

**Time and Date**

2.00 pm on Tuesday, 20th October, 2020

Place

This meeting will be held remotely. The meeting can be viewed live by pasting this link into your browser: <https://youtu.be/ukgeh3TucX8>

1. **Apologies**
2. **Minutes of the meeting held on 8 September, 2020** (Pages 5 - 16)
3. **Correspondence and Announcements of the Lord Mayor**
4. **Petitions**
5. **Declarations of Interest**

Matters Left for Determination by the City Council/Recommendations for the City Council

6. **Annual Report of the Ethics Committee 2019-20** (Pages 17 - 26)
From the Ethics Committee, 8 October, 2020
7. **Scrutiny Annual Report 2019/2020** (Pages 27 - 46)
From the Scrutiny Co-ordination Committee 16 September, 2020

It is anticipated that the following matters will be referred as a Recommendations. The reports are attached. The relevant Recommendations will be circulated separately

8. **Contingency & Recovery Plan 2020/21 (Youth Justice Plan)** (Pages 47 - 110)
From the Cabinet, 13 October 2020
9. **Responses to Government Planning Consultations** (Pages 111 - 136)
From the Cabinet, 13 October 2020

Items for Consideration

10. **Amendments to Appointments** (Pages 137 - 140)
Report of the Director of Law and Governance

11. **Report of Local Government and Social Care Ombudsman** (Pages 141 - 156)

Report of the Director of Education and Skills

Items submitted for information

12. **Amendments to Allocation of Executive Functions within Cabinet** (Pages 157 - 160)

Report of the Leader

13. **Exercise of Emergency Functions** (Pages 161 - 164)

Report of the Chief Executive

14. **Question Time**

(a) Written Question – Booklet 1 (Pages 165 - 168)

(b) Oral Questions to Chairs of Scrutiny Boards/Chair of Scrutiny Co-ordination Committee

(c) Oral Questions to Chairs of other meetings

(d) Oral Questions to Representatives on Outside Bodies

(e) Oral Questions to Cabinet Members and Deputy Cabinet Members on any matter

15. **Statements**

16. **Debates**

- 16.1 To be moved by Councillor J Blundell and seconded by Councillor M Lapsa

“This council commits itself to commence work on all outstanding 20 MPH zones by the end of this municipal year, 31st March 2021, to include the necessary measures to ensure effective enforcement. Since the outbreak of Covid19 while there has been a decrease in the number vehicles on the city’s roads there has been a significant increase in the number of vehicles travelling at excessive speed. We urge the council together with the money from the government to implement dedicated cycle ways to fulfil their commitment to bring in the 20 MPH Zones so Coventry can truly be considered a safe city.”

- 16.2 To be moved by Councillor C Thomas and seconded by Councillor M Mutton

“This council pledges to oppose the criminalisation of Windrush families, calling for an end to the “hostile environment” policies and for support for those who have been affected by them. We call for 22nd June to be celebrated as annual Windrush Day and we will press central Government for a public enquiry into the scandal.”

Furthermore we will:

- Continue actively campaigning for an end to all “hostile environment “ policy measures and to continue to call on the Government to enable the Windrush generation to acquire British citizenship at no cost and with proactive assistance throughout the process.
- Join with other councils and celebrate an annual Windrush Day in Coventry and for Coventry to welcome the Government’s announcement to make 22nd June each year an annual celebration to recognise and honour the enormous contribution of those who arrived between 1948 and 1971.
- Press the Prime Minister to call for an independent public enquiry into the Windrush scandal.
- Demand the Government fully supports advice agencies in their work to achieve justice for all Coventry residents of the Windrush generation
- Support the call for fees for naturalisation to be waived for all those who have been affected.
- Oppose the criminalisation of Windrush families”.

Julie Newman, Director of Law and Governance, Council House Coventry

Monday, 12 October 2020

Note: The person to contact about the agenda and documents for this meeting is Usha Patel/Suzanne Bennett 024 7697 2301 / 2299

Membership: Councillors F Abbott, N Akhtar, P Akhtar, M Ali, R Ali, A Andrews, R Auluck, R Bailey, L Bigham, J Birdi, J Blundell, R Brown, K Caan, J Clifford, G Duggins, B Gittins, L Harvard, G Hayre, M Heaven, P Hetherington, J Innes, T Jandu, B Kaur, L Kelly, T Khan, AS Khan, R Lakha, R Lancaster, M Lapsa, J Lepoidevin, G Lloyd, A Lucas (Chair), P Male, K Maton, T Mayer, J McNicholas (Deputy Chair), C Miks, J Mutton, M Mutton, J O'Boyle, G Ridley, E Ruane, K Sandhu, T Sawdon, P Seaman, B Singh, R Singh, D Skinner, R Thay, C Thomas, S Walsh, D Welsh and G Williams

Usha Patel/Suzanne Bennett
024 7697 2301 / 2299

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Coventry City Council

Minutes of the Meeting of Council held at 2.00 pm on Tuesday, 8 September 2020

Present:

Members: Councillor A Lucas (Chair)

Councillor F Abbott	Councillor R Lancaster
Councillor N Akhtar	Councillor M Lapsa
Councillor P Akhtar	Councillor J Lepoidevin
Councillor M Ali	Councillor G Lloyd
Councillor R Ali	Councillor P Male
Councillor A Andrews	Councillor K Maton
Councillor R Auluck	Councillor T Mayer
Councillor R Bailey	Councillor J McNicholas
Councillor L Bigham	Councillor C Miks
Councillor J Birdi	Councillor J Mutton
Councillor J Blundell	Councillor M Mutton
Councillor R Brown	Councillor J O'Boyle
Councillor K Caan	Councillor G Ridley
Councillor J Clifford	Councillor E Ruane
Councillor G Duggins	Councillor K Sandhu
Councillor L Harvard	Councillor P Seaman
Councillor G Hayre	Councillor B Singh
Councillor M Heaven	Councillor R Singh
Councillor P Hetheron	Councillor D Skinner
Councillor J Innes	Councillor R Thay
Councillor T Jandu	Councillor C Thomas
Councillor L Kelly	Councillor S Walsh
Councillor AS Khan	Councillor D Welsh
Councillor R Lakha	Councillor G Williams

Apologies: Councillor B Gittins and T Sawdon
Honorary Alderman, M Hammon

Public Business

18. Minutes of the Meeting held on 16 June 2020

The minutes of the Meeting held on 16 June 2020 were agreed as a true record.

19. Exclusion of the Press and Public

RESOLVED that the City Council agrees to exclude the press and public under Sections 100(A)(4) of the Local Government Act 1972 relating to the private report in Minute 34 below headed 'Funding and Delivery of Two Friargate' on the grounds that the report involves the likely disclosure of information as defined in Paragraph 3 of Schedule 12A of the Act, as it contains information relating to the financial affairs of a particular person (including the authority holding that information) and in all circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

20. **Correspondence and Announcements of the Lord Mayor**

Death of Councillor Hazel Sweet

The Lord Mayor referred to the recent sad death of Councillor Hazel Sweet.

Councillor Sweet represented the Wyken ward of the city for 13 years.

During this time, she served as Chair and Deputy Chair of Planning Committee, Chair of Audit Committee and as a member of both Business, Economy and Enterprise Scrutiny Board and Health and Social Care Scrutiny Board and was also a former Chair of Adoption Panel.

The Lord Mayor indicated that Hazel was a good friend and respected colleague who was always determined to do the best for the people she represented.

After tributes had been paid by Members, a minute's silence was held to mark the passing of Councillor Sweet who had contributed so much to the city.

21. **Petitions**

RESOLVED that the following petitions be referred to the appropriate City Council bodies:

- (a) Objection to Planning Application FUL/2020/1533 – St Thomas House, Albany Road, 32 signatures, presented by Councillor N Akhtar.**
- (b) Request to Coventry City Council, WM Police and KT Management company to draw up a plan to deal with multiple issues in Signet Square, 28 signatures, presented by Councillor J O'Boyle**
- (c) Request to stop the removal of parking spaces in Agincourt Road by not approving Citizens plans, 10 signatures, presented by Councillor R Bailey.**
- (d) Request to stop the proposed change to parking at Daventry Road shopping centre, 363 signatures, presented by Councillor R Bailey.**
- (e) Objection to Planning Application OUT/2020/1505, on the A444, Land at Wilsons Lane, CV6 6HN and the diversion of the B25 footpath, 318 signatures, presented by Councillor L Bigham.**
- (f) Request that it be more difficult for travellers to access the Brookstray, 504 Signatures, presented by Councillor G Ridley.**
- (g) Request to British Telecom and the City Council work together to re-purpose a telephone box proposed for removal to be used to house a defibrillator, 200 Signatures, presented by Councillor G Ridley.**

- (h) Request that the City Council review the Local Plan to protect green spaces and return land to the Green Belt, 2 petitions with a total of 4917 signatures, presented by Councillor G Ridley.
- (i) Objection to Planning Application FUL/2020/1179 - Milverton Gates Care Centre, Lodge Road, 54 signatures, presented by Councillor J Mc Nicholas.
- (j) Request the installation of a pedestrian crossing on Coundon Wedge Drive, 304 Signatures, presented by Councillor G Williams.
- (k) Request for urgent traffic calming measures along Valley Road to Blackberry Lane, 8 Signatures, presented by Councillor K Caan.

22. Declarations of Interest

There were no declarations of interest.

23. Proposed Changes to the Constitution

Further to Minute 26 of the Cabinet Member for Policing and Equalities meeting, the City Council considered a report of the Chief Executive which set out proposed changes to the Constitution, as considered by the Constitutional Advisory Panel at its meeting on 19 November 2019.

These were:

- (a) Revisions to the Conference and Travel Protocol: Part 4E of the Constitution
- (b) Revisions to the Rules for Contract: Part 3G
- (c) Revisions to the Financial Procedure Rules: Part 3F
- (d) Audit and Procurement Committee Terms of Reference: Part 2I
- (e) Protocol for Conferring the Title of Honorary Alderman
- (f) Code of Conduct for Elected and Co-opted Members: Part 4A
- (g) Licensing and Regulatory Committee Terms of Reference: Parts 2F and 2M

These changes were set out in detail in Appendices 1 to 7 of the report, including the required tracked changes to the Constitution.

The Advisory Panel had agreed all the proposed revisions with the following exceptions or additions:

- **Travel and Conference Protocol:** The Advisory Panel recommended that, once drafted, officers submit a new policy on conference and travel to Ethics Committee for approval.
- **Rules for Contract:** The proposal to reduce the frequency of reports on the activities of the Procurement Board to the relevant Cabinet Member from every 6 to every 12 months was not approved. The Advisory Panel recommended that this continues to be made every 6 months. (Rule 9.2). In addition, officers will speak to the Chair of Audit and Procurement

Committee to seek their agreement to remove the requirement to make an annual report to the Committee on procurement.

- **Finance Procedure Rules:** The Advisory Panel recommended that a proviso be inserted so that where a grant bid will require match funding by the Council, there should be a requirement to seek the approval of the Cabinet Member and that footnote 6 in the table of financial thresholds should read “following consultation with the relevant Cabinet Member(s)”.
- **Protocol for Conferring the Title of Honorary Alderman:** The Advisory Panel recommended that Paragraph 2 d) be amended to increase the minimum service required as a Member from 15 to 20 years.

In proposing the report, in accordance with the Constitution, the Cabinet Member, Councillor AS Khan, moved the Recommendations with a specified alteration to withdraw all proposals relating to Honorary Alderman as detailed in Recommendation 5 of the report, thus maintaining the status quo.

RESOLVED that the City Council:

- (1) **With regard to the Conference and Travel Protocol, agree that:**
 - (a) **The Conference and Travel Protocol be removed from the Constitution;**
 - (b) **Officers be authorised to produce a policy for the approval of conference and travel costs for members and officers;**
 - (c) **Once drafted, the policy be approved by Ethics Committee;**
 - (d) **A register of travel and conference attendance costing more than £500 and all travel outside of the UK be maintained and published; and**
 - (e) **The register of travel and conference costs be scrutinised by Ethics Committee twice a year.**
- (2) **Subject to the continued inclusion of the requirement for a six-monthly report to the relevant Cabinet Member in Rule 9.2, and to officers speaking to the Chair of Audit and Procurement Committee to seek their agreement to remove the requirement to make an annual report to the Committee on procurement, approval be given to the proposed revisions to Part 3G of the Constitution (Rules for Contract) set out in Appendix 2 to this report.**
- (3) **With regard to the Financial Procedure Rules:**
 - (a) **Where a grant bid requires match funding by the Council, there should be a mandatory requirement to seek the**

approval of the relevant Cabinet Member;

- (b) Footnote 6 to the table of financial thresholds be amended to read “Following consultation with the relevant Cabinet Member(s); and**
 - (c) Subject to (3)(a) and (3)(b) above, approval be given to the proposed revisions to Part 3F of the Constitution set out in Appendix 3 to this report.**
- (4) In relation to amending paragraph 8.5 of the Audit and Procurement Committee’s Terms of Reference:**
- (a) Authority be delegated to the Monitoring Officer and City Solicitor to remove all reference to severance packages from the paragraph on the enactment of The Restriction of Public Sector Payments Regulations: and**
 - (b) Approval to be given to the reference to “salary over £100,000” being amended to “salary level for a new post over £100,000”.**
- (5) Approval to be given to the proposed revisions to Part 4A of the Constitution (Code of Conduct for Elected and Co-opted Members) as set out in Appendix 6 of the report be approved**
- (6) Approval to be given the proposed revisions to Part 2F and 2M of the Constitution (Functions of Licensing and Regulatory Committee and Scheme of Delegation to Employees) as set out in the Appendix 7 of the report.**
- (7) The Monitoring Officer be authorised to make any necessary amendments to the Constitution arising from recommendations (1) to (7).**

24. Revenue and Capital Outturn 2019/2020

Further to Minute 71 of the Cabinet, the City Council considered a report of the Director of Finance, that would also be considered by the Audit and Procurement Committee at their meeting on 19th October 2020, that outlined the final revenue and capital outturn position for 2019/2020 and reviewed treasury management activity and 2019/2020 Prudential Indicators reported under the Prudential Code for Capital Finance.

The overall financial position included the following headline items:

- A balanced revenue position after a recommended £5.5m is set aside in reserves for the Council’s reset and recovery following the Covid-19 outbreak.
- Capital Programme expenditure of £216m which represents the largest programme in the modern era.

- An increase in the level of Council revenue reserves from £82m to £90m including the Covid funding and the net underspend contribution.

Further detail included:

- A revenue overspend of £3.4m relating to housing and homelessness as a result of demand for temporary accommodation and the associated costs not recoverable from Housing Benefit.
- A revenue overspend of £2.5m across services for children and young people driven principally by the number and cost of children's placements.
- A net underspend across the rest of the Council and in particular a £12m position within central budgets resulting overwhelmingly from one-off circumstances.
- Identified expenditure and income loss related to the Covid-19 situation in March 2020 of £2.85m funded by Government emergency funding provided for this purpose.
- Receipt of overall Covid-19 funding of £10.4m of which £7.55m is proposed be set aside to deal with Covid costs in 2020/21.

The underlying revenue position had improved by £3.6m since Quarter 3 when an underspend of £1.9 was forecast. In particular, the overall underspend and the improved position related to improvements within Contingency and Central budgets which were set out in the report. In overall terms the favourable outturn position shown must be put in the context of the Covid-19 crisis. The human and public health impacts of this have been widely reported and some of these could be expected to continue for the foreseeable future. Councils had been assessing the estimated additional costs and lost income that had already been incurred or were expected and this task was essential to inform the Government's pledge to ensure that such costs were fully funded.

Given the huge uncertainties, it was difficult to provide robust estimates of the forward looking financial impact on the Council although even with optimistic forecasts of the lifting of restrictions, the overall cost could exceed £30m. Notwithstanding early Government commitments, there had been subsequent indications that councils may be expected to 'share the burden' of these costs. On this basis it was important that the Council continued to maintain a strong financial position to protect itself from what could be a very challenging financial environment which would certainly be felt well beyond financial year 2020/21. The recommended proposals put forward through the Director of Finance, the Council's Section 151 officer, were reflected in the report recommendations and explained in section 5.1 of the report. Appendices to the report provided: a detailed breakdown of Directorate Revenue Variations; Capital Programme Changes and Analysis of Rescheduling; and Prudential Indicators.

RESOLVED that the City Council approve reserve contributions of £5.5m to a Reset and Recovery reserve and £7.55m to fund costs resulting directly from Covid-19.

25. Ring Road - Swanswell Viaduct Refurbishment Phase 2

Further to Minute 26 of the Cabinet, the City Council considered a report of the Director of Transportation and Highways on further funding from the Department for Transport Local Highways Maintenance Challenge Fund for Phase Two of the

Swanswell Viaduct Refurbishment Scheme. Appendices to the report provided a Location Plan and Project Delivery Structure.

The Swanswell Viaduct Refurbishment scheme involved the structural refurbishment of substandard elements on the Swanswell Viaduct Junction 1 – 4 of the Coventry Ring Road. Following award of funding from Tranche 1 of the Department for Transport Local Highways Maintenance Challenge Fund, Phase 1 of the refurbishment was completed in 2018.

The Council had been successful in securing a further £5.0million through the same Fund for Phase 2 of the Scheme with a requirement for 2.5% (£250k) contribution from the Council. In total £5.25 million was available to spend on the refurbishment of the structure. Department for Transport conditions required all funds to be spent by the end of financial year 2020/21.

RESOLVED that the City Council:

- 1) Authorise the Council to accept and add Department for Transport Local Highways Maintenance Challenge Fund of £5.0million grant for the purposes of refurbishing the Swanswell Viaduct, to the Council's 5 Year Capital Programme.**
- 2) Delegate authority to the Director of Transportation and Highways, following consultation with the Cabinet Member for City Services, to agree detailed terms of the transaction and to enter into the relevant legal agreements and associated documents necessary to complete the transaction and appoint the contractor to deliver the works.**

26. Funding and Delivery of Two Friargate

Further to Minute 27 of the Cabinet, the City Council considered a report of the Chief Executive that sought approval for funding to acquire the land and building to be constructed necessary to deliver the Two Friargate scheme. Appendices to the report provided a Site Plan and the General Masterplan Layout.

A corresponding private report was also submitted to the meeting setting out the commercially confidential matters of the proposals. (Minute 34 below refers.)

The delivery of the Friargate business district was a key corporate priority for the Council. The Council secured £51.2m of grant funding from the West Midlands Combined Authority in 2018 to support the delivery of the next commercial office building, Two Friargate. A condition of the funding was the establishment of the Friargate Joint Venture between the Council and Cannon Kirk to deliver the wider Friargate development scheme. Following the establishment of the joint venture in January 2019, work on design and development stages for the building and a tender process to appoint a contractor to deliver the building had been on-going. Two Friargate was due to start on site during Autumn 2020.

The total capital cost of the Two Friargate scheme was anticipated to be £68.2m. This report sought approval for the £17m of funding (in excess of the WMCA grant) to acquire the land and building to be constructed necessary to deliver the Two Friargate scheme.

Friargate was located next to Coventry Railway Station, one of the fastest growing stations outside of London, which was currently benefiting from an £78m masterplan to create a new transport hub, second station building and new car park.

RESOLVED that the City Council:

- 1) **Approve capital expenditure up to a capped amount of £17m from prudential borrowing to fund the grant of the 250 years long leasehold interest in the land to the Council and the delivery of the building to be constructed on Two Friargate.**
- 2) **Make available additional working capital in the sum as highlighted in the private version of this report, to match the other Friargate JV Project Limited shareholder's contribution and ensure that the JV Company is adequately funded to promote schemes to investor and secure development in accordance with the business plan.**
- 3) **Approve the necessary adjustment to the Capital programme to reflect the capital expenditure incurred in the delivery of Two Friargate.**

27. **Amendment to Allocation of Executive Function within Cabinet**

The City Council noted a report of the Leader which informed the Council of a change to the allocation of Executive Functions within Cabinet.

The report indicated that on 25 June 2020, in accordance with Paragraph 9.4 of Part 2B of the Constitution, the Leader of the Council notified the Director of Law and Governance that the function of ICT was moved from the portfolio of Strategic Finance and Resources to the portfolio for City Services.

28 **Motion without Notice – Appointment to Outside Body**

In accordance with the Constitution, the Leader moved a Motion without Notice that was seconded by Councillor AS Khan and carried that Councillor R Ali be appointed to the West Midlands Combined Authority Transport Scrutiny Sub-Committee.

RESOLVED that Councillor R Ali be appointed to the West Midlands Combined Authority Transport Scrutiny Sub-Committee

29 **Exercise of Emergency Functions**

The City Council noted a report of the Chief Executive which set out decisions undertaken by the Chief Executive since the last Council Meeting on 16 June 2020, in accordance with the Constitution and following consultation with the Leader of the Council, Councillor G Duggins, to exercise emergency functions, as a consequence of the Covid-19 pandemic to ensure the continuous functioning of the business of the Authority, including its response to the pandemic.

All decisions, including the reasons for the decisions taken, had been published on the City Council’s website.

30. Question Time

Councillors AS Khan, J Mutton, S Walsh, K Caan and T Khan provided written answers to the questions set out in the Questions Booklet together with oral responses to supplementary questions put to them at the meeting.

The following Members answered oral questions put to them by other Members as set out below, together with supplementary questions on the same matters:

No	Questions asked by	Question put to	Subject matter
1	Councillor M Heaven	Councillor P Hetherton and Councillor K Caan	Impact of traffic in the vicinity of the Avenue Bowls Club, Coundon
2	Councillor A Andrews	Councillor A S Khan	Covid compliance regarding the fair at Hearsall Common
3	Councillor T Jandu	Councillor J Mutton	Coombe Abbey Loan
4	Councillor G Ridley	Councillor J Mutton	Value of Coombe Abbey
5	Councillor G Williams	Councillor J O’Boyle	Bicycle Mayor

31. Statements

The Leader, Councillor G Duggins, made a Statement in respect of a number of issues relating to Covid-19 including ongoing work by the City Council and the re-opening of businesses and schools in the City.

Councillor G Ridley responded to the Statement.

32. Debate: A-level and GCSE Grading Process

The following Motion was moved by Councillor K Maton and seconded by Councillor J Innes:

“In its management of this year’s A-level and GCSE grading process, the Conservative Government has failed in its responsibility for this Nation’s young people and their future.

Over the last decade, Tory Ministers have pursued Qualifications and methods of Assessment that have narrowed the curriculum and failed to respond to student and employer needs. They have consistently shown a complete lack of trust in teachers and education leaders. A dogma driven attitude that this year has culminated in a situation where teacher and school assessments of their students’ potential were ditched in favour of an Ofqual algorithm. For most students, grades were awarded with no reference to, or evidence of, their individual achievements.

Despite their protestations it has shown that this Government has little time for too many of our young citizens.

In contrast, this Council believes that the needs of our young people must be the foundation upon which curriculum and teaching is built. These needs vary from school to school and between different geographical areas.

So, this Council calls on the government to:

- Work with teachers and school leaders to develop a robust national system of moderated centre assessed grades in recognition of the likely continued disruption to teaching throughout the next 12 months.
- Commission a thorough independent review into assessment methods used to award key stage qualifications in England.
- Move away from the reliance on end of course exams that increases student anxiety and fails to give a fair reflection of what students can achieve.

Go local: let leaders from a range of education institutions work with public private and third sector employers to develop a curriculum mix in our schools and colleges that is relevant to all youngsters and best prepares them for their future lives.”

RESOLVED that the Motion, as set out above, be adopted.

33. Debate: Recognising work of staff during COVID-19

The following Motion was moved by Councillor Heaven and seconded by Councillor D Skinner:

“This Council recognises the efforts of its officers during this difficult time caused by Covid19. Council acknowledges the flexibility which many officers have shown during this period and expresses its grateful thanks. In particular, to those who have served on the front-line including staff who have adapted into emergency roles.”

RESOLVED that the Motion, as set out above, be unanimously adopted.

34. Funding and Delivery of Two Friargate

Further to Minute 26 above, the City Council considered a private report of the Chief Executive setting out the commercially confidential matters relating to the funding and delivery of Two Friargate. Appendices to the report provided a Site Plan and the General Masterplan Layout.

RESOLVED that the City Council:

- 1) Approve capital expenditure up to a capped amount of £17m from prudential borrowing to fund the grant of the 250 years long leasehold interest in the land to the Council and the delivery of the building to be constructed on Two Friargate**

- 2) Make available working capital up to the sum now indicated to match the other Friargate JV Project Limited shareholder's contribution and ensure that the JV Company is adequately funded to promote schemes to investor and secure development in accordance with the business plan**
- 3) Approve the necessary adjustment to the Capital programme to reflect the capital expenditure incurred in the delivery of Two Friargate.**

(Meeting closed at 5.15 pm)

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Council – 20 October 2020
Recommendation from Ethics
Committee 8 October, 2020

Coventry City Council

Minutes of the Meeting of Ethics Committee held at 1.00 pm on Thursday, 8 October
2020

Present:

Members: Councillor S Walsh (Chair)
 Councillor A Andrews
 Councillor P Hetheron
 Councillor J Mutton
 Councillor D Welsh

Employees:- S Bennett, Law and Governance
 C Bradford, Law and Governance
 J Newman, Director of Law and Governance and
 Monitoring Officer
 U Patel, Law and Governance
 C Sinclair, Law and Governance
 A West, Law and Governance

Independent Persons: S Atkinson, A Barton, R Wills and P Wiseman

RECOMMENDATION

Public Business

10. Annual Report of the Ethics Committee 2019-20

The Committee considered a report of the Director of Law and Governance setting out the work of the Committee over the last Municipal Year.

In particular, the report detailed:-

- Code of Conduct Complaints
- Work that the Committee has carried out on the Committee on Standards in Public Life's best practice recommendations
- Training for Parish Councils
- Amendments to the Complaints Protocol

The Ethics Committee approved the Annual Report.

RESOLVED that the City Council be recommended to:

- a) Note the Annual Report of the Ethics Committee**
- b) Consider whether there is any work within the Committee's terms of reference that Council would wish the Committee to undertake**

Ethics Committee
Council

8 October 2020
20 October 2020

Name of Cabinet Member:

N/A - Ethics Committee

Director Approving Submission of the report:

Director of Law and Governance

Ward(s) affected:

None

Title: Annual Report of Ethics Committee 2019/20

Is this a key decision?

No

Executive Summary:

This report forms the fourth annual report of the Ethics Committee, setting out the work of the Committee over the last municipal year. In particular, it reports on:

- Work that the committee has carried out on the Committee on Standards in Public Life's best practice recommendations
- Training for parish councils
- Amendments to the Complaints Protocol

The report also details other, regular work of the Committee over the last year and sets out a brief overview of work to be undertaken in the 2020/21 municipal year. The Committee is asked to approve the report and recommend to full Council that it notes the report and considers whether there is any work that it would wish the Committee to undertake.

Recommendations:

The Ethics Committee is recommended to:

- (1) Approve the Annual Report of the Committee; and
- (2) recommend that Council notes the Annual Report and considers whether there is any work within the Committee's terms of reference that Council would wish the Committee to undertake.

Council is recommended to:

- (1) To note the Annual Report of the Ethics Committee; and
- (2) to consider whether there is any work within the Committee's terms of reference that Council would wish the Committee to undertake.

List of Appendices included:

None

Other useful background papers can be found at the following web addresses:

None

Has it been or will it be considered by Scrutiny?

No

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

No

Will this report go to Council?

