

**Time and Date**

2.00 pm on Tuesday, 11th April 2023

Place

Council Chamber - Council House

Public business

1. **Apologies**
2. **Declarations of Interest**
3. **Minutes** (Pages 3 - 20)
 - (a) To agree the minutes from the meeting of Cabinet on 14th March 2023
 - (b) Matters arising
4. **Short-Term Home Support Services** (Pages 21 - 44)

Report of the Director of Adult Services and Housing
5. **Householder Design Guide (SPD) - Adoption** (Pages 45 - 112)

Report of the Director of Streetscene and Regulatory Services
6. **Procurement of Insurance** (Pages 113 - 120)

Report of the Interim Chief Executive (Section 151 Officer)
7. **Outstanding Issues**

There are no outstanding issues
8. **Any other items of public business which the Chair decides to take as a matter of urgency because of the special circumstances involved.**

Private business

Nil

Julie Newman, Chief Legal Officer, Council House, Coventry

Thursday, 30 March 2023

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

Cabinet Members:

Councillors R Brown, K Caan, G Duggins (Chair), P Hetheron, A S Khan (Deputy Chair), M Mutton, J O'Boyle, K Sandhu, P Seaman and D Welsh

Non-voting Deputy Cabinet Members:

Councillors P Akhtar, B Gittins, G Hayre, G Lloyd and S Nazir

By invitation:

Councillors P Male and G Ridley (Non-voting Opposition representatives)

Public Access

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Lara Knight/Michelle Salmon

Governance Services

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Agenda Item 3

Coventry City Council

Minutes of the Meeting of Cabinet held at 2.00 pm on Tuesday, 14 March 2023

Present:

Cabinet Members: Councillor G Duggins (Chair)
Councillor AS Khan (Deputy Chair)
Councillor R Brown
Councillor K Caan
Councillor M Mutton
Councillor J O'Boyle
Councillor K Sandhu
Councillor P Seaman
Councillor P Hetherington
Councillor D Welsh

Non-Voting Deputy
Cabinet Members: Councillor P Akhtar
Councillor G Lloyd
Councillor S Nazir

Non-Voting Opposition
Members: Councillor G Ridley
Councillor P Male

Other Non-Voting
Members: Councillor R Lakha

Employees (by Service):

Interim Chief Executives B Hastie, Interim Chief Executive (Section 151 Officer)
K Nelson, Interim Chief Executive (Chief Operating Officer)

Business, Investment and
Culture C Booth, D Nuttall

Education and Skills A Coles, R Sugars

Finance E Dewar, B Strain

Law and Governance J Newman (Chief Legal Officer), S Bennett

Property Services and
Development A Hunt

Streetscene and
Regulatory Services A Walster (Director of Streetscene and Regulatory Services),
R Back, C Eggington, M Fothergill

Transformation and
Change M McGinty, D Horton Rayner

Transportation and
Highways

C Knight (Director of Transportation and Highways),
N Cowper

Apologies:

Councillor N Akhtar
Councillor L Bigham
Councillor B Gittins
Councillor R Singh

Public Business

100. **Declarations of Interest**

There were no disclosable pecuniary interests.

101. **Minutes**

The Minutes of the meetings held on 14th and 21st February 2023 were agreed and signed as true records.

There were no matters arising.

102. **Exclusion of Press and Public**

RESOLVED that the press and public be excluded under Section 100(A)(4) of the Local Government Act 1972 for the consideration of the following private reports on the grounds that the reports involve the likely disclosure of information defined in Paragraphs of Schedule 12A of the Act as indicated, and that in all circumstances of the cases, the public interest in maintaining the exemption outweighs the public interest in disclosing the information:

Minute Number	Report Title	Paragraph(s) of Section 12A of the Act
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114	Strategic City Centre Asset Opportunity	3
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115	City Centre Cultural Gateway Project	3
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103. **Compulsory Purchase Orders - Planning Enforcement Action: Empty Properties**

The Cabinet considered a report of the Director of Streetscene and Regulatory Services which provided an update on planning enforcement action undertaken to date under s.215 & s.219 of the Town and Country Planning Act 1990 (as amended) (the Act) in relation to the following long term empty properties:

4 Astley Avenue, CV6 6EY.
37 Howcotte Green, CV4 8BP.
96 Humber Road, CV3 1BA.
216 Humber Road, CV3 1BH.
155-155B St Georges Road, CV1 2DH.

The properties listed above were initially brought to the attention of the Council as they were overgrown and in very poor condition. Site inspections revealed that all the properties were empty and had not been occupied for a considerable period. Officers undertook extensive enquiries to identify and engage with the owners, however in each case the registered owners are either deceased or untraceable.

Section 215 of the Act permits a local planning authority to act against the owner of any land or building where it appears to the local planning authority that the amenity of the area is adversely affected by the condition of the land or building. Given the condition of the properties and the serious adverse impact that was resulting to the amenity of the area, s.215 Notices were served directly on the properties, and to all other known addresses and interested parties. No response to these Notices was received.

Section 219 of the Act provides powers for the local planning authority to take 'direction action' or 'works in default' to ensure compliance with an extant s.215 Notice. The cost of carrying out works in default is registered as a charge against the property on the Local Land Charges Register. Due to the continuing deterioration of the properties and the failure of any owners or interested parties to come forward, works in default were undertaken by the local planning authority to secure the properties, improve amenity and achieve compliance with the Notices.

To date no owners or other parties who can demonstrate they have a legal interest in the properties have come forward, and currently the local planning authority are managing the properties and undertaking annual maintenance works to ensure that amenity is not adversely affected. Several of the properties have been subject to anti-social behaviour and criminal gang activity which has place further financial and resource burdens on the local planning authority, details of which were contained in the report.

Given the time that has elapsed since officers first sought to identify and engage with owners, and the continuing costs involved it is clear that continuing to maintain these properties as 'empty' is unsustainable, and they will continue to have considerable adverse impact on the amenity of the locality and the occupiers of adjacent properties unless they are refurbished and reoccupied.

The Council has recently adopted an Empty Dwellings Strategy which seek to improve neighbourhoods and create better environments for local communities; reduce vandalism and anti-social behaviour; and help meet housing need by providing additional housing options for the local community, by reducing the number of long-term vacant dwellings in Coventry to a practical minimum.

It is considered that the local planning authority should utilise its Compulsory Purchase Order (CPO) powers under s.226(1)(a) of the Town and Country Planning Act 1990 (as amended by s.99 of the Planning and Compulsory Purchase Act 2004). The report indicated that, given the history to these

properties and the substantial public benefits that will result from refurbishment and bringing the properties back into use as dwelling houses, the Councils powers of compulsory acquisition can be justified in accordance with the terms set out in the CPO Government Guidance.

The report outlined further actions to be taken to make CPOs, and, subject to the confirmation of the Orders by the Secretary of State for Levelling Up, Housing and Communities; to secure the improvement, proper management, and occupation of the properties as residential dwellings. This will be achieved either through the subsequent retention of the properties by the Council for use as temporary accommodation (if considered financially viable to do so and subject to the consideration of an appropriate business case); the transfer of the properties to a Registered Social Landlord (if considered financially viable to do so); or through sale at auction with conditions requiring the new owner to refurbish the property and return it back to occupation within a specified period.

RESOLVED that the Cabinet:

- 1) Endorses the actions taken to date as outlined in the report.**
- 2) Authorises the proposed actions to be taken under delegated powers as set out at paragraph 2.5 of the report by the Director of Streetscene and Regulatory Services and the Chief Legal Officer.**

104. Household Support Fund Grant Acceptance

The Cabinet considered a report of the Interim Chief Executive (Section 151 Officer) which indicated that, since October 2021, the Council has been supporting Coventry households with the costs of food, fuel and related essentials through the Household Support Fund (HSF) grant from the Department for Work and Pensions, to provide support to those most in need with their food, energy and water bills over winter 2021/22 during the next stage of economic recovery following the Covid pandemic. Since then, there have been two further extensions of the HSF to provide help with inflationary challenges and the cost-of-living crisis which emerged during 2022.

A new phase of HSF is due to commence from 1st April 2023 lasting until 31st March 2024. The report sought acceptance of the £6.4M grant funding and set out the planned approach to deliver this support based on the following principles:-

- Application-based or direct support to vulnerable households with the costs of Food, Energy and related essentials. This may be either directly provided by the City Council or via other voluntary sector partners.
- Direct award of supermarket voucher support to families with children eligible for Free School Meals (FSM), and equivalent to FSM for Early Years age children.
- Scheme to be delivered within the £6.4M grant allocation.

The report also sought delegated authority to agree the final arrangements for delivery of the scheme.

RESOLVED that the Cabinet recommends that Council:

- 1) Notes the content of the report and approves acceptance of the amount of the £6.4M grant funding from the Department for Works and Pension for financial year 2023/24 to be utilised towards the principles of the Household Support Fund scheme as outlined in the report.**
- 2) Delegates authority to the Interim Chief Executive (Section 151 Officer), following consultation with the Cabinet Member for Strategic Finance and Resources and the Cabinet Member for Housing and Communities, to agree the final arrangements for the delivery of this scheme, within the grant allocation provided, and in line with the scheme guidance published on 20th February 2023.**

105. Homes in Multiple Occupation Development Plan Document Proposed Submission (Regulation 19) Consultation

Further to Minute 24/22, the Cabinet considered a report of the Director of Streetscene and Regulatory Services which indicated that Homes in Multiple Occupation (HMOs) can provide important accommodation for a range of people including those entering the housing market. However, they can also bring significant disruption to settled neighbourhoods. In order to ensure that HMOs can only come forward in ways that integrate with existing neighbourhoods a Development Plan Document (DPD) was consulted upon between 20 September and 15 November 2022 which identified the key issues and proposed planning policy responses, details of which were provided in the report. The DPD was amended to take into account the results of the consultation and appended to the report.

DPDs need to be taken through a formal six-week publication period ('Regulation 19'), to enable people to make focused representations on whether the Plan has been positively prepared, justified, effective and consistent with national policy, before the document is submitted to the Secretary of State for examination. These are the issues which the appointed Planning Inspector will focus on when they examine the Plan and consider whether it is suitable for the Council to adopt it.

The report sought authority to undertake the Regulation 19 publication period consultation on the 'proposed submission' HMO DPD and associated Strategic Environmental Assessment / Sustainability Appraisal and Equalities / Health Impact Assessment, a copy of which was also appended to the report.

The report also sought authority, once the publication period has closed, to submit the DPD and associated documentation to the Secretary of State for independent examination by an appointed Planning Inspector.

The Cabinet noted that when the HMO DPD report was authorised for the initial Regulation 18 consultation by Cabinet on 30th August 2022 and Council on 6th September 2022, a consultation on an Article 4 Direction (to remove Permitted Development Rights from HMOs in certain wards) was also authorised at the same time. The Article 4 Direction is not included in the report considered as it is

following a different legal process and therefore reports on this matter will be submitted to Cabinet and Council at the appropriate time.

RESOLVED that the Cabinet recommends that Council:

- 1) Approves the Proposed Submission Homes in Multiple Occupation Development Plan Document and associated Strategic Environmental Assessment / Sustainability Appraisal and Equalities / Health Impact Assessment for a six-week publication period to begin at the earliest opportunity.**
- 2) Delegates authority to the Director of Streetscene and Regulatory Services, following consultation with the Cabinet Member for Housing and Communities, to submit the Development Plan Document and supporting documentation to the Secretary of State for Levelling Up, Housing and Communities once the publication period has closed, to enable independent examination by a Planning Inspector to take place.**
- 3) Delegates authority to the Director of Streetscene and Regulatory Services, following consultation with the Cabinet Member for Housing and Communities, to authorise any non-substantive changes to the documents prior to consultation and prior to submission.**

106. Energy Bills Support Scheme - Alternative Funding Support

In accordance with the Constitution, the Cabinet considered a report of the Interim Chief Executive (Section 151 Officer) which detailed an urgent decision taken to accept a grant award of £1,387, 200 from the Energy Bills Support Scheme (Alternative Funding Scheme) (EBSS AFS).

The report indicated that EBSS AFS forms part of the Government's support for domestic energy consumers facing increased bills due to rising energy costs. EBSS AFS is intended to support those customers who do not contract directly with an energy provider but are nevertheless impacted by increasing energy prices. EBSS AFS will provide support for those customers that have not previously benefited from the Energy Bill Support Scheme (EBSS) which provided a £400 discount on energy bills for all consumers directly contracting with a domestic energy provider.

Applications will be made to the Department for Energy Security and Net Zero (DESNZ) and then eligible application forms will be issued to local authorities to verify residence and issue payments. The scheme will be fully funded by DESNZ, including an element of new burdens funding for the administrative costs incurred by Councils.

DESNZ estimate that approximately 3,500 households in Coventry will be entitled to the payment and have issued a grant award letter confirming £1,397,200 in funding to be administered to those households. The grant award letter was received on 7 of February 2023 (with a corrected version subsequently received on 8 February) and DESNZ required acceptance of the grant by 10 February 2023. In accordance with the Constitution, the decision to accept the grant was exercised by the Interim Chief Executive (Section 151 Officer), following

consultation with the Cabinet Member for Strategic Finance and Resources and the Chair of the Scrutiny Co-ordination Committee.

RESOLVED that the Cabinet notes the urgent decision taken by the Interim Chief Executive (Section 151 Officer) in accordance with the provisions as set out in Paragraph 2.3.2 (c) of Part 3F of the Council Constitution, to accept the grant award in the sum of £1,397,200, from the Energy Bills Support Scheme (Alternative Funding Support), following consultation with the Cabinet Member for Strategic Finance and Resources and the Chair of Scrutiny Co-ordination Committee.

107. **Holiday Activities and Food Programme 2023: Acceptance of Grant**

The Cabinet considered a report of the Interim Chief Executive (Chief Partnership Officer) which indicated that, following the success of the national Holiday Activity and Food Programme (HAF) during the financial year 2021/22, the Government has announced the extension of the programme to March 2025. The report sought approval to accept a grant allocation for 2023/24.

The programme will continue to target statutory school age pupils (reception to year 11 inclusive), who are eligible for benefits-related free school meals. Coventry has also included children with a social worker, children assessed (through an early help assessment) to be in financial hardship and children who are part of the Ukrainian Family Scheme in our eligible criteria. This means that approximately 14,500 Coventry children will be entitled to access free enrichment activities and healthy food during the Easter, Summer and Christmas school holidays of the 2023/24 financial year.

Coventry has been awarded an allocation of £1,553,530 for 2023/24. It is anticipated that the allocation for 2024/25 will be maintained at a similar level. The programme allows for 15% discretionary spend on children who are not within the category of benefits-related free school meals.

