. Research has been carried out to identify if there are any suitable frameworks that Coventry could potential use, none have been identified.
- 1.11 We would therefore, like to tender for a Coventry only framework. This framework will be structured in a way that allows local suppliers and SMEs to apply. As this is a framework, no commitment is given on volumes of work. The intention would be that this could be used by Highways and any other Council Department where the in-house Highways team are unable to carry out the work or do not have the resources.

1.12 This report is to seek approval to tender for a replacement 4-year multi-supplier framework for Civil Engineering Support, to commence 1st October 2020. The intention would be to carry out a restricted tendering procedure, to ensure only suppliers meeting mandatory requirements will be considered at tendering stage.

2. Options considered and recommended proposal

2.1 Options considered include:

2.1.1 Increase current workforce, but not considered feasible due to fluctuations in workloads.

2.1.2 Don't retender and only use current workforce, which would cause delays with projects being completed on time (crucial for City of Culture) and an increase in insurance claims from pothole damage.

2.1.3 Collaborate with other authorities – neighbouring authorities do not have a requirement for this service as structured differently and further afield would not encourage local companies/SMEs.

2.1.4 The Council also used the Warwickshire County Council Highways Maintenance Contract (HMC) for specialist areas of work, such as carriageway surface treatment work, not covered by the in-house Highways section. These tend to be undertaken by large national companies, outside of the scope of the proposed framework. The HMC framework is not used for routine maintenance work, which is managed by the in-house Highways section.

2.2 The recommended proposal is to undertake a Coventry only restricted procurement procedure to create a multi-supplier framework for Civil Engineering Support. The intention would be to divide into 4 lots to cover carriage way ironworks, pothole patching/repairs, schemes up to £250k and schemes over £250k. By breaking into the various lots would encourage SMEs and local suppliers, as well as allowing for bidders to apply for areas of expertise.

3. Results of consultation undertaken

3.1 No consultation undertaken, as this is a framework there is no guarantee of work and will undergo a fair and transparent tendering process.

4. Timetable for implementing this decision

4.1 Proposed timetable:

| Area | Start | Day | End |
|--|-----------|------|-----------|
| Panel Approval | 10-Feb-20 | Mon | 10-Feb-20 |
| Procurement Board Approval | 20-Feb-20 | Thur | 20-Feb-20 |
| Cabinet paper deadline | 09-Mar-20 | Mon | 09-Mar-20 |
| Cabinet | 07-Apr-20 | Tue | 07-Apr-20 |
| Place OJEU notice <i>(useful if end Wed)</i> | 23-Apr-20 | Thur | 27-Apr-20 |
| Issue SQ <i>(2 days after OJEU)</i> | 29-Apr-20 | Wed | 29-Apr-20 |
| Closing date for SQ | 29-Apr-20 | Wed | 29-May-20 |
| SQ evaluation | 22-May-20 | Fri | 05-Jun-20 |
| Issue ITT | 05-Jun-20 | Fri | 08-Jun-20 |
| ITT return date <i>(useful if Fri)</i> / tender opening <i>(useful if Mon)</i> | 10-Jul-20 | Fri | 10-Jul-20 |
| Individual Panel evaluation by <i>(useful if end Fri)</i> | 10-Jul-20 | Fri | 31-Jul-20 |
| Meeting - Evaluation Panel normalisation and sample eval | 31-Jul-20 | Fri | 31-Jul-20 |
| Briefing to Project Board | 14-Aug-20 | Fri | 14-Aug-20 |
| Liaise with Legal, cabinet report | 14-Aug-20 | Fri | 14-Aug-20 |
| Notify of intention to award (standstill period) | 14-Aug-20 | Fri | 24-Aug-20 |
| Contract Commencement | 24-Aug-20 | Mon | 01-Oct-20 |

5. Comments from Director of Finance and Corporate Services

5.1 Financial implications

Costs incurred through the contract will be funded from within the associated capital programme budgets.