Yes

Report title: Annual Report of Ethics Committee 2019/20

1. Context (or background)

- 1.1 The Council's Ethics Committee was established in 2012 following the introduction of new duties and responsibilities regarding ethical conduct in the Localism Act 2011. The Council as a whole has a legal duty to promote and maintain high standards of conduct by members and co-opted members of the authority. The Ethics Committee, through its work, assists in discharging this statutory duty.
- 1.2 The terms of reference of Ethics Committee also include:
- (a) Making recommendations to the Council on the appointment of "independent persons" under the Localism Act 2011;
 - (b) Approving and revising the Complaints Protocol which will set out the detailed procedures for considering complaints made against Elected and Co-opted Members under the Code of Conduct for Elected and Co-opted Members;
 - (c) Considering complaints made against Elected and Co-opted Members under the Code of Conduct for Elected and Co-opted Members in accordance with the Complaints Protocol;
 - (d) Monitoring the operation of the Code of Conduct for Elected and Co-opted Members and making appropriate recommendations to the relevant body;
 - (e) At the request of the member or co-opted member concerned, reviewing any decision of the Monitoring Officer not to grant a dispensation in relation to disclosable pecuniary interests in accordance with Section 33 of the Localism Act 2011;
 - (f) Monitoring the operation of the Code of Conduct for Employees and making appropriate recommendations to the relevant body;
 - (g) Considering complaints made against Elected Members of Finham Parish Council, Keresley Parish Council and Allesley Parish Council under the relevant Parish Council's Code of Conduct for Elected Members in accordance with the City Council's Complaints Protocol; and
 - (h) Considering any other matters which are relevant to the ethical governance of the Council, its Members or Employees.
- 1.3 The Committee approves a work programme for each year which includes regular reports as well as one off pieces of work. At its meeting in March 2017, the Committee agreed that in future it would submit an annual report to Council setting out the work that it has accomplished in the past year. This report comprises the fourth Annual Report of the Ethics Committee.

2. The Annual Report and Recommended Proposal

2.1 About the Committee

Ethics Committee comprises five councillors. In the municipal year 2019/20, the membership of the Committee was Cllr Walsh (Chair), Cllr Andrews, Cllr Hetherington, Cllr John Mutton and Cllr Welsh. There were two named substitute members for the year, Cllr Bailey and Cllr Mal Mutton. Although not members of the Committee, the four Independent Persons appointed by the Council are encouraged to attend the meetings where possible. The Committee held 2 scheduled meetings in 2019/20 along with a special meeting to consider a Code of Conduct matter. Two meetings were cancelled, one of which was because of the Covid-19 outbreak.

2.2 Code of Conduct Complaints

The Council received a total of 18 new formal complaints against councillors in the municipal year 2019/20. One complaint was against someone who is not a councillor and one was a service complaint. The other 16 complaints were against city councillors with no complaints against parish councillors. There was 1 complaint by a city councillor against another city councillor. Six of the complaints related to one councillor.

One complaint related to all councillors but did not fall within the councillor complaints process. In two cases the complainants withdrew their complaints.

Of the 13 remaining cases, the Chief Executive and Monitoring Officer decided to take no further formal action in 6 cases.

Six cases were referred to an external investigator as they all related to the same incident involving one councillor. The investigator's report was considered by the Committee at its meeting on 23 July 2020. The remaining case is in progress.

During the year, the Committee held one Code of Conduct hearing into a complaint which was ongoing at the start of the municipal year.

2.3 Committee on Standards in Public Life: Report on Local Government Ethical Standards

The Committee on Standards in Public Life (CSPL) published its report on its review of ethical standards in local government in late January 2019.

The report also included a list of 15 Best Practice Recommendations which it considered that all councils could, and should, implement without the need for any change in the law. The CSPL will be reviewing the implementation of their best practice in 2020. The Ethics Committee has spent some time at each of its meetings in 2019/20 reviewing the Council's progress in putting these best practice recommendations into action.

2.4 Officer and Members Gifts and Hospitality

The Council has strict rules about when and if members and officers can accept gifts and/or hospitality. The Committee considers that this policy reflects the way in which the Council through its members and officers operates and provides more effective checks and balances on the receipt of gifts and hospitality. All directorates have a common register which requires gifts and hospitality to be approved by a senior officer. The Committee normally reviews these registers on average twice a year. However, because the March 2020 meeting had to be cancelled, it only reviewed registers for the first 6 months of 2019.

2.5 Parish Councils

During the early part of the year the Monitoring Officer and Deputy Monitoring Officer offered all three parish councils the opportunity to attend training on the Code of Conduct. A session was arranged for Keresley Parish Council in July 2019.

2.6 Other Work

The Committee has continued to receive regular reports on ethical standards cases across the country. It has also considered reports on:

- The result of an independent report into decision making at Birmingham City Council; and
- Amendments to the Complaints Protocol to require consultation with an Independent Person at the initial review stage of a complaint.

2.7 Work Programme for 2020/21

Apart from regular reports on, among other things, Code of Conduct complaints, updates from the Monitoring Officer and officer and member gifts and hospitality, this year the Committee is looking at work in the following areas:

- Its response to the Local Government Association consultation on the draft Model Code of Conduct
- The development and approval of a travel and conference policy
- Monitoring, and responding to, the Local Government Association's work on civility in public life
- The work of a member/officer group which is developing a local response to the LGA's guidance on intimidation in public life
- Employee values

The Committee will continue to monitor progress on any outstanding issues relating to the Committee on Standards in Public Life's best practice recommendations for local authorities.

2.10 Recommendation

The Committee is recommended to

- (1) Approve the Annual Report of the Committee; and
- (2) recommend that Council notes the Annual Report and to consider whether there is any work within the Committee's terms of reference that Council would wish the Committee to undertake.

Council is recommended to

- (1) To note the Annual Report of the Ethics Committee; and
- (2) to consider whether there is any work within the Committee's terms of reference that Council would wish the Committee to undertake.

3. Results of consultation undertaken

- 3.1 There has been no consultation as there is no proposal to implement at this stage which would require a consultation.

4. Timetable for implementing this decision

Not applicable.

5. Comments from the Director of Finance and Director of Law and Governance

5.1 Financial implications

There are no specific financial implications arising from the recommendations within this report.

5.2 Legal implications

There are no specific legal implications arising from this report. The issues referred to in this report will assist the Council in complying with its obligations under section 27 of the Localism Act 2011.

6 Other implications

None

6.1 How will this contribute to achievement of the Council's key objectives / corporate priorities (corporate plan/scorecard) / organisational blueprint / Local Area Agreement (or Coventry Sustainable Community Strategy)?

Not applicable.

6.2 How is risk being managed?

There is no direct risk to the organisation as a result of the contents of this report.

6.3 What is the impact on the organisation?

No direct impact at this stage

6.4 Equalities / EIA

There are no public sector equality duties which are of relevance at this stage.

6.5 Implications for (or impact on) the environment

None

6.6 Implications for partner organisations?

None at this stage

Report author(s): Carol Bradford

Name and job title: Carol Bradford, Corporate Governance Lawyer, Regulatory Team, Legal Services

Directorate: Law and Governance

Tel and email contact: 024 7697 7271 carol.bradford@coventry.gov.uk

Enquiries should be directed to the above person.

Contributor/approver name	Title	Directorate or organisation	Date doc sent out	Date response received or approved
Contributors:				
Suzanne Bennett	Governance Services Officer	Law and Governance	11/09/20	14/09/20
Names of approvers for submission: (officers and members)				
Finance: Graham Clark	Lead Accountant	Finance	11/09/20	14/09/20
Legal: Julie Newman	Director of Law and Governance	Law and Governance	11/09/20	15/09/20
Councillor Walsh	Chair of Ethics Committee		16/09/20	16/09/20

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**Recommendation from Scrutiny
Co-ordination Committee, 16
September 2020**

Coventry City Council
Minutes of the Meeting of Scrutiny Co-ordination Committee held at 11.00 am on
Wednesday, 16 September 2020

Present:

Members: Councillor R Brown (Chair)
Councillor N Akhtar
Councillor A Andrews
Councillor J Clifford
Councillor L Kelly
Councillor C Miks
Councillor G Ridley
Councillor K Sandhu
Councillor R Singh

Other Members Present:- Councillor J O'Boyle, Cabinet Member for Jobs and
Regeneration

Employees: V Castree, Law and Governance
G Holmes, Law and Governance
D Hope, Economic Growth
J Kilgallon, Economic Growth
A Williams, Director of Business Investment and Culture

Apologies: Councillor G Duggins, Leader of Coventry City Council

RECOMMENDATION

Public Business

22. Draft Scrutiny Annual Report to Council 2019-20

The Committee noted the draft Scrutiny Annual Report 2019-20.

RESOLVED that Scrutiny Co-ordination Committee recommends that the City Council considers the Scrutiny Annual Report 2019-2020 at their meeting on 20 October, 2020.

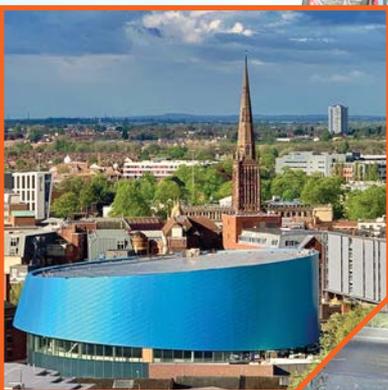
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Scrutiny

Annual Report to Council 2019/2020



To be considered at the City Council meeting
20 October 2020



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Health and Social Care **14-17**
Scrutiny Board 5



Introduction by Cllr Richard Brown

The municipal year 2019-20 has certainly been an interesting one. My thanks to Cllr Tariq Khan for the work that went into Scrutiny throughout 2018-19. When I took over the Chair from Tariq in May 2019, who could have predicted that the year would end with a global pandemic?

I have been delighted to return to Scrutiny to continue the good work undertaken in previous years. Some of the highlights of my year as Chair of SCRUCO are explored in more detail later in this report.

One of the key pieces of work that happened last year was a review of our scrutiny function by the Centre for Public Scrutiny. The outcome of the review was a report which highlighted some of the strengths of scrutiny in Coventry.

These included:

- **Scrutiny is respected and valued and has a high level of esteem**
- **Scrutiny has a strong on-going commitment**

in terms of time and resource dedicated across the organisation

- **There is capacity and support for improvement from all areas of the Council, including Senior Members, Political Leaders, the Chief Executive and Corporate Directors**
- **There is strong support from the scrutiny team and governance services**

There were also 10 recommendations made, intended to initiate discussion about how improvements can be made. These discussions will continue during 2020-21, with actions to be identified and agreed.

We have also seen the loss of committed long-standing scrutiny friends and colleagues – Cllr Gary Crookes, Cllr Sucha Bains and Cllr Hazel Sweet. Their contribution to scrutiny was welcomed and they will be missed by all.

The future may look uncertain due to the continued impact of Covid-19, but scrutiny remains and will continue to play a key role in the function of the Council and the re-set and recovery from this global pandemic.

Thank you to everyone who has made Scrutiny possible, including Scrutiny Members, Cabinet Members, officers and external partners and members of the public.

Scrutiny Co-ordination Committee

Chair: Cllr Richard Brown

Deputy Chair: Cllr Lynnette Kelly

Remit

In 2019-20 the Committee was responsible for overseeing the Scrutiny function (including call-ins), considering cross-cutting issues and for the portfolios of the Cabinet Member - Policy and Leadership and the Cabinet Member - Policing and Equalities. It was also designated the Board for oversight of crime and community safety.

Membership

Councillors N Akhtar, Andrews, Brown (Chair), Clifford, Dr Kelly (Deputy Chair), McNicholas, Ridley, Dr Sandhu and R Singh

Activities and outcomes

At the start of the municipal year, Scrutiny Co-ordination Committee (SCRUCO) held a meeting for all Scrutiny Members to hear about the priority issues for the organisation, including presentations from the Leader of the Council and the Deputy Chief Executives (People) and (Place). This then enabled Members to identify the priorities for work programmes across all six scrutiny Boards. Scrutiny Co-ordination Committee reviewed the suggestions received to ensure a balanced scrutiny work programme.

The Committee scrutinised and sought assurance on a range of issues under its remit including the following. Papers from their meetings are available via the weblink below.

City of Culture

■ The City of Culture is an exciting opportunity for Coventry, and SCRUCO have received updates throughout the year on the preparations for 2021, with a particular focus on community engagement, governance and risk management arrangements.

The City of Culture is an exciting opportunity for Coventry, and SCRUCO have received updates throughout the year on the preparations for the UK City of Culture 2021, with a particular reference to community engagement and governance and risk management arrangements.

Members scrutinised the preparations and raised a number of issues including: the financial implications for

the City Council including the legacy spend; capacity to deliver within the Trust as well as for Partners providing support; the mechanisms for engaging local communities; how the economic impact would be measured; ensuring the city's industrial and social heritage was highlighted as part of the City of Culture programme; the importance of public health and public safety and use of social media for

promotion whilst being mindful of digital exclusion.

Outcomes of the meeting included SCRUCO supporting the establishment of a City of Culture 2021 Members Advisory Board; requesting information on security arrangements and emergency planning for 2021 and improvements be made in communications between the Trust and City Councillors.

Bus Provision and Innovation

Over two meetings, Scrucro considered items on Bus Provision in Coventry and Bus Innovation. Members received information from Council officers, as well as representatives from Travel for the West Midlands and National Express Coventry, the biggest bus operator in the city.

Members wanted to understand the current position with regard to bus services in the city, what steps were being taken to increase bus transport and what innovation was in place to improve bus provision, with a particular emphasis on green

travel. The Committee questioned the Council's representatives on the Transport Delivery Committee of TfWM, as well as Council officers and partners present. Members raised a number of issues, including franchising options, comparisons with Transport for London, as well as improving the passenger experience on buses, information availability, and green travel. Members also asked questions about the preparations for bus provision during the City of Culture.

The Committee supported the development of apps to encourage bus usage, as well as other innovations, including funding bids to create an all-electric bus fleet in the city. The Committee also requested that scrutiny feed into the discussions on a Strategic Outline Business Case for bus franchising, as well as supporting the creation of a Coventry Bus Performance Board, recommending strong lines of accountability to the Lead Member for Transport and the opportunity for scrutiny to have an overview of the work of the Board.

Climate Change

Scrutiny Co-ordination Committee committed to scrutinise Climate Change throughout the municipal year and to consider it as a cross-cutting item. An example of this can be seen above in the outline of the item on bus provision and innovation.

There had been significant progress on the Climate Change agreement between July 2019 and March 2020 when the item was reconsidered. Work

had taken place by Officers to positively tackle climate change, including recruitment, investment, stakeholder engagement and the development of a strategy and programme of actions.

The Committee welcomed all of the work which was being undertaken and resolved that Climate Change would continue to be a key priority for the Committee in the new Municipal Year.



For weblink to agendas and reports click [HERE](#)



Finance and Corporate Services

Chair: Cllr Rupinder Singh

Remit

In 2019-20, the Scrutiny Board was responsible for the scrutiny of the portfolio of the Cabinet Member - Strategic Finance and Resources.

Membership

Councillors **Abbott, Dr Auluck, Bains** (part year), **Blundell, Brown, Gittins, Lakha, Sawdon, R Singh** (Chair).

Activities and outcomes

The Board scrutinised and sought assurance on a range of issues under its remit including the following examples. Papers from their meetings are available via the weblink below.

Finance

The Finance and Corporate Services Scrutiny Board considered a number of items on finance throughout the year. The items have addressed strategic financial issues, including the 2020-2023 Medium Term Financial Strategy, Council Reserves and the 2018/19 Capital Programme.

The Board recognised that Councils were still working in a time of unprecedented financial pressure, and uncertainty, leading to further significant reductions in spending levels. Throughout the year SB1 robustly questioned

officers to seek assurance that the Council was using its revenue and capital funding effectively, managing contracts effectively and generating income in a way which provided the financial foundations required to ensure

that Council services are fit for purpose to protect the most vulnerable as well as providing the appropriate level and quality of core services for every citizen in the city.



ICT and Digital Strategy

■ **The Finance and Corporate Services Scrutiny Board has taken a detailed look into ICT and Digital again this year, including an in-depth look at the Digital First programme. They have discussed a number of topics to seek assurance that ICT is as resilient and fit for purpose as possible.**

Questions have also been asked about working in partnership across the region to share ideas and economies of scale, as well as linking up with existing apps, to avoid reinventing the wheel and about support to the workforce to help them maximise the opportunities ICT provides for improving digital skills and therefore efficiencies and customer service.

The Board discussed the Digital Strategy and the Local Digital Declaration which committed

the City Council to designing a service to best meet the needs of the citizens, challenging the technology market, protecting citizens' privacy and security and delivering value for money. Digital successes to date were also scrutinised including data on the take-up of online digital service by residents and details of the internal infrastructure for supporting the workforce. The Board sought assurance that every effort was being made with Housing Partners to ensure there

was maximum opportunities for all homes to benefit from the roll out of fibre broadband across the City and that digital programmes continue to highlight and consider the importance of digital inclusion.

The Board are continuing to endeavour to ensure that ICT is at the heart of the Council's services to improve experiences for citizen's and efficiencies for the Authority.

Social Value Policy

■ **The Finance and Corporate Services Scrutiny Board considered Social Value Policy twice during the course of the year.**

At the first meeting in July, Members noted there had been progress in several areas against the Social Value Policy since previous update in April 2018. This included; the inclusion of clauses in local authority standard contracts which were intended to ensure that contractors were operating in a way that impacted favorably on society; Consideration of additional Social Value requirements within the specifications and/or weighting the contract award criteria, which was now standard in City Council tender activity and support of the Social Value Portal in the use of online solutions that allowed organisation to measure and

manage the contribution that the organisation and supply chain makes to society.

However, Members were concerned that it had been five years since the adoption of the Social Value Policy and recommended the Cabinet Member reviewed the Policy. The Cabinet Member accepted the recommendation and the revised policy was brought back to scrutiny in March 2020 en route to Cabinet. It had been reviewed by the Social Value Working Group who were proposing a new and extended policy, including an increased focus on Sustainability. It was proposed that the policy

was also renamed as the Social Value & Sustainability Policy. Members raised the possible opportunity of developing Community Wealth Building in the City and it was agreed an established task and finish group would continue to look at this.



For weblink to agendas and reports click [HERE](#)

Education and Children's Services

Chair: Cllr Kindy Sandhu

Remit

In 2019-20, the Scrutiny Board was responsible for the scrutiny of the portfolios of the Cabinet Member (Children and Young People) and the Cabinet Member, (Education and Skills).

Membership

Councillors **P Akhtar, Blundell** (part year) **Kaur, Dr Kelly, Lepoidevin, Lloyd, Male** (part year), **Thay, Thomas**

Co-opted members sat on the Board for education matters. Mrs. S. Hanson (Church of England), Ms. Kelly Jones (School Governor) and 3 vacancies (Primary Parent Governors, Roman Catholic Church and Other Faiths).

Activities and outcomes

The Board scrutinised and sought assurance on a range of issues under its remit including the following examples. Papers from their meetings are available via the weblink below. The Board continued to receive regular progress reports from the Children's Improvement Board.

Improving Children's Services

At their first meeting of the year, the Board had introductory presentations on the work of both Education and Children's Services. The Board were then able to identify areas to scrutinise over the year. The Board scrutinised and sought assurance on a range of issues under its remit including the examples below. The Board continued to receive regular progress reports from the Children's Services Continuous Improvement Board.

Papers from their meetings are available via the weblink.

Improving Children's Services

■ This year the Board received four update reports from the Children's Services Improvement Board. The reports focussed on the comprehensive Strategic Plan 2019-22, workforce, training for staff, Family Drug and Alcohol Courts and performance data. The Director and Cabinet Member were able to respond to Members questions on areas of concern.

The Board raised concerns that the Chair of the Education and Children's Services Scrutiny Board was no longer a member of the Continuous Improvement Board. SB2 recommend that this was amended and the Chair is now a members of that Board.

Members agreed to continue receiving reports and monitoring implementation of the strategic

plan and the progress towards a "Good" Children's Services.



Post 16 transition and NEETS – Coventry College

On the 28 November the Board met at Coventry College. The Members were able to hear from some of the students at the college about their route into post 16 education and what the college offered them that their schools' 6th forms couldn't. They were also able to offer advice for other young people leaving school. The Chief Executive gave a presentation with the strategic plans, priorities and purpose of the college.

Members were given an opportunity to hear about the work of Prospects which provides support to NEETS (not in Education, Employment or Training) in the city. The Board were able to ask questions about tracking young people who were NEET, strategies to encourage engagement, concerns about exploitation, activity unknown and homeless young people and work experiences.

The young people who attended the meeting were also invited to ask questions on the other items on the agenda which provided a useful opportunity for the Board to hear young people's issues and concerns on safeguarding, SEN and children's services generally.

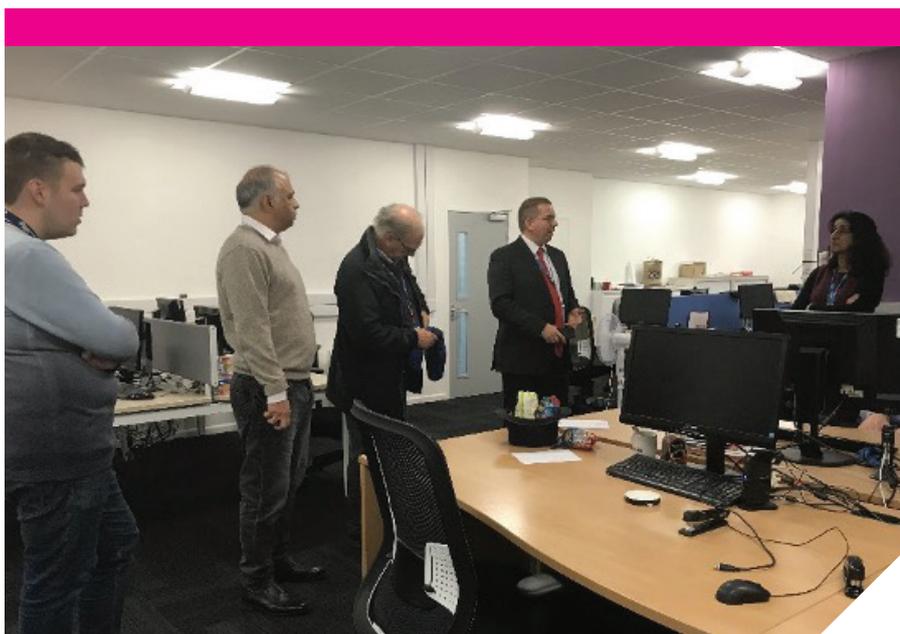
Partnership Working T&F and visit to the Children's Services

■ As part of their task and finish group on the effectiveness of Partnership working across Children's Services, focusing on referrals into the MASH, Members visited the Children's Services offices at Broadgate House. This gave Members the opportunity to talk to staff in the Social Work Academy and congratulate them in person for their Guardian Public Service Award for Workforce Learning and Development.

Members were also able to visit the MASH and speak to the Edge of Care team. Members reported it was really beneficial to be able to ask questions to front line staff

The task and finish group (T&F) looked at external agencies use of the Right Help Right Time guidance for identifying the support that a child, young

person or family might need and how best to provide that support. It had been suggested that some partners were referring families to the MASH inappropriately. The T&F group interviewed partners from the Safeguarding Partnership, health, police, education, voluntary sector and the MASH. The T&F group used their findings to identify recommendations which will be presented to the Cabinet Member during the next municipal year.



Members of the Education and Children's Services Scrutiny Board visiting the Children's Services offices



For weblink to agendas and reports click [HERE](#)

Business, Economy and Enterprise

Chair: Cllr John McNicholas

Remit

In 2019-20, the Scrutiny Board was responsible for the scrutiny of the portfolio of the Cabinet Member - Jobs and Regeneration and the Cabinet Member - Public Health and Sport.

Membership

Councillors Birdi (part year), Crookes (part year), Heaven (part year), Male (part year), Jandu, Lancaster, Lucas, Miks, Ruane, B Singh

Activities and outcomes

The Board scrutinised and sought assurance on a range of issues under its remit including the examples below. Papers from their meetings are available via the weblink below.

Trees and the Urban Forest

■ The Business, Economy and Enterprise Scrutiny Board considered several items on trees this year. They invited the Chair of the Coventry Tree Wardens to talk about the work they do across this city. Members received a presentation which covered the objectives and activities of the wardens. Members questioned them on the relationship they have with Council officers which was reported to be positive.

Members also took part in the consultation on the draft Urban Forestry Strategy. Members wanted more opportunities for Elected Members to be involved in local tree planting projects as well as recommending that other tree planting projects such as through Severn Trent and the Woodlands Trust were included in the strategy. The Board also wanted the recommendation they had made on the Green Space Strategy

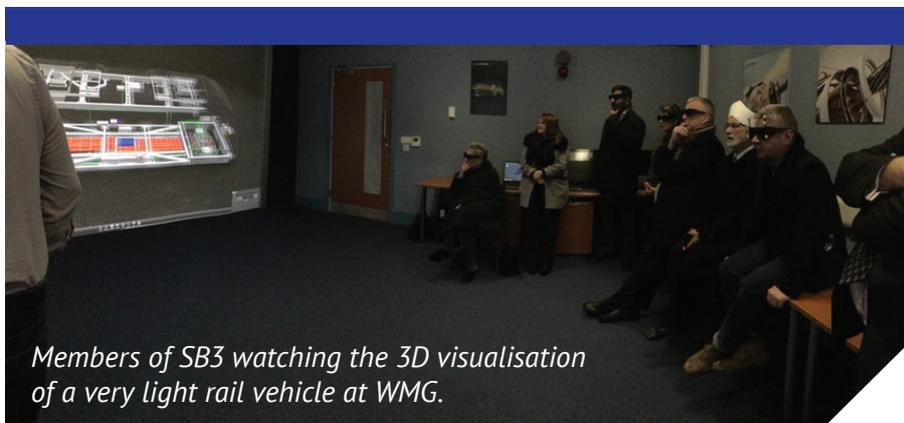
about planting a tree for every citizen to be delivered through the Urban Forestry Strategy. Members recommendations will be considered as part of the consultation and progress on the implementation of the action plan will be reported to the Board.

Members were also able to feed into the consultation on the draft Developer and Trees Supplementary Planning

Guidance. Members made several recommendations as part of the consultation process which focussed on firmed enforcement and protection for existing trees from developers as well as prescribed tree planting requirements for developers. The Board also recommended to the Leader that responsibility for trees comes under a single Cabinet portfolio, rather than split across several as it is now.

Air Quality

The Board received two reports on the Local Air Quality Action Plan throughout the year, however due to the Covid-19 closure were only able to consider the item at one meeting. Members made several comments on the draft action plan and contributed to the consultation process throughout. The Board asked questions of the Cabinet Member about encouraging use of public transport, cycling and electric vehicles, as well as tree planting to improve air quality. The Board were generally supportive of the proposals in the action plans and supported the Cabinet Members direction of travel including opposition to a Clean Air Zone in the city. Members have requested that the item remain on the work programme for 2020/21.



Members of SB3 watching the 3D visualisation of a very light rail vehicle at WMG.