The grant determination letter states that all provision funded by the local authority through the HAF programme must meet the framework of standards and meet the following core aims and objectives:

- Healthy meals: holiday clubs must provide at least one healthy meal a day which must meet the School Food Standards.
- Enrichment activities: holiday clubs must provide fun and enriching activities that provide children with opportunities to develop or consolidate skills or knowledge. Clubs must also provide physical activities which meet the Physical Activity Guidelines on a daily basis.
- Increasing understanding and awareness of healthy eating: holiday clubs must work to improve children's knowledge and awareness of healthy eating.
- Signposting and referrals: clubs must be able to provide information, signposting or referrals to other services and support that would benefit the children who attend their provision and their families. This can include advice on how to source, prepare and cook nutritious and low-cost food alongside increasing awareness of healthy eating.

- Policies and procedures: clubs must be able to demonstrate and explain their safeguarding arrangements and have relevant and appropriate policies and procedures in place in relation to safeguarding, health and safety, insurance, accessibility, and inclusiveness. Where appropriate, clubs must also be compliant with the Ofsted requirements for working with children.

Local Authorities are encouraged to work with a wide range of providers in the delivery of the programme, recognising the important role that community and voluntary organisations have played in its success so far. Attendance on the programme is voluntary. Each eligible school-age child is entitled to access the provision for one week during the Easter and Christmas holiday period and four weeks during the summer. One HAF week is defined as being a total of four, four hourly sessions per week. The report indicated that the Coventry can evidence the success and positive impact of its programme delivery during the 2022/23 financial year, as set out in Appendix 1: Summary of Coventry Holiday Activities and Food programme 2022 delivery. The Coventry HAF Summer of Fun 2021 video shows how the grant conditions were met through both the wide range of activities delivered across the City summary, and the impact shown from a parent and child perspective.

RESOLVED that the Cabinet:

- 1) Approves the acceptance of the Department for Education Holiday Activities and Food Programme grant allocation of up to £1,553,530 for the 2023/24 financial year.**
- 2) Delegates authority for decisions about the planning and delivery of the Holiday Activities and Food Programme, as well as acceptance of any future opportunities for additional in-year funding up to a total amount in the sum of £2.5 million pounds in 2023/24, to the Interim Chief Executive (Chief Partnerships Officer), following consultation with the Cabinet Member for Education and Skills, noting that the City Council will centrally co-ordinate and award monies to relevant organisations to deliver the programme to a high standard.**

108. 2023/24 Transportation and Highways Maintenance Capital Programme

The Cabinet considered a report of the Director of Transportation and Highways which detailed a £12.9m capital programme for the maintenance and enhancement of the City's highways and transport infrastructure. The programme is funded through City Region Sustainable Transport Settlement, City Council resources, External Funding and Citizen Housing Right to Buy receipts.

In addition, the report highlighted the ambitious range and scale of major projects to be delivered in the city, from sustainable transport improvements supporting the Gigafactory, All Electric Bus City and other developments, to Coventry Very Light Rail, a pioneering project that showcases Coventry as a city at the forefront of innovation.

These projects support the aims of the recently adopted Transport Strategy and the One Coventry Plan to promote continued growth and investment, tackle the causes of climate change and inequalities by widening travel choice and promoting active travel.

With the Council's continued success in attracting external funding, we are able to develop and deliver schemes and infrastructure that enable transformation and progression, laying the foundations for a vibrant and cutting-edge city to be proud of.

The report set out individual allocations and the various sources of funding in Table 2 in the report and the specific details of each project were detailed in Appendices 1 to 3 to the report.

As with previous programmes, there is an emphasis on making the best use of existing infrastructure rather than creating new. The maintenance programme will focus on ensuring that the worst affected roads and pavements across the City are properly repaired and preventative maintenance is carried out. This is a key theme in the West Midlands Strategic Transport Plan and is driven by the City Council's Highways Infrastructure Asset Management Policy and Strategy (January 2016).

RESOLVED that the Cabinet:

- 1) Approves the 2023/24 programme of Transport & Highway schemes marked 'A' in Table 2 of the report.**
- 2) Delegates authority to the Director of Transportation and Highways, following consultation with the Cabinet Member for City Services, to approve a programme of scheme development, Section 106 and externally funded schemes, marked 'B' in Table 2 of the report.**

109. One Coventry Plan 2022-2030

The Cabinet considered a report of the Interim Chief Executive (Chief Partnerships Officer) which indicated that the current Council Plan, the One Coventry Plan, was initially agreed in 2014 for a ten-year period (ending in 2024) and was last refreshed in 2016. In 2021, work began to refresh the Council Plan to reflect the emerging priorities for the Council and the city.

From February to September 2022, extensive engagement was undertaken with the Council workforce, partners and the wider public regarding the delivery of the priorities outlined in the draft Plan. This engagement created the opportunity to understand more about how the priorities could be meaningfully delivered in a way that builds on our achievements and recognises the challenges faced by the city. Critically, the Council wanted to understand what successful delivery would look like for our residents, communities, and key stakeholders.

The refreshed One Coventry Plan 2022-2030, a copy of which was appended to the report, provides the strategic direction for the Council and the One Coventry vision of "working together to improve our city and the lives of those who live, work

and study here”. It sets out the following Council’s priorities and focuses on enabling people to live their best lives in a vibrant and prosperous city:

- Increasing the economic prosperity of the City and Region
- Improving outcomes and tackling inequalities within our communities
- Tackling the causes and consequences of Climate Change
- Continues financial sustainability of the Council
- Council’s role as a partner, enabler, and leader

The report sought approval for the adoption of the refreshed priorities, provided an overview of the engagement approach taken, an update on the findings and a summary of how local people’s views have impacted the development of the One Coventry Plan. A further appendix to the report provided a summary of the engagement feedback received.

The Cabinet received a Briefing Note at the meeting which detailed the following comments made by Scrutiny Co-ordination Committee following their consideration of the report at their meeting on 14 March 2023:

- 1) The increased engagement which was undertaken on the One Coventry Plan and improved response rates as a result of this work was welcomed
- 2) The Committee acknowledged the limitation of the response by ward data collected as part of the engagement and welcomed a response from officers that this would be built upon in future engagement opportunities
- 3) A planned review of Council media and communication methods to facilitate community engagement and the delivery of the One Coventry Plan was welcomed
- 4) The Committee suggested officers explore that QR codes be included in future to link to WhatsApp group to increase engagement
- 5) The collective responsibility which will deliver the One Coventry Plan which spans the Council and our partners, was welcomed
- 6) The Committee welcomed the ability for the Council to challenge and hold partners to account through the One Coventry Partnership
- 7) The Committee agreed that Scrutiny would receive regular updates on progress of the delivery of the One Coventry Plan
- 8) The Committee agreed with the recommendations as detailed in the report

RESOLVED that the Cabinet:

- 1) **Notes and accepts the Recommendations from Scrutiny Co-ordination Committee as outlined above.**
- 2) **Notes the outcome of the engagement and the resulting equality impacts (as detailed in the Equality Impact Assessment as appended to the report).**

- 3) **Approves the refreshed One Coventry Plan 2022-2023 (Appendix B to the report) for submission to Council at the meeting on 21 March 2023.**
- 4) **Authorises the Interim Chief Executive (Chief Partnerships Officer), following consultation with the Leader of the Council, to make such minor amendments to the refreshed One Coventry Plan 2022-2030 as considered necessary in advance of it being presented to Council for approval.**
- 5) **Recommends that the Council approves the refreshed One Coventry Plan 2022-2030 (Appendix B to the report) for adoption as the Council Plan.**

110. **Strategic City Centre Asset Opportunity**

The Cabinet considered a report of the Director of Property Services and Development which indicated that the Lower Precinct shopping centre is a key city centre commercial asset, with more than 40 commercial units, including Coventry Market, representing a strategic part of the city centre. The report detailed an opportunity the City Council has to take control of all or part of this asset through an agreement reached with the long leaseholder Royal London.

The Lower Precinct (including Coventry Market) is the subject of a head lease between the Council, as freeholder, and Royal London, as long leaseholder, of 240 years which commenced in October 2010. Under the terms of the head lease (as varied), Royal London pay the Council a minimum annual rent.

Coventry Market is part of the Lower Precinct head lease i.e. the head lease gives Royal London control over Coventry Market. There is a separate Management Agreement in place between the Council and Royal London whereby the Council runs the Market on Royal London's behalf. The Management Agreement can be terminated by either party with six months' notice.

As landlord and major tenant and stakeholder, the Council and Royal London are in continual dialogue regarding strategic and operational matters affecting each party's interests in the city. From the Council's perspective, as the custodian of the city, having a high performing city centre that is maximising its asset base and playing its part in attracting visitors, new businesses and investors is key to the city's future success. This dialogue has been magnified recently through the process of bringing forward the Council's flagship City Centre South (CCS) development scheme which is adjacent to the Lower Precinct and Coventry Market. CCS will deliver up to 1500 new homes and create a new part of the city centre which will in turn lead to spill over benefits to surrounding areas.

The CCS scheme's land assembly process requires the Council to bring into its control areas of land currently in Royal London's ownership (including service yards next to Coventry Market; the stalls on the external façade of Coventry Market; and a head lease of the vacant "Victoria Buildings" site next to Coventry Market) in order for the scheme to be delivered. This has resulted in proposals being made to Royal London to acquire these land interests (including the acquisition of "Rights" over their land in order to bring the CCS scheme forward,

an example of these “Rights” would be the Right to swing a crane jib over their land) and the inclusion of these interests in the CCS Compulsory Purchase Order (CPO) which was made in April 2022.

Further to the CPO being made, Royal London lodged an Objection to the CPO and, therefore, the proposed scheme. Notwithstanding Royal London’s position, dialogue between the parties continued and Royal London removed their objection to the CPO on the first day of the CPO Public Inquiry (on 17th January 2023).

The Council framed its position during these negotiations around the meeting of three key objectives:

- 1) Ensuring the Council can be in control of its city centre in order to drive forward positive change and improvement; and
- 2) Delivering financial growth to the Council, including being able to share in the regeneration uplift that CCS will provide; and
- 3) De-risking the delivery of the CCS scheme given its importance to the city, its businesses, and its communities.

To this end, the Council secured an Agreement with Royal London whereby their Objection to the CPO was removed and the Council also now has the opportunity to take control of strategic city centre assets in line with the objectives set out above. Subject to the results of a comprehensive due diligence process, the report sought approval to the Council entering into an Implementation Agreement with Royal London which will result in either:

- The full surrender of the Lower Precinct head lease (including Coventry Market) from Royal London to the Council with Royal London paying the Council a surrender premium (being the sum identified in the Private element of this report); or
- A surrender and regrant of part of the Lower Precinct head lease whereby the Council gets full ownership of Coventry Market and associated service yards with Royal London retaining a lease of the Lower Precinct shopping centre (on terms set out in the Private element of this report)

Under the terms of the Council’s Agreement with Royal London, a decision on the entering into of the Implementation Agreement is required by 17th April 2023. If the Implementation Agreement is entered into, then the parties are obligated to enter into one of the two options set out above prior to 17th July 2023 (with that decision being taken by Cabinet before that date). Any future report to Cabinet will set out the key risks that need to be considered, as well as the results of the due diligence process. The report outlined the important benefits for the Council of proceeding with the recommendations contained in the report.

A corresponding private report detailing confidential financial matters was also submitted for consideration (Minute 114 below refers).

RESOLVED that the Cabinet:

- 1) Approves the entering into of an Implementation Agreement with Royal London (based on the Heads of Terms included in the corresponding private report) that will require the Council to either:**
 - **Accept a full surrender of the Lower Precinct head lease together with a reverse premium (being the sum identified in the corresponding private report) to be paid by Royal London; or**
 - **Accept the partial surrender (by way of surrender and regrant) of the Lower Precinct head lease such that Coventry Market and associated service areas are surrendered to the Council (on terms set out in the corresponding private report.)**
- 2) Delegates authority to the Director of Property Services and Development, following consultation with the Interim Chief Executive (Section 151 Officer), the Chief Legal Officer and the Cabinet Member for Jobs, Regeneration and Climate Change, to undertake and be satisfied with the necessary due diligence and negotiate the associated legal agreements in order to enter into the Implementation Agreement referenced above.**
- 3) Approves a budget of up to £200k (to be funded from existing Property budgets) to be used for the costs of the due diligence associated with bringing into effect the Recommendations set out in this report.**
- 4) Notes that a further report will be brought back to Cabinet in due course, seeking the necessary authorisation as to which of the two options outlined above under the terms of the Implementation Agreement the Council will enter in to.**

111. City Centre Cultural Gateway Project

Further to Minute 71/20, the Cabinet considered a report of the Director of Business, Investment and Culture which sought approval for the main construction works for the City Centre Cultural Gateway, which includes the creation of a Collections Centre for nationally significant cultural, arts and historical artefacts, in collaboration with the Partners, Arts Council England (ACE), British Council (BC) and Culture Coventry Trust (CCT); along with the development of a new Cultural Hub by Coventry University in the former IKEA building.

The City Centre Cultural Gateway project has identified the following three phases:

Phase 1 – Working with the Partners, the Collections Centre phase involves the conversion of some specified Floors into bespoke facilities for the storage, care and management of nationally significant arts, cultural and heritage artefacts.

Phase 2 – The Cultural Hub phase is proposed by Coventry University, to provide a range of cultural educational, engagement, training, and professional development opportunities.

Phase 3 – The ‘shell and core’ works to the remaining Floors will facilitate future letting of these huge floor plates, by enclosing (shell) the floors; and providing essential (core) services to the floor for future service connection and distribution.

The report sought approval to an option which involves the development of all three Phases of the project (as outlined above) simultaneously. This would mean that the development of the Collections Centre; Cultural Hub; and the ‘Shell and Core’ conversion of the remaining Floors would be procured and funded as a single capital scheme. This would in turn secure the tenancy of the two national Partners (Arts Council England and British Council) and Culture Coventry Trust and the tenancy of Coventry University. It would also secure the future suitability of letting the remaining Floors, through the enclosure (shell) of these floors along with provision of essential (core) services for the benefit of future tenancies.

All three Phases of the project have currently been developed through RIBA Stage 3 (Developed) design and have progressed into the RIBA Stage 4 (Technical) design process, which is the stage that carries the detailed designs into a formal set of Employer’s Requirements for contract tender.

Following a process of public consultation and exhibitions, all three Phases have been submitted as a single Planning Application, including an overarching façade design that draws all the floors into a single and seamless façade appearance. Work has commenced on securing consultancy support to test the options for the future use and letting of the remaining floors.