As this will be a framework agreement, any values given within the document are for guidance purposes only. As such no guarantees of level of work or value of spend is given. The volume of works will depend on funding and budgets available at the time.

5.2 Legal implications

Highway authorities have a legal duty to maintain the highway under section 41 of the Highways Act 1980 as amended. Further, there are standards of repair that they must follow. For local highway authorities these are set out in Well Managed Highway Infrastructure Code of Practice 2016.

The Council as a contracting authority is subject to the Public Contract Regulations 2015 for the procurement and award of contracts for supplies, services and works and shall comply with the duties of transparency, equal treatment and non-discrimination.

6. Other implications

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

Improved highway maintenance is one of the highest priorities for residents in the City, a fact borne out by Resident's Surveys and public comment in the press and elsewhere. Highway maintenance is of fundamental importance to the achievement of the integrated transport agenda.

The continued delivery of maintenance of Coventry's Highways, is closely aligned with one of the Coventry and Warwickshire Local Enterprise Partnership's (CW LEP) core objectives, to develop Strategic Infrastructure. It is also aligned with the CW LEP's Inward Investment objective; particularly as improved infrastructure will help to open up new employment sites and continue to provide compelling reasons for companies to locate into the region. A well-maintained infrastructure 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 city centre employment sites.

6.2 How is risk being managed?

The contract will be managed from within the Highway's Operations and Development Team by the Highway's Contracts Management Officer, supported by the Highway Operations and Development Manager. Regular meetings with contractors will ensure active monitoring and management. Escalation of issues will be via the Councils Procurement and Commissioning Team.

6.3 What is the impact on the organisation?

None

6.4 Equality and Consultation Analysis (ECA)

None

6.5 Implications for (or impact on) climate change and the environment

The City Council works with Contractors to ensure that efficient processes for delivery are used and practice is in line with latest industry practice and that Environmental Standards are adhered to. Well maintained roads improve the efficiency of traffic flow and hence reduce emissions to the environment.

6.6 Implications for partner organisations?

Private sector developers stand to benefit from effectively maintained highway infrastructure. Highways maintenance and public realm schemes all contribute to increasing the attractiveness of the city to private sector developers, bringing new employment land forward for development.

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| Neil Cowper | Head of Highways | Place | 20/02/20 | 25/02/20 |
| Harminder Nagra | Commercial Lawyer (Place) | Place | 28/02/20 | 02/03/20 |
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| Colin Knight | Director of Transport & Highways | Place | 03/03/20 | 12/03/20 |
| Martin Yardley | Deputy Chief Executive | Place | 12/03/20 | 16/03/20 |
| Councillor J Mutton | Cabinet Member (Strategic Finance and Resources) | - | 17/03/20 | 18/03/20 |
| Councillor P Hetherton | Cabinet Member (City Services) | - | 17/03/20 | 18/03/20 |
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Cabinet

7th April 2020

Name of Cabinet Member:

Cabinet Member for Adult Services - Councillor M Mutton

Director Approving Submission of the report:

Deputy Chief Executive

Ward(s) affected:

All

Title:

Healthwatch Coventry – Grant Aid Agreement

Is this a key decision?

No - although the proposals affect more than two electoral wards, the impact is not expected to be significant.

Executive Summary:

The Health and Social Care Act 2012 placed a statutory responsibility on the City Council to commission an efficient and effective local Healthwatch, which works to strengthen the voice of patients and the public who use health and social care services and speak out on their behalf.

The Healthwatch network across England works together to share information, expertise and learning in order to improve health and social care services for adults.

Healthwatch Coventry was established in 2013 through the Here 2 Help Consortium (now dissolved) and the service was grant funded. The service is now managed through Voluntary Action Coventry, which was one of the constituent members of Here 2 Help Consortium.