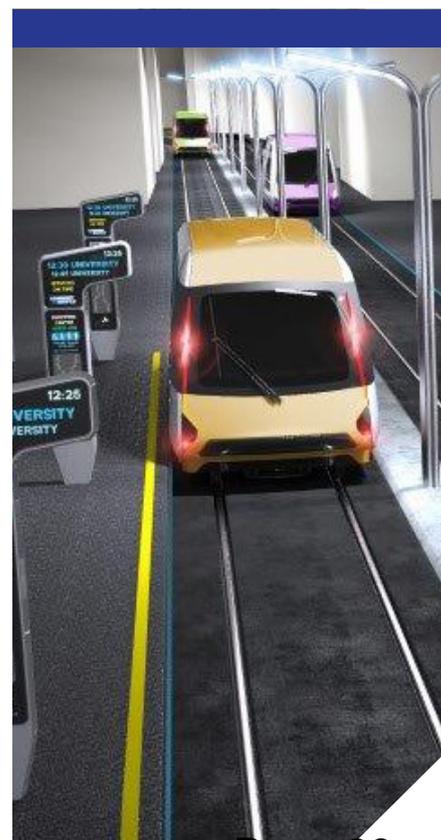
Very Light Rail and visit to WMG

Members of the Board requested an update on progress on the Very Light Rail (VLR) programme being delivered in partnership with WMG at Warwick University following a very informative item in January 2018. The meeting was held at WMG which enabled Members to experience the 3D visualisation of the VLR in development. Members then received a presentation from partners and Council officers involved in the project. The Board were able to ask questions of the Cabinet Member as well as representatives from WMG. Members asked questions about progress including the environmental benefits,

legislative context, business case and timescales, as well as potential routes and impact of 5G on delivery of the project. The Board noted the progress made and supported further work to deliver the project in Coventry.



For weblink to agendas and reports click [HERE](#)



Communities and Neighbourhoods

Chair: Cllr Naeem Akhtar

Remit

In 2019-20, the Scrutiny Board was responsible for the scrutiny of the portfolios of the Cabinet Member - Community Development and the Cabinet Member – City Services including issues relating to energy, the environment, street services, waste management, highways and lighting.

Membership

Councillors N Akhtar (Chair), Abbott, M Ali, R Ali, Bailey, Mayer, Miks, Thay, Walsh.

Activities and outcomes

The Board scrutinised and sought assurance on a range of issues under its remit including the following examples. Papers from their meetings are available via the weblink below.

Housing and Homelessness

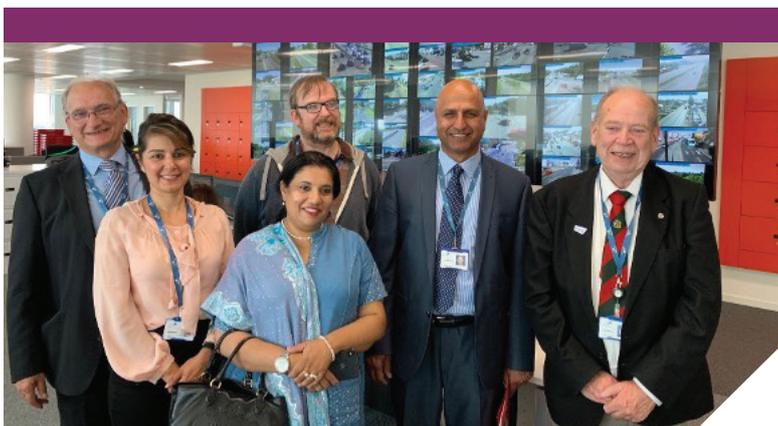
Communities and Neighbourhoods Scrutiny Board have considered a number of items over the past year on the topic of housing and homelessness. These included an item on a 12 Month Review of the Implementation of the Homelessness Reduction Act (HRA); Adoption of Rough Sleeping Strategy 2019-2024; Coventry Homefinder Review; Temporary Accommodation Charging Policy; Housing Development in the City and a housing and homelessness update in March 2020.

Following these meetings, a number of recommendations were made and a couple of examples are listed below.

With regards to the Temporary Accommodation Charging Policy, the Board supported the proposals and asked for consideration

be given to options other than pre-payment meters for utilities payments and a further report back following implementation on the impacts of the policy. With regards to Housing Development in the City, a recommendation was made that the Cabinet

Member for Communities and Neighbourhoods undertake the necessary research (using local resources if possible/ appropriate) to ascertain the impact of the new student accommodation on the housing market in the City.



SB4 visit to the Urban Traffic Management Centre at Friargate July 2019

Fly-tipping

■ At their meeting on the 19th September 2019, the Board considered an item on tackling fly-tipping in the city. Officers reported that there had been a 47% increase in the number of fly-tips reported which was in context with an increase nationally.

The Board heard that an online reporting form was making it easier for the public to check if the fly-tipping had already been reported. Despite the marked increase in fly-tipping, the Council had slightly increased the proportion of fly-tips attended to and had developed metrics to identify, determine and address the levels of cleanliness across the City.

Fly tipping had reduced in the first quarter of 2019/20 when compared with the same period last year. The Scrutiny Board noted that it was too early to determine if this is part of a long-term trend but indicated that the progress was encouraging.

The Board were informed of measures the Council are using to address the increase in fly tipping including focus on “hot spots”

and surveillance. These include a pilot surveillance project which the Board requested a report back on next municipal year.

The Board questioned officers particularly in relation to work with partners including social and private landlords, the fire service, educating residents about how to get rid of bulky waste and the “Your Rubbish” app.

Christmas Waste Collection

■ The Board wanted to focus on plans for Christmas Waste collections so they considered an item on preparations at their meeting in September which was followed by a meeting in January to consider how plans had been implemented. At the second meeting the Board considered a presentation on the Outcomes of the Christmas Waste Collection, which covered Performance, Challenges, Communication and Considerations for 2020.

Members discovered that contact they had with residents was not included in the data on numbers of complaints. Only complaints made via customer services were included in the data.

Members questioned officers about staffing arrangements covering Christmas collections, as well as how neighbouring authorities provide a service. Members also discussed the risk of reputational damage by not providing an effective service. Members also discussed plans for Christmas 2020 and how the service could address the staffing issues which had led to a delay in collections over the Christmas period.

Members requested that the Cabinet Member for City Services, as part of the planned review into the Christmas waste collection and for planning for 2020, consider a range of options including:

- no refuse collection for that week and providing extra bags,
- using agency staff entirely to deliver the service over that week,
- a review of contractual requirements for staff over the closure week

They also requested that the Cabinet Member identify a new process to understand the full extent of the complaints/

compliments about waste collections all year round which would include contacts from residents to councillors and officers directly, not just the formal complaint process through customer services.



For weblink to agendas and reports click [HERE](#)

Communities and Neighbourhoods

Chair: Cllr Joe Clifford

Remit

In 2019-20, the Scrutiny Board was responsible for the scrutiny of health, adult social care and health inequalities, including the portfolio of the Cabinet Member - Adult Services and a significant part of Cabinet Member – Public Health and Sport's portfolio. The Board was also the designated committee under the Health and Social Care Act 2001 for scrutiny of local NHS services.

Membership

Councillors M Ali, Blundell (part year), Birdi (part year), Clifford, Harvard, Innes, Lancaster, Ruane, Skinner, Sweet.

Co-opted Member: Mr. D Spurgeon (Healthwatch)

Activities and outcomes

The Board scrutinised and sought assurance on a range of issues under its remit including the following examples. Papers from their meetings are available via the weblink below.



Autism Spectrum Condition (ASC) Pathway and Support to Children and Young People in Coventry

■ The Health and Adult Social Care Scrutiny Board met with Members of the Education and Children's Scrutiny Board to consider the Autistic Spectrum Condition (ASC) pathway. Representatives from Coventry City Council and Warwickshire County Council, the three Clinical Commissioning Groups for Coventry and Warwickshire and Coventry and Warwickshire Partnership Trust (CWPT) were present at the meeting.

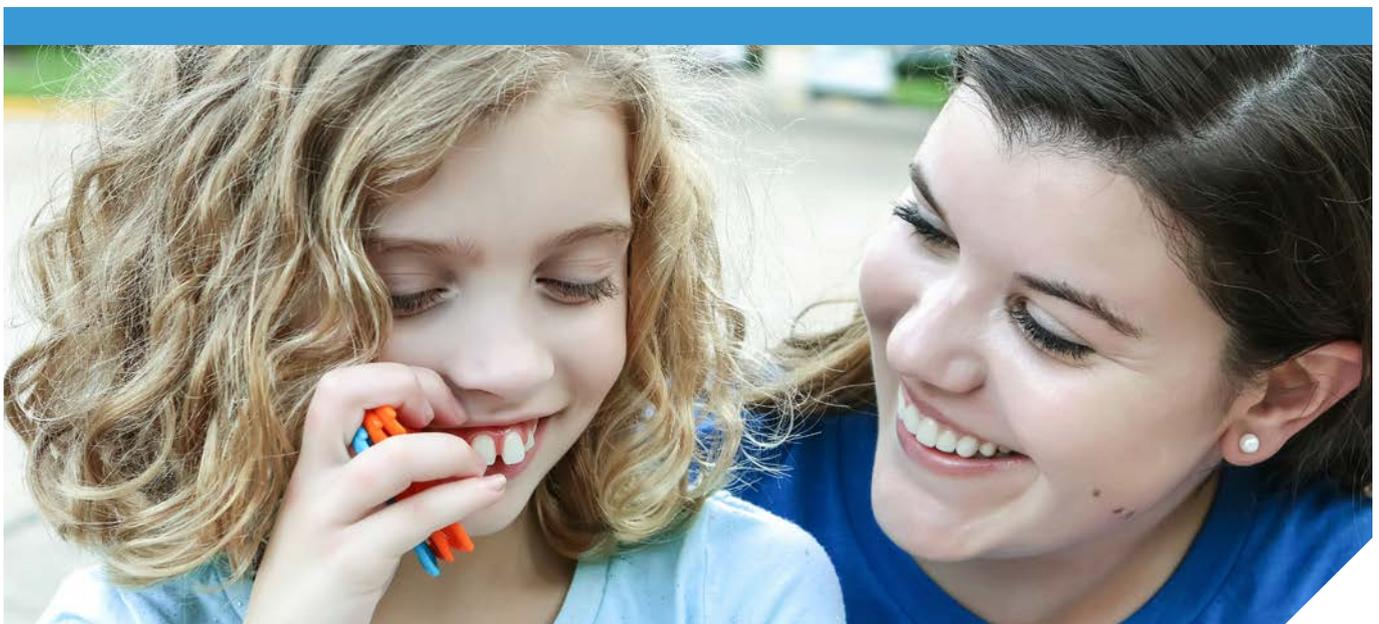
The meeting heard an explanation of autism and the requirements of legislation on Local Authorities and CCGs for supporting children and young people with special educational needs or disabilities including autism. Members heard about the wide range of services available in Coventry for parents and carers, children and young people, and schools to support children and young people who are on the waiting list or have received a diagnosis of autism. This was important as there were significant waits for assessments – in some cases up to 2 years.

The meeting highlighted the increased demand for autism assessments which were anticipated to rise to by 33% by the end of 2019/20.

Members questioned the representatives and officers on a number of issues including; Concerns about the length of the waiting lists and waiting times and the work being undertaken to reduce them; Concerns about the gap in provision when moving from childhood to adulthood while waiting for a diagnosis for autism, with a request to strengthen support in this area; staff shortages and resources; Clarification about autism and the need to support people's differences; The importance of raising awareness of autism; why numbers significantly higher in Coventry compared to other areas and the implications for families of the long wait for a diagnosis.

Members gave their support to

Coventry becoming an Autism Friendly City and for having an Autism Awareness Day/ Week later in the year and suggested that autism awareness training be provided for both Members and officers. Members requested that the City's 3 MPs be contacted to request more resources for Coventry and Warwickshire to support the ongoing work with autism. This letter has been sent and agreement received that this will be picked up by the MPs once the Covid-19 Crisis is over. It was also agreed that the draft All Age Autism Strategy be submitted to a future meeting of the Board along with further information on the Autistic Spectrum Condition pathway and the waiting lists for initial assessment.



Developing Stroke Services in Coventry and Warwickshire

■ The Coventry and Warwickshire Joint Health Overview and Scrutiny Committee met formally for the first time in March 2019 to request an update on the Stroke Services review, following delays in implementation due to difficulties in gaining NHS England assurance for the redesigned service. At that time, the Joint Health Overview and Scrutiny Committee were told they expected formal consultation would begin in Summer 2019.

The formal consultation was further delayed and finally began in Autumn 2019. The Coventry and Warwickshire Joint Health Overview and Scrutiny Committee met to hear the final proposals in October. At that meeting they agreed to consider the redesign at their respective health overview and scrutiny meetings and to reconvene in January 2020 to formalise their joint response.

Coventry and Rugby Clinical Commissioning Group presented the proposals to SB5, with support from Clinicians from UHCW and South Warwickshire Foundation Trust, Coventry and Warwickshire Partnership Trust and West Midlands Ambulance Service, who contributed their views to the final submission. The final submission was agreed by the Joint Health Overview and Scrutiny Committee at their January meeting and reflected views from across the Coventry and Warwickshire footprint.

The outcome was that Members appreciated the extensive public consultation which had taken place and were assured that concerns raised had been heard and responded to. Members had also had some concerns over the proposed model, but they were reassured by the answers received at the meeting that there was a clear understanding and rationale for the service changes which were being complimented by investment into the service to improve patient outcomes. It was recognised that this review had taken a long time to reach this stage and Members hoped for a swift and successful implementation and regular updates were requested to monitor actual performance against the anticipated outcomes in the business case.

External partners providing evidence and information: Coventry and Rugby Clinical Commissioning Group, University

Hospitals Coventry and Warwickshire, Coventry and Warwickshire Partnership NHS Trust, Coventry Safeguarding Adults Board, South Warwickshire Foundation Trust, West Midlands Ambulance Service.



For weblink to agendas and reports click [HERE](#)

Thanks to representatives from the following organisations who contributed to, or attended scrutiny board meetings; Citizen; City of Culture 2021 Trust; Coventry College; Coventry and Rugby Clinical Commissioning Group; Coventry Safeguarding Adults Board; Coventry Tree Wardens; Coventry and Warwickshire LEP; Coventry and Warwickshire Partnership NHS Trust; Future Lets (Coventry University); Midland Heart; National Express; South Warwickshire Foundation Trust; Transport for West Midlands; University Hospitals Coventry and Warwickshire; Warwick University; West Midlands Ambulance Service; West Midlands Police; WMG



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Scrutiny Team
Coventry City Council
Council House
Earl Street
Coventry
CV1 5RR
scrutiny@coventry.gov.uk



Public report Cabinet Report

Cabinet
Council

13 October 2020
20 October 2020

Name of Cabinet Member:

Cabinet Member for Children and Young People - Councillor P Seaman

Director Approving Submission of the report:

Director of Children's Services

Ward(s) affected:

All wards

Title:

Contingency and Recovery Plan 2020/21 (Youth Justice Plan)

Is this a key decision?

No – Although the Plan covers all wards of the City, it is not anticipated that the impact will be Significant.

Executive Summary:

This report is being submitted as notification that The Coventry Youth Offending Service (CYOS) Contingency and Recovery Plan has been agreed and signed off by its Chair, the Director of Children's Services, and to seek Council endorsement.

The Youth Justice Board (YJB), in recognition of the unprecedented circumstances and challenges created by Covid 19, removed the expectation and grant condition that youth offending teams submit a standard Youth Justice Plan.

The new grant condition, notified to Youth Offending Teams (YOTS) on the 7 April 2020, was that each service must submit a Covid 19 Contingency and Recovery Plan by the 30 April 2020, which was done. Given the indeterminate period that the impact of Covid 19 will be experienced for, this decision by the YJB is entirely appropriate and welcomed.

Youth Offending Teams were established under the Crime and Disorder Act 1998 ('the Act'). The functions assigned to the Youth Offending Service include the duty upon the local authority, under the Children Act 1989, to take all reasonable steps to encourage children not to commit offences. The Act imposed a duty on each Local Authority, acting in cooperation with its Statutory

Partners (Police, Health and Probation), to ensure that all Youth Justice services are available in their area to such an extent as it appropriate for the area.

The key tasks of the service are:

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

The Crime and Disorder Act also imposed a duty to complete and submit a Youth Justice Plan each year, this year as an exception, a Contingency and Recovery Plan.

The Plan provides an overview of Coventry Youth Offending Services activities, in response to Covid 19, in order to discharge its statutory functions and activities to aid recovery.

Recommendations:

The Cabinet is requested to:

- 1) Recommend that Council endorse the Youth Justice Contingency and Recovery Plan 2020/2021.

Council is requested to:

- 1) Endorse the Youth Justice Contingency and Recovery Plan 2020/2021.

List of Appendices included:

Appendix - The Youth Justice Contingency and Recovery Plan 2020-21

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?

Yes - 20th October 2020

Report title: **Contingency and Recovery Plan (Youth Justice Plan)**

1. Context (or background)

The plan demonstrates, in line with the YJB grant requirement, the continued delivery of statutory responsibilities as described in the Crime and Disorder Act 1998 part 111 (section 38) by CYOS, since restrictions were imposed.

The recovery element of the plan is dynamic as it needs to reflect the dynamic nature of the Government's exit strategy and variable restrictions. It will be monitored by the CYOS Management Board.

In statutory terms, the Contingency and Recovery Plan meets the requirements of the Crime and Disorder Act and the YJB grant requirement. It does not replicate the format of previous Youth Justice Plans as that is not its function.

CYOS has submitted its plan which demonstrates its delivery of its statutory functions and the methods for achieving this to the YJB, in line with the grant requirement. The plan outlines priority impact areas for the next twelve months and the CYOS Management Board approach, which is the regular review of recovery steps in line with changes in Government guidance against local practice and needs.

1.2 Headlines 2018/19

1.2.1 Performance

While there is no expectation that performance from the previous year needs to be included in the Contingency and Recovery Plan, the service has referenced its outcomes against its National Indicators.

Regarding First Time Entrants to the criminal justice system (FTEs), there has been a positive reduction of 71 in the counting period, a rate of 224 per 100,000, which is very slightly down from 235 in the previous financial year (2018/19).

The Reoffending data is provided by the YJB and the last available data shows a small increase in both the binary and re-offences rate. It is important to note these changes reflect the Service working with fewer children and that the number of substantive offences has reduced considerably; they are down by 138 from the 319 in the previous year (2018/19), alongside the number where a Community Resolution (CR) has been issued is also down 66 from 141.

Custody has increased in 2019/20 at 14 compare to 9 in 2018/19. Despite an increase, it is still the second lowest rate achieved since the introduction of the indicator as a historic low was achieved by Coventry in 2018/19. Custody should only be used as last resort and the local increase in custody use is linked heavily to the serious youth violence agenda. Activity to address criminal exploitation, and the resulting youth violence, features within CYOS priorities and will be supported through The Youth Violence Partnership Board.

While the Youth Justice Plan would contain a broad overview of quality indicators, such as Victim feedback, compliments from families and young people, this is not a function of this year's plan and performance data is not required.

1.3 Our priorities for 2020/21 Include

1.3.1 Improve the response to criminal exploitation and youth violence.

This activity includes:

- Working in partnership with strategic groups at a regional and local level. This includes: The West Midlands Violence Reduction Unit, The Office of The West Midlands Police Crime Commissioner, and the Coventry Youth Violence Partnership Board.
- Working with key agencies, using The National Referral Mechanism¹ to ensure young people who are trafficked, receive the right support and their status is considered when decisions to prosecute are being made.
- Ensuring, where required, stringent controls are in place to protect the public and this can, in certain circumstances include electronic tracking of young people.
- Expanding the “reachable, teachable” moments offer. For example, this is where young people who may come into police custody, arrive at hospital injured, or become subject to a custodial remand, are seen face to face by worker with “lived experience”. It is a moment where young people may be ready to listen and change with the right support. Currently, these are mentors who have experienced some of the same challenges as the young people they are seeking to mentor (provided by St Giles²).

1.3.2 Tackling disparity in the criminal justice system.

Local analysis tells us that there is a slight overrepresentation of some ethnic groups and, while it is in single figures, it is important to ensure that this is monitored and responded to. Key activities include broadening the range of interventions to strengthen their ability to meet diverse needs. New activities for this year include: Levelling the Playing Field, a national project supported by the YJB, and part funded by The London Marathon Trust; further information is available in the Contingency and Recovery Plan. Coventry are one of two areas in the West Midlands who will seek to use mentors to engage young people from BAME communities who are at risk of entering, or are in, the criminal justice system to engage in sport.

1.3.3 Recognising and responding to young people who have had multiple adverse childhood experiences, which has impacted on their resilience.

CYOS works closely with its health partners to deliver a trauma informed response to young people and the Service has invested in further training for its staff to support this approach. There is also a review of the resources required to deliver the Enhanced Case Management pathway. It is recognised that health services have been under unprecedented pressures due to Covid 19 and, therefore, a case for increased resource will be presented in the latter part of the year.

1.3.4 Improving good outcomes through quality assurance activity.

This area remains essential and will continue to provide multiple lenses for scrutiny and learning across this challenging time. This focus will ensure that the services offered remain consistent and appropriate to individual need, balanced with support and controls to protect victims and the community from the risk of reoffending.

1. *The National Referral Mechanism (NRM) is a civil process for identifying victims of human trafficking and ensuring they receive the appropriate protection and support. The NRM was introduced in 2009 to meet the UK's obligations under the Council of Europe Convention on Action against Trafficking in Human Beings.*

2. *St Giles is a charity using expertise and real-life past experiences to empower people through mentoring.*

1.3.5 Deliver the YJB National Standards improvement activity.

The YJB standards were recently revised in their totality and, in April this year, CYOS submitted the outcome of its self-assessment against the new standards as part of the national baselining activity. The YJB recognised that, with the introduction of new standards, it was likely that YOTs would change their performance position in the baselining year. The expectation is that nationally, with YOT learning from the self-assessment activity, key actions were identified to support services to deliver against standards. The local action plan, which is currently being delivered against, is monitored by CYOS Management Board.

1.3.6 Maintain a high-quality workforce.

The people within an organisation are central to its success. CYOS has a continuing professional development pathway for its staff and has an excellent track record of enabling staff to progress into senior roles. This year CYOS is on the national development group led by the YJB to introduce the Youth Justice degree into the apprenticeship offer providing further opportunities for staff development. Staff morale, overall, remains high, which is evidenced by good retention levels and sickness rates below the average for Coventry City Council and wider Children's Services.

2. Options considered and recommended proposal

2.1 Completion and submission of this plan is compulsory under the Act. It is requested that Cabinet recommend that the Council endorse the Contingency and Recovery Plan.

3. Results of consultation undertaken

3.1 All statutory partners are consulted under a statutory duty imposed by the Act. All Management Board members are consulted and contribute, although only statutory partner's cooperation is required.

3.2 Statutory Members are represented by:

- Director of Children's Services
- Strategic Lead Children's Services
- Chief Inspector, Coventry, West Midlands Police
- Head of National Probation Service, Coventry, Solihull & Warwickshire
- Joint Commissioning Manager Coventry and Rugby Clinical Commissioning Group & Coventry City Council
- Head of Specialist Health Services for Children and Young People

3.3 Other members include:

- Head of Environmental Services Street Scene and Regulatory Services
- Operations Manager, Coventry and Warwickshire, Prospects Services
- Chair and Deputy Chair of The Magistrates Youth Panel
- Head of Service, Education Entitlement
- Head Teacher, Coventry Virtual School

4. Timetable for implementing this decision

4.1 YJB grant conditions state that receipt of grant is conditional on submission of a strategic plan. The YJB recognise that local political processes do not necessarily tie in with submission dates and therefore they accept a draft plan, which had to be submitted by the end of April 2020; the plan was submitted in line with the deadline.

5. Comments from the Director of Finance and the Director of Law and Governance

5.1 Financial implications

Grant funding from YJB may be withheld/withdrawn if the plan is not submitted in line with the Crime and Disorder Act and grant requirements.

Agency	Annual Budget	
	2019-20	2020-21
Local Authority	766,382	717,127
YJB	520,878	531,607
Police and Crime Commissioner	105,064	105,064
Health	103,959	110,645
Police	56,188	57,593
Probation	53,066	48,400
Budget	1,605,537	1,570,436

The finance tables, when compared to the Contingency and Recovery Plan, has the Health contribution confirmed and reflects the reduced local authority contribution from April 2019, which was later reduced to £750,175 in Mar-20 due to the mid-year impact of the business services review.

Overall, the changes to the local authority contribution is due to reduced costs (Local Government Pension Scheme) contributions and salary re-structuring as part of the mentioned business services review (October 2019). The local authority will be required to fund the pay award once it has been confirmed. The YJB contribution has increased due to distribution of efficiency savings and a 2% uplift to the grant for 2020/21. The probation contribution has reduced due to salary grading.

5.2 Legal implications

Section 40 Crime and Disorder Act 1998 places a duty on the local authority, after consultation with the relevant bodies, to formulate and implement a yearly 'Youth Justice Plan'. The Plan must set out how Youth Justice Services in the area are to be provided and funded, how the Youth Offending Service established are to be composed and funded, and how they will operate and what functions they are to carry out. Such Plans are submitted to the Youth Justice Board for England and Wales.

The Youth Justice Board has issued 'Covid-19 Recovery Plans: guidance for youth offending teams, which confirms that:

"Given the pressures faced by YOTs during the Covid-19 pandemic... In lieu of the full annual YJ plan we are requesting a higher level YJ Plan for the 2020/21 financial year which we describe as Recovery Plans."

Grant conditions have been amended to reflect this change, with the expectation that the requirement for the annual YJ Plan to remain a requirement for future periods.

6. Other implications

6.1 How will this contribute to the Council Plan www.coventry.gov.uk/councilplan/ Primarily activities support;

- Protecting our most vulnerable people
- Improve health and well being
- Make communities safer
- Improving educational outcomes
- Reducing the impact of poverty

Activity within The Contingency and Recovery Plan is aligned locally to plans that include;

- Local Police and Crime Board
- Local Policing Plan
- Coventry Sustainable Communities Strategy

6.2 How is risk being managed?

Risk to the YJB grant, has been managed by consulting with partners in a timely manner to facilitate sign off and submission of the draft plan (grant requirement). The report is also submitted now for endorsement in line with statutory duties and good practice requirements.

6.3 What is the impact on the organisation?

The Plan presents a balanced budget and no immediate implications for other groups. The Plan details the risks going forward in to 2020/21.

6.4 Equalities/Equality Impact Assessments (EIA)

Legislative changes, such as pre court disposal options, have been subject to substantial Equalities/Equality Impact Assessments activity under Ministry of Justice and Youth Justice Board; no adverse impact has been identified.

This is not a new activity.

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

None

6.6 Implications for partner organisations?

Partners have all participated in agreement and sign off the Plan and there are no implication arising post sign off.

Report author(s):

Name and job title:

Nicholas Jeffreys
New Operational Lead for Coventry Youth Offending Service

Service:

Children's Services

Tel and email contact:

Tel: 024 7697 6107

Email: nicholas.jeffreys@coventry.gov.uk

Enquiries should be directed to the above

Contributor/approver name	Title	Service	Date doc sent out	Date response received or approved
Michelle Salmon	Governance Services Officer	Law and Governance	21.08.20	11.09.20
Rebecca Wilshire	Strategic Lead, Help and Protection	Children's Services	21.08.20	20.09.20
Mike Phillips	Accountant	Finance	21.08.20	21.08.20
Names of approvers for submission: (officers and members)				
Rachael Sugars	Finance Manager	Finance	21.08.20	18.09.20
Janice White	People Team Leader, Legal Services	Law and Governance	21.08.20	04.09.20
John Gregg	Director of Children's Service	-	21.08.20	21.09.20
Councillor P Seaman	Cabinet Member for Children and Young People	-	21.08.20	15.09.20

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Coventry Youth Offending Service 2020/21 Contingency and Recovery Youth Justice Plan



National
Probation
Service



NHS
Coventry and
Warwickshire Partnership
NHS Trust



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Introduction and context

The Youth Justice Board (YJB) in recognition of the unprecedented circumstances and challenges created by Covid 19 removed the expectation and grant condition that youth offending teams submit a standard Youth Justice Plan (which is usually required by end June).