The report outlined the strategic and development implications of approving all three Phases of the project, together with the proposed next steps.

A corresponding private report detailing confidential financial and business matters was also submitted for consideration (Minute 115 below refers).

RESOLVED that the Cabinet recommends that Council:

- 1) Approves capital expenditure of a sum specified in the corresponding private report to be financed from prudential borrowing to fund the construction and professional fees for the Collection Centre development within the City Centre Cultural Gateway Project.**
- 2) Approves capital expenditure of a sum specified in the corresponding private report to be financed from prudential borrowing to fund the construction and professional fees for the Cultural Hub (Coventry University) development within the City Centre Cultural Gateway Project.**
- 3) Approves capital expenditure of a sum specified in the corresponding private report to be financed from prudential borrowing to fund the construction and professional fees for the Future Proofing – enclosure, shell and core works to Floors 1 and 2.**

- 4) **Delegates authority to the Director of Business, Investment and Culture and Interim Chief Executive (Section 151 Officer), following consultation with the Cabinet Member for Housing and Communities, to undertake the necessary due diligence and finalise terms of Agreements for Lease between Coventry City Council and Arts Council England, British Council and Culture Coventry in respect of the Collection Centre development.**
- 5) **Delegates authority to the Director of Business, Investment and Culture and Interim Chief Executive (Section 151 Officer), following consultation with the Cabinet Member for Housing and Communities, to undertake the necessary due diligence and finalise terms of an Agreement for Lease between Coventry City Council and Coventry University in respect of the Cultural Hub development.**
- 6) **Authorises the commencement of all necessary procurement for works or services necessary to bring into effect the recommendations set out in 1) to 3) above.**
- 7) **Delegates authority to the Director of Business, Investment and Culture and Interim Chief Executive (Section 151 Officer), following consultation with the Chief Legal Officer, following the conclusion of the procurement tender to award contracts due to the tight timescale involved.**

112. **Outstanding Issues**

There were no outstanding issues.

113. **Any Other Items of Urgent Public Business**

There were no other items of urgent public business.

Private Business

114. **Strategic City Centre Asset Opportunity**

Further to Minute 110 above, the Cabinet considered a private report of the Director of Property Services and Development setting out the commercially confidential matters relating to the City Council entering onto an Implementation Agreement regarding the Lower Precinct Shopping Centre.

RESOLVED that the Cabinet:

- 1) **Approves the entering into of an Implementation Agreement with Royal London (based on the Heads of Terms attached at Appendix 1 to the report) that will require the Council to either:**
 - **The full surrender of the Lower Precinct head lease (including Coventry Market) from Royal London to the Council with Royal London paying the Council a surrender premium (being the sum identified in the report); or**

- **A surrender and regrant of part of the Lower Precinct head lease whereby the Council gets full ownership of Coventry Market and associated service yards with Royal London retaining a lease of the Lower Precinct shopping centre (on terms set out in the report).**
- 2) Delegates authority to the Director of Property Services and Development, following consultation with the Interim Chief Executive (Section 151 Officer), the Chief Legal Officer and the Cabinet Member for Jobs, Regeneration and Climate Change, to undertake and be satisfied with the necessary due diligence and negotiate the associated legal agreements in order to enter into the Implementation Agreement referenced above.**
 - 3) Approves a budget of up to £200k (to be funded from existing Property budgets) to be used for the costs of the due diligence associated with bringing into effect the recommendations set out in this report.**
 - 4) Notes that a further report will be brought back to Cabinet in due course seeking the necessary authorisation as to which of the two options outlined above under the terms of the Implementation Agreement the Council will enter in to.**

115. City Centre Cultural Gateway Project

Further to Minute 111 above, the Cabinet considered a private report of the Director of Business, Investment and Culture setting out the commercially confidential matters relating to the City Centre Cultural Gateway Project.

RESOLVED that the Cabinet recommends that Council:

- 1) Approves capital expenditure of the amount as identified in the report to be financed from prudential borrowing to fund the construction and professional fees for the Collection Centre development within the City Centre Cultural Gateway Project**
- 2) Approves capital expenditure of the amount as identified in the report to be financed from prudential borrowing to fund the construction and professional fees for the Cultural Hub (Coventry University) development within the City Centre Cultural Gateway Project**
- 3) Approves capital expenditure of the amount as identified in the report to be financed from prudential borrowing to fund the construction and professional fees for the Future Proofing – enclosure, shell and core works to Floors 1 and 2.**
- 4) Delegates authority to the Director of Business, Investment and Culture and Interim Chief Executive (Section 151 Officer), following consultation with the Cabinet Member for Housing and Communities, to undertake the necessary due diligence and finalise terms of Agreements for Lease between Coventry City Council and Arts Council**

England, British Council and Culture Coventry in respect of the Collection Centre development.

- 5) Delegates authority to the Director of Business, Investment and Culture and Interim Chief Executive (Section 151 Officer), following consultation with the Cabinet Member for Housing and Communities, to undertake the necessary due diligence and finalise terms of an Agreement for Lease between Coventry City Council and Coventry University in respect of the Cultural Hub development.**
- 6) Authorises the commencement of all necessary procurement for works or services necessary to bring into effect the recommendations set out in 1) to 3) above.**
- 7) Delegates authority to the Director of Business, Investment and Culture and Interim Chief Executive (Section 151 Officer), following consultation with the Chief Legal Officer, following the conclusion of the procurement tender to award contracts due to the tight timescale involved.**

116. Any Other Items of Urgent Private Business

There were no other items of urgent private business.

(Meeting closed at 3.10pm)

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Public report Cabinet Report

Cabinet
Council

11th April 2023
TBC

Name of Cabinet Member:

Cabinet Member for Adult Services – Councillor M Mutton

Director approving submission of the report:

Director of Adult Services and Housing

Ward(s) affected:

All

Title: Short-Term Home Support Services

Is this a key decision?

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

Executive summary:

This report seeks approval for the re-commissioning of Short-Term Home Support (STHS) in Coventry.

STHS is a key feature in the delivery of good Health and Social Care Services. The service supports adults to acquire or reacquire daily living skills to remain residing independently in their own homes, a key policy objective for Health and Social Care. The service is also integral to reducing delayed discharges from acute hospitals, including over the difficult winter period and was an important feature during the Covid-19 Pandemic. The service is also accessed by Coventry and Warwickshire Partnership Trust (CWPT) as part of their Urgent Care Response (UCR) service with an allocation of up to 100 hours per week for this purpose. In addition, the service plays a vital role in preventing hospital admission through short term community based, person centred support that provides reablement and contributes to service user assessments and determination of any ongoing care and support needs.

The current STHS contracts were awarded in 2017 to a framework of independent sector providers and since then there has been an increase in the expected demand for the service from 1995 hours per week in 2017 to a peak of approximately 2800 hours per week during 2022 with current delivery being approximately 2,600 hours per week, due to increasing demand for the service especially in relation to supporting hospital discharge. Much of the additional activity has been funded by specific Hospital Discharge Grants during and since the COVID pandemic.

There is a supplementary element to this service provided at night called the Mobile Night Carers that supports adults with night-time needs and is instrumental in avoiding or delaying the need for admission to a care home for those who may require support during the night.

The expected cost of the contract is £3.359m per annum funded by a mixture of core funding, grant funding and contributions from the Integrated Care Board (ICB).

The current contracts expire on 31st October 2023, but an extension will be put in place to 31st January 2024 to enable the Council to run a competitive process to ensure ongoing support. The new contracts are expected to be in place by February 2024, which has necessitated an extension of the current arrangements by three months to ensure continuity of services in the intervening period.

The Commissioning Team have engaged with key stakeholders including service users, carers, providers, health & social care staff and has also used its experience over the past few years to inform the future delivery model, which seeks to incorporate several key service improvements.

Recommendations:

Cabinet is requested to recommended that Council:

- 1) Approve the procurement of adults Short Term Home Support provision and delegate authority to the Director of Adults and Housing, following consultation with the Cabinet Member for Adult Services, for the award of contracts following completion of the tender process.

Council is recommended to:

- 1) Approve the procurement of adults Short Term Home Support provision and delegate authority to the Director of Adults and Housing, following consultation with the Cabinet Member for Adult Services, for the award of contracts following completion of the tender process.

List of Appendices included:

Appendix 1 - Equality Impact Assessment (EIA)

Background papers:

None

Other useful documents

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 – Date to be confirmed

Report title: Short-Term Home Support Services.

1. Context (or background)

- 1.1. Short Term Home Support (STHS) is a key feature in the delivery of good Health and Social Care Services. The service is provided by three main providers since 2017 (and one contingency provider since 2020) operating primarily in geographical zones within the City with the ability to work across zones as required. The service supports adults to acquire or reacquire daily living skills to remain residing independently in their own homes following illness, injury or hospital discharge. The service operates seven days a week between the hours of 07:00 and 23:00.
- 1.2. The service is also accessed by Coventry and Warwickshire Partnership Trust (CWPT) as part of their Urgent Care Response (UCR) service with an allocation of up to 100 hours per week for this purpose.
- 1.3. There is an additional element to the service, the mobile night carers, which is delivered by three double crewed vehicles across the City between the hours of 22:00 and 07:00. This has a primary aim of enabling a number of people (35 as of 15th March 2023) who need a limited amount of night-time support to remain in their own homes as an alternative to admission to a residential care home.
- 1.4. Effective STHS impacts across the health and social care economy through increased independence, a key policy objective for Health and Social Care, and reducing the demand for ongoing care and support services. The current contracts specify, in accordance with National Institute for Health and Care Excellence (NICE) guidance, that 70% of people going through the service should leave without the need for ongoing support. Current performance as of 15th March 2023 is that 70.1% of people going through STHS do not require an ongoing service.
- 1.5. Where providers have performed less well during the life of the contracts this has been largely related to staffing recruitment and retention issues, which is a national problem in the care sector. One impact of reduced staffing is care staff providing direct support (doing for) rather than enabling people to do tasks for themselves as enabling people will invariably take much longer. Recruitment programmes are in place and, through the procurement process we will seek to reduce the impact of this by broadening the scope of provision with less reliance on such a small pool of providers.
- 1.6. There are approximately two hundred service users receiving support any one time in the service. The support is normally limited to a maximum of six-weeks and is not chargeable to the recipient of the service until a social worker has completed a Care Act Assessment to determine the person's ongoing care and support needs.
- 1.7. The current STHS day contracts were awarded in February 2017 with an additional provider commissioned in 2020 to assist with a spike in activity brought about through Covid -19. The mobile night carers service contracts were awarded in 2019. The Urgent Community Response element commenced in 2022.
- 1.8. Existing contracts are monitored by the Adults Commissioning Team to ensure compliance with contractual and regulatory requirements for operation as a home support provider. Feedback on the effectiveness of providers, and the experience of service users, from Council Occupational Therapists and Social Workers also provides important information of effectiveness which informs contract monitoring. The services are also inspected by the Care Quality Commission as the regulator for health and social care services. A weekly Multi-

Disciplinary Team is held between council and provider staff to track progression and discharge from the service at the optimum time.

- 1.9. Demand for the service fluctuates week by week and has increased from 1995 hours per week as originally commissioned in 2017 to circa 2600 hours per week (peaking at 2,800) during this financial year due to the increased demand to support hospital discharges and more people in the community to prevent hospital admission.
- 1.10. There have been changes within adult social care since the current contracts were awarded which include:
 - The way infection and prevention control are managed since the Pandemic to reduce risk associated with COVID-19 and other infectious diseases.
 - All regulated providers working with people with learning disabilities and autism now having to undertake Oliver McGowan mandatory training. The training is named after Oliver McGowan, whose tragic death highlighted the need for health and social care staff to have better training to understand the health and care needs of people with Learning Disabilities and/or Autism.
 - The introduction of Integrated Care Boards (ICBs) and the corresponding drive for closer working and/or further integration between health and care.
- 1.11. Although some changes have been implemented during the life of the current contracts, as would be expected over a contract period of seven years, this re-commissioning gives the council an opportunity to implement several key service improvements including:
 - Improving service capacity through increasing the number of providers from three to six, enabling a more local focus and providing contingency in the event of one or more providers struggling to maintain supply e.g. as a result of staffing shortages.
 - Increasing the number of providers will also help to increase capacity for the service to respond to same day requests for packages of support to prevent hospital admission (referrals from the community) - and reducing the time it takes to secure discharge (referrals from the hospital)
 - Providers will be required to demonstrate through the tendering process how staff are employed to support recruitment and retention. This will include (as is current) a detailed breakdown of their hourly rates to include compliance with national living wage (as a minimum) and inclusion of travel time.
 - Additionally, the Council will seek to identify how many staff are employed on salaried staff contracts and how many are on zero-hours contracts, with recommendations not to use zero-hours contracts where possible. However, some provider staff within the care sector do prefer flexible zero-hour contracts because it allows them to fit work around their family or study commitments. Setting targets for salaried contracts within the new contracts would be problematic and provider engagement has confirmed this through workshops held in December 2022. Most providers have indicated that a mix of both types of contracts are preferable to suit the flexibility need for their businesses and their staff.
 - Strengthen relationships with hospital discharge and community teams to improve the person's experience of hospital discharge and avoidance of hospital admission. This is in line with current improvement programmes that seek to secure same day discharge

activity and reduce the time people wait. Co-location of provider staff and health and social care practitioners will be the main driver for this improvement.

- Support providers with engaging with services in the community such as voluntary sector provision to help meet wider support needs.
- Working with providers to help them with access to training for care staff, with the aim of improving quality and consistency of care to include greater digital approaches to service delivery. This is emerging within the care and support market with an increasing number of providers using electronic scheduling and case management systems.
- Improved efficiency with impact on time from referral to commencement of services and ensuring optimum length of reablement support through improved flow creating capacity for supporting more service users within the same financial envelope.
- Strengthened contractual requirements around social value e.g. recruiting locally and consideration of environmental impacts of the service.
- The requirement to engage with a wider range of health and care professionals as may be required to support the potential for closer integration and alignment of services.

1.12 The contracts being proposed are for a period of seven years and it is to expected that further changes will be required over the life of the contracts in order to keep pace with changing demand and service requirements. In order to ensure that the flexibility exists within these contracts provision will be made to implement changes as service requirements evolve. Such changes are most likely to arise from improvements in how we work with health organisations to provide improved outcomes to people and as a result of potential changes to the policy framework for social care.