The proposals contained within this report are for Healthwatch Coventry is to continue to fund through grant agreement to 2023. This will enable the local focus and understanding of Coventry's Health and Care system gained by Coventry Healthwatch since its inception to continue. Cabinet's approval for this approach is requested to enable the continued service to carry on beyond current arrangements that end on 30th July 2020.

Recommendations:

Cabinet is requested to:

- 1) Approve entering into a new grant aid agreement for Healthwatch Coventry from 1st August 2020 to 31st July 2023

List of Appendices included:

None

Background papers:

None

Other useful documents

None

Has it been or will it be considered by Scrutiny?

No

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

No

Will this report go to Council?

No

Report title: Healthwatch Coventry – Grant Aid Agreement

1. Context (or background)

1.1. The Health and Social Care Act 2012 placed a duty on the Council to commission a Healthwatch service to assist in the improvement of health and social care services.

1.2. Healthwatch functions in two ways:

- A national body – Healthwatch England which was established as part of the Care Quality Commission (CQC). Healthwatch England has reporting lines from local Healthwatch organisations and advises NHS Commissioning, Local Authorities and the Secretary of State for Health and Social Care. It has the authority to recommend that action is taken by CQC where there are concerns about health and social care services.
- A Local Healthwatch - the City Council is required under the Health and Social Care Act 2012 to ensure that there is an effective and efficient local Healthwatch in the City. Healthwatch Coventry has reporting lines into Healthwatch England.

1.3. Healthwatch acts as a 'Consumer Champion' and 'Watchdog' to represent the view of Coventry's health and social care service users, advocating and influencing the delivery and commissioning of Health and Care services. In summary Healthwatch Coventry has the following main functions:

- Gathering views and understanding the experiences of Coventry's service users.
- Promoting and supporting the involvement of service users in the commissioning and provision of locals' services and how they are scrutinised
- Recommending investigations or special reviews of services via Healthwatch England or directly to CQC.
- Providing advice and information about access to services and support for making informed choices
- Making the views and experiences of service users known to Healthwatch to enable it to function as a national champion.

1.4. Healthwatch Coventry is supported by a network of local volunteers made up of Coventry residents. Volunteer knowledge about the city's health and social care services is well embedded and has grown considerably since the service was first commissioned. As an example, Healthwatch Coventry was one of the few Healthwatches in England during 2018 to represent home support service users by engaging with a sample of the 1100 Coventry recipients of the service on an individual basis. This was made possible through the support from local and experienced volunteers.

1.5. During 2018/19 Healthwatch Coventry through its information service also helped over 350 Coventry residents with health care enquiries relating to:

- Concerns about medical care
- Problems getting a diagnosis or unhappiness with a diagnosis
- The nursing care that people received
- The way that staff and services communicated with patients (from GP receptionists to hospital consultants).
- Challenges that people have accessing services, or people asking how they would be able to access Services because they did not know about them.

- 1.6. Healthwatch Coventry also provides the NHS Complaints Advocacy services, assisting the Council in discharging its duty to deliver a service to support people wishing to make a complaint about local NHS services. It dealt with 100 referrals during 2018/19. The service had a total accumulative total of 134 cases during 2018/19.
- 1.7. The Council is keen to embrace the opportunities presented by the continued grant funding of the service to continue to build on the work achieved since 2013. This in part will be through re-focusing and re-designing some activities by engaging with hard to reach / engage with groups. As Coventry and Warwickshire develops as a health and care system there may opportunities for both Coventry and Warwickshire healthwatch to work closer together to support system development. Particularly where there are cross-over points, where organisations serve both a Coventry and Warwickshire population.