YOTs (Youth Offending Teams), including Coventry, had approached the YJB individually to discuss the challenges in seeking to provide a detailed and explicit action plan and report (Youth Justice Plan) without the government providing a clear exit strategy.

The new grant condition is that each service submits a Covid 19 Contingency and Recovery Youth Justice Action Plan focusing on responses to Covid 19. Given the indeterminate period that the impact of Covid 19 will be experienced for this decision by the YJB is entirely appropriate and welcomed.

The Contingency and Recovery Plan was submitted before the 30th April and the previous requirement for CYOS Management Board sign off has been removed. This is presumably in recognition of the short period of notification prior to the required submission deadline and that it is unlikely that YOT boards would sit within that very short window.

This plan focuses on ensuring the delivery of statutory responsibilities as described in The Crime and Disorder Act 1998 part 111 (38) and will also sit alongside the actions identified as part of CYOS self-assessment audit against the new YJB National Standards, any actions from last year's plan which could not be completed as a consequence of Covid 19, and service development priorities.

This plan focuses on statutory duties in the context of Covid 19, in line with the YJB grant requirements.

Youth Offending Teams were established under the Crime and Disorder Act 1998 with the principal aim being to prevent the offending by children and young persons. The Act imposed a duty on each local authority together with its statutory partners, Police, Health and Probation, to ensure that adequate Youth Justice Services are available in their area.

The key tasks of the service are:

- Assessing and delivering interventions to the Out-of-Court-Disposal cohort
- Management and delivery of community sentences
- Management and delivery of secure estate sentences and resettlement
- Servicing the Youth Court and Crown Courts (in terms of provision of a court team, Bail & Health Assessments, provision of Pre-Sentence Reports and Stand-down Reports)
- Parenting services and management of Parenting Orders
- Victim services

The action plan details the current, and updated, delivery model and the activities that will form part of recovery. It is anticipated that there will be learning, and benefits identified from some practice changes and an aspect of the recovery model is evaluating the changes and adopting new beneficial practice methods.

The recovery model will require ongoing adaptation as the government agrees its exit phases/plan, so it remains a dynamic document being reviewed by CYOS Management Board as required and at a minimum as part of its standard quarterly meetings.

Given the uncertainty regarding the exit model not all elements will have specific deadlines attached to them and the integrity of the plan rests with its ability to be fluid and to adapt in line with Government guidance.

It is not a function of this report to provide either a summary of last year's practice, a detailed priorities report, outside of Covid 19 contingency activity, or to produce a detailed action plan regarding business as usual developmental practice.

A very brief summary of performance and priorities have been included as the service and CYOS's Management Board will, as appropriate within restrictions, seek to continue its good practice and outcomes developmental activity.

Performance

The inclusion of performance data is not required as a function of this report, a brief summary is provided though for National Indicators. Performance continues to be monitored both by CYOS Management Board and the YJB as part of business as usual.

National Indicators

First Time Entrants to the criminal justice system (FTEs)

There has been a reduction in the number of FTEs, 71 in the year, a rate of 224 per 100,000, which is very slightly down from 235 in the previous financial year (2018/19).

Reoffending

This data is provided by The YJB and the most recent data set has not yet been released. The last available data shows a small increase in both the binary and re-offenses rate. It is important to note that this is partially a reflection of the number of young people in the cohort as the number of substantive offences had reduced.

In 2018/19, CYOS was aware of 181 offences which resulted in a substantive disposal (i.e. one that forms part of a person's criminal record) and a further 75 which resulted in a Community Resolution. This means that the number of offences with a substantive outcome has decreased, down by 138 from the 319 seen in 2018/19, as has the number where a CR was issued, down 66 from 141.

In 2018/19 the binary performance was 39.6 v 42.4% (2019/20), and the reoffences rate 2018/19 was 1.26 v 1.83 (2019/20). This is based on the YJB last data release, the most recent release has been delayed.

Custody

In 2019/20 there was an increase in the number of young people entering custody 14 v 9 in 2018/19. Despite it going up, it is still the second lowest rate achieved since the introduction of the indicator, 2018/19 was the historic low for Coventry.

Custody should only be used as last resort and the local increase in custody use is linked heavily to the serious youth violence agenda. Activity to address criminal exploitation and the resulting youth violence features within CYOS priorities.

Priorities

The main priority currently is managing and delivering statutory functions safely for children, their families, the community, victims, and employees. That activity is captured in detail in the action plan at the end of this document.

CYOS will continue to maintain activities to secure good outcomes.

The service has a clear set of priority themes and, although their inclusion is not required to be detailed as a function of this report, a brief summary is provided; it is not an exhaustive record.

It is likely that Covid 19 will continue to influence how these priorities are delivered across 2020/2021.

Tackling Criminal Exploitation and Youth Violence

These two areas of practice have been intentionally linked together in this priority as serious youth violence is linked to criminal exploitation with a number of young people being exploited.

If the strong correlation between certain types of exploitation and serious violence are not considered together it risks the behaviour of the young person being the only focus and may lead to inaction on addressing the causal factors, including exploiters.

CYOS is a member of the Coventry Youth Violence Prevention Partnership Board (CYVPPB) which sets strategic direction, agrees and monitors the ten-year action plan (based on the Scottish Public Health model).

CYOS is also a member of the CYVPPB Operational Group which is responsible for delivering the action plan, supporting the 6 strategic objectives with CYOS co-leading with the police on the Enforcement & Criminal Justice strand. The group identifies, manages and flags up risks, blockages and recommends solutions to the CYVPPB.

Coventry Youth Violence Prevention Partnership Board (CYVPPB)

Sets strategic direction, links to West Midlands Combined Authority Violence Board (and the Regional Violence Reduction Unit). Reports into the four strategic Boards in the Local Authority. Co-Chaired by the Police Commander and the Director for Public Health and Wellbeing.

1

Building strong foundations

Gathering intelligence – scoping the problem. Robust governance. Whole system approach - working across all partner agencies. Baseline data and key performance data to track progress.

2

Primary Prevention

Maximising our early help offer education through PHSE on staying safe and developing resilience.

3

Secondary Prevention

Mentoring for violence prevention (MVP) in schools
Identifying those at risk (trauma informed practice) using intel-based models and rapid referral to reduce risk
Funding for major projects in the city to reduce violence.

4

Tertiary Prevention

Reducing re-offending through “teachable moments”
St. Giles Trust
Encouraging professional curiosity across the system, training staff to spot the signs.

5

Enforcement & Criminal Justice

Developing innovative criminal justice practice e.g. trauma informed policing
Cross-cutting work with the Horizon team.

6

Attitudinal change using effective communication

Challenging the culture of violence and promoting the counter narrative
Changing our view of young offenders as professionals
Effective communications strategy.

CYOS will continue to use a range of engagement, support and control methods; this includes the use of people with lived experiences to engage young people - for example, there is a strengthening relationship with St Giles, who are a charity which uses the expertise and real-life past experiences of its staff to engage young people and empower them. St Giles are directly engaged by CYOS and through additional funding sources such as: The Office of The Police Crime Commissioner and The West Midlands Violence Reduction Unit. This means, in Coventry, they are able to support young people at various “teachable moments” including in the police station, at A&E, as part of exiting custody (sentenced and remand), and at other appropriate times.

CYOS will continue to make effective use of The National Referral Mechanism (NRM), which is a framework for identifying victims of human trafficking and seeks to ensure they receive appropriate protection and support. CYOS will also continue to work with Coventry Childrens Services child exploitation team “Horizon” who are co located with CYOS.

The new range of GPS options available at bail, sentenced and release from custody stages are welcomed and are being used locally. This will support young people to stay safe, partially through making them less attractive to exploiters ,but also through

supporting young people to adhere to Order requirements. The new options allow “tracking “of young people (in prescribed circumstances) for the first time.

Tackling Disparity

CYOS analyses its data and responds to national learning and priorities; for example, considering the MOJs Tackling Racial Disparity in the Criminal Justice System: 2020 February update.

Local analysis tells us several things, including that the Coventry school census data identifies that 50% of pupils are BAME and that historically, locally, the primary overrepresented group has been the white classifications with significant underrepresentation of the Asian classifications.

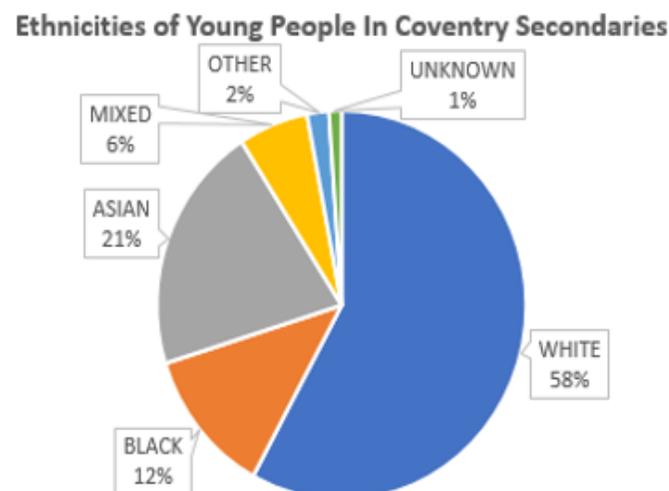
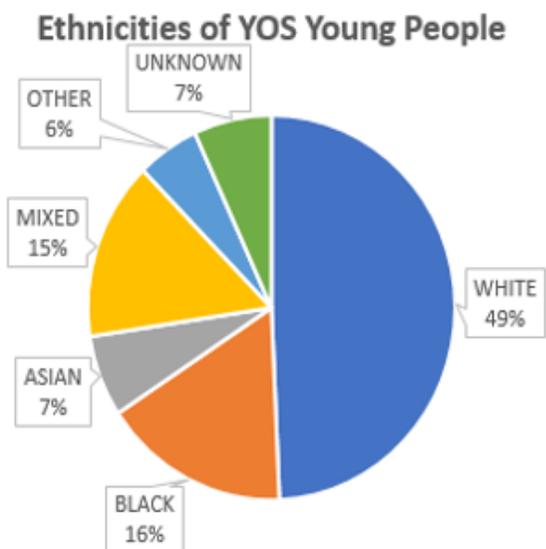
In the pie charts, further down, it compares Coventry school census data against the CYOS cohort and evidences that in 2019/20 a shift can be seen with the white classifications becoming slightly underrepresented in the Criminal Justice System (CJS) for the first time, and over representation of the black and mixed classifications.

In real terms, if you consider individuals, this is a single figure shift but requires on going analysis and action. It is also important to track at which point disparity sits in the criminal justice system as nationally minority ethnic children formed a high number of those in custody.

Locally the BAME group is overrepresented by one person in the custody area, but the black classifications within that BAME group are overrepresented.

It appears the ‘mixed group’ has “taken” from the ‘white group’ overall when viewing the YOS cohort in its entirety.

The custody levels links to the type of crime committed, in these cases serious youth violence predominantly, and underpins the importance of the first priority- tackling criminal exploitation and youth violence.



CYOS reports analysis findings to its Board and details actions within its Youth Justice Plan each year.

There are several ongoing and planned actions linked to this priority, which reflect good practice identified in Tackling Racial Disparity in the Criminal Justice System: 2020 February update.

CYOS has already introduced, several years ago, leaflets into the police custody suites explaining Out of Court Disposals as previous national reports identified certain groups are more likely to give a no comment interview. This may be based on their experiences and lack of trust, but it also denies them the opportunity to be diverted and runs a risk of creating earlier entry into the formal criminal justice system. Alongside this, a further leaflet has been provided to the custody suites by CYOS, which stresses

the importance of parents who are acting as appropriate adults seeking legal advice for their children to ensure that they fully understand the process they are involved in. Young people should not be disadvantaged because parents act as their appropriate adult and in addition to the above measures CYOS will consider how it can support parents in this role.

The YJB, other stakeholders, and the Alliance of Sport has a record £1,000,000 grant from the London Marathon Trust, with a total budget of £1,714,752. The project aims to use sport to engage and improve health and life outcomes for more than 11,200 BAME children who are at risk of entering, or who are already involved, in the criminal justice system. CYOS is currently, alongside local partners including Public Health, at the “discussion “stage with the Alliance regarding its potential introduction into Coventry.

West Midlands YOTS including Coventry will also be a part of a YJB serious violence pathfinder project which focuses on better engagement with BAME parents through “Kitchen Table Top Talks “a new initiative, piloted by Sandwell YOT. It aims to capture parents’ ideas, provide support and gather feedback; this is cited as a good practice example in the 2020 update and may be an activity which is deferred or trialled as a virtual approach subject to agreement.

Girls are underrepresented in the criminal justice system and last year were 15% of the CYOS cohort. This can present its own challenges as often resources have been developed to work with males. CYOS will be exploring enhancing its offer and this includes supporting bids by third sector organisations; for example, to tackle the gender issues linked to gangs and exploitation to secure a bespoke resource.

CYOS is also keen to ensure diversity within the workforce and discussions have taken place with The Diversity by Design Team supporting the Local Authority, to explore how the model of recruitment can support this agenda. Other measures, regarding workforce diversity are discussed under the people priority later in this document.

Adverse Childhood Experiences (ACEs), the Enhanced Case Management Pathway (ECMP)

Analysis of CYOS cases, as part of broader regional activity, identified multiple ACEs in the case sample. Additional analysis of a CYOS custody cohort also identified the same pattern, with several young people demonstrating multiple ACEs/indicators; for example, 3 out of the 9 had 3 separate primary provisions and long-term domestic abuse featured heavily, including at the child protection level, with some cases resulting in long term imprisonment of the perpetrator. In addition, several young people in the cohort had witnessed violent deaths or lost a parent or sibling.

CYOS has introduced an ECMP, but consideration is being given to the potential of expanding the resource to increase the offer. This activity has been delayed by Covid 19 as it requires additional health resource to expand the offer.

Increased knowledge regarding the level of ACEs, and understanding the impact of those ACEs, means that the cohort where this approach would be suitable has increased; the current model of provision for young people with multiple offences and multiple adverse childhood experiences needs to reflect the trauma recovery approach. CYOS had anticipated being further along this journey, but training that had been arranged for staff to support the delivery of a trauma informed approach was not able to proceed and has been rescheduled for later this year.

If the resources to fully implement the approach can be identified and training can be delivered to the staff group, it is anticipated that this will increase the quality of life for young people, improve the relationship with agencies, and support a reduction in reoffending. Building resilience to support young people to manage frequently chaotic family life situations and complex peer relationships, requires improved self-confidence and emotional resilience to secure greater safety.

The criteria and brief rational for the current model, which continues to be offered, is detailed below and focuses a scarce resource on those whose responses to ACEs has translated into repeated convictions.

CYOS Enhanced Case Management

There are large numbers of young people with complex histories who have experienced significant adverse experiences in their childhood, this includes but is not limited to:

- Abuse – physical, emotional, sexual
- Bereavement
- Domestic Abuse and Violence
- Parental mental health concerns
- Parental substance misuse concerns

Young people who have experienced significant adverse experiences in their early years can have their attachment to their caregivers affected and can experience issues later. These issues can focus inwardly in the form of depression and anxiety or outwardly in the form of offending, aggression and impulsivity. The Trauma Recovery Model suggests that young people who experience early childhood trauma are trapped at an early stage of emotional development which has implications for how they should be worked with (Welsh Government). Young people who are trapped at this early level are unable to benefit from CBT interventions, which requires the ability to think abstractly and to appreciate other people's perspectives (empathy). These young people need a specialised approach, which involves the oversight of the CYOS health team who have access to clinical supervision from a multi systemic therapist who can help to guide intervention and the approach.

To be eligible for the enhanced case management approach the young person must have:

- A minimum of three offences in the last 12-month period
- Evidence of complexity – for instance, a history of multiple adverse experiences in their childhood and current/previous child protection registration, be a Child Looked After, substance misuse, mental health concerns, neurological issues, SLCN (Speech, Language and Communication Needs) issues, and/or engagement issues.
- Subject to a current YOT intervention

Quality Assurance

CYOS operates a quality assurance system that uses multiple lenses to triangulate evidence regarding the quality and impact of its activity to inform training and development, practice developments and to identify gaps.

Quality assurance includes:

- Performance reports
- Benchmarking analysis including HMIP thematic reports, YJB National Standards, Government guidance etc
- Service user feedback, young people (voice of the child), parents and carers
- Victim feedback
- Stakeholder feedback
- Compliments and complaints, no complaints received in 2019/20
- Community Safeguarding and Public Protection Incidents (CSPPI) Learning Reviews
- Case file audits
- Supervision
- Staff surveys - the most recent was the quality of supervision with all, but one response to a single question, marked as good or above across all data capture points
- Challenge from CYOS Board
- CYOS Board commissioned reports
- Practice observations
- Service performance reviews by Childrens Services Senior Leadership Team
- Team member involvement in the review of procedures and policies
- Team Manager quality assurance of Assetplus and sign off
- Outcomes of Pre-Sentence Report quality assurance by managers and peers

CYOS as part of its self-audit against YJB National Standards will review its quality assurance approach to include the developing “Journey of the child” quality assurance and practice guidance framework for staff.

A new policy and timeline will be created for 2020/21.

People

Within Coventry’s Youth Offending Service, the aim is to develop and maintain a high-quality workforce that supports and promotes continuous professional development and opportunities for practitioners across the service, through qualification pathways that meet the needs of the children and young people’s workforce.

The Youth Offending continued professional development pathway dovetails with the key priorities for the wider Coventry City Council Children’s Workforce Strategy and the Youth Justice Professional Framework (YJPF).

The Youth Justice Effective Practice Certificate (YJEPC) is a widely held qualification in youth justice (provider: Unitas). It brings together the most up-to-date thinking, knowledge, research and evidence about what works in this field and is completed by all new CYOS support workers or officers.

CYOS has a good track record of developing its staff as evidenced by a large cohort who have progressed from roles, including but not limited to: administration to a YOS Officer role, securing a range of certificated learning from the YJEPC (a 30-week programme), and to degree standard education including the Social work degree.

Recently the YJB have set up a national steering group to drive forward ‘The Youth Justice Degree Apprenticeship Scheme’ and CYOS are represented on that group; CYOS are keen to explore this opportunity locally for existing staff. The YJB’s two proposed strands are;

- Strand 1 is for individuals from BAME backgrounds to widen employment opportunities

- Strand 2 is for individuals who are care leavers or ex Youth Justice service users

The target groups also support tackling another CYOS priority, as described earlier, disproportionality.

Coventry Children's Services has a rolling programme of core learning and training for Youth Offending Services staff that includes Safeguarding, Working with Risk, and Managing Restorative Strengths Based Approaches. A Career Pathway has been produced for all roles across Children's Services to aid progression.

All staff members attend and present at regular team meetings and are encouraged to attend the wider Children's Services Practice Development Forum that supports learning and professional development across the wider workforce. YOS staff have contributed to this forum and shared their learning and expertise.

CYOS has its own electronic bulletin, which provides updates, good news stories, links to training and research papers, and notifies of updated policies and procedures.

There is a commitment to involving practitioners and external partners that focus on current and emerging practice issues to improve the quality and consistency of practice. Practitioners also take a lead role in areas of practice and will champion this through the team; these areas of practice include: Gang and Youth Crime, Exploitation, Young people who demonstrate Sexually Harmful Behaviours, and Social Media. YOS Practitioners also benefit from digital learning and access to Research in Practice, which is a subscribed research and learning platform. Through the annual Children's Services Practice Week, and links with University Partners, bespoke and broader workshops are offered to support research and reflective practice.

YJB National Standards

CYOS will be delivering the actions identified as part of a YOS self-assessment process against the new YJB National standards.

The actions are detailed in a separate submission to the YJB and priority will be given to delivering activity for areas that currently sit in Requires Improvement (to get to Good). This was previously described under YJB self-assessment activity as 'standard met' with recommendations for Improvement, though was changed to replicate those used by Ofsted and Her Majesty's Inspectorate of Probation (HMIP) as part of the introduction of the new standards.

Self-assessment was across all standards simultaneously, which was an unprecedented demand on YOTs as the previous YJB self-assessment process broke down the standards each year covering them over an extended period. Whilst the number of standards reduced, several timeliness standards were removed and the way in which standards were expressed created huge scope as to how performance could be measured. This could have a detrimental impact if YOTs interpret them differently and if their interpretation is not satisfactory when considered by the YJB.

The YJB recognise that introducing new standards may mean that YOTs have changed their performance position negatively and are clear that this self-assessment is about setting a benchmark, along with a clear pathway to achieving good or above across all standards in the future.

Last year, CYOS Management Board commenced a programme of self-audit against her Majesty's Inspectorate of Probation (HMIP) Domain One Governance indicators of quality and the YJBs new National Standards. The CYOS Board agreed an additional event above its quarterly oversight meetings and invited Sue Walker the Head of I&E Midlands Youth Justice Board to facilitate the first phase of the review. Following the event, Board Members then completed an agency review against the quality indicators which were summarised on a shared spreadsheet and then jointly reviewed via CYOS Board with agreed actions that continue to be monitored by Board.

Board Members were also identified as group members for each of the individual National Standard areas. For each standard membership varied and always included a Board Member, a CYOS Manager, various team members, and external stakeholders as appropriate; different groups pathways varied, and part of the learning experience will be reflecting to see which methodology was most beneficial.

Board member engagement varied, based on the standard, from agreeing the evaluation methodology through to the co-design of Magistrates feedback forms by Coventry and Warwickshire YOS with the Chair and Deputy Chair of The Youth Panel; this was followed by a presentation at a Youth Panel event, also attended by The District Judge, who declared that YOS court officers could tell her off if she failed to complete it!

Certain standards lent themselves to a collaborative approach and CYOS approached the other West Midlands YOTs to see if they were open to trialling a collaborative approach on 'Standard 4 - in secure settings'. This was agreed and Coventry led the activity for the West Midlands, which included representatives from other YOTs and from parts of the secure estate, including Rainsbrook Secure Training Centre and Werrington Youth Offending Institution. The activity enabled capturing self-analysis and sharing findings as part of a partnership meeting. The 7 West Midlands YOTs Heads of Service determined that, while the exercise was useful, their preference was to agree their own quality assurance methodologies. The Heads of Service did agree that several of the standards within Standard 4 could only be answered/rated by YOTs on the basis of the experiences of individual young people and YOTs, as neither the commissioner or provider of secure estate services, could not provide broader judgement; for example, as to whether a provider offered a safe environment.

With the agreement of the 7 West Midlands YOTs, Coventry submitted a paper to the Regional Multi-Agency Safeguarding Arrangements (MASA) Chairs and Business Managers Forum (Safeguarding Partnerships) as clearly each partnership also has a responsibility to ensure that/reassure itself that any secure environments in its area are suitable and safe. The purpose of the paper was to secure support for a single report and set of indicators/evidence provided by the Youth Custody estate and MASA support was secured.

Coventry YOT wrote to Wendy Tomlinson, the Youth Lead for the Secure Estate, and asked whether a report could be made available to all West Midlands YOTS based on an agreed set of quality indicators as detailed below. This was agreed in principle as a good idea and Wendy Tomlinson said she had agreed to meet with the Chief Executive of the YJB to discuss in more detail, and potentially to make a national report available; at the point of this submission a report is not available.

Data requested for the single report for the West Midlands YOTS is below:

- Number of restraints per institution, also as a proportion of residents, outcomes of restraint overviews/ reports and findings, and any related procedures (per institution)
- Internal safeguarding procedures (per institution)
- Records of assaults also as a proportion of residents, peer on peer, and related policies and procedures (per institution)
- Inspection findings and action plans
- Responses to allegations against staff and related procedures
- Staff training records (whether staff are appropriately skilled)
- Evidence of effective / timely communication between Safeguarding Partnerships as required
- Incidents of self-harm, short of attempted suicide (per institution)
- Incidents of attempted suicide (per institution)
- Identified unmet health needs (per institution)
- Average number of hours in cell a day (per institution)
- Number of hours education offered, average number of hours engaged in education
- Provision of and type of programmes, plus gaps
- Escort contractor compliance with escort service specification

CYOS will be prioritising activity to address areas identified as part of the self-assessment as Requiring Improvement (to get to Good).

Finance

CYOS continues to deliver its statutory functions as detailed in the action plan. There are a number of variables outside of the services control primarily, for the purpose of this report, the ongoing Government exit strategy. CYOS Management Board will maintain close oversight of the budget position and risks as they become known, particularly as the different stages of exit are announced.

The pooled budget will continue to support statutory activity and service developments; for example, those contained within the priorities section detailed earlier and those identified as part of self-assessment against the new YJB National Standards.

YOS Finance Tables (2020/21)

Table 1: 2020-21 Youth Offending Service Partner Contributions to Pooled Budget

Agency	Staffing costs (£)	Payments in kind for services (£)	Other delegated funds (£)	Total (£)
Local Authority	513,321	-	203,806	717,127
YJB Practice Grant	369,727	-	161,880	531,607
Police and Crime Commissioner	58,518	-	46,546	105,064
Health Service	-	90,650	13,309	103,959
Police Service	-	57,593	-	57,593
National Probation Service	-	43,400	5,000	48,400
Total	941,566	191,643	430,541	1,563,750

Comments

- The YJB budget was confirmed on 08/04/20 and the Community Safety Fund was confirmed on 23/04/20 by West Midlands Police Crime Commission.
- The payments for services in-kind relate to staffing costs for employees working with the Youth Offending Service.
- The Police and Probation budgets were confirmed on 24/04/20.
- No changes have been assumed for the Health contributions, pending confirmation.

Table 2: 2020-21 Youth Justice Board Grant

Youth Justice Grant budget	Budget	Forecast outturn	Forecast Over/(Under) spend
Salaries	369,727	369,727	0
Activity Costs	54,520	54,520	0
Accommodation	4,060	4,060	0
Overheads	103,274	103,274	0
Equipment	26	26	0
Total	531,607	531,607	0

Comments

- The salary budget includes an allocation for sessional salaries.
- It is anticipated that activity costs will still be required, with activities moving from a group-based model to a one-to-one model in response to COVID-19.

Table 3: 2020-21 Youth Offending Service Pooled Budget Changes

Agency	Annual Budget	
	2019-20	2020-21
Local Authority	750,175	717,127
YJB	524,866	531,607
Police and Crime Commissioner	105,064	105,064
Health	103,959	103,959
Police	56,188	57,593
Probation	53,066	48,400
Budget	1,593,318	1,563,750

Comments

- The change to the local authority contribution is due to reduced costs (reduced Local Government Pension Scheme contributions and salary re-structuring as part of the business services review in October 2019).
- The local authority will be required to fund the pay award once it has been confirmed; the latest offer was 2% in February 2020.
- The YJB contribution has been uplifted by 2% in 2020/21.
- The Probation contribution has reduced due to salary grading.
- No changes have been assumed for the Health contributions, pending confirmation.