1.13 Managing the new Contracts

1.14 Once operational the new contracts will be monitored on a quarterly basis to include key performance indicators (KPIs) that include the percentage of people not requiring ongoing support after a period of STHS. Contract monitoring will be undertaken by the Council's Commissioning Team with feedback from Occupational Therapists, Social Workers, service users, families and carers, and CQC reviews. Providers that fail to achieve a minimum target for performance will need to provide explanation and remedial action plans for their contract in agreement with the Commissioning Team. Other targets to support skills and expertise amongst the staff will be reviewed to include recruitment and retention and recruiting from communities that are reflective of Coventry.

1.15 Providers will be monitored to ensure that the Council is achieving value for money and any persistent underperformance will be taken through contract breach measures and may face contract termination. Having six providers better enables the Council to take a stronger approach to underperformance by having enough capacity if the Council must end a contract as a last resort. This will be supported by commissioning visits to provider premises to inspect contractual, performance, training and compliance documentation during Commissioning Team reviews and inspections and feedback from service users, families and other key stakeholders. Contract monitoring will also be supported from performance data in line with minimum numbers of people (70%) exiting the service without the need for a sequential service and 20% of people exiting with a reduced level of need.

2. Options considered

2.1. Option 1: (Preferred Option) Tender for Procurement of Redesigned Short Term Home Services.

It is recommended that a tender commences for the procurement of STHS support to:

- Support a redesign of the services to meet the challenges that the Council is experiencing / has experienced since the services were last tendered e.g. capacity and other improvements as outlined in paragraph 1.10.
 - Enable recommissioning of services for a period of seven years (four years plus three-year extension arrangements) but ensure that the contracts allow for changes or updates so that the service develops with any required modification and supports any future development to health and social care integration and performance. This has been a feature of existing contracts whereby the mobile night carers and CWPT services were both implemented after the initial contracts were awarded in 2017 and will continue to be part of the recommissioned service.
 - Enable people in most need to live independent and fulfilled lives in their local communities and support to providers on recruitment and retention initiatives.
 - Support safe and timely discharges from hospital for people to return to their own home with a focus on same day delivery
 - Enable the further reduction in hospital admission and admissions to residential and nursing homes.
 - Help people to reach or regain their maximum potential so that they can do as much as possible for themselves
- 2.1.1 The recommissioning will also aim to ensure sufficiency of capacity to deliver the service and added service resilience by increasing the number of providers, taking on board service user feedback in relation to quality of support.
- 2.1.2 The six providers will each cover three wards. The current contracts were aligned to the former Clinical Commissioning Group (CCG) General Practitioner (GP) clusters (areas), which in some cases meant that you had more than one provider in a ward. This sometimes made it difficult to allocate packages on borders between providers. The former CCG GP clusters no longer exist and a review of the increase in weekly hours means that there is now a case for equitable allocation aligned to revised areas.
- 2.1.3 The proposed allocation allows for the growth of the service since 2017 to be more equally distributed. The service will be commissioned between 435 and 561 hours per week for each of the six providers. Three providers only will deliver the mobile night carers service on the higher 561 hours per week total. At present there is no evidence to suggest a requirement to increase night hours or providers or an increase in activity linked to Urgent Care Response.

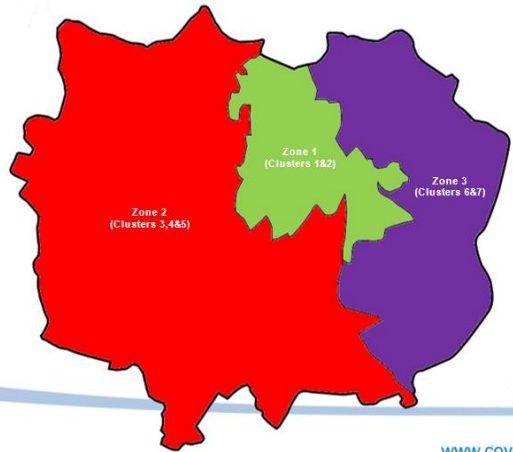
2.1.4 The maps below illustrate the current and proposed geographical coverage for each contracts/provider.

Current Short Term Zones & Mobile Night Carers

- Meridian Health and Social Care
Zone 1 (Clusters 1 & 2)
- Radis Community Care
Zone 2 (Clusters 3, 4 & 5)
- Green Square Accord Group
Zone 3 (Clusters 6 & 7)

Days:
Each provider delivers between 585 – 665 block funded STHS hours p/w

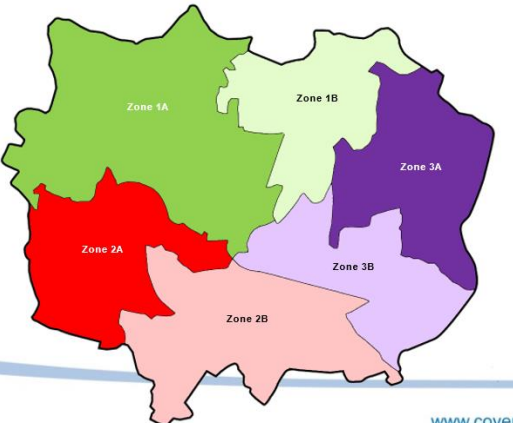
Nights:
Each provider supplies a double crewed mobile between 22:00 & 07:00 each night



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Proposed New Short Term Zones

- TBA
Zone 1A
Bakewell, Sherbourne & Radford
- TBA
Zone 1B
Longford, Holbrook & Foleshill
- TBA
Zone 2A
Woodlands, Whitnort & Westwood
- TBA
Zone 2B
Cheylmsmore, Earlsdon & Warburton
- TBA
Zone 3A
Henley, Upper Stoke & Wyken
- TBA
Zone 3B
St Michaels, Lower Stoke & Binley

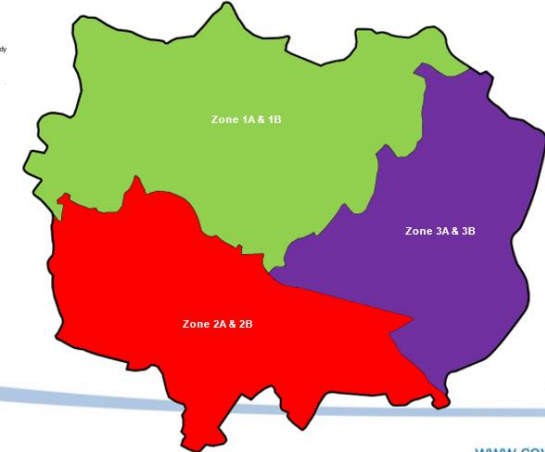


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Proposed New Short Term Mobile Night Carers

- TBA
Zone 1A & 1B
Bakewell, Sherbourne, Radford, Longford, Holbrook & Foleshill
- TBA
Zone 2A & 2B
Woodlands, Whitnort, Westwood, Cheylmsmore, Earlsdon & Warburton
- TBA
Zone 3A & 3B
Henley, Upper Stoke, Wyken, St Michaels, Lower Stoke & Binley

Nights:
Each provider supplies a double crewed mobile between 22:00 & 07:00 each night



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- 2.1.5 The STHS day service will be paid partly on block (guaranteed hours) and partly on actual average hours delivered. The rationale for this is to generate tendering encouragement and a degree of financial stability on what is a low volume service. This approach also supports market stability. The block levels will be set at 300 hours per week for each zone. Block will only be paid once the 300 hours mark has been reached by each provider. Contractual hours above 300 hours will be paid on actual averaged hours on a week-by-week basis. The combination of block and averaged hours also enables flexibility and ensures that the council is not paying for services that have not been delivered, which could be the case if the whole contract was awarded as a block. Mobile Night Carers will be paid as block as is currently the arrangements.
- 2.1.6 Providers tendering to deliver this service will have to robustly evidence how they can respond to peaks in demand such as before public holidays and winter pressures. Any significant changes to hours will follow established Council finance and contractual processes.

2.2 Option 2: (not recommended) Tender Under Current Contract Specification

Whilst there is no legally compliant option not to tender there is the possibility that the Council could retender the service under the current specification.

This option is not recommended. It would not support the improvements planned and outlined in this report, the mandatory nature of the Oliver McGowan training and some of the infection prevention initiatives that need to be reflected within the specifications and contracts. Due to the value and importance of future requirements it is also appropriate to test the market to ensure best value for public funds is achieved. There is also a requirement to increase the number of providers in the City to ensure sustainability and sufficiency within the local market.

3. Results of consultation undertaken

- 3.1. Formal public consultation was not undertaken however in developing the proposals within this report engagement has taken place with the provider market through a face-to-face workshop. Service user and carer engagement has also taken place via a survey that has been widely advertised and hosted on the Council's website. Telephone engagement to complete the survey has been undertaken with service users. Council Social Worker and Occupational Therapy input have also fed into proposals.
- 3.2 Engagement with service users suggested that most people (c 76%) of a total 54 respondents were positive about their experiences of STHS in terms of meeting their needs. 40 respondents rated the service as very good or good overall. However, around 3 in 10 people who responded stated that timing of visits was not always convenient. This was because some respondents wanted quite time specific calls, which are not always possible due to the nature of the service e.g., if their carers are late due to traffic, poor weather or are delayed at a previous call. The Council allows a tolerance of approximately thirty mins around a suggested start time but does use time specific calls where there is a strict need to support with medication e.g., at a very certain times Several comments were made about additional support that would help and follow up work is in place to ensure that needs identified are addressed as appropriate and these are being taken into account to inform current and future delivery.

Provider engagement indicated a continuing appetite for provision of this service and interest not only from existing providers but also from potential new entrants to this segment of the market.

4. Timetable for implementing this decision

Subject to Cabinet approval a tendering process will commence in May 2023 for new contracts to commence from 1st February 2024.

5. Comments from Interim Chief Executive (Section 151 Officer) and Chief Legal Officer

5.1. Financial Implications

5.1.1. STHS is a key component of service delivery within Adult Social Care. Hours can vary week by week depending upon demand in the service and based on expected hours of delivery (including the mobile night service) is estimated to cost circa £3.359m per annum based on estimated costs at implementation.

5.1.2. Service costs are heavily influenced by the national rate set each year for National Living Wage and future annual inflationary increases will be reflective of changes to the national rate.

5.1.3. The STHS service is funded by a mixture of existing council core funding, health funding through the Better Care Fund, funding from the Urgent Care Service as well as a number of grants.

5.2. Legal Implications

5.2.1 The Care Act 2014 provides the legal framework for the provision of adult social care. The provisions of that Act include general duties to promote individual wellbeing, prevent and / or reduce the need for care and support and to promote integration with health services. The provision of STHS is consistent with those duties and one means by which the Council is enabled to meet its statutory obligations under the Act, towards the citizens of Coventry.

5.2.2 The proposed procurement must be compliant with both the Public Contracts Regulations 2015 (PCR) and the Council's Standing Orders for Contracts. Given the nature of the procurement, the 'Light Touch' procurement regime under PCR regulations 74 – 76 is available.

5.2.3 The Council has a legal obligation under section 149 of the Equality Act 2010 to have due regard to the need to eliminate discrimination, advance equality, and foster good relations between those with a protected characteristic and those who do not share it. These matters have formed an integral part of the decision-making processes in relation to the continuation of the Dementia strategy. The Council continues to engage with service users and representative groups, and use the information and views gathered in its consultation and equality impact to achieve accessible and inclusive service provision

6. Other implications

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

The updated recommissioning of the service will contribute towards the Council's One Coventry Plan by directly:

Helping residents to maintain their independence through the STHS following period of hospital admission, illness or injury.

Protecting the most vulnerable in Coventry through exercising their choice and control to remain in their own homes following illness or injury.

Supporting the economy by contracting locally where possible, encouraging new businesses including SMEs, employee-owned enterprises and stimulating the contracted adult social care market.

6.2. How is risk being managed?

There is an established project team to manage risks and an ongoing performance and issues meeting that is held monthly. Tendering risks will be managed through statutory procurement guidelines.

There is a potential risk that insufficient providers of good quality tender to deliver this service. Soft market testing and a workshop has been held, however, with several potential new entrants to the market showing interest alongside several existing providers. Provider feedback was that this type of delivery is of interest to them, especially working in a more integrated way with health and social care partners to keep people healthy at home.

6.3. What is the impact on the organisation?

None

6.4. Equalities / EIA?

A separate EIA has been completed and appended to this report. It is expected that the service will continue to have a positive impact in enabling people to live as independently as possible. Positive impacts are anticipated in relation to people aged 65+ and those with disabilities due to the enabling nature of the service. Greater tailoring of the service to cater for people of different racial backgrounds, religions and beliefs is expected to have a positive impact.

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

The contract will include requirements in relation to reducing the environmental impact of the services.

6.6. Implications for partner organisations?

At this stage it is not proposed that short term home support services are jointly commissioned with the Integrated Care Board, however, arrangements will be sufficiently flexible to allow such a joint approach during the lifetime of the contract. The service will be designed to enable the possibility of support to people exiting virtual wards (acute health services delivered in the person's own home). This approach and future proofing the contracts would enable the potential scope for developing 'wrap around care' This is a home first approach where low risk patients can be discharged more quickly into the community and release hospital beds for use. This approach could relieve pressure on A&E departments where a transfer is needed to a hospital ward for treatment. This will build upon existing arrangements that support Urgent Care Response (UCR).