2. Options considered and recommended proposal

The following Options were considered:

2.1. Option 1: (Recommended Option) Enter into a new Grant Aid Agreement for Coventry Healthwatch

- 2.2. This would seek to provide grant funding for the service until 31st July 2023. It would allow the continuation of Healthwatch through Voluntary Action Coventry to carry on working collaboratively and maintain a strong local presence in the City, close to Coventry's communities.
- 2.3. This option would also seek to continue to build on the local volunteer network that Healthwatch Coventry uses to support its full-time staff in performing their duties and engaging with Coventry residents on delivery and shape of services. The current establishment of volunteers is approximately 40 members who collectively contributed 1420 hours of their own time to support the work of Healthwatch in Coventry.
- 2.4. The continuation of this option would also enable the continued links to the voluntary sector in the city through Voluntary Action Coventry (VAC), which manages Healthwatch Coventry. This is a robust link to the voluntary sector and wouldn't be possible through another provider.
- 2.5. Grant conditions would include implementation of the new Healthwatch England Quality Assurance Framework with Key Performance indicators in relation to this.

2.6. Option 2: Commence an open tender to secure a provider of Healthwatch Coventry

- 2.7. This would involve the tendering of the service to source a provider to deliver the service. This would present risks through the potential loss of the relationships and knowledge that Healthwatch Coventry has established. It would also risk the continued contribution of volunteers without any assurance that greater value would be achieved.

2.8. Option 3: A single Healthwatch service across Coventry and Warwickshire

- 2.9. An option for a shared service across Coventry and Warwickshire has been considered. The Health and Social Care Act requires each area Healthwatch to have its own identity, governance and structure, so an amalgamation is not within this requirement.

3. Results of consultation undertaken

- 3.1. Surveys were conducted with key partnership organisations, stakeholders and with Healthwatch Membership during December 2019. The results were largely positive, but the membership survey indicated some areas for improvement particularly around performance and responses to enquiries.

4. Timetable for implementing this decision

- 4.1. Should Cabinet approve the proposal outlined grant funding will commence on 1st August 2020.

5. Comments from Director of Finance and Corporate Services

5.1. Financial implications

Healthwatch is funded by a mix of Local Reform and Community Voices Grant and core funding. The existing grant had been fixed at £239,000.

During the initial development of the service a Council post was in place as part of the funding package to assist with developing the service. With the service well developed, this post is no longer required and is currently vacant. Some of the funding for this post will be used to support an increase in the annual grant value to £261,000.

5.2. Legal implications

The Health and Social Care Act 2012 places a responsibility on the Council to commission a local Healthwatch. There is also a legal obligation for the Council to make available an NHS complaints advocacy.

6. Other implications

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

The council is committed to strengthening the patient and public voice in health and social care. A continuation of Healthwatch Coventry's approach will provide the community in Coventry with the ability to influence and shape services designed for them. Healthwatch will give people real influence over decisions made about local services engaging individuals and communities in improving health outcomes and supporting Coventry's citizens to lead longer, healthier and more independent lives.

This is expected to contribute to the work going on in the City to tackle health and social care inequalities, and to promote better health for all.

6.2. How is risk being managed?

There are no specific risks associated with the recommendation in this report.

6.3. What is the impact on the organisation?

The Health and Social Care Act 2012 Act is not prescriptive about the form of organisation that Local Healthwatches should take beyond stating that:

- Local Healthwatch organisations must be corporate bodies carrying out statutory functions.
- They must be not-for-profit organisations
- They must be able to employ staff and (if they choose) be able to sub-contract statutory functions.

This flexibility allows the Council to choose to commission, tender or offer a grant aid agreement to ensure an appropriate local service.

6.4. Equality and Consultation Analysis (ECA)

An ECA has not been produced. Equality of access to the services will be built in to the grant aid agreement and monitored accordingly.

6.5 Implications for (or impact on) climate change and the environment

No Implications.

6.6 Implications for partner organisations?

In continuing with the current model for Healthwatch Coventry, Officers have been mindful of the need to ensure that Healthwatch Coventry utilises the expertise of people who know the City well. This has positive implications in the services that they inspect across UHCW, Coventry and Rugby Clinical Commissioning Group, Children's and Adults' Services

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| Councillor M Mutton | Cabinet Member for Adult Services | - | 24.03.20 | 24.03.20 |

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