Coventry Youth Offending Service Contingency and Recovery Plan Covid -19

Practice Area	Business continuity	Recovery plan	Lead	Timeframe. This will be agreed subject to government guidance & added in as appropriate
1	<p>CYOS Board oversight</p> <p>Communications with Board as appropriate</p> <p>Individual virtual meetings with Board member(s) as appropriate</p> <p>CYOS Board meetings will take place virtually</p>	<p>The model for Board meetings will be face to face with the opportunity for members who may not otherwise be able to join (and guests) offered a dial in facility as appropriate</p>	<p>Board Chair John Gregg</p> <p>CYOS Head of Service Georgina Kell</p>	<p>Reviewed at Mays Board and as required</p>
2	<p>HMIP Domain 1 Governance CYOS Board action plan</p> <p>CYOS Board will continue to monitor progress against its action plan and any adjustments regarding deadlines as appropriate</p>	<p>Any actions deferred because of activity to support changes due to Covid 19 will be timetabled for completion</p>	<p>Board Chair John Gregg</p> <p>CYOS Head of Service Georgina Kell</p>	<p>Reviewed at Mays Board and as required</p>
3				

	Youth Justice Plan 2019/20– outstanding actions	<p>Statutory practice is maintained by the service.</p> <p>Not all the actions, for example practice development, falling in the latter part of the year will not have been delivered.</p> <p>For example, training which is not appropriate for remote delivery such as Motivational Interviewing and The Trauma Recovery Model.</p>	<p>Outstanding actions will sit alongside the actions identified as part of CYOS Self-Assessment against the YJB standards.</p> <p>Training dates will be rescheduled</p> <p>CYOS Board will review actions and expectations as part of Board activity</p>	CYOS Head of Service Georgina Kell	Date for actions to be agreed when government releases its exit strategy – reduction of restrictions
4	Staffing levels	<p>It has been agreed that temporary staff may be sourced via agency (two additional posts currently) if required to cover potential sick / self-isolation.</p> <p>HOS has met with Coventry City Council HR recruitment to agree specification and utilise existing pathways if required.</p>	<p>Agreement will be reviewed in line with situation, and will cease when risk of infection removed/controlled</p>	CYOS Head of Service Georgina Kell	Date for agreement to cease to be agreed when government releases its exit strategy – reduction of restrictions
5	Staffing levels Testing	<p>This is available locally for staff who have symptoms, ideally within 3 days of onset but up to 5 and their family members if they, not the staff member are symptomatic.</p>	<p>It is anticipated this approach will be in place until a vaccine is available. Service will then cease</p>	Line Managers	Date for agreement to cease to be agreed when government releases its exit strategy –

		<p>Process is managed through CCC and staff are identified through the staff availability tracker completed by CYOS Team Managers</p> <p>Police, Health and other “critical staff have the equivalent process/ resource within their agency’s the primary difference is the testing site</p>			reduction of restrictions
6	<p>Staff / service users/ partners face to face Contact Risk Assessment</p>	<p>This has been completed and circulated to staff and shared with the unions</p> <p>This includes for example measures to reduce infection, to mitigate impact, wellbeing including additional support services, multi environment measures and links to key supporting guidance such as use of MS Teams, government guidance and home working</p>	<p>Will be adapted as restrictions eased and will cease when all restrictions lifted</p>	<p>Board Chair John Gregg</p> <p>CYOS Head of Service Georgina Kell</p>	<p>Risk Assessment currently subject to review pending sight of new PPE Guidance</p>
7	<p>Employee Assistance Programme</p>	<p>In addition to the provision given by the Council’s Occupational Health and Wellbeing Service. The EAP has been launched to ensure that help is available to employees, in recognition of the</p>	<p>The programme will be reviewed, and a decision made re retention value.</p> <p>The business as usual provision given by the</p>	<p>CCC OH and HR leads</p>	<p>Date to be determined in the context of Government guidance and restrictions</p>

		<p>additional challenges presented by COVID-19.</p> <p>What does the EAP provide?</p> <ul style="list-style-type: none"> • The EAP provides a range of information and practical support for problems at work and home including: Anxiety, Bereavement, Stress, Depression, Workplace Issues, Trauma, Relationships, Finances, and Family Difficulties. • Telephone access to appropriately qualified professionals 24 hours a day, 7 days a week, 365 days a year • Independent, confidential counselling support provided by caring and suitably qualified personnel • An online Cognitive Behavioural Therapy (CBT) programme and an extensive range of CBT workbooks <p>The helpline is for mental health support and cannot provide any advice for COVID-19 health-related issues.</p>	Council's Occupational Health and Wellbeing Service will continue		
8	<p>Covid - 19 Key stakeholders CJS YJB hosted virtual meetings</p>	<p>YJB facilitated. Standard members include YJB, West Midlands YOS HOS, national representatives from YCS, HMCTS.</p>	<p>It is anticipated that this forum will continue across the restricted period and continue as part of exit / recovery activity.</p>	<p>YJB Peter Heskith Head Of Innovation &</p>	<p>Group will review its benefits and its longevity and whether it has</p>

		<p>Guests as appropriate.</p> <p>Meeting picks up practice changes across stakeholders, barriers, identifies support,</p> <p>Meetings moving to weekly</p>		Group members	an ongoing value post end of exit delivery
9	Team communications / well being	<p>CYOS Microsoft Teams newsfeed to be utilised for sharing all Covid19 practice changes Virtual Team meetings Virtual social “coffee meetings” to maintain staff well-being Health Team members maintaining wellbeing calls to staff</p> <p>Coventry City Council specialist Occupational Health advice and counselling service available to staff specific to impact of Covid 19 weekly team manager meetings with supervised staff</p>	<p>Newsfeed will not be required for this purpose be may be used going forward based on team feedback</p> <p>Review virtual meetings that take place currently under restriction and evaluate whether they need to continue in the future</p>	Georgina Kell CYOS HOS	
10	Staff supervision	Managers will offer face to face as appropriate and in line with the minimum requirement, maintaining social distancing or virtual supervision using audio and visual. It will also be supplemented by additional “team Calls	Supervision will be monthly face to face, but depending on circumstances virtual may be occasionally acceptable	CYOS Managers	When restriction lifted. Consideration to continue use

		<p>“and audio and visual case discussion as frequently as required. Managers are being provided with additional training</p> <p>Course Title: ‘Managing teams remotely in a time of crisis’</p> <p>Course background How do you manage a person or team effectively when you don’t physically see them often? This is particularly difficult if the team is suddenly dispersed. This session will cover the essentials and allow you to think about how the dynamic of a team changes when people don’t sit in the same physical space. How do you as a leader manage this, keep people resilient and productive and support a strong sense of team in a time of huge uncertainty? There will be practical advice on adapting your</p> <p>communication style to reassure and keep the team focused.</p> <p>What you will learn</p> <ul style="list-style-type: none"> • How to keep your team focused in a time of crisis and agree the core priorities 			to support home working
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		<ul style="list-style-type: none"> • 10 questions you need to ask your team and actively listen to the feedback • 3 kinds of distance issues to consider -physical, operational and affinity • How to feel OK with uncertainty as a leader • How to establish communication norms, use of social media and using technology to best effect • How to hold individuals to account and motivate to deliver • How to help your team manage their anxiety, and keep up resilience <p>Daily briefing meetings and debrief meetings take place the youth offending service duty worker, bail officer and youth crime officer.</p>			
11	Professionals meetings (for example Strategy meetings, YODOC, Allocations, joint	Microsoft Team Talk audio and visual being used. Skype and other mediums available as required	Review model and evaluate which meetings require face to face, which don't and maximise benefits of reduce travel costs and time	For CYOS led activity - CYOS Team Managers for each are they lead on will determine	On-going

	decision meetings, Channel Panel, probation transfer meetings		Learning is already being captured regarding what is working well	which model applies. The Childrens Services Leadership Team – will determine the model going forward for area they lead on	
12	Provider webinars change in deliver models	<p>There are a number of webinars being provided by partners regarding the impact of Covid 19 on service users and how practice is adapting to support them. Three examples are provided below</p> <p>Reducing harm and risks for drug and alcohol users during COVID19.</p> <p>Presented by CGL Coventry with a Q&A session.</p> <p>The briefing will include:</p> <ul style="list-style-type: none"> • Service availability and adaptations • Harm reduction advice for drug / alcohol users in isolation • Managing overdose risks • Reducing the risk of coronavirus spread 	Agencies will continue to review their offer as guidance changes and new webinars are regularly set up for partners		

		<p>This one to move down as practice related</p> <p>Domestic abuse presented by Jaime Richards from Coventry Haven with a Q&A session. The briefing will include:</p> <ul style="list-style-type: none"> • Service availability and adaptations • Keeping safe in isolation • Support networks • Safety planning - creating a plan and things to think about • Children and child contact arrangements • Useful links and contacts <p>Supporting victims of sexual abuse presented by CRASAC and a Q&A session.</p> <p>The briefing will include:</p> <ul style="list-style-type: none"> • Service availability and adapted services • Referral Process • The impact of 'isolation' on victims and perps • How Social distancing has affected the CJS • How to manage a disclosure • Useful links and contacts 			
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		Additional webinars advertised Coventry City Council intranet. Information from webinars is available from the Internet.			
13	Appraisals	Appraisal window has been extended Team managers are preparing and completing annual appraisal via MS Teams	Any outstanding appraisals to be completed face-to-face. Review of impact with staff group whose appraisal completed through MS Teams	CYOS Managers	Current corporate deadline is the end of June 2020 – the expectation is that appraisals will be completed before this window closing.
14	Risk mapping	Identifying young people / parents' carers where risk levels may have changed because of Covid 19 restrictions, sharing appropriately data with partners Including Childrens Services and the Police as appropriate	Standard risk management procedures have remained in place throughout restrictions and these additional activities will cease	CYOS Service Manager Georgina Kell	Subject to restrictions being lifted model will evolve in line with exit plan dates
15	Home Visits	CYOS has introduced an assessment tool that identifies whether a home visit	Review model and evaluate benefits – may facilitate on		The review is on-going the

		<p>can be undertaking virtually. This has been completed for all young people in the community.</p> <p>Following a dynamic risk assessment undertaken by CYOS case manager young people may be visited remotely using social media apps rather than a direct face-to-face</p> <p>visit. The visit must be through a recognised app, CYOS will use WhatsApp and it must include visual as well as auditory contact. Where only auditory required, mobiles and young people's landlines (as they locate a young person) can also be used. Pay as you go phones are available for any young people without access to a phone</p> <p>Where does this apply?</p> <p>The assessment must determine whether the purpose of the visit can be met through a virtual visit. This proposal will be applicable to visits to potentially all young people but in particular those with underlying health concerns where contact with professionals potentially places the young person, their family at additional</p>	<p>going occasional use of the medium in prescribed circumstances.</p> <p>Consult with young people and families on their experience.</p> <p>If elements of virtual visits are to be retained a new WhatsApp risk assessment must be completed</p> <p>Undertake home visits routinely when restrictions lifted</p>	<p>CYOS Team Manager Nick Jeffreys</p>	<p>model will change in line with the Government exit plan when released</p>
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		<p>risk of infection, and looked after children in stable looked after placements. It would also apply to those to families who are self-isolating.</p> <p>A WhatsApp risk assessment has been completed and temporary permission given for its use by CCC Information Governance and CYOS Board Chair. Consent is requested from the young person.</p> <p>Where a face to face visit is required this will be undertaken in line with government guidance</p>			
16	Quality assurance	<p>Quality assurance activity will continue throughout this period.</p> <p>This will include;</p> <ul style="list-style-type: none"> • dip sampling virtual home visits • completion of the journey of the child quality assurance framework • national standard audit activity as identified in the self-assessment • young people and parents and carers feedback regarding the 	<p>Given that the Governments exit strategy remains unknown where deadlines for activities are suggested this will be monitored by CYOS Management Board and subject to change</p> <p>Quality assurance activity has continued throughout this period and as part of recovery priorities may need to change but it is important to note QA has continued.</p>	<p>Virtual H/V- CYOS Managers</p> <p>Journey of the child Board Members, CYOS Managers and Case managers (continue working groups)</p>	<p>Virtual Home visits – on an on-going basis one per case manager per month</p> <p>Journey of the child – June 2020</p> <p>N.S audit activity as determined in CYOS Self-assessment</p>

		<p>impact of Covid 19 practice adaptations, what's worked for them, what hasn't, what should be considered for adoption as part of business as usual practice</p> <p>Pre-sentence report gatekeeping continues, and feedback is given by Microsoft teams.</p> <p>Asset+ assessments are countersigned and completed feedback/amendments given by email and Microsoft teams.</p> <p>Practice Development Workshops continued virtually – every month for YOS Officers</p>	The priority on recovery will be activities identified in the NS self-assessment	<p>NS audit as determined by self-assessment</p> <p>Service user feedback - Case Managers and CYOS Team Manager Nick Jeffreys</p>	<p>subject to impact of Covid 19</p> <p>Service user feedback (specific to service practice adaptations) May 2020</p>
17	Appropriate Adult Interviews	<p>Risk assessment in place. Coventry Chief Superintendent and Custody Inspector have confirmed that;</p> <ul style="list-style-type: none"> • Screening occurs prior to transference to custody suite – no one who is symptomatic will be produced at Coventry • The area is cleaned in between each activity • In the event of PPE being required it is available in the custody suite 	<p>Normal practice will resume when risk ceases.</p> <p>This is not an activity that will be delivered virtually</p>	<p>Matthew Haynes CYOS Team Manager</p> <p>Inspector Gregg Rowley</p>	<p>To be agreed when government releases its exit strategy – reduction of restrictions</p>

		<p>CYOS continues to act as AA as appropriate responsibility fully in this area</p> <p>Monitoring of appropriate adult requests continues and this information is collated for the monthly youth offending service management meeting.</p>			
18	Resources for families	<p>As restrictions were being introduced CYOS distributed hardcopy resource packs to all young people in the community. While each package can be personalised, these include packs such as Managing Anxiety and stress, “sorry” resources, Teen Talk and Parent Talk session activities. This has enabled activities to be set and then worked through as part of a virtual home visit activity.</p> <p>Electronic / online resource library has also been updated including mental health resources to support anxiety caused by the virus and to explain its nature in different ways to meet diversity of need</p> <p>Communications have been sent to young people and parents directing them to support and raising their awareness of</p>	Resources will continue to be available as printed versions as these are saved electronically following them being scanned as part of preparation for working remotely. Youth offending service officers can review the appropriateness of the resources completed with young people as required.	CYOS Team Manager Matthew Haynes	On- going These resources can be utilised post exit and will be available on an on-going basis

		<p>infection risks, the criminal response in term of not following Government guidance and NHS advice about when to seek advice support for other health issues</p> <p>The information below (universal services), has been sent to by CYOS to its families, including information links, food bank details, opening times and central phone number</p> <p>Additional copies of resources can be printed within the office. Staff can attend the office by maintaining social distancing measures.</p>			
19	Universal Services	<p>Early Help Hubs – There is an Early Help gateway that contains all the links and information from a range of services containing information on their changes since COVID-19.</p> <p>Four Family Hubs open, and all 8 are still receiving calls. Families are also being directed to the new Community website that is the central place to keep updated that is outward focused.</p>	<p>The service delivery model is constantly reviewed at Director and Strategic Lead level within Childrens Services and discussions with LA Lead Member and relevant others</p> <p>The expectation is that all Hubs will reopen but practice will be reviewed regarding what has worked well and</p>	<p>Early Help Service Manager, CYOS Board Member</p> <p>Nigel Patterson</p>	<p>Reviewed in line with changes in Government guidance and local need</p>

		<p>It includes information about the new 10 Emergency Food Hubs and the new freephone central line if people need food or other sources of help, 08085 834333.</p> <p>Remote contact, if appropriate using audio and visual contact is undertaken following assessment.</p> <p>The assessment must determine whether the purpose of the visit can be met through a virtual visit.</p> <p>It is applicable to virtually visit most young people, subject to assessment, but particularly valid for those with underlying health concerns where contact with professionals potentially places the young person, their family at additional risk of infection</p> <p>Where a face to face visit is required this will be undertaken in line with government guidance</p>	some changes to model are anticipated		
20	Referral Panel meetings	Referral panel meetings to be conducted by telephone consultation with a panel member and then agreed via telephone consultation with young person and	Will revert to face to face routinely when restrictions lifted consideration to virtual video panels for end panels or	CYOS Team Manager Nick Jeffreys	To be reviewed in line with restrictions

		<p>parent/carer, with the panel member available for queries.</p> <p>Exploration is taking place regarding virtual video call options, though this needs to be balanced with managing panel member volunteer's personal details.</p>	to support continuity for YPs who move out of area		being lifted centrally
21	Remand hearings (appearing from the community-police custody suite)	<p>National process in place for young people to be dealt with from police custody suite.</p> <p>Guidance issued to Bail Officers</p> <p>Agreement in place with Custody Inspector to facilitate face to face interviews with young people</p> <p>No one who is symptomatic should appear from Coventry custody suite – if this was to occur PPE is available</p>	The agreement is between HMCTS and Police, YOTs are represented regionally on a nation group and via a regional forum led by the YJB	CYOS Team Manager Adrian Seymour	To be reviewed in line with restrictions being lifted centrally
22	Education	Quarterly education and youth offending service meetings continue, these are facilitated by Microsoft teams.	Meetings will continue as part of recovery.	CYOS Team Manager	To be reviewed in line with restrictions

		<p>Monthly education, training or employment data requested by the city council data team.</p> <p>Information officer collates and presents education, training or employment data to quarterly YOS management board</p> <p>Youth offending service are finalising education process that will continue as part of recovery plan.</p> <p>Youth offending service officers continue to have access to education team within the city council either by telephone, Microsoft teams and or email.</p> <p>Youth offending services education lead continues to be available via telephone, Microsoft teams and/or email.</p> <p>Young people that are no longer attending school in the current circumstances supported as required by the youth offending service officer. This includes contacting the school in relation to remote work and in cases where the young person can attend school encouraging them to do so.</p>	<p>Monthly data will continue</p> <p>This will continue by information officer and the YOS management board</p> <p>This will continue as part of recovery in addition to face-to-face meetings.</p> <p>This will continue as part of recovery in addition to face-to-face meetings.</p>	<p>Matthew Haynes</p>	<p>being lifted centrally</p>
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		<p>The youth offending service can provide intervention work the young person to complete at home.</p> <p>If additional concerns were identified as a result of the young person not attending school the youth offending service officer will liaise with the education team and relevant school and if required children's services.</p> <p>Notification for any YPs in custody re EHCP, schooling and pupil passport to ensure continuity through custodial period</p>			
23	Court	<p>Court is operating on a week by week basis. Currently, only cases in custody are being heard and this is being heard by video link where appropriate. For any urgent enforcement action, escalation to regional level in HMCTS required if court unable to offer a hearing date.</p> <p>Adjourned sentencing cases, not currently open to the service, will be monitored through existing professional agency contact or directly to support in the interim.</p>	<p>Normal practice will resume when restrictions are lifted but are likely to result in a temporary uplift in work caused by the backlog of unheard cases.</p>	<p>CYOS Team Manager Adrian Seymour</p>	<p>Review in line with changes in Government exit plan</p>

24	Order requirements	<p>Requirements unable to be completed in advance of end date.</p> <p>It is not anticipated that this will occur currently having reviewed requirements but with an indeterminate operation of restrictions this may become an issue. Where this occurs, the court will be asked to consider varying the conditions</p> <p>When making recommendations to the court the PSR author and manager will consider the practicalities of recommendations while ensuring the type of supervision / requirement recommended is appropriate</p>	PSR recommendations will continue to be gate kept and requirements reviewed in terms of the services ability to deliver	CYOS Team Manager Adrian Seymour	Review in line with changes in Government exit plan
25	Attendance Centre Orders	<p>Currently any required activities are being completed on a 121 basis as needed.</p> <p>Providers of specialist input such as Street Doctors and First Aid provision are being asked if this could be delivered virtually</p>	<p>CYOS can deliver weekly, rather than fortnightly sessions at its centre and this will be considered if required as restrictions lifted.</p> <p>This would reduce risk of a requirement not being</p>	CYOS Team Manager Matthew Haynes	Review in line with change in Government exit plan

		<p>It is not anticipated at this stage that this type of order cannot be managed under current restrictions. If they remain in place indefinitely and could exceed the length of requirement there is the option to ask the Court to vary the order</p> <p>At the point of sentencing both the Pre-Sentence Report and the Court Officer would make sure sentencers aware of the temporary change in the delivery model</p> <p>Availability of the Coventry girls and boys club will be reviewed on a monthly basis in line with their policy regarding room bookings.</p>	<p>delivered in the period of supervision</p> <p>Coventry youth offending service will revert to using the Coventry girls and boys club once they are open.</p> <p>Review to be completed to ascertain number of attendance centre hours outstanding as a result of the temporary suspension of delivery. Attendance centre requirement proposals will be reviewed. The 20/21 session plan will be reviewed and structured during suspension.</p>		
26	ISS Bail and, Sentenced ISS	<p>ISS provision can be delivered where a young person is subject to education. Any education that is being delivered virtually will be counted toward the ISS hours.</p> <p>Where a young person is subject to ISS, we will work with professionals to ensure daily contact where appropriate either by phone, video calling or in person at the property ensuring an appropriate</p>	<p>Consideration to be given to whether any elements of practice can change as a result of the methods used, for instance, can Saturday home visits be undertaken virtually.</p>	CYOS Team Managers	Review in line with change in Government Guidance

		<p>distance. Young people will undertake offending behaviour work virtually and appropriate reparation will be arranged that the young people can complete at home. Family element will be satisfied through phone calls and video messaging.</p> <p>We will consider the use of GPS tracking where appropriate to manage young people's whereabouts as an additional method of control.</p>			
27	Offender Management	<p>Monthly high-risk management meetings will continue virtually on a monthly basis via Microsoft Teams.</p> <p>Police Offender Management (Deterring Young Offenders and Gangs) continue to manage young people in the community utilising phone contact and home visits on a risk/need basis. Available for updates and intel sharing as per usual practice.</p> <p>Other risk forums remain in place locally – for example, MARAC, MAPPA, PPRC process.</p>	<p>Direct facing activity with Young People will move to face to face once restrictions lifted – this will be monitored through monthly forums to confirm any agreed multi-agency changes.</p> <p>Consideration for virtual meetings to enable greater multi-agency engagement and oversight.</p>	CYOS Team Manager Nick Jeffreys	Reviewed in line with Government Guidance
28	Unpaid work	Youth offending service officers will monitor the number of hours remaining	Sessions will be available for youth offending service officers	CYOS Team Manager	Review in line with

		<p>and the duration of the court order, any delivery is 121 only.</p> <p>If required youth offending service officer will return the order to court for it to be extended or amended.</p> <p>Youth offending service officers to consider alternative options completing unpaid work experience</p> <p>It is not currently identified as an issue, but long-term restrictions may result in an impact</p>	<p>to deliver on a one-to-one basis as part of recovery.</p> <p>The number of cases being return to court for an extension on amendment be monitored.</p> <p>Options for sessions is being reviewed as part of remote working. Additional opportunities will be available following restrictions. Session plans will be in place to assist in delivering any outstanding hours.</p>	Matthew Haynes	change in Government Guidance
29	Reparation	<p>Reparation hours are currently not taking place as part of a group work. Youth offending service officers will monitor the number of hours remaining and the duration of the court order.</p> <p>If required youth offending service officer will return the order to court for it to be extended or amended.</p> <p>Youth offending service officers to consider alternative options completing</p>	<p>Sessions will be available for youth offending service officers to deliver on a one-to-one basis as part of recovery.</p> <p>The number of cases being returned to court for an extension on amendment be monitored.</p> <p>Options for sessions is being reviewed as part of remote working. Additional</p>	CYOS Team Manager Matthew Haynes	Review in line with change in Government Guidance

		<p>reparation. These have included activities completed within the home</p> <p>Reparation activities continue in relation letters of apology/explanation, mediations etc.</p> <p>One to one work can continue as appropriate and when restrictions are lifted activities such as coppicing, litter pick, parks maintenance can continue activities.</p>	<p>opportunities will be available following restrictions. Session plans will be in place to assist in delivering any outstanding hours.</p>		
30	Parenting Work	<p>Sessions to be conducted remotely using WhatsApp video calling, where appropriate.</p> <p>All parents will be contacted by the YOS parenting officer during the period of restrictions to offer support.</p> <p>Voluntary parenting programmes continue to take place remotely – this includes the completion of genograms, behaviour plans, task focussed planning.</p> <p>No current parenting orders in place for the Service. Expectation that, if required, this could be delivered remotely with</p>	<p>Will revert to standard practice model when restrictions are lifted.</p> <p>Review practice for parents in work that virtual routes may provide greater flexibility and enable increased engagement levels</p>	CYOS Team Manager Nick Jeffreys	To be agreed when government releases its exit strategy – reduction of restrictions

		<p>materials for intervention provided in the post.</p> <p>Face to face home visits can be provided if required.</p>			
31	Victims	<p>Youth offending service support officers continue to contact victims either by telephone or email.</p> <p>Case updates are provided to the youth offending service officer in contact victims. This continues to be by email and will be followed up by telephone or Microsoft teams meeting is required.</p> <p>Victim work can be delivered by the allocated youth offending service officer via video supervision.</p> <p>Coventry youth offending service will continue to monitor restorative justice interventions as part of its current reporting structure to the management board. This will continue on a quarterly basis.</p>	<p>Face-to-face contact with victims will commence as part of recovery</p> <p>Support officers will provide updates face-to-face to allocated youth offending service officers in addition to email.</p> <p>Benefits from the victim's perspective will be reviewed.</p> <p>Quarterly reports will continue to be completed for the youth offending service management board.</p> <p>A Case manager meeting will take place as part of remote working arrangements and this will continue in order to ensure</p>	CYOS Team Manager Matthew Haynes	To be agreed when government releases its exit strategy – reduction of restrictions

		<p>Reparation activities continue in relation letters of apology/explanation, mediations etc.</p>	<p>victims are receiving the required restorative justice intervention.</p> <p>Monitoring to take place of the impact on the numbers of restorative justice interventions that have taken place during the restricted period.</p>		
32	Youth secure Estate	<p>Early release, Covid 19</p> <p>CYOS have screened its custody young people and none match the current early release proposal for young people which is with Ministers currently. Should the criteria change a further review will take place to ensure neither the well-being of the young person or public protection risk is present should they be released.</p> <p>All face to face prison visits are suspended and meetings will take place using conference calls. Young people in the majority of institutions have been provided with a phone in the cells to enable them to call friends family and professionals.</p> <p>Approach to remands, if presented risk isolation on return – seek to balance risk on case by case basis</p>	<p>Early release Covid 19 will cease once restrictions are fully removed.</p> <p>The secure estate will presumably wish to review access to phones with all stakeholders (including young people) when face to face visit are re-instated.</p>	CYOS Team Manager Adrian Seymour	To be agreed when government releases its exit strategy – reduction of restrictions

		<p>FAQ, and changes in delivery updates from YCS shared with CYOS</p> <p>YCS on regionally YJB facilitated weekly phone call with YOTS and CHS stakeholders</p>			
33	NPS transitions	<p>Transition discussions continue and decisions made on an individual basis.</p> <p>Transfers continue between YOS and Probation in line with local and national agreements.</p> <p>Quarterly transfer meetings take place via video calls.</p> <p>Transition planning meeting between YOS officer and Probation officer takes via video link.</p> <p>3-way meeting with young person will take place via video calls, WhatsApp or telephone.</p>	<p>National procedure will stand</p> <p>CYOS will continue to follow local protocol between YOS and Probation.</p> <p>Youth offending service and probation to review whether face-to-face meetings regarding transition need to take place in the future if it has been deemed successful</p> <p>Microsoft team meetings have been effective.</p> <p>Youth offending service will continue to identify and assess young people regarding their suitability for transfer to probation within the current agreed timeframes. Next cases for transition will be identified in June 2020.</p>	<p>CYOS Team Manager Matthew Haynes</p> <p>NPS Lead – Emma Farmer</p>	<p>Reviewed in line with Government Guidance and as part of scheduled case transition meetings</p>
34					