Report author:**Name:** Jason Bejai**Title:** Commissioning Manager**Service:**

Adult Social Care

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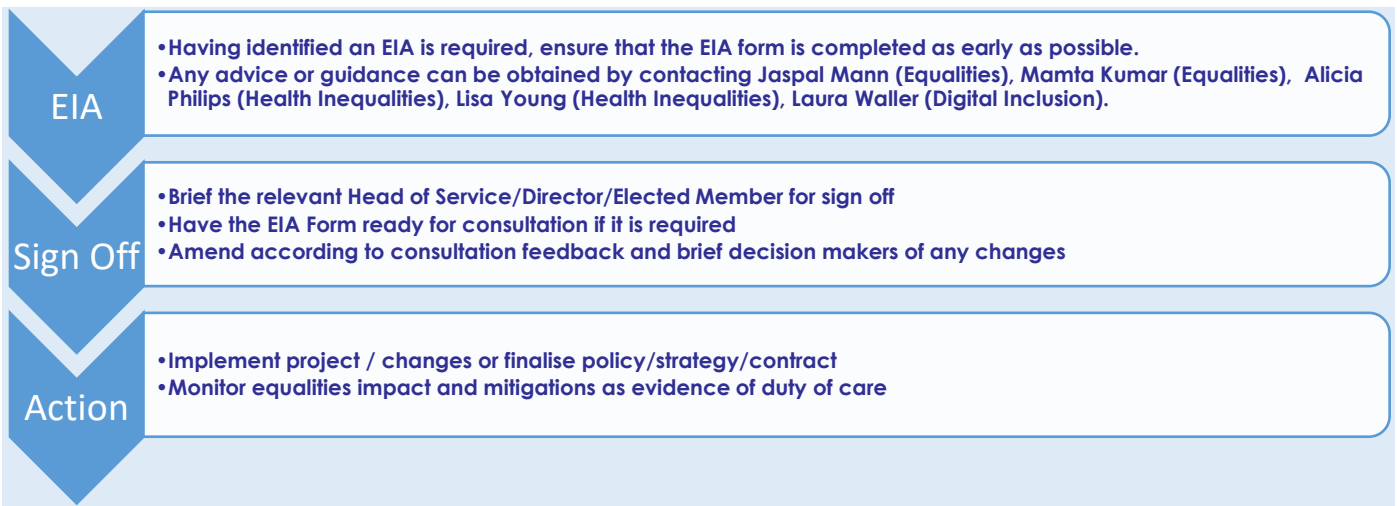
Contributor/approver name	Title	Service Area	Date doc sent out	Date response received or approved
Contributors:				
Lara Knight	Governance Services Co-ordinator	Law and Governance	20.03.23	22.03.23
Jon Reading	Head of Commissioning and Quality	Strategic Commissioning, Adult Social Care	14.03.23	15.03.23
Sally Caren	Head of Adult Care and Support	Adult Social Care	15.03.23	16.03.23
Neil Byrne	Service Manager	Strategic Commissioning, Adult Social Care	14.03.23	15.03.23
Gurbinder Singh Sangha	Corporate and Commercial Lead Lawyer	Law and Governance	20.03.23	20.03.23
Janice White	People Team Leader, Legal Services	Law and Governance	20.03.23	20.03.23
Names of approvers for submission: (officers and members)				
Ewan Dewar	Head of Finance	Finance	15.03.23	15.03.23
Julie Newman	Chief Legal Officer	-	20.03.23	20.03.23
Pete Fahy	Director of Adult Services and Housing	-	15.03.23	20.03.23
Barrie Hastie	Interim Chief Executive (Section 151 Officer)	-	20.03.23	20.03.23
Councillor M Mutton	Cabinet Member for Adult Services	-	20.03.23	20.03.23

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Title of EIA		Short Term Home Support
EIA Author	Name	Jason Bejai
	Position	Commissioning Manager
	Date of completion	010/03/2023
Head of Service	Name	Jon Reading
	Position	Head of Service – Commissioning and Quality (Adult Social Care)
Cabinet Member	Name	Cllr Mal Mutton
	Portfolio	Adult Services



PLEASE REFER TO [EIA GUIDANCE](#) FOR ADVICE ON COMPLETING THIS FORM

SECTION 1 – Context & Background

1.1 Please tick one of the following options:

This EIA is being carried out on:

New policy / strategy

New service

Review of policy / strategy

Review of service

Commissioning



Other project *(please give details)*

1.2 In summary, what is the background to this EIA?

This EIA is submitted with regards to recommissioning of short term home support (STHS)

Short Term Home Support (STHS) is a key feature in the delivery of good Health and Social Care Services. The service supports adults to acquire or reacquire living skills to remain residing independently in their own homes, a key policy objective for Health and Social Care. The service is integral to reducing delayed discharges from acute hospitals, including over the difficult winter period and was an important feature during the Covid-19 Pandemic.

1.3 Who are the main stakeholders involved? Who will be affected?

- Coventry City Council
- Integrated Care Board (ICB)
- Coventry and Warwickshire Partnership Trust (CWPT)
- Providers of adult social care STHS
- Individuals in receipt of STHS

1.4 Who will be responsible for implementing the findings of this EIA?

Jason Bejai – Commissioning Manager

SECTION 2 – Consideration of Impact

Refer to guidance note for more detailed advice on completing this section.

In order to ensure that we do not discriminate in the way our activities are designed, developed and delivered, we must look at our duty to:

- Eliminate discrimination, harassment, victimisation and any other conflict that is prohibited by the Equality Act 2010
- Advance equality of opportunity between two persons who share a relevant protected characteristic and those who do not
- Foster good relations between persons who share a relevant protected characteristic and those who do not



2.1 Baseline data and information

Please include a summary of data analysis below, using both your own service level management information and also drawing comparisons with local data where necessary (go to <https://www.coventry.gov.uk/factsaboutcoventry>)

Short Term Home Support (STHS) is a key feature in the delivery of good Health and Social Care Services. The service supports adults to acquire or reacquire living skills to remain residing independently in their own homes following illness, injury or hospital discharge.

Effective STHS impacts across the health and social care economy through increased independence, (a key policy objective for Health and Social Care), reducing demand for services and managing whole life cost of care.

There are approximately one-hundred service users receiving support any one time. The service is time limited to six-weeks during which there is no charge for service users .

The current contracts were awarded in February 2017 and expire in October 2023.

The service was originally commissioned at 1995 hours per week but has risen to an approximately 2600 hours per week during the last three years mainly during the pandemic and because of increasing winter pressures. The services are for adults 18+ with a large percentage used by adults that are 65+

General Data: Coventry City Population and Workforce

Age

The number of older people within the City is increasing, with this group expected to accelerate and outpace other groups. Coventry City Council [population and demographics](#) data indicates there are 55,846 people aged 65+ in Coventry, around 16% of Coventry’s population and a 9% increase since 2011. By 2029, the city should expect to have an additional 8900 people aged over 65 and an additional 2000 aged over 85.

The population of adults aged 18-65, alongside the general population of Coventry, also continues to increase; Census 2021 data notes an increase of 8.7% for the 15-64 age range.

Coventry also has an aging care workforce. Data from Skills for Care* indicates the average age of a worker in adult social care is 43 years; 66% are aged between 25-54, 24% above 55 and only 11% are under 25.

Diversity

33% of Coventry's population are BME, with the city expected to become even more diverse; half of Coventry pupils (52%) are from BME backgrounds. In respect of Coventry’s* social care workforce, 26% of individuals are from a BME background. Only 15% of the workforce are male.

*Information is in respect of Coventry and Warwickshire ICS data via [Skills for Care](#), February 2023

2.2 On the basis of evidence, complete the table below to show what the potential impact is for each of the protected groups.

- Positive impact (P),
- Negative impact (N)



- Both positive and negative impacts (PN)
- No impact (NI)
- Insufficient data (ID)

**Any impact on the Council workforce should be included under question 2.6 – not below*

Protected Characteristic	Impact type P, N, PN, NI	Nature of impact and any mitigations required
Age 0-18	NI	STHS does not cover this age group
Age 19-64		<p>This group could be positively impacted.</p> <p>Developing a revised and updated STHS service offer from the local authority will benefit service users and enable people to remain healthy and well in their own homes.</p> <p>The recommissioned and updated service will be better able to meet the varied needs of individuals in receipt of care. It will also support recruitment and retention of provider staff amongst this age range, which has struggled since the beginning of the pandemic in 2020. At times provider staff turnover was over 29%, which is one in every three new staff members leaves within twelve weeks. With increased recruitment and retention, we expect to improve both the quality and the continuity of care recieved.</p> <ul style="list-style-type: none"> •
Age 65+	P	<p>This group could be positively impacted.</p> <p>The majority of individuals in receipt of STHS in Coventry are over 65. This demographic will therefore be the user group most commonly affected by anticipated improvements to the stability and quality of STHS in the city and experience improved care outcomes.</p>
Disability	P	<p>This group could be positively impacted.</p> <p>The updated STHS service should positively benefit individuals with a disability supported by adult social care STHS providers. The revised service specification will specifically outlines plans to better support people with disabilities to remain in their own homes.</p> <p>Key elements of the new service will focus on reablement and enablement for people to reaquire or develop new skills following injury, ilneesss or condition specific disabilities.</p>



		<p>For some individuals with a disability, e.g. a learning disability, the potential impact of this on staff retention and continuity of care and support may be significant; it can be particularly distressing for individuals when their support offer or individual staff members change. We therefore hope to keep continuity of this care by retaining staff who have supported individuals for prolonged periods of time and learnt an individual's communication methods and preferences, and therefore increase the health and wellbeing of people in receipt of support.</p> <p>The 2021 census survey indicated 1 in 5 of the working age population are classed as disabled and a national disability employment rate of 52.7% (compared to 81% for non-disabled people).</p> <p>In Coventry, 8.4% of residents identified as being disabled and were limited a lot; 10% identified as disabled and limited a little.</p>
Gender reassignment	NI	
Marriage and Civil Partnership	NI	
Pregnancy and maternity	NI	
Race (Including: colour, nationality, citizenship ethnic or national origins)	P	<p>The recommissioning of STHS is expected to impact this group positively.</p> <p>There is some evidence that some BAME groups may be more likely than others to have care needs. For example, disability-free life expectancy is lowest for Pakistani and Bangladeshi groups (source Gov.uk) and health-related quality of life score for older adults are lower amongst many ethnic minority groups relative to the White British group, according to the 2017 GP patient survey (source Gov.uk). By recommissioning STHS it may have particular benefits for some BAME groups and thereby encourage equality of opportunity for those who share a protected characteristic and those who do not.</p> <p>People from BAME communities form 31.4% of the social care workforce (source WM ADASS). The Council will work to ensure that at least a proportion of any newly contracted service is representative of Coventry's community and people in receipt of services.</p>
Religion and belief	P	This group could be impacted positively.



		<p>Some people with different religions or beliefs may have different social care needs. For example, some people may face language or cultural barriers to accessing services, while other people may have special dietary requirements or needs to mark religious days. Likewise, people of different backgrounds or faiths may not believe a career in care is open to them or be aware of the career paths available.</p> <p>Through the council's current recruitment initiatives for the contracted provider workforce, we hope to attract a range of individuals from different cultural backgrounds and beliefs into the adult social care workforce. We envisage (alongside facilitating jobs and recruitment) that this will bring different perspectives into the care workforce and assist in providers delivering support in line with an individual's religious preferences and beliefs by carers with shared faiths and experience.</p>
Sex	NI	<p>STHS does not treat people differently based on their sex or gender. There are however various factors which may mean that women are more likely to benefit from STHS.</p> <p>Women are more likely than men to be disabled. In the 2019 to 2020 Family Resources Survey, 24% of females reported having a disability compared to 19% of males.</p>
Sexual orientation	NI	<p>The new service is aimed at specific types of reabling and enabling. It is provided irrespective of sexual orientation.</p>

HEALTH INEQUALITIES

2.3	<p>Health inequalities (HI) are unjust differences in health and wellbeing between different groups of people which arise because of the conditions in which we are born, grow, live, work and age. These conditions influence our opportunities for good health, and result in stark differences in how long people live and how many years they live in good health.</p> <p>Many issues can have an impact: income, unemployment, work conditions, education and skills, our living situation, individual characteristics and experiences, such as age, gender, disability and ethnicity</p> <p>A wide range of services can make a difference to reducing health inequalities. Regardless of where people work. Effective home support whether STHS or long term home support (LTHS) and effective strategies can help to reduce health inequalities.</p>
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<p>Please answer the questions below to help identify if the area of work will have any impact on health inequalities, positive or negative.</p> <p>If you need assistance in completing this section please contact: Alicia Philips or Lisa Young in Public Health for more information. More details and worked examples can be found at https://coventrycc.sharepoint.com/Info/Pages/What-is-an-Equality-Impact-Assessment-(EIA).aspx</p>	
Question	Issues to consider
<p>2.3a What HIs exist in relation to your work / plan / strategy</p>	<ul style="list-style-type: none"> • Explore existing data sources on the distribution of health across different population groups (<i>examples of where to find data to be included in support materials</i>) • Consider protected characteristics and different dimensions of HI such as socio-economic status or geographical deprivation
	<p>Response:</p> <p>Not all people who access STHS are known to Adult Social Care. The service is free and usually lasts for up to six weeks. People who finish on STHS and require an on-going sequential service that is council funded will have met eligibility criteria under The Care Act 2014, specifically that their needs relate to a physical or mental impairment effecting a number of aspects of their daily life. STHS are designed to support individuals in meeting their health and wellbeing outcomes – including health inequalities - and meet individual support needs in a tailored way. Such care is delivered equitably, fairly and in a proportionate way, recognising the individual need of the person.</p> <p>Inequalities may also be faced by provider staff, or potential staff, in accessing care roles; language barriers, accessibility issues and cost of transport to interviews or work ,for example, may prevent individuals accessing careers in the care sector.</p>
<p>2.3b How might your work affect HI (positively or negatively).</p> <p>How might your work address the needs of different groups that share protected characteristics</p>	<p>Consider and answer below:</p> <ul style="list-style-type: none"> • Think about whether outcomes vary across groups and who benefits the most and least, for example, the outcome for a woman on a low income may be different to the outcome for a woman a high income • Consider what the unintended consequences of your work might be
	<p>Response:</p>



<p>The service works to achieve outcomes including impact based on keeping people health and well in their own homes.</p>
<p>Potential outcomes impact on specific socially excluded or vulnerable groups eg. people experiencing homelessness, prison leavers, young people leaving care, members of the armed forces community.</p> <p>Service Users: The health of people in receipt of the services may benefit in a positive way through improved quality of life, resulting in better outcomes.</p> <p>Provider staff: There may be positive impact on the health of provider staff. The Council has and will continue to work with providers to ensure best use of funding within the financial envelope available. Any effect of this on provider staff will likely be positive in relation to:</p> <ul style="list-style-type: none"> ➤ Increased job security ➤ Fair recruitment practices (supported by CCC) ➤ Payment of the NLW or above ➤ Good working conditions <p>The council will work with the home support market to understand the benefits of access to green travel / electric vehicles and investigate options to facilitate this, in turn reducing both fuel costs and the carbon footprint of this method of care delivery.</p> <p>The Council will also be supporting on recruitment events to assist in diversifying the workforce; Skills for Care data states only 15% of the workforce are male and 26% of the general workforce are BAME. Such statistics are not reflective of the city's demographics and by assisting in recruitment in this area we hope providers will be in a stronger position to meet the cultural needs of the service users they support. Examples of events which have taken place so far have included job fayres specifically supporting refugee and migrant workers into adult social care employment.</p> <p>Future events are planned to be held in a range of wards / areas across the city to eliminate barriers in respect of transport, enable ease of access by different communities and create links between local people and local businesses; likewise, events aimed specifically to support unpaid carers and individuals with a disability are also planned.</p>



2.4 Next steps - What specific actions will you take to address the potential equality impacts and health inequalities identified above?