	CYOS Health Resource	<p>Young people who require health intervention will continue to receive this in line with current contact arrangements using WhatsApp video calling or phone calls. Health staff will attend court cells police custody suites in line with appropriate protocols on PPE and social distancing if a young person requires a health assessment.</p> <p>CAMHS - not taking any new referrals. Only seeing young people in crisis, i.e. if it would prevent an admission to hospital. Young people open to the service continue to be contacted virtually or by phone. All CAMHS resource has gone into crisis management around COVID 19.</p> <p>If this present a risk will be escalated via Health lead for action</p> <p>Health team continues to undertake assessments for pre-sentence reports virtually.</p>	Following the lifting of restrictions, health provision will return to normal with face to face intervention, home visits where appropriate.	Adrian Seymour – CYOS Team Manager	Reviewed in line with Government Guidance
35	Substance and alcohol service CGL	Positive Choices still taking referrals and attending meetings virtually. They are conducting their sessions via phone calls and WhatsApp where appropriate.	Following the lifting of restrictions, Positive Choices provision will return to normal with face to face intervention, home visits where appropriate.	Adrian Seymour – CYOS Team Manager	Reviewed in line with Government Guidance

		<p>No current alcohol or drug treatment requirement/testing - this would be considered as part of a Pre-Sentence Report considering ability to deliver these elements with the local provider Positive Choices.</p> <p>Webinar undertaken by Positive Choices that included:</p> <ul style="list-style-type: none"> • Service overview; what is Positive Choices and how can they support? • Service adaption to delivery to ensure our support continues during Covid-19 restrictions • How to make a referral • Social Media <p>The service will consider guidance from partners such as changes in drug prices or strength and respond accordingly based on issues for example impact of drug debt or risk of overdose</p>		Sharon Bolesworth – Change Grow Live (CGL)	
36	Prospects	1. Tracking of 16 & 17-year-old young people who are NEET and Not Known Prospects will continue to track remotely young people who are NEET and Not Known and will submit monthly DfE	Will revert to face to face when restrictions are lifted	Karen Allen – Operations Manager Coventry & Warwickshire	Reviewed in line with Government Guidance

	<p>returns as normal. 2. Provision of careers information, advice and guidance • Prospects are currently working on a communication of their careers advice and guidance offer which will be disseminated to schools (and wider) week beginning 23 March. • Prospects will aim to deliver a remote service (as opposed to face-to face careers advice and guidance) to those young people who are NEET. • For those young people with an EHCP, Prospects Advisers will provide a face-to-face service if required and if allowed, by arranging to visit schools. • For NEET LAC/Care Leavers (Through Care) and NEET young people known to YOS, Prospects Advisers will deliver a remote service but will consider face-to-face meetings if required and if allowed.</p> <p>Prospects career adviser is available via telephone, email and/or Microsoft teams for advice and guidance that the allocated youth offending service officer requires.</p> <p>Prospects have access to online learning for young people where this is assessed as appropriate and required.</p>	<p>Review on-line resources to consider incorporating it into standard offer,</p>	<p>Prospects Service</p>	
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		<p>Confirmation received that ETE providers are able to provide remote learning opportunities. There are currently jobs available and if suitable young people will be directed towards these Examples include supermarkets. ETE providers are taking on new learners in the current restricted arrangements. Prospects are reviewing and implementing changes to the support to the youth offending service and this will involve access to Careers Advisers .</p> <p>Contact with NEET young people weekly. Through Telephone contact, Text, Email Includes Careers Guidance Referral to Colleges, training providers or employment opportunities now and in future</p> <p>Support offered with completing application forms and arranging interviews with colleges and training providers (Remotely)</p> <p>Information provided on suitable website addresses such as colleges, apprenticeships and training providers, employers, for those young people that have access to the internet and confidence to access provision and make applications.</p> <p>Able to provide up to date information from ETE providers.</p>			
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		<p>Follow up contact by telephone, text/email</p> <p>Support to CYOS colleagues with new allocations OOCd and Court Orders to ascertain correct education situation, and if NEET support offered as above, accurate recording of all interactions</p> <p>Continued support to Ambition Coventry young people, including when they are no longer supervised CYOS</p>			
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Public report

Cabinet Report

Cabinet 13th October 2020

Council 20th October 2020

Name of Cabinet Member:

Cabinet Member for Housing and Communities – Councillor D Welsh

Director Approving Submission of the report:

Director of Streetscene and Regulatory Services

Ward(s) affected:

All

Title:

Responses to Government Planning Consultations

Is this a key decision?

No - although the proposals affect more than two electoral wards, the impact of the responses to the consultations are not expected to be significant of themselves, any further legislation is likely to have a significant impact.

Executive Summary:

The Government has recently launched consultations on two Planning documents:

- Changes to the Current Planning System, and
- Planning for the Future (White Paper).

The former was a technical consultation that concluded on 01 October, the response to which was drafted and submitted by officers in consultation with the Leader and Cabinet Member for Housing and Communities. The response is included as Appendix 1 to this paper. The proposals include increasing the housing requirements and reducing the amount of affordable housing provided by some sites, both of which the Council strongly oppose.

The White Paper consultation closes on 29 October and the proposed response is included at Appendix 2. The White Paper proposes a fundamental change to the nature of the planning system in England and Wales, moving away from the current “discretionary” planning system to a zonal system. The proposals will lead to less public scrutiny and ability to influence planning decision and the Council strongly oppose this and a number of other measures proposed.

Recommendations:

The Cabinet is requested to:

- 1) Note the response submitted on the 1st October 2020 to the Government Consultation “Changes to the Current Planning System”.
- 2) Delegate to the Director Streetscene and Regulatory Services, following consultation with the Cabinet Member for Housing and Communities, the final submission of the White Paper consultation response attached as Appendix 2 to the report.

List of Appendices included:

Appendix 1: Submitted response to the Changes to the Current Planning System consultation

Appendix 2: Proposed response to the Planning for the Future (White Paper)

Background papers:

None

Other useful documents

Has it been or will it be considered by Scrutiny?

No

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

No

Will this report go to Council?

Yes

Report title:

Responses to Government Planning Consultations

1. Context (or background)

- 1.1. Central government have recently launched two public consultations on the planning system; one on changes to the current system and one proposing fundamental changes to the nature of the planning system.
- 1.2. The first consultation was principally technical in nature but included some areas of significant concern. Officers prepared a response in conjunction with the Leader and Cabinet Member for Housing and Communities, this was submitted to government prior to the 01 October deadline and is reproduced in Appendix 1 along with an opening summary.
- 1.3. The second consultation, a White Paper "Planning for the Future" closes on 29 October and proposes a radical change to the nature of the planning system. Officers have prepared a response to this consultation and this is appended as Appendix 2 along with an opening summary.
- 1.4. Members should be aware that the White Paper could have significant implications to the way that planning is delivered and funded, both in terms of fees earned and costs incurred and specifically around funding the cost of infrastructure. There is insufficient detail currently to quantify this risk, and future Cabinet papers will address when appropriate.

2. Options considered and recommended proposal

- 2.1. The City Council could choose not to respond to the White Paper consultation. However, given the radical nature of the proposal and the significant effect future legislation will have on the City, this option is not recommended.
- 2.2. The recommended option is to submit the response the governments consultation on the White Paper as attached at appendix 2.

3. Results of consultation undertaken

- 3.1. As this report relates to the Council responding to a consultation, no consultation by this Council has been undertaken.

4. Timetable for implementing this decision

- 4.1. The White Paper consultation closes at 11.45pm on 29 October and so the response must be submitted prior to this.

5. Comments from the Director of Finance and the Director of Law and Governance**5.1. Financial implications**

The submission of the consultation response has no direct financial implications. There are significant potential implications in the matters being consulted upon and may be the source of future papers if legislation is subsequently passed.

5.2. Legal implications

The White Paper proposes changes to primary and secondary legislation.

There are no legal implications as a consequence of the proposed consultation responses.

6. Other implications

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

The submitted and proposed consultation responses contribute to the Council Plan by reiterating our desire too:

- A prosperous Coventry: The responses defend the provisions of the local plan and the right for local influence in the Plan-making and subsequent decision-making process. This will deliver better outcomes and a more prosperous place;
- Increasing the supply, choice and quality of housing; the consultation responses consider the calculation methods to discern appropriate level of housing as well as affordable housing typologies
- Making Coventry an attractive and enjoyable place to be: The consultation responses assert the requirements for well-designed and attractive places, and that the design, assessment and delivery of these should not be sacrificed in order to deliver quick decisions;
- Making places and services easily accessible: The consultation responses consider the need for infrastructure to be delivered at the right time, connecting new development at the cost of the developer.
- Developing a more equal city with cohesive communities and neighbourhoods: The affordable housing proposals are considered and objected to as they will lead to less affordable housing being delivered;
- Improving the environment and tackling climate change: The consultation responses discuss the need for sustainable development and the priority the City Council place on environmental matters.

6.2. How is risk being managed?

There is no risk associated with responding to the consultation by itself. The potential legislative changes proposed by the White Paper contain significant risk to both the statutory requirements of the Council as Local Planning Authority and the resources available to deliver these. However, there is insufficient detail at the current time to begin to proactively manage that risk.

6.3. What is the impact on the organisation?

No direct impact related to submitting the consultation responses. The results of the consultations and any subsequent legislation may have significant impacts on the organisation will be the subject of future reports if necessary.

6.4. Equality/ EIA

A full Equality and Impact Assessment (ECA) was undertaken as part of developing the Local Plan. The consultation responses relate directly to the Local Plan. As part of that analysis, the Council had due regard to its public sector equality duty under section 149 of the Equality Act (2010).

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

There is no direct impact in the submission of the consultation responses. However, the potential for a significant increase in housing requirements would have implications for climate change and the environment, which have been highlighted in the consultation responses.

6.6. Implications for partner organisations?

None

Report author:**Name and job title:**

David Butler

Head of Planning Policy & Environment

Service

Streetscene and Regulatory Services

Tel and email contact:

Tel: 02476 972343

Email: david.butler@coventry.gov.uk

Enquiries should be directed to the above persons.

Contributor/approver name	Title	Service	Date doc sent out	Date response received or approved
Contributors:				
Michelle Salmon	Governance Services Officer	Law and Governance	02/10/2020	02/10/2020
Names of approvers for submission: (officers and members)				
Cath Crosby	Lead Accountant, Business Partnering	Finance	01/10/2020	01/10/2020
Clara Thomson	Planning and Highways Lawyer, Legal Services	Law and Governance	01/10/2020	01/10/2020
Andrew Walster	Director of Street Scene and Regulatory Services	-	30/09/2020	01/10/2020
Councillor D Welsh	Cabinet Member for Housing and Communities	-	01/10/2020	02/10/2020

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

Consultation on changes to the current planning system

Summary

Standard Methodology

The introduction of a revised method for calculating housing need will place an unsustainable demand in the City. The Coventry City Local Plan was adopted in 2017 following a robust and evidence-based Examination. Through that process we demonstrated that the City could accommodate on average 1230 dwellings a year, with neighbouring authorities meeting any further unmet need. Delivering the current Local Plan required Green Belt release to allow for the necessary growth.

The proposed new formula would require Coventry to deliver an additional 1446 dwellings every year; this would require significant further Green Belt release around the City. We believe that the Standard Methodology needs to be cognisant of constraints and capacity when setting initial requirements, and that the drive for significantly higher volumes of development is not reflected in the population projections.

The proposals in the White Paper to make the Methodology the basis of a binding housing requirement, with constraints calculated and applied at a national rather than local level, make the accuracy and deliverability of this formula essential.

Affordable Housing changes

Further proposals remove the ability to require affordable housing on small sites and introduce a new discount for first time buyers.

The principle of First Homes, potentially replacing the shared ownership model, has some merit. We retain concerns regarding the mechanism for calculating the value of the discount due to the possibility of inflating market value, especially in exception sites. However, the principle demand for affordable housing in Coventry is for social rented properties, and by placing First Homes in such a pre-eminent position the delivery of the type of affordable homes the City needs is potentially undermined.

The proposal to lift the threshold before which any affordable housing is required is strongly objected to. The proposal will see less affordable housing delivered despite the clear and demonstrable need for it, one which the consultation paper acknowledges in the revisions to the Standard Methodology. Whilst we support the principle of incentivising SME builders, we believe that the current threshold should remain and that other stimulus be sought to encourage SME builders to bring forward sites.

Permission in Principle (PiP)

The PiP process requires authorities to approve in principle a scale of development with limited information and with a much shorter consultation window. Whilst this might be deemed appropriate on small-scale development, allowing larger developments access to this path will magnify the issues

of making decision quickly, with little detail and without sufficient opportunity for the public to be involved with or comment on the application. We believe therefore that the PiP process should not be expanded to major development.

Response to consultation questions

Q1: Do you agree that planning practice guidance should be amended to specify that the appropriate baseline for the standard method is whichever is the higher of the level of 0.5% of housing stock in each local authority area OR the latest household projections averaged over a 10-year period?

We do not agree. We believe that the appropriate baseline is the most recent population projections and that the proposal has the potential to provide for homes where they are not needed.

Q2: In the stock element of the baseline, do you agree that 0.5% of existing stock for the standard method is appropriate? If not, please explain why

We do not agree with the principle of using existing stock as a fall-back to guarantee higher housing requirements irrespective of population projections, and so do not agree with the underlying method.

Q3: Do you agree that using the workplace-based median house price to median earnings ratio from the most recent year for which data is available to adjust the standard method's baseline is appropriate? If not, please explain why.

It is not appropriate. By focussing the median earnings and median house price calculations on a single LPA area the results completely ignore the way economic geographies function, something that is well understood through Housing Market Areas and was previously emphasised by government during the formation of Local Enterprise Partnerships based on economic geographies. By producing such a narrow, limited geographical correlation between earnings and house prices the process completely ignores the reality of how and where people work.

Q4: Do you agree that incorporating an adjustment for the change of affordability over 10 years is a positive way to look at whether affordability has improved? If not, please explain why.

Affordability of housing is certainly an issue, but not one that can be solved simply by allocating an increasing quantum of land for housing. The intention of this process is to suppress prices by flooding the market with product, and this is a fundamentally flawed.

Firstly, there is no clear mechanism for guaranteeing delivery of houses on allocations, and no real punitive measures for developers who choose not to bring forward allocated land or choose not to enact consents. There is a significant difference between consenting a scheme and the completion of a dwelling, as evidenced by the ca 1million consented dwellings that have yet to be commenced across the country.

Secondly, there is a limit to how much housing can sell before market saturation occurs. Developers will throttle the completion of developments to maintain profit margins and under the current proposal the only consequence of this is for the LPA to allocate even more land.

Finally, there is no consideration to the other side of the affordability equation, how do we raise people's earnings. Indeed, by requiring such a significant addition of housing, employment land will

be under serious threat to be given over to housing development, thereby removing access to new, higher-GVA employment opportunities.

Q5: Do you agree that affordability is given an appropriate weighting within the standard method? If not, please explain why.

As per our response to Q4 the result of the additional affordability weighting means significantly larger housing numbers. This is, at best, a crude and rudimentary approach to suppressing house prices and, as outlined above, one that is very unlikely to succeed as there are a myriad of other factors involved and untouched by these proposals.

Q6: Authorities which are already at the second stage of the strategic plan consultation process (Regulation 19), which should be given 6 months to submit their plan to the Planning Inspectorate for examination?

This is not relevant to this authority so would be inappropriate to comment beyond stating that the greater the period of time given to those authorities effected the better.

Q7: Authorities close to publishing their second stage consultation (Regulation 19), which should be given 3 months from the publication date of the revised guidance to publish their Regulation 19 plan, and a further 6 months to submit their plan to the Planning Inspectorate? If not, please explain why. Are there particular circumstances which need to be catered for?

This is not relevant to this authority so would be inappropriate to comment beyond stating that the greater the period of time given to those authorities effected the better.

Q8: The Government is proposing policy compliant planning applications will deliver a minimum of 25% of onsite affordable housing as First Homes, and a minimum of 25% of offsite contributions towards First Homes where appropriate. Which do you think is the most appropriate option for the remaining 75% of affordable housing secured through developer contributions? Please provide reasons and / or evidence for your views (if possible):

- i) Prioritising the replacement of affordable home ownership tenures, and delivering rental tenures in the ratio set out in the local plan policy.**
- ii) Negotiation between a local authority and developer.**
- iii) Other (please specify)**

Social rented properties are a key priority for both the authority and its residents, and Coventry City Council object to any proposal that might undermine the ability to deliver these. We therefore disagree that First Homes should be given a pre-eminent position, and that social rented properties should be given that priority.

In response to the specific question, we believe iii) that we need to deliver low cost rented solutions for our residents and this is a much higher priority than any other ownership tenures.

With regards to current exemptions from delivery of affordable home ownership products:

Q9: Should the existing exemptions from the requirement for affordable home ownership products (e.g. for build to rent) also apply to apply to this First Homes requirement?

Yes, they should apply.

Q10: Are any existing exemptions not required? If not, please set out which exemptions and why.

All existing exemptions should be retained

Q11: Are any other exemptions needed? If so, please provide reasons and /or evidence for your views.

We believe that supported housing schemes should be included due to the marginal viability, but important role that these schemes play in both delivering appropriate accommodation and freeing up existing housing stock.

Q12: Do you agree with the proposed approach to transitional arrangements set out above?

We retain our fundamental objection to the introduction of First Homes as a pre-eminent form of Affordable Housing, thereby ignoring any local needs that require a different solution. If a transition to this system to go ahead Local Authorities should be able to vary their affordable housing mix without the need to go through a Plan Review to do so, perhaps via Supplementary Planning Document to ensure a quick transition to a more appropriate mix.

Q13: Do you agree with the proposed approach to different levels of discount?

We retain our fundamental objection to the introduction of First Homes as a pre-eminent form of Affordable Housing, thereby ignoring any local needs that require a different solution. However, if this is to be introduced allowing for a variation in greater discount is appropriate.

Q14: Do you agree with the approach of allowing a small proportion of market housing on First Homes exception sites, in order to ensure site viability?

We do not. By delivering a First Homes exception site understanding the market value in order to derive a discount will be incredibly difficult, and entirely open for developers to 'game' the system, raising market values sufficiently so that the discounted product still sells at high margins and at a value inaccessible to the vast majority of residents.

Q15: Do you agree with the removal of the site size threshold set out in the National Planning Policy Framework?

No we do not agree, by replacing the clear guidance contained in footnote 33 there will be less clarity and therefore a likely increasing in speculative, inappropriate and overly large rural exception site applications.

Q16: Do you agree that the First Homes exception sites policy should not apply in designated rural areas?

Agreed, although also believe that a) First Homes should not be given the over-riding priority suggested and b) First Homes-only exception sites should not be provided for given the difficulties in establishing market values in such a bubble.

Q17: Do you agree with the proposed approach to raise the small sites threshold for a time-limited period? (see question 18 for comments on level of threshold)

We do not. Access to affordable housing, in a range of tenures, is essential. This proposal is intended to drive a surge in smaller sites, all of which will have no affordable housing, thereby exacerbating existing affordability issues. There is an inconsistency within these proposals, where two of the proposals are aimed at solving an affordability issue and then this proposal that will only increase the affordability issue. Finally, there is no mechanism to ensure that the targeted beneficiaries of this proposal actually benefit. Larger housebuilders will be in much better positions in terms of workforce, materials and liquidity to progress sites and maximise profits at the expense of providing much needed affordable housing.

Q18: What is the appropriate level of small sites threshold? i) Up to 40 homes ii) Up to 50 homes iii) Other (please specify)

iii) We strongly believe that the current threshold should be retained.

Q19: Do you agree with the proposed approach to the site size threshold?

Given that we do not agree that the threshold should be moved, and so disagree with the proportionate raising of the site size threshold.

Q20: Do you agree with linking the time-limited period to economic recovery and raising the threshold for an initial period of 18 months?

We do not believe the threshold should be moved and do not believe that it will provide the economic impetus to SMEs that is stated. It risks attracting larger developers to sites they would not have considered previously, thereby squeezing out SMEs and diverting workforce away from larger but less profitable sites.

We are also incredibly concerned with the description of the timeframe being an “initial period” opening the door for this to become extended or even made permanent, to the detriment of residents needs to access affordable housing.

Q21: Do you agree with the proposed approach to minimising threshold effects?

Any attempts to disaggregate sites in order to avoid affordable housing thresholds should be resisted, and we would welcome any planning guidance that can guard against this, irrespective of the threshold quantum.

Q22: Do you agree with the Government’s proposed approach to setting thresholds in rural areas?

Yes, maintaining the lower threshold currently available in rural areas is essential.

Q23: Are there any other ways in which the Government can support SME builders to deliver new homes during the economic recovery period?

We do not believe that the above proposals will help SMEs deliver new homes. There is significant risk of larger developers being attracted to the additional profit available without affordable housing

requirements on smaller sites, and that they will effectively out-muscle SMEs and all at the cost of much-needed affordable units.

If supporting SMEs is the intention then targeted interventions on developers with a capped turnover (as was the case with the COVID-related CIL relief) would be an appropriate mechanism, perhaps by exempting them from Stamp Duty for example. There are many ways of stimulating development that do not involve penalising those in need of affordable housing opportunities and these should be explored.

Q24: Do you agree that the new Permission in Principle should remove the restriction on major development?

We do not. The PiP process places an onerous burden on Local Authorities to determine the principle and scale of development with scant information and in a timeframe that hinders appropriate consideration of statutory consultee responses. Expanding the system to include larger developments whilst retaining the current timescales and supporting information requirements will lead to poor decisions.

Q25: Should the new Permission in Principle for major development set any limit on the amount of commercial development (providing housing still occupies the majority of the floorspace of the overall scheme)? Please provide any comments in support of your views.

The issues with increasing the scope of PiP - i.e. larger more complex schemes being given permission in principle with only limited technical information – exist also for commercial schemes. We therefore do not support the removal of the previous limits.

Q26: Do you agree with our proposal that information requirements for Permission in Principle by application for major development should broadly remain unchanged? If you disagree, what changes would you suggest and why?

Larger schemes will inevitably require greater levels of consideration. Maintaining a two week period for consultation, for example, on the principles of a major housing scheme is insufficient. We maintain that PiP should not be expanded, however, a longer period for major schemes to allow for the public and statutory consultees to be made aware and to respond should be brought in if the government insists on this course of action.

Q27: Should there be an additional height parameter for Permission in Principle? Please provide comments in support of your views.

The addition of a height threshold would help to limit the impact of developments approved through PiP and so should be included.

Q28: Do you agree that publicity arrangements for Permission in Principle by application should be extended for large developments? If so, should local planning authorities be: i) required to publish a notice in a local newspaper? ii) subject to a general requirement to publicise the application or iii) both? iv) disagree If you disagree, please state your reasons.

Given the reduced timeframes allowed under PiP the requirement to publish in a newspaper can significantly eat into the allotted time, and so option ii) is the most logical. If, however, the purpose is meaningful public engagement then the current two-week window should be expanded.

Q29: Do you agree with our proposal for a banded fee structure based on a flat fee per hectare, with a maximum fee cap?

Given the current reductions in fee earning as a result of COVID, and the likelihood of this being a prolonged downturn, any reduction in fee structures is not supported.

Q30: What level of flat fee do you consider appropriate, and why?

We believe the fee structure should remain as it currently is.

Q31: Do you agree that any brownfield site that is granted Permission in Principle through the application process should be included in Part 2 of the Brownfield Land Register? If you disagree, please state why.

We agree that brownfield sites granted PiP be brought through to Part 2 of the Register.

Q32: What guidance would help support applicants and local planning authorities to make decisions about Permission in Principle? Where possible, please set out any areas of guidance you consider are currently lacking and would assist stakeholders.

Irrespective of the proposed expansion of PiP, working with PAS to deliver seminars and workshops regarding the technical delivery of PiP would be appreciated.

Q33: What costs and benefits do you envisage the proposed scheme would cause? Where you have identified drawbacks, how might these be overcome?

We do not believe that the expansion of PiP to larger schemes is appropriate. Whilst there is a cost benefit for applicants, it comes at the cost of reduced public consultation (when compared to traditional application routes) and requires officers to make establishing decisions on scale of development with very little information, with such matters as transport brought forward at a later stage. Such matters are critical when establishing the scale of a development and are best considered at the same time.

Q34: To what extent do you consider landowners and developers are likely to use the proposed measure? Please provide evidence where possible.

n/a

Q35: In light of the proposals set out in this consultation, are there any direct or indirect impacts in terms of eliminating unlawful discrimination, advancing equality of opportunity and fostering good relations on people who share characteristics protected under the Public Sector Equality Duty? If so, please specify the proposal and explain the impact. If there is an impact – are there any actions which the department could take to mitigate that impact?

n/a

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Summary

The White Paper is presented in three key pillars:

1. Planning for development
2. Planning for beautiful and sustainable places
3. Planning for infrastructure and connected places

1. Planning for development

The proposed shift from a discretionary to a zonal system radically changes the planning system. Areas zoned as Growth in the Plan will effectively automatically be conferred outline permission. Consequently, there is a structural change with far greater detail and resource front-loaded into the Local Plan process and much more permitted development and automatic consent rights following. As well as significantly increasing the complexity and expense of Plan production the Paper proposes a restrictive timeline for Plan production. With the current level of detail, it is difficult to see how an appropriately robust and detailed Plan can come forward in the proposed timelines. Further, it should be noted that there will be a significant increase in preparing a Plan, whilst the Council will see a reduction in fees with the removal of the need for outline planning consents.

Far greater detail is required to understand and comment meaningfully on many of the proposals, particularly those that propose the removal of something currently fundamental to Plan production (such as the Duty to Cooperate or Sustainability Appraisals) without any detail of an alternative. However, we object to many of the proposals in the Paper, and believe that the direction of travel outlined will lead to less public and local democratic involvement in the planning system and significantly greater and more onerous requirements on Local Planning Authorities.

2. Planning for beautiful and sustainable places

This pillar suggests several proposals to increase design quality and offer quicker routes to approval for 'beauty'. The path to defining and then finding consensus on what is 'beautiful' is not mapped out, and we do not believe that can be done on a national level. We wish to see an increase in importance of design, but much of the rest of the White Paper (such as the rigid and short timelines for Plan making and determining planning applications) will work against that materialising.

3. Planning for infrastructure and connected places

The key proposal in this pillar is the abolition of Section 106 and CIL and the creation of a new Infrastructure Levy. Where Section 106 attributes the cost of required infrastructure to a development, the proposed IL is a levy based on residual value in a site once a threshold has been passed. There is, therefore, a prospect of sites not contributing the full cost of the infrastructure required via the Levy, which causes significant concern. The result of the IL will place the responsibility, and potentially the financial burden, on Councils to provide either gap or forward funding to deliver the necessary infrastructure at the right time, with the Levy recouped later.

1. What three words do you associate most with the planning system in England?

Democratic / Evidence-based / Balanced

2. Do you get involved with planning decisions in your local area? [Yes / No]

Yes. Coventry City Council is a Local Planning Authority and, as well as setting the Local Plan and determining planning applications, works across borders regionally on a range of spatial planning matters.

2(a). If no, why not? [Don't know how to / It takes too long / It's too complicated / I don't care / Other – please specify]

3. Our proposals will make it much easier to access plans and contribute your views to planning decisions. How would you like to find out about plans and planning proposals in the future? [Social media / Online news / Newspaper / By post / Other – please specify]

The White Paper will not make it easier for people to access and engage with the planning process. The effective removal of the outline planning process will remove one of the most visible and engaging parts of the planning system, and so the ability of people to access and contribute to planning decisions will be reduced by these proposals. Furthermore, the proposals place the most meaningful and extensive contributions early in the Plan-making process, and so applications will come forward many years after the point of consultation and public influence with potentially no further opportunities to comment on or influence outcomes.