The new services will be tendered (following Cabinet approval) in the new financial year (April 2023). Specific provider and service user engagement activities will also be continued by the Council the impact of these will be used to ensure that new services are fit for purpose and designed to meet needs of people as outlined in this EIA.

DIGITAL INCLUSION

2.5	<p>The Covid-19 pandemic accelerated the uptake of digital services nationally, whereby people who are digitally enabled have better financial opportunities, can access new information and are better connected to others (Lloyds Consumer Digital Index, 2021). However, for those who are digitally excluded, the digital divide has grown during the last two years, and without intervention people will be left behind with poorer outcomes across health and social care. Some people are more likely to be excluded including: older people, people from lower income households, unemployed people, people living in social housing, people with disabilities or people who’s first language is not English (NHS Digital.)</p> <p>Some of the barriers to digital inclusion can include lack of:</p> <ul style="list-style-type: none"> • Access to a device and/or data • Digital skills • Motivation to get online • Trust of online safety <p>Digital exclusion is not a fixed thing and may look different to different people at different times.</p> <p>It is important that the council and it’s partners in health consider how we can reduce digital inequalities across STHS services. One possible way is the development of virtual wards across the life of STHS services. This would support efficient hospital discharge and encourage digital take up.</p> <p>Please answer the questions below to help identify if the area of work will have any impact on digital inequalities, positive or negative.</p> <p>If you need assistance in completing this section please contact: Laura Waller (<i>Digital Services & Inclusion Lead, CCC</i>). More details and worked examples can be found at https://coventrycc.sharepoint.com/Info/Pages/What-is-an-Equality-Impact-Assessment-(EIA).aspx</p>
Question	Issues to consider
2.5 What digital inequalities exist in relation to your work / plan / strategy?	<ul style="list-style-type: none"> • Does your work assume service users have digital access and skills? • Do outcomes vary across groups, for example digitally excluded people benefit the least compared to those who have digital skills and access?



	<ul style="list-style-type: none"> • Consider what the unintended consequences of your work might be.
	<p>Response:</p> <p>Our Market Sustainability Plan includes reference to the following areas which may require mitigations to reduce the potential for digital inequalities:</p> <ul style="list-style-type: none"> - Digital switchover: individuals in receipt of the support of assistive technology may experience a possible disturbance when switched over from analogue to digital. This is a national programme and control over this by the Council is minimal. - Knowledge of digital technologies and systems to support a move towards a more digitalised care offer: We are aware provider staff may not necessarily have the skills to support a move to a more digital based care offer and its associated systems. - Advertisement of recruitment fayres: Digital advertisement of our recruitment initiatives e.g. advertising job fayres / recruitment days, job descriptions and advertisements, are publicised online.
<p>2.5b How will you mitigate against digital inequalities?</p>	<ul style="list-style-type: none"> • If any digital inequalities are identified how can you reduce these? For e.g. if a new service requires online registration you may work with partner organisations to improve digital skills and ensure equitable processes are available if someone is unable to access online.
	<p>Response:</p> <ul style="list-style-type: none"> - Digital switchover: We will work with providers and relevant stakeholders to ensure, as much as possible, both individuals and providers effected by the switch are informed and able to remain safe should an issue arise. - Digital technologies / digital support offer: Support and 'digital champion' training will be offered to providers via the Coventry Connects digital training scheme to ensure staff are appropriately skilled in an effective, sensitive manner. - Advertisement of recruitment fayres: To supplement digital advertisement, posters / paper advertisement and conversations will be utilised to ensure as many people are aware of up coming events. Paper information will also be available during events, including the ability to complete paper job applications (online application options also available) at job fayres the day.

2.6 How will you monitor and evaluate the effect of this work?



The Council will be required to produce an updated winter Market Sustainability Plan where we will reflect on the impact of our recommissioning and outline plans for future development, especially across the winter period where pressures and risk to the market and individuals are most prevalent due to heightened hospital discharge demand.

2.7 Will there be any potential impacts on Council staff from protected groups?

No

You should only include the following data if this area of work will potentially have an impact on Council staff. This can be obtained from: Nicole.Powell@coventry.gov.uk

3.0 Completion Statement

As the appropriate Head of Service for this area, I confirm that the potential equality impact is as follows:

- No impact has been identified for one or more protected groups
- Positive impact has been identified for one or more protected groups
- Negative impact has been identified for one or more protected groups
- Both positive and negative impact has been identified for one or more protected groups

4.0 Approval

Signed: Head of Service:	Date: 20.03.2023
Name of Director: Pete Fahy	Date sent to Director: 20.03.23
Name of Lead Elected Member: Cllr Mal Mutton	Date sent to Councillor : 20.03.23



Email completed EIA to equality@coventry.gov.uk

Cabinet

14th April 2023

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:

Householder Design Guide (SPD) - Adoption

Is this a key decision?

No - Although the matters within the report affect all wards in the city, it is not anticipated that the impact will be significant

Executive Summary:

This report seeks to adopt the Householder Design Guide Supplementary Planning Document (SPD) following public consultation which was undertaken between 9th December 2022 and 27th January 2023.

SPDs add further detail to the policies in the development plan but cannot introduce new policy. SPDs provide additional guidance for development and are capable of being a material consideration when making decisions on planning applications.

This SPD provides design guidance for those proposing household extensions and other householder proposals which require planning permission to be sought within the city. Responses to the consultation have been analysed and taken account of when amending the SPD. The proposed final version is attached at Appendix 1 to the report, and a summary of representations along with responses and proposed amendments can be seen at Appendix 2 to the report.

Recommendations:

Cabinet is recommended to:

- 1) Adopt the Householder Design Guide Supplementary Planning Document (SPD).
- 2) Delegate to the Strategic Lead (Planning), following consultation with the Cabinet Member for Housing and Communities, for any necessary further non-substantive (minor) changes to the document.

List of Appendices included:

Appendix 1 - Householder Design Guide Supplementary Planning Document.
Appendix 2 - Consultation: summary of representations and responses
Appendix 3 - Strategic Environmental Assessment Screening Report
Appendix 4 - Equalities Impact Assessment

Background papers:

None

Other useful documents:

Local Plan: adopted December 2017
National Planning Policy Framework July 2021
Cabinet Member for Housing and Communities on 5th December 2022 - Householder Design Guide Supplementary Planning Document (SPD) Public Consultation Report

Has it been or will it be considered by Scrutiny?

No – However, the matter was considered by Communities and Neighbourhoods Scrutiny Board (4) at their meeting on 8th December 2022. The comments made by the Board are included in the representations in Appendix 2 to this report.

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

No

Will this report go to Council?

No

Report title:

Householder Design Guide Supplementary Planning Document (SPD) - Adoption

1. Context (or background)

- 1.1 The National Planning Policy Framework (NPPF) defines Supplementary Planning Documents (SPDs) as 'documents which add further detail to the policies in the development plan. They can be used to provide further guidance for development on specific sites, or on particular issues.... Supplementary Planning Documents are capable of being a material consideration in planning decisions but are not part of the development plan'.
- 1.2 It is good practice to update supplementary guides over time to ensure that they remain relevant and robust. This SPD is a comprehensive review and updating of the previous Household Design Guidance SPG from 2003 and will provide clear guidance for applicants considering works to existing dwellings within the city.
- 1.3 In particular the SPD approaches the design considerations and process that applicants must undertake when bringing forward applications to modify existing dwellings. Good design can have a significantly beneficial impact on residents, both of the existing dwellings and those nearby. Conversely, ill-thought-out design can have a detrimental effect and so it is important that these matters are addressed at the start of the planning process.
- 1.4 By setting out the key objectives and criteria, as well as providing examples of best practice across a range of design issues, the SPD will help drive up design quality standards.
- 1.5 Regulations 11 to 16 of the Town and Country Planning (Local Planning) (England) Regulations 2012 set out the requirements for producing SPDs. This includes a minimum statutory public consultation period of four weeks: the Council's recently adopted Statement of Community Involvement however sets out a local standard that SPDs should be consulted on for six weeks. Consultation for this report took place between 9th December 2022 to 27th January 2023 for seven weeks, in order to account for the festive period.
- 1.6 It is also a legal requirement, as set out in the Environmental Assessment of Plans and Programmes Regulations 2004 (SEA Regulations), to consider whether or not Strategic Environmental Assessment (SEA) of the SPD should be undertaken. The process for determining whether or not an SEA is required is called screening. This is to determine whether a plan will have significant environmental effects. The screening opinion undertaken is attached at Appendix 3 to the report. This concludes that no SEA is needed as the SPD elaborates on existing policy. This screening report must be consulted on so that three statutory bodies (Historic England, Natural England and the Environment Agency) can respond. The screening report was made publicly available for comment at the same time as the SPD was being consulted on.
- 1.7 Finally, an Equalities Impact Assessment (EIA) been undertaken, this is attached as Appendix 4 to the report and was publicly consulted on.
- 1.8 Responses have been analysed and the SPD amended accordingly. In line with the legislation, this Cabinet report will include a statement setting out the details of the consultation, a summary of the main issues raised and how they have been addressed. This is contained at section 3 and Appendix 2 to the report.

2. Options considered and recommended proposal

- 2.1 Cabinet may choose not to adopt the SPD. However, this will mean that applicants and officers are deprived of the additional detail of the SPD which will help ensure that new householder proposals come forward with high quality design considerations. This option is therefore not recommended.
- 2.2 Cabinet may choose to adopt the SPD, with the changes as set out in Appendix 1 to the report. This will ensure that applicants and officers are clear regarding the requirements when applying for householder permissions for existing dwellings, as well as ensure high quality design is embedded in applications from an early stage. For these reasons, this is the recommended option.

3 Results of consultation undertaken

- 3.1 Public consultation was undertaken between 9th December 2022 and 27th January 2023. The minimum statutory period for SPD consultations is four weeks, the council's Statement of Community Involvement recommends six weeks, however, to account for the holiday period this consultation was extended to run for seven weeks.
- 3.2 The council made all consultation documentation available on its website and a notification email was sent to all consultees on the planning policy consultation database which provided background to the SPD consultation and explained where people could view the documents and the various ways in which they could provide comments.
- 3.3 Regulation 12 of the Local Planning Town and Country Planning (Local Planning) (England) Regulations 2012 states that, before a local planning authority can adopt an SPD it must first prepare a statement setting out the persons consulted during the preparation of the document, with a summary of the main issues raised and how they have been addressed in the SPD. This report addresses these requirements, and details of the comments submitted, the officer response and changes made to the SPD as a result can be viewed at Appendix 2 to the report.
- 3.4 Alongside the SPD, the SEA screening opinion and Equality Impact Assessment were made available for public comment as set out in section 1 of the report. In terms of the SEA screening, the statutory consultation bodies, Natural England and Historic England, concurred with the council's view that Strategic Environmental Assessment is not required. The Environment Agency did not respond. The screening assessment at Appendix 3 to the report has been updated to reflect this conclusion. The Equality Impact Assessment at Appendix 4 to the report has been updated as a result of internal guidance although no external responses were received on the matter.

4 Timetable for implementing this decision

- 4.1 The SPD will be adopted as soon as practicable.

5 Comments from Interim Chief Executive (Section 151 Officer) and Chief Legal Officer

- 5.1 Financial implications

There are no financial implications associated with this report.

5.2 Legal implications

- 5.1 There are no direct implications as a result of this report. Regulations 11 to 16 of The Town and Country Planning (Local Planning) (England) Regulations 2012 set out the requirements for producing SPDs. The Environmental Assessment of Plans and Programmes Regulations 2004 (SEA Regulations) also require the Council to consider whether or not Strategic Environmental Assessment (SEA) of the SPD should be undertaken.

6 Other implications

6.1 How will this contribute to achievement of the Council's Plan?

Planning policy documents and planning applications help deliver the aims and objectives of the One Coventry Corporate Plan by determining the type and quantum of development needed, where this should be located, areas which should be protected, enhanced or improved and the infrastructure which should be provided. In line with the Corporate Plan, this document focuses upon supporting local communities by creating an attractive, cleaner and greener city and enhancing the quality of the built environment.

6.2 How is risk being managed?

There are no risks associated with this report.

6.3 What is the impact on the organisation?

No direct impact.

6.4 Equalities Impact Assessment EIA

A full Equality and Impact Assessment (EIA) was undertaken as part of developing 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). The Supplementary Planning Document elaborates on Local Plan policy and so a further EIA has been undertaken (Appendix 4).

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

The design guidance provided within the SPD will help ensure that the positive environmental benefits that can be associated with high quality new householder proposals are achieved.

6.6 Implications for partner organisations?

There are no significant impacts for partner organisations.

Report author:

Name and job title:

Chris Styles
Head of Planning Policy and Environment

Service

Streetscene and Regulatory Services

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Enquiries should be directed to the above person.

Contributor/ approver name	Title	Service	Date doc sent out	Date response received or approved
Contributors:				
Michelle Salmon	Governance Services Officer	Law and Governance	09.03.2023	09.03.2023
Rob Back	Strategic Lead Planning	Streetscene and Regulatory Services	09.03.2023	10.03.2023
Names of approvers for submission: (officers and members)				
Cath Crosby	Lead Accountant, Business Partnering	Finance	09.03.2023	13.03.2023
Stuart Evans, Anthony Collins Solicitors LLP	Planning and Highways Lawyer, Legal Services	Law and Governance	09.03.2023	15.03.2023
Andrew Walster	Director of Streetscene and Regulatory Services	-	09.03.2023	09.03.2023
Councillor D Welsh	Cabinet Member for Housing and Communities	-	15.03.2023	20.03.2023

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



Coventry City Council

Householder Design Guide

Supplementary Planning Document

Supplementary Planning Document (SPD) - Draft

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Glossary

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- 1.0 Introduction
- 2.0 Promoting Architectural Innovation
- 3.0 Policy Context
- 4.0 Householder Extensions & Design Principles

Appendix One – Justification Statement Guidance

Appendix Two – Precedent Images

Glossary

Commented [SB1]: Added Glossary

Material Planning Consideration	A matter that should be taken into account in deciding a planning application. Material considerations can include, but are not limited to: Overlooking/loss of privacy. Loss of daylight/sunlight Overshadowing. Scale and dominance. Layout and density of buildings. Appearance and design. Materials.
NPPF	National Planning Policy Framework
Sustainability	Ensuring a balance between economic growth, environmental care and social well-being
Bulk	The combined effect of the arrangement, volume and shape of a building or group of buildings. Also called massing.
Local Identity	Distinctive features found within local areas through the use of Heritage, Architecture or landscaping that form the identity of the places
Amenity	Something intended to make life more pleasant or comfortable for people such as garden space.
Biodiversity	Biodiversity is a fundamental measure of the state of nature and its ability to deliver these services. In simple terms, it is the variety and variability of life on earth, including genes, ecosystems, and species.
Form	Form is the outline shape the building creates
Fenestration	Fenestration refers to the openings in a building's facade. Fenestration can be the arrangement of windows, doors and openings in a building.
Subservience	Serving or acting in a subordinate capacity responding to present hierarchy of form or layout.
Ridge	Ridge refers to the junction at the highest point of a pitched roof.

Eave	Eaves are the part of a roof that projects out horizontally beyond the side of the structure it covers.
Verge	An edge or border.
Head and Cills	Heads are the top section of a masonry opening such as a window and doors and cills are the bottom section.
Brick Coursing	A course is a layer of the same unit running horizontally in a wall.
Quoin	Quoins are large rectangular blocks of masonry or brick that are built into the corners of a wall.
Brick Bond	Brick bonding is the pattern in which bricks are arranged in a structure.
Mortar Joints	Mortar joints are the spaces between bricks, concrete blocks, or glass blocks, that are filled with mortar or grout.
Streetscene	A streetscene is a view that depicts the buildings and layout of the street surrounding the property in question.
Facia Boards	Fascia is an architectural term for a vertical frieze or band under a roof edge, or which forms the outer surface of a cornice, visible to an observer.
Flues	A flue is a duct, pipe, or opening in a chimney for conveying exhaust gases from a fireplace, furnace, water heater, boiler, or generator to the outdoors.
Storey	A Storey refers to a level element of a building that has a useable floor. The term may be used interchangeably with 'floor', 'level', or 'deck'.
Habitable Rooms and Areas	<p>Defined as any room where individuals will sit or lie down and require a reasonably quiet environment in which to concentrate or rest.</p> <p>Inclusive of living and dining room/spaces, conservatories, bedrooms and those frequently used garden areas such as patio's close to the house</p> <p>Where kitchens are used exclusively for preparation, these would not be considered habitable space, however, would retain a requirement for an outlook and positive level of natural light.</p>
Gables	A gable is the generally triangular portion of a wall between the edges of intersecting roof pitches.
Public Realm	Includes streets, cycle links, footpaths, open spaces, play areas, street furniture and public art.
Rhythm	Rhythm refers to recurrence of elements such as lines, shapes, forms or colours resulting in organized pattern

Materiality	The applied use of materials in a built-form
Responsiveness	Responding sympathetically and respectfully to architectural influences found within the surrounding context
Local Contextual Appraisal	A study established through reviewing the existing local context to the site which should include existing precedents of built form, materiality and architectural detail which may inform the evolution of proposals.

Executive Summary

What is a SPD?

A Supplementary Planning Document (SPD) is a document which contains additional detail on how the Council will interpret and apply specific policies in its Local Plan. A SPD cannot include any new policies that do not currently form part of the Local Plan and a SPD also does not form part of the Local Plan. However, it is a key consideration in the determination of planning applications and applicants are advised to refer to the contents of a SPD, as this will provide guidance on how the Council will carry out its decision making functions.

Aims and Objectives

Householder Design Guide SPD supports Local Plan design policies by setting out what the Council considers to be good residential design. Its purpose is to provide guidance for householders and their agents in setting out principles for extending their home.

The Guide sits alongside, and should be read in conjunction with, other design guidance documents the Council has published.

Applying the SPD

The Guide relates to householder development in the City. This includes:

- Householder improvements (e.g. extensions & curtilage developments); and -
Conversions to residential uses and extensions & curtilage development in relation to Houses In Multiple Occupation (HMO's) .

The Guide does not provide guidance on matters already addressed by National Building Regulation requirements (e.g. energy and water efficiency and disabled access). The City benefits from a number of specific and detailed Conservation Area character documents in the form of Supplementary Planning Documents (SPD) and Conservation Area Appraisals. This Householder Design Guide sits alongside these documents as well as further guidance on specific topics such as HMO's which this should be read in conjunction with.

Commented [SB2]: Added to clarify other specific guidance but avoiding dating doc with specific guidance names

The Government and other bodies are expected to prepare or amend their policies, advice and guidance in a number of areas referred to or relevant to this SPD. Where this occurs, new or changed documents could also be material planning considerations and should be considered alongside this SPD.

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1.0 Introduction

1.1 This guide sets out design considerations for all householder development.

1.2 The SPD is structured to ensure the following key elements are covered by:

- summarising relevant Local Plan policy that is relevant along with key aspects of National policy.
- setting out the information that should be included when submitting a planning application;
- providing guidance on good practice in residential design.

1.3 This SPD is intended principally for applicants when seeking planning permission to extend their homes, to inform their agents, and to assist planning decision makers.

It has been produced to ensure that proposals comply with Local Plan Policy DE1 – Ensuring High Quality Design.

1.4 This SPD is a material consideration in householder planning decisions and decision makers will use it to help determine planning applications.

How to use this guide

1.5 The Householder Design Guidance articulates the key considerations when developing proposals for alterations to residential properties. The guide moves through over-arching design principles to more detailed matters; with key design principles in summary on each topic shown highlighted in blue boxes.

2.0 Promoting Architectural Innovation

This design guide seeks to articulate the key principles to be considered in householder applications to the local planning authority, which sits alongside National Policy context where significant weight should also be given to "outstanding or innovative designs which promote high levels of sustainability or help raise the standard of design more generally in an area" (NPPF). In seeking to encourage architectural innovation in the City, guidance upon a 'justification statement' is included at Appendix One, allowing applicants to build a case where deviation from these principles may be sought. This template seeks to ensure where such applications are made, sound contextual responsiveness is demonstrated alongside architecturally innovative design proposals, thus seeking to balance innovation alongside ensuring proposals positively contribute to local identity and character, and do not adversely impact on amenity (DE1).

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3.0 Policy Context

National Planning Policy Framework

3.1 The NPPF, revised in July 2021, sets out the Government’s planning policies for England and how these should be applied. Its main purpose is to protect the environment, promote healthy communities and sustainable growth.

3.2 Among the key changes to the NPPF are updated policies aiming to improve the design of new developments, in response to the findings of the Government’s Building Better, Building Beautiful Commission. Key elements of this approach include:

- changes to the overarching social objective of the planning system (paragraph 8b) to include the fostering of “well-designed, beautiful and safe places”.

- introducing a new test that development should be well-designed (paragraph 133). This says that “development that is not well designed should be refused, especially where it fails to reflect local design policies and government guidance on design, taking into account any local design guidance and supplementary planning documents such as design guides and codes”.
- the test clarifies that "significant weight" should be given to "development which reflects local design policies and government guidance on design, taking into account any local design guidance and supplementary planning documents such as design guides and codes". Significant weight should also be given to "outstanding or innovative designs which promote high levels of sustainability or help raise the standard of design more generally in an area", paragraph 133.
- paragraph 128 states that in order to "provide maximum clarity about design expectations at an early stage", all local planning authorities "should prepare design guides or codes consistent with the principles set out in the National Design Guide and National Model Design Code, and which reflect local character and design preferences".

National Planning Practice Guidance

3.3 The National Planning Practice Guidance document is relevant as detailed in the 2019 Design: Process and Tools¹. This useful document should be read alongside this Guidance, the National Design Guide² sets out the characteristics of well designed places and demonstrates what good design means in practice.

Local Policy Context

3.4 Local design policies can be found in the adopted Coventry Local Plan 2017. This Guide has been prepared to provide detailed guidance for residential development in relation to these design policies, particularly DE1 – Ensuring High Quality Design, see figure 1.

3.5 This SPD replaces the following SPD/SPG:

- Householder Design Guide, 2003.

Figure 1: Coventry Local Plan design policy

Policy DE1 Ensuring High Quality Design

1. All development proposals must respect and enhance their surroundings and positively contribute towards the local identity and character of an area.
2. The setting, integrity and character of heritage assets will be protected in accordance with Policy HE2.
3. All development will be expected to meet the following key principles:
 - a) respond to the physical context of the site;
 - b) consider the local distinctiveness and identity of the site but also have regard to opportunities to enhance the local built and natural environment through new development and enhanced design;
 - c) where appropriate, retain and incorporate into the layout the protection of important views, including key views of the three spires;
 - d) preserve or enhance the character and setting of the historic built, landscape and where appropriate archaeological environment;
 - e) ¹serve or enhance the character and setting of major road, rail and canal corridors;
 - f) clearly define the boundaries between public and private spaces and enclosure of space;
 - g) provide attractive, safe, uncluttered, active and easily identifiable, high quality public spaces; 7 h)
make places that inter-connect and are easy to move through;
 - i) ensure places are easily understood by users, with clear routes and distinct physical features;
 - j) seek high quality design and attention to detail in the layout of developments, individual buildings and infrastructure in terms of function and impact, not just for the short term, but over the lifetime of the development;
 - k) be adaptable to changing social, technological, economic and market conditions and ensure that developments maximise the use of the site;
 - l) promote diversity through mixes of uses within a site or building, which work together to create vital and viable places² www.gov.uk/government/publications/national-design-guide
 - m) be proactive in responding to climate change and adopt sustainable and low carbon construction principles in terms of their design, layout and density;

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- n) consider green infrastructure at the earliest stage in the design process, to ensure that it is well planned, designed, managed and maintained. It should also be well integrated and serve multiple purposes (as appropriate);
 - o) support the integration of through routes for public transport and incorporate suitable bus priority measures as appropriate;
- p) minimise adverse impact on important natural resources;
- q) conserve, restore or enhance biodiversity; and
- r) respect and enhance landscape quality including trees, hedges and other landscape features of value.

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4.0 Householder Extensions & Design Principles

4.1 This section provides additional guidance for those looking to extend or alter their existing homes.

Extensions - General guidance

4.2 Extensions to houses, both individually and cumulatively can have a profound effect on the appearance of an area and on the amenities enjoyed by the occupiers of adjoining properties.

4.3 Inappropriately designed extensions can result in a loss of privacy, restrict outlook, be overbearing and overshadow adjoining properties.

4.4 Extensions also have the potential to erode gardens and the spaces between buildings which contribute to visual amenity and suburban character. Designers

should pay careful attention to the character of the area and the nature of the spaces between buildings and plot boundaries.

4.5 In most situations, extensions need to respect the main building they relate to in terms of style, form, fenestration, and detailing. However, on demonstration of innovative approaches with sound contextual rationales, other approaches may be deemed acceptable.

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- Commented [SB12]: Add to Glossary

4.6 Where it is appropriate to seek subservience in the design outcome, architectural devices may include :

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- Using a lower ridge height, utilising setbacks, and ensuring that the extensions width is no more than half the width of the existing dwelling;
- Using the host building as a reference point for appearance, materials and details such as ridge, verge and eave finishes, head and cills, brick coursing, dressing and quoin work;
- Using a roof form and slope that reflects the main building.
- Matching window style, form and positioning;
- Matching brickwork of the existing house in terms of colour, texture, type, size and brick bond and mortar joints;
- Matching roofing materials in terms of colour, texture, type and size.
- Matching windows, joinery and door detailing in terms of design, proportions, recessing and positioning; and

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- Commented [SB16]: Add to Glossary
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4.7 Creating outstanding or innovative designs which promote high levels of sustainability will be encouraged to help raise the standard of design more generally in an area; as long as they complement with the overall form and layout of their surroundings and respect amenity (see figure 2).

Figure 2: examples of extensions that provide contrast to host building



Principle 1: Extensions

- Extensions should not result in a material loss of amenity to neighboring properties as a result of overshadowing, loss of outlook, visual intrusion, eroding privacy or being overbearing.
- Extensions should not erode garden spaces and spaces between buildings which contribute to the visual amenity and character of a locality.
- Extensions will usually be expected to respect the form, scale, architectural style and materials of the original building.
- Proposals that seek to deliver innovative, positive difference to the host building may be acceptable, when supported with a sound architectural rationale.

4.8 The following sections provide specific, more detailed guidance for common forms of extensions to houses.

Front extensions

4.9 Although consideration needs to be given to amenity issues, the primary consideration for the design of front extensions (including porches and canopies) will be the impact on the street scene and local character.

4.10 Generally front extensions will only be acceptable where the building is set well back from the street frontage in a large plot, or where the building is set back further from the street than the prevailing building line.

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Principle 2 – Front Extensions

- Front extensions are generally not acceptable unless they can be appropriately designed

without projection forward of the established building line.

- Porches or extensions should be designed with a roof profile and materials which compliment that of the main

roof of the dwellinghouse

- Where front extensions are proposed, distinctive

features of the host dwellinghouse should be maintained, whilst roof lines and facing materials

should complement the existing property.

Where a dwellinghouse has an existing bay

- window or similar feature, a clear separation should be retained between this bay and any front porch or extension. Linking of bay windows to porches will not normally be acceptable.
- Front extensions should not reduce the parking provision available for the dwellinghouse. Where off-street parking is provided to the front of a dwellinghouse, this should meet the requirements of the Councils parking standards.

Side extensions

4.11 Amenity issues and impact on the street scene and local character are both important considerations for the design of side extensions. Side extensions should,



Above & Below: Good examples of well-considered porch design



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most often, remain subservient to the main building whilst seeking to respect and contribute positively to the design of the host building.

4.12 Side extensions will be assessed case by case, and where more positive design outcomes may be achieved through deviation from the rule of subservience these will be considered on their own merit.

4.13 In many areas of Coventry, the spaces between buildings are important components of street scenes and the character of the area. Locality specific design documents (e.g. Conservation Area Appraisals) for the City should also be consulted when designing side extensions as they will often identify and detail the nature of important spaces in residential areas.

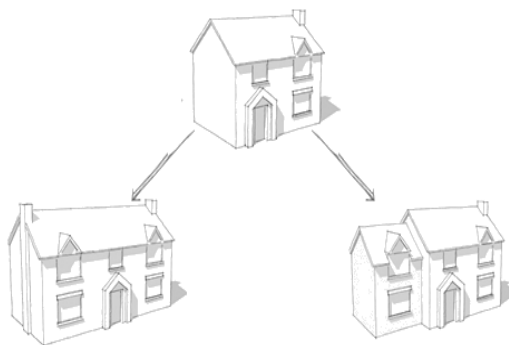


Figure 3: Example of side extension approaches, where subservience or balanced outcomes may be achievable

4.14 Spaces between buildings are also important for amenity reasons. A space or setback from a building side to the property boundary should be retained wherever possible to allow for adequate servicing and rear access.