Comments on Local Plans have certain statutory requirements which often serve as a barrier to engagement, especially to those who feel that they do not have sufficient time or technical knowledge to meaningfully contribute. Removing these barriers, whilst still retaining sufficient robustness to engender meaningful and constructive consultation is essential in building trust between the public and plan making. This requires time and resource, both of which are being restricted or redirected by the White Paper proposals.

4. What are your top three priorities for planning in your local area? [Building homes for young people / building homes for the homeless / Protection of green spaces / The environment, biodiversity and action on climate change / Increasing the affordability of housing / The design of new homes and places / Supporting the high street / Supporting the local economy / More or better local infrastructure / Protection of existing heritage buildings or areas / Other – please specify]

Providing the development our residents need: Through our Local Plan we have allocated significant sites to address growth projections for the city, despite a highly constrained geography. The constraints are such that neighboring authorities have, through the Duty to Cooperate, taken elements of our unmet need. The proposed new Standard Methodology will more than double the number of dwellings required than we can accommodate. The Local Plan also delivers affordable housing requirements to developments, responding to the local pressure for, in particular, social rent tenures. It goes beyond housing, as in order to deliver a prosperous City we must also allocate – and protect – employment land, providing access to job opportunities across a range of sectors, ensuring that our vibrant economy continues to innovate and grow. Continuing to plan for the right development, in the right places, is essential.

Delivering the right infrastructure, in the right place, at the right time: It is critical that infrastructure is deployed in a timely manner, at the point that it is needed within a development, the cost of which should be principally born by the financial beneficiaries of a development. The introduction of the Infrastructure Levy will take that requirement away, with Local Authorities required to forward fund projects if they are to be in place at the appropriate time. Our Local Plan requires the early provision of infrastructure

Protecting and improving the environment: Coventry is fortunate to have ready access to areas of green belt, ancient woodland and high quality public open space. Protecting and improving these areas are imperative, as is increasing the bio-diversity and ecological value of our green spaces, improving and decarbonising energy consumption, promoting sustainable modes of travel and methods of construction and many other related initiatives. The Local Plan addresses these needs across a range of policies and further work is being done developing a range of additional methods to further combat climate change. We also seek to improve the built environment

5. Do you agree that Local Plans should be simplified in line with our proposals? [Yes / No / Not sure. Please provide supporting statement.]

No, we do not agree that the proposals will provide simplification.

The White Paper allows for the annotation of land into one of three zones. However, zones will inevitably overlap (for example, conservation areas within city centres, where neither *renew* or *protect* annotations are adequate) and so there will inevitably be sub-categories in zones to deal with overlaps or variations in, for example, density. Add in layers of differentiation through design codes and pattern books, and the result is a system just as complicated as the current one, maybe even more so.

6. Do you agree with our proposals for streamlining the development management content of Local Plans, and setting out general development management policies nationally? [Yes / No / Not sure. Please provide supporting statement.]

No. Repetition of NPPF policies in Local Plans is superfluous and should be discouraged. However, Coventry City Council's Local Plan (and many others) contain further development management policies that reflect local priorities not adequately covered by the current NPPF. By elevating all development management policies to a national level there will be no scope for appropriate local interpretation, nor for local voices to be heard in the drafting of DM policies. A national document will either need to be so flexible that it allows for too much latitude of interpretation or so directive that significant areas of local concern are not addressed, with the new-style Plans prevented from addressing this.

There is, therefore, a significant risk that streamlining the development management policies out of Local Plans will leave a deficit of local input and a lack of flexibility to adequately address local priorities and concerns.

7(a). Do you agree with our proposals to replace existing legal and policy tests for Local Plans with a consolidated test of "sustainable development", which would include consideration of environmental impact? [Yes / No / Not sure. Please provide supporting statement.]

No. The potential to remove of some of the complex hurdles to adoption of a Plan is positive, but must be done so cautiously. In particular, the SEA/SA process is both essential and complex, but

replacing it needs careful consideration; the purpose should be to assess impacts and appropriately protect the environment and this vital function must not be lost to ensure speed.

The consolidated test must be clearly articulated in order to ensure consistent application. The definition of “sustainable” with regards to development is contested and not as widely understood as the White Paper claims. Clear and concise definition through legislation or the NPPF is essential for the test to function equitably.

7(b). How could strategic, cross-boundary issues be best planned for in the absence of a formal Duty to Cooperate?

Without a requirement to do so, strategic cross-boundary issues risk not being adequately considered or addressed. The proposal to centrally modify housing number with constraints and then issue a binding requirement does not obviate the usefulness of the Duty to Cooperate in producing coherent spatial planning over a broader geography. Much evidence base work is best undertaken and analysed at a sub-regional or HMA level. Therefore, a requirement for LPAs to work together on a range of strategic areas such as employment land, strategic infrastructure or green belt studies needs to remain.

Any such requirement would need to set the parameters both spatially and in terms of governance and leaving this guidance absent following the abolition of the DtC will lead to a vacuum in strategic policies and, by consequence, worse planning outcomes. The need for this is heightened with the increases in housing required via the new Standard Methodology, the quantum of which is such that new towns and settlements – potentially pooling requirements - become more viable.

More information is needed regarding the application of constraints to the requirements produced by the revised Standard Methodology and how unmeetable demand is then redistributed. Any such work needs to be cognisant of functional economic geographies, commuting patterns and so forth of local geographies, and this is best done on a regional or sub-regional basis.

8(a). Do you agree that a standard method for establishing housing requirements (that takes into account constraints) should be introduced? [Yes / No / Not sure. Please provide supporting statement.]

No we do not agree. The principle of a transparent, equitable and consistent way of establishing housing need is supported but strongly believe that the ability for communities to accommodate growth should be incorporated at the first stage of this calculation.

We disagree that constraints should be applied at a central level, and that this is more appropriately applied at a local level. The White Paper is unclear regarding mechanism for calculating and applying constraints, by whom and how residual unmet need is then re-distributed. These are important, complex matters and by removing this from public view we feel that there is a significant deficit in public scrutiny and an inherent worsening of the process.

8(b). Do you agree that affordability and the extent of existing urban areas are appropriate indicators of the quantity of development to be accommodated? [Yes / No / Not sure. Please provide supporting statement.]

No. As stated in our response to the consultation on the revision to the Standard Methodology the increased affordability calculations, by focussing solely on LPA geography, do not consider the economic reality of people’s work/live patterns, and thus falsely inflate housing requirements.

The resultant increased allocations will not necessarily increase delivery nor lower house prices as there a significant number of other impacting factors relating to affordability beyond land supply, as can be clearly discerned by the volume of consented but undeveloped land across the country.

9(a). Do you agree that there should be automatic outline permission for areas for substantial development (Growth areas) with faster routes for detailed consent? [Yes / No / Not sure. Please provide supporting statement.]

We do not. Outline applications are the point where much of the public involvement in the planning process takes place. The proposal removes this and hopes that the public will instead get involved at Plan making stage, which although would be welcome has not been the case previously. By shortening the Plan making process and increasing the amount of detail required (if annotations are to be delivered with sufficient comfort in outcome through detailed design guides) this will potentially be an even more complicated time for a layperson to get involved.

By front-loading the system in this way, the White Paper places an unsustainable burden on the LPA to effectively prepare a Plan and assemble all the evidence required for a multitude of outline permissions simultaneously. This is not deliverable.

By trying to expedite the process the proposals disregard the checks and balances provided by proper scrutiny and disaggregating the Plan and outline stages. There is significant time and cost in preparing the necessary studies related to an outline application that currently sits with the beneficiary of the consent i.e. the developer. The proposal shifts this responsibility to the LPA but without suggestions on how these sizable new requirements can be met, and on a severely constrained Local Plan timeline.

9(b). Do you agree with our proposals above for the consent arrangements for Renewal and Protected areas? [Yes / No / Not sure. Please provide supporting statement.]

No. Where the zonal system could conceivably provide a pathway to quicker consents (notwithstanding the issues of producing a sufficiently robust Plan in the constrained time allowed) the likely patchwork of varying Renewal and Protected areas will mean that there is a much lower opportunity for quicker approval methods in these annotations. The mooted use of Permitted Development rights for certain development types within Renewal areas causes particular concern. Given the inevitable constraints that the land currently proposed as Renewal it is likely that all applications would require consideration by a officer in order to apply appropriate professional judgement.

9(c). Do you think there is a case for allowing new settlements to be brought forward under the Nationally Significant Infrastructure Projects regime? [Yes / No / Not sure. Please provide supporting statement.]

No. Settlements brought forward through the NSIP will further disconnect the local population from development proposals in their area. If Local Plans are to be meaningful documents then delivery of new settlements, their design and response to local issues and distinctiveness should come forward from that process rather than any other.

10. Do you agree with our proposals to make decision-making faster and more certain? [Yes / No / Not sure. Please provide supporting statement.]

No, we do not. Any proposal to remove consultation or public interaction in order to make the process quicker should be treated with caution. It is entirely appropriate for democratically elected representatives to review and decide upon applications, with officer support, where statutory or public concern has been raised, or significant impacts noted. Delegating major decisions to officers where principals of development have been established, potentially many years previously, will serve to disillusion the public and engender distrust of the planning system.

We support the increased digitisation of both Plans and applications and there may be some opportunities to remove minor delays with further progress here, but fundamentally planning is an exercise of professional judgement and this requires appropriately trained and resourced staff.

Restricting planning statements to a particular and arbitrary length, irrespective of the requirements of the site, along with the removal of the potential for agreed extensions of time will lead to decisions made in undue haste and with inadequate information. The determination of an application is an essential part of the growth of a City and should not be made lightly in order to deliver a quick system.

11. Do you agree with our proposals for accessible, web-based Local Plans? [Yes / No / Not sure. Please provide supporting statement.]

Yes. Accessibility of Plans is important and bringing them into a coherent, consistent and accessible modern format is welcomed. Clearly, we need to be aware of the varied levels of access to internet usage and there will be some members of the community that need printed documents or alternative, non-web-based routes to engage with the Plan making process and subsequent usage.

Any requirement to standardise will inevitably require a period of transition and may have contractual implications, along with accompanying procurement, infrastructure and training requirements. All of these are time and resource hungry processes that need to be factored into any concrete proposals.

12. Do you agree with our proposals for a 30 month statutory timescale for the production of Local Plans? [Yes / No / Not sure. Please provide supporting statement.]

No, we do not. The current proposals make Local Plans a significantly greater task through the requirement to assemble the necessary evidence to grant the equivalent of an outline permission on all areas of growth and, potentially, some renewal annotations. We support measures that help bring forward timely Local Plans and limit the expensive and time-consuming process of Plan making, however this is adding large levels complexity whilst severely limiting the time available.

The capacity of LPAs to deliver this detailed and essential work would need to be significantly bolstered, especially given the inevitable reduction in fees from removal of outline applications. Further, there will be exponential pressure on external bodies, statutory bodies and the Inspectorate. Any requirements for new style plans following legislation must be phased cognisant of these issues and with sufficient latitude for the raft of plans being prepared simultaneously to be given the consideration each is due.

13(a). Do you agree that Neighbourhood Plans should be retained in the reformed planning system? [Yes / No / Not sure. Please provide supporting statement.]

It is not clear within the White Paper what purpose Neighbourhood Plans will play within a zonal system, especially where a Plan brings forward design codes/pattern books for Growth areas. The majority of Neighbourhood Plans relate to design matters and so risk repetition or conflict with design codes. The suppressed timelines for Plan adoption are such that meaningful collaboration on design codes with Qualifying Bodies will be all but impossible however desirous.

13(b). How can the neighbourhood planning process be developed to meet our objectives, such as in the use of digital tools and reflecting community preferences about design?

The issues regarding capacity and skills in delivering digital Local Plans are magnified at a Neighbourhood level which predominantly rely on volunteers and a small grant. The creation of free-to-use set toolkits and programmes from which to build NDPs from would help with this and minimise the amount spent on consultants. However, as per our answer to 13(a) the purpose of NDPs needs to be clarified to ensure the time that communities spend on them translate to improved decisions in their areas.

14. Do you agree there should be a stronger emphasis on the build out of developments? And if so, what further measures would you support? [Yes / No / Not sure. Please provide supporting statement.]

Yes, Plan making does not happen in a vacuum, and ensuring the actual completion of consents is a concern. The current system of penalties for lack of delivery (such as the Housing Delivery Test) is aimed squarely at the Local Planning Authority irrespective of the limitations of their influence once sites are allocated through a Plan, or consented through application. Simply allocating more land does not automatically bring forward developments. One area that could be reviewed is the minimal amount of work needed to make a material start on development and thereby circumvent a consent expiring without delivering the homes needed. Adding additional penalties to Local Planning Authorities if development does not complete in their area will not bring about a change in results, and more needs to be done to bring pressure to developers.

15. What do you think about the design of new development that has happened recently in your area? [Not sure or indifferent / Beautiful and/or well-designed / Ugly and/or poorly-designed / There hasn't been any / Other – please specify]

As with every City, Coventry has recent designs that are considered beautiful and others that are considered less so, not least due to the subjective nature of beauty. Design quality is always promoted by the Local Planning Authority, but this must be done whilst not undermining on project viability. The city strives to continue a narrative of architectural innovation and as such aims to promote positive, forward thinking contemporary design, of which there are positive recent examples. Delivering a high-quality urban environment within the city centre remains challenging in the context of current global economics, but the Council are taking the lead by delivering joint ventures and stimulating complimentary development.

16. Sustainability is at the heart of our proposals. What is your priority for sustainability in your area? [Less reliance on cars / More green and open spaces / Energy efficiency of new buildings / More trees / Other – please specify]

We do not believe that sustainability is at the heart of this or several other recent government proposals. There is a disconnect between the statement in this question and the recent changes to Permitted Development rights and the Use Class Order which provide for significantly less control and guidance on the design and functionality of some new and altered buildings. This, coupled with the significant increases in housing requirement resultant from the proposed revision to the Standard Methodology, mean that sustainability is being designed out of the system rather than placed at its heart.

The provisions of our Local Plan have sustainability at its core; spatially through location of growth and resultant infrastructure requirements, and also through more detailed development management policies, the latter of which the White Paper proposes removing local input on. There is no single area of sustainability that should be prioritised, but we must respond to global and localised issues and deliver appropriate, distinctive solutions if we are to see meaningful change.

17. Do you agree with our proposals for improving the production and use of design guides and codes? [Yes / No / Not sure. Please provide supporting statement.]

No. The production and adoption of design guides and codes has the potential to be positive to plan making and the determination of applications. They must be created locally, reflecting local distinctiveness and address local issues. To do so requires high quality engagement, is resource-heavy and requires sufficient time for meaningful consultation. The proposal in the White Paper are contrary to this with its frontloading of extremely complicated matters on a highly restrictive timeline. In these circumstances it is often design that loses out as the imperative will be to accommodate the now-binding, inflated housing requirement.

We believe design codes must be developed in such a way to allow architectural creativity and expression to ensure compelling, interesting place making is achieved, care must be taken that design codes do not discourage this freedom of expression and by doing so inadvertently deliver overly prescriptive guidelines which in turn lead to repetitive design solutions.

18. Do you agree that we should establish a new body to support design coding and building better places, and that each authority should have a chief officer for design and place-making? [Yes / No / Not sure. Please provide supporting statement.]

Yes. Irrespective of the merits of other proposals of the White Paper the greater guidance a central body would give is welcomed, as well as raising and solidifying the process with a clear local leader. In order to deliver real benefit this must be accompanied by appropriate and adequate resource from the centre to Local Planning Authorities.

19. Do you agree with our proposal to consider how design might be given greater emphasis in the strategic objectives for Homes England? [Yes / No / Not sure. Please provide supporting statement.]

Yes – we are optimistic that the emphasis on quality of design nationwide will help control some of the negative forces of economics which may prescribe higher quality design solutions in more affluent areas, and instead allow all to benefit from positive high quality architectural design and place making.

20. Do you agree with our proposals for implementing a fast-track for beauty? [Yes / No / Not sure. Please provide supporting statement.]

The proposals in the White Paper lack meaningful detail regarding identifying 'beauty'. This is understandable due to subjective and contextual nature of defining something as 'beautiful'. It is unrealistic to build a consensus on beauty and then apply a quicker process to this. By creating this option LPAs will be under pressure to find development types 'beautiful' or nationally-set 'beauty' guides will be set, further distancing local interaction and influence on development.

21. When new development happens in your area, what is your priority for what comes with it? [More affordable housing / More or better infrastructure (such as transport, schools, health provision) / Design of new buildings / More shops and/or employment space / Green space / Don't know / Other – please specify]

Our priorities are laid out in the answer to question 4. Developments should make a positive impact on the City, delivering places we are proud of and we do not believe that you can pick a single, narrow priority. Other Councils will have differing objectives, and this highlights the need to have locally produced policies to ensure that these distinctive differences are articulated and delivered.

The broader objectives of the Council, as articulated in question 4 are:

Providing the development our residents need: Through our Local Plan we have allocated significant sites to address growth projections for the city, despite a highly constrained geography. The constraints are such that neighboring authorities have, through the Duty to Cooperate, taken elements of our unmet need. The proposed new Standard Methodology will more than double the number of dwellings required than we can accommodate. The Local Plan also delivers affordable housing requirements to developments, responding to the local pressure for, in particular, social rent tenures. It goes beyond housing, as in order to deliver a prosperous City we must also allocate – and protect – employment land, providing access to job opportunities across a range of sectors, ensuring that our vibrant economy continues to innovate and grow. Continuing to plan for the right development, in the right places, is essential.

Delivering the right infrastructure, in the right place, at the right time: It is critical that infrastructure is deployed in a timely manner, at the point that it is needed within a development, the cost of which should be principally born by the financial beneficiaries of a development. The introduction of the Infrastructure Levy will take that requirement away, with Local Authorities required to forward fund projects if they are to be in place at the appropriate time. Our Local Plan requires the early provision of infrastructure

Protecting and improving the environment: Coventry is fortunate to have ready access to areas of green belt, ancient woodland and high quality public open space. Protecting and improving these areas are imperative, as is increasing the bio-diversity and ecological value of our green spaces, improving and decarbonising energy consumption, promoting sustainable modes of travel and methods of construction and many other related initiatives. The Local Plan addresses these needs across a range of policies and further work is being done developing a range of additional methods to further combat climate change.

22(a). Should the Government replace the Community Infrastructure Levy and Section 106 planning obligations with a new consolidated Infrastructure Levy, which is charged as a fixed proportion of development value above a set threshold? [Yes / No / Not sure. Please provide supporting statement.]

No. The proposals do not consider the value of infrastructure required to make a development suitable and instead focus on the value of development once certain costs have been discounted. It would therefore be possible for significant and required infrastructure projects to be underfunded, with no identified mechanism for bridging the funding gap.

By making the levy due at the end of the development process there is no funding available to deliver enabling infrastructure in advance of occupation, meaning that either Local Authorities will need to forward fund infrastructure projects – and accept the inherent risk in such a proposition as they cannot be certain of when, or how much of the IL will be received – or projects will commence after the dwellings rendering the smooth and orderly delivery of sites impossible.

Section 106 agreements also relate to matters that cannot be covered by a financial levy, such as the transfer of land, and an alternate legal process would need to be created to ensure these necessary agreements still take place.

In short the proposal will not result in a quicker or simpler system and brings the risk that there will be a gap between the money needed and the money the Levy raises, with no mechanism to bridge the gap.

22(b). Should the Infrastructure Levy rates be set nationally at a single rate, set nationally at an area-specific rate, or set locally? [Nationally at a single rate / Nationally at an area-specific rate / Locally]

They must be set at a local level in order to fully consider and reflect the economic circumstances prevalent in specific areas. If set at a national level the result will be unnecessary viability exemptions which would see no levy collected and yet infrastructure requirements being generated by sites.

22(c). Should the Infrastructure Levy aim to capture the same amount of value overall, or more value, to support greater investment in infrastructure, affordable housing and local communities? [Same amount overall / More value / Less value / Not sure. Please provide supporting statement.]

Within the confines of viability as much levy as possible should be sought to deliver the infrastructure required. In this context infrastructure includes affordable homes, high quality public spaces, biodiversity improvements, alternative transport modes and so forth, all required in order to deliver the types of communities we should be aspiring to see delivered.

22(d). Should we allow local authorities to borrow against the Infrastructure Levy, to support infrastructure delivery in their area? [Yes / No / Not sure. Please provide supporting statement.]

The risks of borrowing against the IL have been noted in the answer to 22(a).

23. Do you agree that the scope of the reformed Infrastructure Levy should capture changes of use through permitted development rights? [Yes / No / Not sure. Please provide supporting statement.]

Yes. Developments under PD often create infrastructure demand that is not currently contributed to through Section 106 agreements. It is not just housing that creates infrastructure demand that needs to be taken account of. The recent creation of Class E and the removal of the principle of development within that class for its previously separate constituent parts will make discerning the residual value of a Class E scheme impossible given the different yields from, for example (what was) B1 and (what was) A1.

24(a). Do you agree that we should aim to secure at least the same amount of affordable housing under the Infrastructure Levy, and as much on-site affordable provision, as at present? [Yes / No / Not sure. Please provide supporting statement.]

Yes. The provision of genuinely affordable housing is one of the most critical issues and demand for this, especially socially rented homes, is likely to increase significantly as the economy recovers. Any reduction in the volume of affordable housing compared to current levels is untenable and all efforts should be made to increase these requirements.

Provision should be made on-site wherever possible. This ensures development diversity, provided on a tenure-blind basis and provides much greater benefit than off-site provision or commuted sums.

24(b). Should affordable housing be secured as in-kind payment towards the Infrastructure Levy, or as a 'right to purchase' at discounted rates for local authorities? [Yes / No / Not sure. Please provide supporting statement.]

Where local authorities do not own stock there is no benefit to a 'right to purchase' and therefore the in-kind route is preferred.

24(c). If an in-kind delivery approach is taken, should we mitigate against local authority overpayment risk? [Yes / No / Not sure. Please provide supporting statement.]

Yes, mitigation against overpayment would be appropriate.

24(d). If an in-kind delivery approach is taken, are there additional steps that would need to be taken to support affordable housing quality? [Yes / No / Not sure. Please provide supporting statement.]

It is important that steps are taken to ensure quality. The units should be to the same standards produced elsewhere on the site and should be tenure blind.

25. Should local authorities have fewer restrictions over how they spend the Infrastructure Levy? [Yes / No / Not sure. Please provide supporting statement.]

No. There will need to be serious consideration given to the mechanism by which the IL pot is distributed to infrastructure projects, some of which will be delivered outside the authority (the NHS for example). As noted previously there is a real prospect that the core infrastructure funding ask will outweigh the IL receipt, especially if 25% of the levy is to be passed to the local neighbourhood to spend on their infrastructure priorities which may well sit outside of core projects.

By widening the scope of what the Levy could be spent on the potential for competition and tension over the pot will increase and, as noted above, the reality may well be that there is insufficient funds to deliver the core infrastructure required.

25(a). If yes, should an affordable housing 'ring-fence' be developed? [Yes / No / Not sure. Please provide supporting statement.]

Yes. The importance of the provision of affordable housing is such that we cannot risk it being undermined or marginalised by other infrastructure requirements.

26. Do you have any views on the potential impact of the proposals raised in this consultation on people with protected characteristics as defined in section 149 of the Equality Act 2010?

Awaiting legal advice



Public report

Council

20 October 2020

Name of Cabinet Member:

Cabinet Member for Policy and Leadership – Councillor G Duggins

Director Approving Submission of the report:

Director of Law and Governance

Ward(s) affected:

Not Applicable

Title:

Amendments to Appointments

Is this a key decision?

No

Executive Summary:

This report seeks to make changes to appointments in relation to City Council bodies and representatives on outside bodies.

Recommendation:

- 1) That the City Council approves the appointment of Councillor L Bigham as a City Council Representative and the appointment of Councillor P Akhtar as the Council's Lead Member, on the West Midlands Combined Authority Transport Delivery Committee for the remainder of the annual term of office 2020/2021, to replace Councillor D Welsh.
- 2) That the City Council approves the appointment of Councillor P Akhtar as the Council's Principal Director on the Board of West Midlands Rail for the remainder of the annual term of office 2020/2021, to replace Councillor D Welsh.
- 3) That the City Council approves the appointment of Councillor D Welsh to the following outside bodies for the remainder of the annual term of office 2020/21 to replace Councillor T Khan:-

Coventry Ambassadors Social Enterprise Board
West Midlands Combined Authority Housing and Land Delivery Board
West Midlands Strategic Migration Partnership

- 4) That the City Council approves changes to appointments that the Leader will report on at the Council Meeting on 20 October, 2020
- 5) That the City Council delegates any further changes to appointments to any Council body or representatives to outside body required as a result of Recommendation 4 above to the Director of Law and Governance, following consultation with the Leader and taking into

account the wishes of the Group; and that all Members be notified of those changes at the earliest opportunity.

List of Appendices included:

None

Useful background papers:

None

Has it or will it be considered by Scrutiny?

No

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

No

Will this report go to Council?

Yes – 20th October 2020

Report title: Amendments to Appointments

1. Context (or background)

- 1.1 Following recent changes to the allocation of executive functions made by the Leader and the appointment of Councillor D Welsh as Cabinet Member for Housing and Communities and Councillor R Brown as Cabinet Member for Strategic Finance and Resources, changes to the membership of City Council bodies and representatives to outside bodies are sought.
- 1.2 A number of the proposed changes are detailed in paragraph 2 below, however, due to the timing of the Council meeting and the publication of this report, some of the required changes will be moved by the Leader at the Council meeting on 20 October, 2020. These changes result from the vacancies left by Councillor R Brown, who, until his appointment as Cabinet Member for Strategic Finance and Resources, was Chair of Scrutiny Co-ordination Committee.
- 1.3 In addition, following appointments to the vacancies left by Councillor Brown, there may be an impact on other appointments resulting from those changes.

1 Options considered and recommended proposal

- 2.1 It is proposed that Councillor L Bigham be appointed to the West Midlands Combined Authority Transport Delivery Committee to replace Councillor D Welsh.
- 2.2 It is proposed that Councillor P Akhtar be appointed as the Council's Lead Member on the West Midlands Combined Authority Transport Delivery Committee to replace Councillor D Welsh in this role.
- 2.3 It is proposed that Cllr P Akhtar be appointed as Principal Director to the West Midlands Rail Board to replace Cllr D Welsh.
- 2.4 It is proposed that Councillor D Welsh be appointed to the following outside bodies to replace Councillor T Khan:-
 - Coventry Ambassadors Social Enterprise Board
 - West Midlands Combined Authority Housing and Land Delivery Board
 - West Midlands Strategic Migration Partnership
- 2.5 It is proposed that the Leader will report on any proposed changes to appointments resulting from the appointment of Councillor R Brown as Cabinet Member for Strategic Finance and Resources (including the appointment of a Chair of Scrutiny Co-ordination Committee) at the Council Meeting on 20 October
- 2.6 It is also proposed that, as the next Meeting of Council to which any further required changes to appointments could be made after 20 October is 8 December, that any further changes required to appointments to Council bodies or representatives to outside bodies which are not determined by the Council at its meeting on 20 October be delegated to the Director of Law and Governance following consultation with the Leader, taking into account the wishes of the Group; and that once made, those changes be notified to all Members at the earliest opportunity.

3. Results of consultation undertaken

Not applicable.

4. Timetable for implementing this decision

4.1 If approved, the appointments will take effect from the date of the Council Meeting on 20th October 2020.

5. Comments from the Director of Finance and the Director of Law and Governance

5.1 Financial implications

Not applicable

5.2 Legal implications

Not applicable

6. Other implications

Not applicable

Name and job title:

Suzanne Bennett
Governance Services Co-ordinator

Service:

Law and Governance

Tel and email contact:

Tel: 024 7697 2299 E-mail: Suzanne.bennett@coventry.gov.uk

Enquiries should be directed to the above person

Contributor/approver name	Title	Service	Date doc sent out	Date response received or approved
Contributors:				
Adrian West	Members and Elections Team Manager	Law and Governance	09/10/20	09/10/20
Names of approvers: (officers and members)				
Julie Newman	Director of Law and Governance	-	12/10/20	12/10/20
Barry Hastie	Director of Finance	-	12/10/20	12/20/20
Councillor G Duggins	Leader of the Council and Cabinet Member for Policy and Leadership	-	12/10/20	12/10/20

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Public report Council Report

Council

20 October, 2020

Name of Cabinet Member:

Cabinet Member for Education and Skills - Councillor K Maton,

Director Approving Submission of the report:

Director of Education and Skills

Ward(s) affected:

None

Title:

Report of Local Government and Social Care Ombudsman

Is this a key decision?

No - This report is laid before Council under Section 31(2) of the Local Government Act 1974 on the direction of the Local Government and Social Care Ombudsman (LGO). Council is asked to acknowledge the LGO recommendations,

Executive Summary:

In August 2020, The Local Government and Social Care Ombudsman (LGO) published a report in the public interest setting out the findings of a complaint against Coventry City Council in respect of the appeals process for Home to School Transport applications. The Council's process did not at that time provide a right for an appellant to attend the second and final stage appeals panel.

The LGO identified that was a flaw in operational process as it might disadvantage an appellant who may not have the skills to express their grounds for appeal in writing. Coventry City Council has accepted that finding, apologised to the complainant and amended its process.

The LGO publication is made in the public interest to share wider learning, with the intent that other LAs will now review their own operational procedures to ensure compliance, as this is not necessarily a Coventry specific issue.

Recommendations:

Council is recommended to acknowledge the recommendations of the Local Government and Social Care Ombudsman (LGO) in its published decision of the 10th August 2020, reference number: 19008896 and note that the Council has accepted and implemented all recommendations

List of Appendices included:

Appendices

Appendix 1 - Report of Local Government and Social Care Ombudsman: Reference 19 008 896

Appendix 2 - Coventry Home to school transport appeals flowchart 2019/20

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?

Yes 20th October 2020

1. Context (or background)

- 1.1 The Council's Home to School Travel Assistance Policy reflects national guidance and is compliant. The eligibility criteria for the provision of home to school travel assistance is clear and confirms that if an applicant's application is unsuccessful, they are able to appeal through a two-stage appeals process.
- 1.2 However, following a resident's complaint to the Ombudsman it was found that the Council's operational appeals process did not meet the requirements set out in national guidance, which states the independent appeal panel (stage 2) should consider written and verbal representations from both the parent and officers involved in the case. The LGO was concerned that the Council's process should give parents the same or equal opportunity to present their case unless there were cogent arguments not to do so. It therefore found injustice and maladministration.
- 1.3 At the point of investigation, the Council's process did not include a right of attendance for the parent, instead relying on written submissions. The process had been designed to ensure that appeals were heard quickly, with a target of 20 days.
- 1.4 The LGO's recommendations following the investigation were:
- The Council should consider the report at a meeting of full Council
 - Apologise to the complainant
 - Change its school transport appeal procedure to ensure it meets the requirements of statutory guidance; and
 - Offer the complainant a fresh appeal with a new panel, including the opportunity to attend the panel meeting and make verbal representations
- 1.5 It is confirmed that all of these actions have been taken and that the appeals process has been amended to reflect statutory guidance at stage 2 (Appendix 2)

2. Options considered and recommended proposal

- 2.1 Not applicable

3. Results of consultation undertaken

- 3.1 Not applicable

4. Timetable for implementing this decision

- 4.1 All recommendations of the LGO have been implemented

5. Comments from Director of Finance and Director of Law and Governance

5.1 Financial implications

None

5.2 Legal implications

Section 31 of the Local Government Act 1974 requires local authorities to consider reports of maladministration from the LGO and Section 5(2) places a duty on the Monitoring Officer

to “prepare a report to the authority” where (among other things) it appears to the Monitoring Officer that “a proposal, decision or omission by the authority , by any committee, or sub-committee of the authority , by any person holding any office or employment under the authority.....has given rise to or is likely to or would give rise to” any maladministration

6. Other implications

Any other specific implications

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

Provide commentary on how the proposals contribute to the council's core aims as detailed in the Council Plan.

6.2 How is risk being managed?

The recommendations of the LGO’s report have been implemented in full

6.3 What is the impact on the organisation?

None

6.4 Equality Impact Assessment (EIA)

The findings of the LGO identified that the omission in process might present a potential injustice to residents who are not able to articulate their case as clearly in writing as they might in verbal evidence to a panel. This may include residents with a disability or where written English is a barrier. The change in process removes the potential injustice.

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

None

6.6 Implications for partner organisations?

None

Report author: Julie Newman

Name and job title: City Solicitor and Monitoring Officer, Director of Law and Governance

Directorate: Law and Governance

Tel and email contact: Tel: 02476 972707 Email: julie.newman@coentry.gov.uk

Enquiries should be directed to the above person.

Contributor/approver name	Title	Service Area	Date doc sent out	Date response received or approved
Contributors:				
Suzanne Bennett	Governance Services Officer	Law and Governance	9/10/20	9/10/20
Other members				
Names of approvers for submission: (officers and members)				
Finance: Barry Hasty	Director of Finance & Corp Resources	Finance and Corporate Resources	9/10/20	12/10/20
Legal: Julie Newman	City Solicitor and Monitoring Officer	Law and Governance	9/10/20	9/10/20
Director: Kirston Nelson	Director of Education and Skills	Education and Skills	9/10/20	9/10/20
Members: Councillor K Maton	Cabinet Member for Education and Skills		9/10/20	12/10/20

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**Report by the Local Government and Social Care
Ombudsman**

**Investigation into a complaint against
Coventry City Council
(reference number: 19 008 896)**

10 August 2020

The Ombudsman's role

For more than 40 years the Ombudsman has independently and impartially investigated complaints. We effectively resolve disputes about councils and other bodies in our jurisdiction by recommending redress which is proportionate, appropriate and reasonable based on all the facts of the complaint. Our service is free of charge.

Each case which comes to the Ombudsman is different and we take the individual needs and circumstances of the person complaining to us into account when we make recommendations to remedy injustice caused by fault.

We have no legal power to force councils to follow our recommendations, but they almost always do. Some of the things we might ask a council to do are:

- > apologise
- > pay a financial remedy
- > improve its procedures so similar problems don't happen again.

Section 30 of the 1974 Local Government Act says that a report should not normally name or identify any person. The people involved in this complaint are referred to by a letter or job role.

Key to names used

Mr B The complainant

Report summary

School transport

Mr B complains that the Council refused his application for home to school transport for his daughter.

Finding

Fault found causing injustice and recommendations made.

Recommendations

The Council must consider the report and confirm within three months the action it has taken or proposes to take. The Council should consider the report at its full Council, Cabinet or other appropriately delegated committee of elected members and we will require evidence of this. (*Local Government Act 1974, section 31(2), as amended*)

In addition to the requirements set out above, the Council has agreed to:

- Apologise to Mr B;
- change its school transport appeal procedure to ensure it meets the requirements of statutory guidance; and
- offer Mr B a fresh appeal with a new panel, including the opportunity to attend the panel meeting and make verbal representations.

The Council has carried out our recommendations to remedy the complaint.

The complaint

2. The complainant, whom we shall refer to as Mr B, complains that the Council has refused his application for home to school transport for his daughter.

Legal and administrative background

The Ombudsman's role

3. We investigate complaints about 'maladministration' and 'service failure'. In this report, we have used the word fault to refer to these. We must also consider whether any fault has had an adverse impact on the person making the complaint. We refer to this as 'injustice'. If there has been fault which has caused an injustice, we may suggest a remedy. (*Local Government Act 1974, sections 26(1) and 26A(1), as amended*)
4. Under the information sharing agreement between the Local Government and Social Care Ombudsman and the Office for Standards in Education, Children's Services and Skills (Ofsted), we will share this report with Ofsted.

The Education Act 1996

5. The Education Act 1996 says councils must provide free home to school transport for eligible children of statutory school age to qualifying schools.
6. Eligible children are children of compulsory school age who:
 - cannot walk to school because of their special educational needs, disability or a mobility problem; or
 - live beyond the statutory walking distance; or
 - receive free school meals, or whose parents receive the maximum Working Tax Credit.
7. The nearest qualifying school is the nearest school with places available that provides education suitable to the age, ability and aptitude of the child, and any special educational needs the child may have.

Government guidance

8. The Government issued statutory guidance in 2014, 'Home-to-school travel and transport statutory guidance' ('the guidance') which recommends councils have a two stage appeal process for parents who wish to challenge a decision about their child's eligibility for travel support:
 - Stage 1: review by a senior officer;
 - Stage 2: review by an independent appeal panel.
9. The guidance says a parent can challenge a decision on the home to school travel application on the basis of entitlement, distance measurement, route safety and consideration of exceptional circumstances. The parent can challenge the officer's decision and request a review by an appeal panel.
10. The guidance says the independent appeal panel should consider "written and verbal representations from both the parent and officers involved in the case". Appeal panel members must be independent of the original decision-making process but do not have to be independent of the council.

-
11. The guidance says, “Previous guidance made clear that local authorities should have in place and publish their appeals procedures but left it to the individual authority to determine how this should operate in practice. We are now recommending that local authorities adopt the appeals process set out below... The intention is to ensure a consistent approach across all local authorities, and to provide a completely impartial second stage, for those cases that are not resolved at the first stage”.

How we considered this complaint

12. We produced this report after examining relevant documents and considering comments from Mr B and the Council.
13. We gave Mr B and the Council a confidential draft of this report and invited their comments on it. The comments received were taken into account before the report was finalised.

Findings

Key facts

14. Mr B applied for home to school transport for his daughter to attend secondary school. The Council refused his application. Mr B appealed. The appeal was considered by an officer at stage 1 and then by an independent panel at stage 2. The panel decided not to overturn the decision to refuse a free travel pass. In reaching its decision the panel considered documents including Mr B’s application and appeal, the original decision, the Council’s home to school travel policy and the guidance. Mr B was not invited to attend the panel meeting.

Analysis

15. The guidance recommends local authorities adopt a two-stage appeal process with stage 1 being a review by a senior officer and stage 2 being a review by an independent appeal panel.
16. The Council has a two-stage appeal process with a senior officer as the decision maker for stage 1 and an independent appeal panel for stage 2. At both stages written information is required from parents and officers involved in the case. The procedure states, “the panel will review the case to see if the policy has been correctly applied and if all the evidence has been properly considered and will issue a final decision letter”. It does not allow parents the opportunity to attend the hearing and make verbal representations.
17. The Council’s process does not meet the requirements set out in the guidance which states the independent appeal panel should consider written *and verbal* representations from both the parent and officers involved in the case.
18. The guidance says parents should be able to present their case and there are good reasons for this including: transparency; natural justice and the opportunity for all parties to ask questions.
19. The status of the guidance is a material consideration. It is statutory guidance, not simply an explanatory document or informal advice. So, it has a significant status and councils have a duty to have regard to it when formulating their policy. It is open to councils to depart from statutory guidance, but the courts have said they can do so only if they have cogent reasons for doing so.

-
20. We would expect the Council to follow statutory guidance unless it has good reason not to. Any departure from the guidance should give parents at least the same opportunities to present their case.
- Did the Council have cogent reasons to depart from the guidance?**
21. In 2017 the Council carried out a public consultation with a view to amending its school transport assistance policy which included the implementation of an amended appeal process. The Council says that, in formulating the new process, it took account of the recommendations in the guidance. It says the guidance sets out a series of recommendations rather than requirements and refers to the statement that, “as with the whole appeals process, the timings are recommended and not compulsory”.
22. The Council says its process enables stage 2 appeals to be decided within a significantly shorter timeframe than that recommended by the guidance. The paper appeal process is time and resource efficient and avoids the possibility of additional delays arising from panel, officer or parent non-availability. It says this process makes the best use of its limited resources as well as ensuring it offers just, equitable and timely consideration of applications and appeals.
23. The Council’s expressed reasons for adopting its process are about speed and resources. Cost-savings are not, in themselves, an adequate reason to depart from statutory guidance. Whilst the speed of decision-making might be a desirable factor, that is not a valid or acceptable reason to remove an important right of representation for the public in an appeal process, particularly one where the Government has the explicit desire to create a “completely impartial second stage”.
24. It is also important to note the Government’s expressed intent in formulating the current guidance in the way it did. It specifically signalled an intent to move away from the broad discretion that councils previously enjoyed in relation to appeals and to provide clear guidance to promote a “consistent approach”.
25. The Cabinet report from March 2017 outlined the consultation process and feedback received and attached a copy of the proposed travel assistance policy including the revised appeal process. However, there is no reference to the proposed changes to the appeal process in the report. The minutes of the Cabinet meeting at which the report was considered show the Cabinet considered the report and approved the revised education travel assistance policy but make no mention of the changes to the appeals process.
26. The Council has not therefore provided any evidence to demonstrate there has been a balancing exercise to weigh the loss of the public’s right to make verbal representations against the perceived gains in efficiency.
27. There is a statement on the Council’s website which states “in 2017 the local authority introduced a new travel policy for Statutory School Age pupils and a new Post 16 Travel Statement. These were introduced as Coventry has undertaken a review of long-standing policies to ensure they meet the latest DfE and government guidance”. Yet it has adopted a policy that explicitly departs from that guidance in relation to appeal rights and has provided no cogent reasons for doing so. This was fault.

Does the Council's process give parents the same or equal opportunity to present their case?

28. Under the Council's process, parents are denied the opportunity to make verbal representations as envisaged in the guidance. There is nothing in the information provided by the Council to indicate this deficit has been addressed or mitigated. In fact, it appears to have been sacrificed to speed up the process and save money. This omission could clearly cause an injustice to some parents who might not be able to articulate their case as clearly in writing as they might in verbal evidence to the panel.

Conclusions

29. The Council was at fault because its appeal process does not comply with statutory guidance and it has not provided any cogent reasons for departing from that guidance. As a result, Mr B was denied the opportunity to attend the panel hearing and make verbal representations for the panel to consider.
30. The Council's fault caused Mr B significant injustice because he has suffered the uncertainty of not knowing whether his verbal arguments could have made a difference to the outcome of his appeal. It also has the potential to cause injustice to other parents.

Recommendations

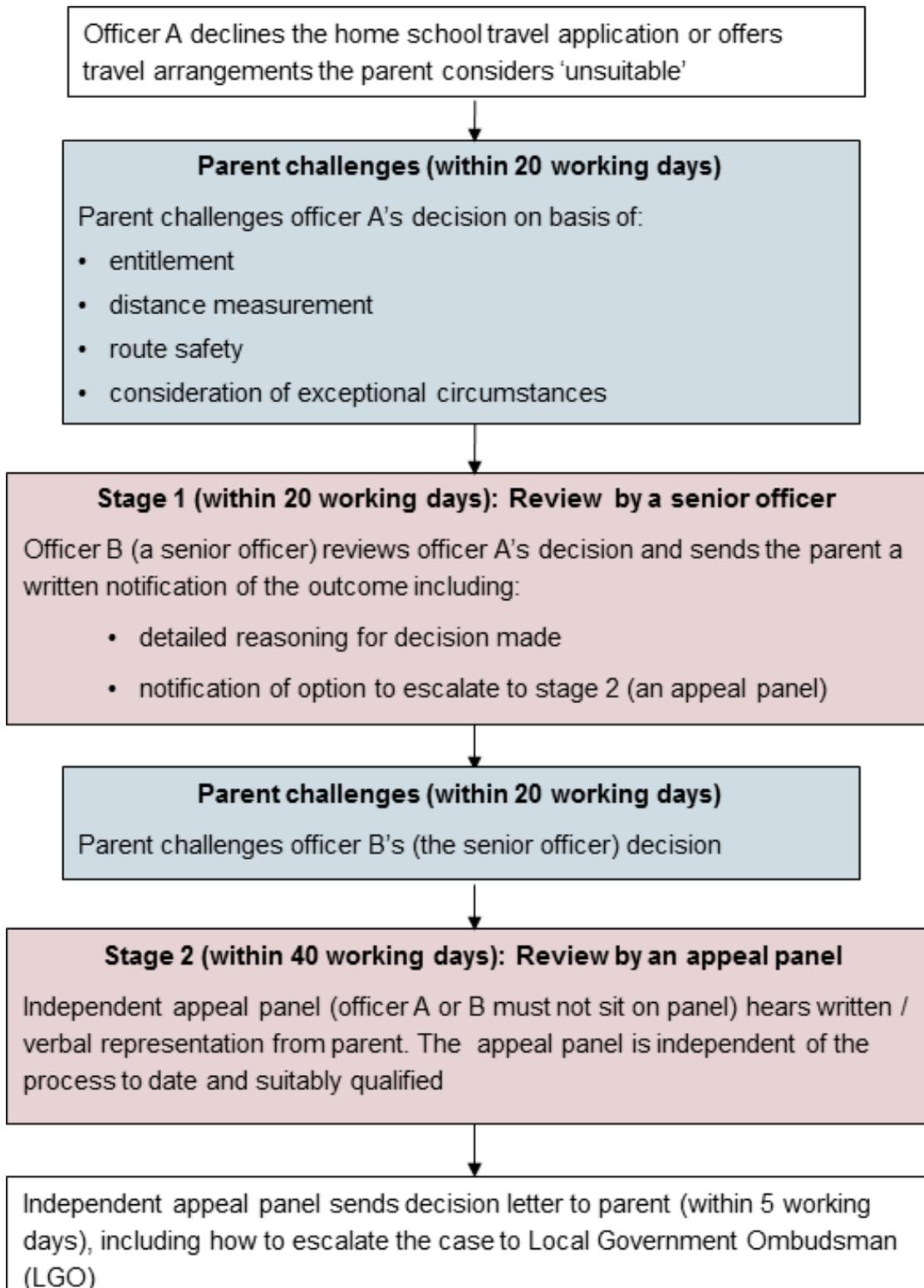
31. The Council must consider the report and confirm within three months the action it has taken or proposes to take. The Council should consider the report at its full Council, Cabinet or other appropriately delegated committee of elected members and we will require evidence of this. (*Local Government Act 1974, section 31(2), as amended*)
32. In addition to the requirements set out above, the Council has agreed to:
- Apologise to Mr B;
 - change its school transport appeal procedure to ensure it meets the requirements of statutory guidance; and
 - offer Mr B a fresh appeal with a new panel, including the opportunity to attend the panel meeting and make verbal representations.
33. The Council has accepted our findings and carried out our recommendations to remedy the injustice caused to Mr B. We welcome this, but consider a public report should be issued to ensure any other council whose appeal process does not meet the requirements of statutory guidance is put on notice of the need to review its procedures to ensure they either: provide at least the same opportunity for parents to present their case; or cogent reasons for departing from the guidance.

Decision

34. We have completed our investigation into this complaint. There was fault by the Council which caused injustice to Mr B. The Council has agreed to take the action identified in paragraph 32 to remedy that injustice.

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Home to school travel and transport: flowchart of the review/appeals process



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Public Report
Council

Council

20 October, 2020

Report of the Leader
Councillor G Duggins

Ward(s) affected:
Not Applicable

Title:

Amendments to Allocation of Executive Functions within Cabinet

Is this a key decision?
No

Executive Summary:

In accordance with the Constitution, this report informs Council of changes made by the Leader of the Council in relation to the allocation of Executive Functions within Cabinet.

List of Appendices included:
None

Other useful background papers:
None

Has it or will it be considered by Scrutiny?
No

Has it, or will it be considered by any other Council Committee, Advisory Panel or other body?
No

Report title: **Amendment to Allocation of Executive Functions within Cabinet**

1. Context (or background)

The Council's Constitution enables the Leader of the Council to amend the allocation of Executive Functions within Cabinet.

On 14 September, 2020, in accordance with Paragraph 9.4 of Part 2B of the Constitution, the Leader of the Council notified the Director of Law and Governance that Councillor David Welsh had been appointed to the role of Cabinet Member Housing and Communities following the resignation of Councillor T Khan from the role.

On 8 October, 2020, in accordance with Paragraph 9.4 of Part 2B of the Constitution, the Leader of the Council notified the Director of Law and Governance that Councillor Richard Brown had been appointed to the role of Cabinet Member Strategic Finance and Resources following the resignation of Councillor J Mutton from the role.

2. Results of consultation undertaken

Not applicable

3. Comments from the Director of Finance and the Director of Law and Governance

3.1 Financial implications

There are no financial implications arising from this report.

3.2 Legal implications

The Leader has the authority to alter the allocation of Executive Functions within Cabinet and is required to report on any such alterations to the next available meeting of Council.

4. Other implications

Not applicable

Report author:

Name and job title: Suzanne Bennett, Governance Services Co-ordinator

Service Area: Law and Governance

Tel and email contact: 024 7697 2299 suzanne.bennett@coventry.gov.uk

Enquiries should be directed to the above person.

Contributor/approver name	Title	Service Area	Date doc sent out	Date response received or approved
Contributors:				
Adrian West	Members and Elections Team Manager	Law and Governance	09/10/20	
Approvers:				
Julie Newman	Director of Law and Governance	Law and Governance	12/10/20	12/10/20
Barry Hastie	Director of Finance	Finance	12/10/20	12/10/20
Councillor G Duggins	Leader of the Council		12/10/20	12/10/20

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Council

20 October, 2020

Name of Cabinet Member:

N/A

Director Approving Submission of the report:

Chief Executive

Ward(s) affected:

City wide

Title:

Exercise of Emergency Functions

Is this a key decision?

N/A

Executive Summary:

This report informs Council of a decision undertaken by the Chief Executive since the last Council Meeting on 8 September, 2020, in accordance with the Constitution and following consultation with the Leader of the Council, Councillor G Duggins, to exercise emergency functions as a consequence of the Covid-19 pandemic to ensure the continuous functioning of the business of the Authority, including its response to the pandemic.

List of Appendices included:

None

Background papers:

A copy of the signed decision has been published on the Council's website at:
<https://edemocracy.coventry.gov.uk/ecCatDisplay.aspx>

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?

Yes – 20 October, 2020

Report title: Exercise of Emergency Functions

1. Context (or background)

- 1.1 Part 2M of the City Council's Constitution provides for the Scheme of Functions delegated to Employees including the Chief Executive/Head of Paid Service.
- 1.2 Paragraph 3.8(a) of Part 2M of the Constitution enables the Chief Executive, following consultation with the Leader to make decisions required in an emergency.
- 1.3 During the current Covid -19 pandemic and since the Council meetings on 16 June and 8 September, 2020 where reports were submitted detailing decisions taken up to those date, the Chief Executive has been satisfied that the following decision has been required to be taken pursuant to the emergency provision to ensure continuity of the Council's business and the proper discharge of its functions and that, in all cases, the circumstances constituted an emergency:-
 1. Approval of the amendment and restatement agreement in relation to a collaboration agreement for the procurement of temporary morgue facilities services – 7 September, 2020
- 1.4 The above decision, including the reason for the decision taken, has been published on the City Council's website.
- 1.5 If appropriate, a further report on matters arising from this decision will be considered by the relevant Council body.

2. Options considered

- 2.1 The Chief Executive agreed that the circumstances constituted an emergency and was satisfied that the decision to be taken pursuant to this emergency provision was required to ensure the continuous functioning of the business of the Authority, including its response to the Covid-19 pandemic.

3. Results of consultation undertaken

- 3.1 In accordance with the Constitution, the exercise of emergency functions was undertaken in consultation with the Leader of the Council, who confirmed his agreement to this course of action. The Leader of the Opposition was informed of the decision taken and all Members of the City Council were also notified.

4. Timetable for implementing this decision

- 4.1 In light of the urgent nature of the matter detailed in paragraph 1.3 above, the decision was implemented immediately.

5. Comments from Director of Finance and the Director of Law and Governance

Financial implications

Where decisions made involve the receipt of grants and making of expenditure, this has been identified in the decision summary. The City Council is maintaining detailed records and forecasts of the financial impacts of responding to Covid-19 which alongside regular financial management activity will be the subject of future reports.

Legal implications

Part 2M of the City Council's Constitution provides for the Scheme of Functions delegated to Employees, including to the Chief Executive/Head of Paid Service. Paragraph 3.8 of Part 2M enables the Chief Executive, in consultation with the Leader, to make decisions in an emergency.

Report author(s):

Name and job title:

Suzanne Bennett, Governance Services Co-ordinator

Directorate:

Law and Governance

Tel and email contact:

Suzanne.bennett@coventry.gov.uk 024 7697 2299

Enquiries should be directed to the above

Contributor/approver name	Title	Service Area	Date doc sent out	Date response received or approved
Contributors:				
Adrian West	Members and Elections Team Manager	Law and Governance	5/10/20	5/10/20
Names of approvers for submission: (officers and members)				
Finance: Barry Hastie	Director of Finance	Finance	6/10/20	6/10/20
Legal: Julie Newman	Director of Law and Governance	Law and Governance	5/10/20	5/10/20
Chief Executive: Martin Reeves	Chief Executive		6/10/20	6/10/20
Members: Councillor G Duggins	Leader of the Council		6/10/20	6/10/20

This report is published on the council's website:

www.coventry.gov.uk/councilmeetings

Council Meeting

20 October 2020

Booklet 1

Written Questions

1.	<p>QUESTION SUBMITTED BY: Councillor T Mayer</p> <p>TO BE ANSWERED BY: Councillor P Hetherton, Cabinet Member for City Services</p>
<p>TEXT OF QUESTION:</p> <p>“Can the Cabinet Member clarify the date and reasons why we have moved the bus gate signage at Whittle Arch to the central reservation?”</p>	

2.	<p>QUESTION SUBMITTED BY: Councillor T Sawdon</p> <p>TO BE ANSWERED BY: Councillor Hetherton, Cabinet Member for City Services</p>
<p>TEXT OF QUESTION:</p> <p>“The Council currently requires the support of 60% of all households in an area for a Residents Parking Scheme to be introduced.</p> <p>In the Cannon Hill area 90% of those who voted backed a parking scheme which had the support of all 3 Wainbody Councillors. In addition it would have been funded by a £25K grant from Warwick University.</p> <p>Unfortunately the 60% target was not reached as a large number of student properties were empty due to the summer vacation and Covid restrictions.</p> <p>Does the Cabinet Member accept that the ‘rough and ready’ 60% target was seriously flawed in this case and will she agree to reconsider the Cannon Hill proposal?”</p>	

3.	<p>QUESTION SUBMITTED BY: Councillor G Williams</p> <p>TO BE ANSWERED BY: Councillor D Welsh, Cabinet Member for Housing and Communities</p>
<p>TEXT OF QUESTION:</p> <p>"Would the Cabinet Member tell me how many individuals the Council have housed at the Allesley Hotel from 1st July 2020 to 9th October 2020 and, how much has this cost the Council?"</p>	

4.

QUESTION SUBMITTED BY: Councillor G Williams

TO BE ANSWERED BY: Councillor D Welsh, Cabinet Member for Housing and Communities

TEXT OF QUESTION:

"Given the Cabinet Member's recent comments in the press regarding planning reforms & housing numbers, would he now agree to urgently review the Local Plan?"

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