Principle 3 - Side Extensions

- Side extensions should normally be proportionate to the existing dwellinghouse
- Side extensions should normally be subservient with a lower ridge
- To prevent the linking of non-terraced houses, first floor side extensions should normally be set in 0.5m from the side property boundary and set back 1m from the front principal elevation, however other design approaches may be acceptable if they prevent inappropriate terracing
- Facing materials should normally complement the existing dwellinghouse

Principle 3 - Side Extensions (continued)

- Roof pitch, style and materials should normally complement the existing dwellinghouse
- Window proportions, joinery and door detailing in terms of design, proportions, recessing and positioning should normally complement the existing dwellinghouse • Where a neighbouring dwellinghouse has a side facing window which provides the primary source of light and / or outlook to a habitable room (e.g. kitchen, living room, bedroom), a side extension which adversely impacts on such a window would not normally be acceptable. (Using the 25-degree rule below can help assess acceptability)
- Clear glazed windows will not be permitted above ground level in elevations where they would result in overlooking of a neighbouring property
- Where the side of a dwellinghouse is at a right-angle to the front or rear of an adjoining dwellinghouse a minimum distance of 12m should be retained between the side of your extension and the front or rear of the neighbouring dwellinghouse. This distance may need to be increased if the ground level of your property is elevated in relation to your neighbours.
- Extensions should be designed to ensure that guttering, fascia boards, flues, extraction vents etc do not overhang the property boundary.

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Principle 4 - Corner Plots

- Should deliver a width of extension which is proportionate to the width of the original dwellinghouse.
- Not infringe upon any established relevant building lines in the immediate vicinity.
- Maintain a minimum distance of at least 2m (measured at the narrowest point) between the edge of the side extension and the boundary.

4.15 Special considerations apply to corner plots as it is often these spacious and unique plots that provide suburban areas with their green and open characteristics. In addition to the factors mentioned within Principle 3. Extensions into these distinctive areas will be considered in the context of the openness & character of the plot in relation to the surrounding area, and the scale of the extension relative to the existing dwelling

Figure 4 - 25 Degree rule – Side Extensions

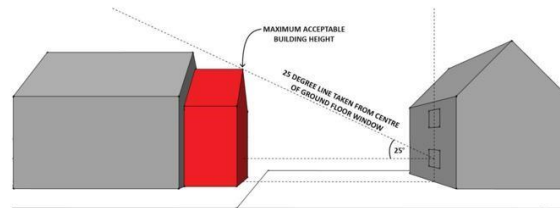
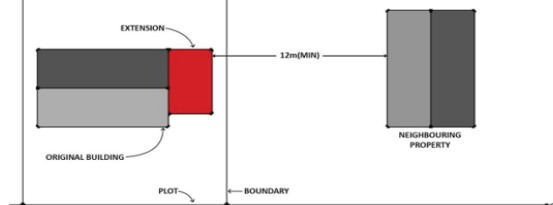


Figure 5 - 12m Rule – Side Extensions



Rear extensions

4.16 Amenity issues will be the primary considerations in the design of rear extensions. Regard needs to be given to potential overshadowing and visual intrusion as well as loss of privacy, outlook, and light of adjoining properties.

Principle 5: Rear Extensions

- Development should not unduly restrict use of the private rear garden and should be proportionate to the size of the dwellinghouse and its plot.

For single storey rear extensions, the following principles should be followed: -

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- The depth of the extension should not exceed a projection of 4m along the boundary or impinge an imaginary 45-degree line taken from the centre of the neighbour's closest habitable rear facing window (whichever gives the greater depth) subject to ground levels and orientation.
- Where there is a stagger in the rear building line, the 4m projection will be measured along the boundary from the rear of the affected neighbour's property, subject to ground levels and orientation.
- For properties with large outriggers/ rear wings and only a narrow space to the boundary it will not normally be appropriate to infill the space to the boundary unless it can be demonstrated that the 25-degree rule is met. If the 25-degree rule cannot be met, it is normally more appropriate to extend the outrigger.

For two storey rear extensions the following principles should be followed: -

- The depth of the extension should not exceed an imaginary 45-degree line taken from the centre of the neighbour's closest habitable rear facing window (ground or first floor)
- A minimum rear to rear windows distance of at least 20m should be retained
- A minimum distance of at least 10m should usually be retained between first floor windows and the rear site boundary
- Any side facing windows above ground level should be obscure glazed to prevent overlooking

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Principle 5: Rear Extensions

(continued)

- Two storey extensions should not link into a dormer window and ensure an appropriate roof design that reflects the character of the area is provided.
- Balconies are rarely acceptable as in built up areas they cause overlooking and loss of privacy to your neighbours.

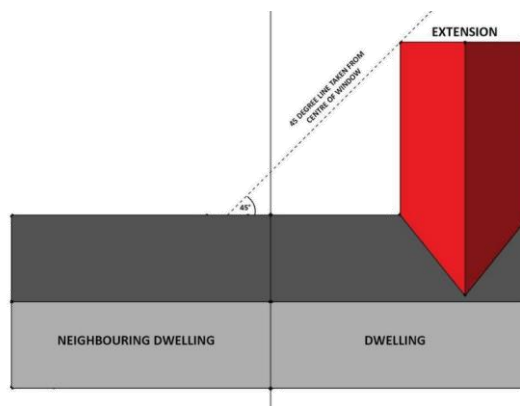


Figure 6 - 45 Degree rule – Rear Extensions

Roof alterations (including dormers)

4.17 Additional habitable space in existing dwellings can sometimes be created by altering and increasing roof spaces using dormer window extensions, roof lights, and increases to ridge and eaves heights.

4.18 Changes to roofscapes can be particularly prominent in the street scene and it is important that their design is well considered and high quality. In Conservation Areas, or locations where increased overlooking would result, roof alterations may not be appropriate.

4.19 Acceptable design solutions for converting roof spaces *may* include:

- Positioning dormer windows within the main roof slope, set back from eaves, hips and ridgelines.
- Dormer windows that do not dominate the roof slope or existing building, they should be the same size or preferably smaller than the windows below and occupy no more than half the width or depth of the roof slope.
- Ensuring dormers do not come within 700mm of the side boundary of the roof slope and 1m measured from the eaves line, measured vertically along the roof slope.
- Aligning dormers with windows below
- Keeping dormer cheeks as narrow as possible and finished in lead, tiles, slates or other traditional materials to complement those used on the original roof slope.

- Using gable end extensions (hipped to gable conversions) where full gables are part of the existing street character.
- Raising roof and eave heights only where buildings in the local context are significantly taller; and
- Using roof lights that are flush with the roof slope and located on rear roof slopes. Roof lights should not dominate roofscapes that are visible in the street scene.

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Figure 7 - sketch diagram showing dormers that are an appropriate size and position, and examples of proposals which would not be accepted.

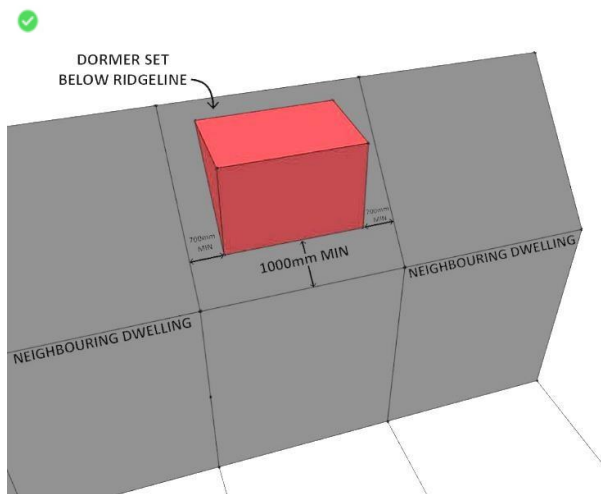


Figure 8 (left) – Dormer window Generally acceptable Position parameters

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Principle 6 - Extensions to the roof

- Dormer window extensions on front facing roof slopes are not normally acceptable unless they are part of the established, positive character of the area.
 - Dormer window extensions to side facing roof slopes will be resisted where overlooking and loss of privacy would result
 - Dormer window extensions on rear facing roof slopes should be of a proportionate scale and subservient to the main roof. This can be achieved by ensuring that any dormer is set in from the sides of the main roof with its front face set up from the eaves to ensure that they do not appear as an extension to the first floor.
 - Dormer window extensions that wrap around two roof slopes are not normally acceptable as they create bulky and disproportionate additions
 - Balcony areas and railings are not normally acceptable as they can result in overlooking of neighbouring properties.
 - Dormer window extensions should be of high-quality materiality which complements the main roof of the existing dwelling.
- The form of a new dormer window should compliment the architectural style of the host property.

Design Principles for Works in Residential Garden Areas

Principle 7 - Garden/outbuildings

- Garden buildings/ sheds should be proportional to the scale of the associated dwellinghouse and plot.
- Garden buildings/ sheds should be sited so they do not result in visual intrusion, overshadowing, overlooking or loss of privacy to neighbouring properties.
- Care needs to be taken on corner plots to ensure that buildings are not located in a prominent position where they could adversely impact on the character of the area.
- Garden buildings/sheds/ outbuildings should only be used for purposes incidental to the use of the dwellinghouse and should not be used for commercial purposes or living accommodation.

Principle 8: Decking and raised platforms

- Decking and raised platforms should be designed to ensure that serious loss of privacy or overlooking does not result..
- Privacy screens will usually be required and will need to be carefully designed to ensure they are not intrusive or overbearing when viewed from neighbouring properties.

Boundary treatments

4.20 Boundary treatments are important in helping to define defensible space, establishing the boundaries between public and private space and setting the character of a street.

4.21 Strongly defined boundaries help to convey ownership and maintenance responsibility, privacy and home security. The absence of clearly defined boundaries, between public and private space can lead to confusion over ownership and responsibility leading to neglect and poor-quality spaces between buildings and public realm.

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4.22 The cumulative effect of boundary treatments in a street can be a very significant component of street character and quality. Good quality boundary treatments define the pattern of plots and frontages along a street and create visual interest through the provision of rhythm and variety of materials and form.

4.23 Poor quality, or omissions of boundary treatments can erode street character and quality and can create environments that feel unsafe. This can result from:

- A lack of strong front and side boundary treatments;
- Absence, or very weakly present boundary treatments;
- Partial removal of boundary treatment to accommodate parking;
- Erosion of existing boundary treatments by the insertion of ill-considered new styles of treatments that are out of keeping;
- Long unbroken stretches of high, blank walls or fences and the inappropriate use of security gates;
- Use of poor quality boundary treatments materials (e.g. close boarded fencing) fronting public realm areas.

4.24 Given the importance of boundary treatments to street character and quality, where homeowners seek to construct or omit boundary definitions care should be

taken in ensuring proposals contribute positively to the character and quality of the street scene.

Principle 9 – Boundary Treatments

- All boundary treatments visible from publicly accessible land should seek to positively contribute to the character of the street scene or locality.
- Boundary treatments more than 1.2m in height adjacent the highway will be discouraged
- Wooden shiplap fencing should only be applied to rear boundary treatments

Hardstanding and vehicle cross-overs

4.25 If not carefully designed, driveways and hardstanding areas can create hard, unattractive environments that break down the **rhythm** of plot definitions and landscaping, increase flooding and reduce biodiversity.

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4.26 Provision of new vehicle crossings can result in a loss of front boundary definitions and if inadequate space is available in front of a dwelling for parking, result in vehicles:

- hanging over pavement areas, potentially causing problems for pedestrians; or
- lying hard up against habitable rooms, affecting outlook.

4.27 It is important that new vehicle crossings and areas of hardstanding on residential properties do not contribute to a deterioration of the street scene, a loss of biodiversity, reduced pedestrian safety or increased flooding.

4.28 Potential solutions for minimising adverse impacts of hardstanding include:

- using porous materials such as bonded gravel or blocks;
- keeping driveways and parking areas only as large as necessary;
- Integrating areas into an overall landscaping scheme;
- Ensuring the spaces is enclosed as much as possible by soft planting, walls or other boundary treatments which are in keeping with the character of the area

Commented [SB34]: Add supporting sketch figures

Figure 9 – Permeable Parking solutions integrated into soft landscaping precedents

Commented [SB35]: Added Figure 9



Principle 10 – Vehicle Crossing and Frontage Hard Standing

- A minimum depth of 5m must be provided to ensure vehicles do not overhang the footway
- Hard standing should be considered in meeting the needs of both vehicle and pedestrian use, providing a definition of routes, and maintaining unobstructed access to dwellings.
- New hard standing areas will be expected to be constructed in porous materials and cover only the minimum space necessary. Hard standing that is not designed as part of a soft landscaping scheme, or which results in a deterioration of the street scene, will be resisted.
- Elevated or raised areas contrary to natural land levels will not normally be permitted.
- Highway visibility sightline requirements must be maintained
- Vehicle crossings considered prejudicial to highways or pedestrian safety will not be permitted

Refuse & Cycle storage

4.29 It is important that the design of bin storage, and where appropriate cycle storage, is considered at an early stage in the design process for all householder developments, as conspicuous and prominent bin storage to the front of properties

can have a seriously detrimental impact on the amenity of an area. It is therefore considered important to ensure that all opportunities to deliver positive design outcomes for their accommodation are taken.

4.30 All applications will therefore be expected to demonstrate that sufficient regard has been paid to the accommodation of bin and where appropriate cycle storage on site. The provision of purpose-built storage facilities will be required as part of the application if discrete storage solutions cannot be identified.

4.31 It is important that the storage requirements are handled in purpose-built spaces that are sufficient in size, easily accessible and which do not generate offensive smells or negatively impact on a street scene's character and quality.

Figure 10 – Examples of well-considered bin and cycle storage solutions



Party Walls Etc. Act 1996

You are advised to check if your proposal involves works covered by the *Party Walls Etc. Act 1996*, and if so, you are recommended to seek independent advice.

Appendix One – Justification Statement

The City Council welcome outstanding and innovative design proposals which seek to positively contribute to local character and quality and raise the architectural standard of development within the City.

In recognizing that proposals which seek to deliver architectural innovation may challenge elements of design guidance, where such proposals are submitted, applicants are required to produce a supporting design narrative to ensure that proposals are well justified and appropriately responsive to local context.

The supporting statement should reference the below key points of consideration regarding the articulation of the design process.

Where such applications are received by the LPA, the supporting statement, analysis, and rationales within will be assessed, and decision making upon applications will then be informed by thorough examination of the design justifications presented in the supporting statement.

- **Vision setting**
Articulate the aspiration of the proposals, what change is sought to the property and how the space is hoped to be used in future.
- **Local contextual appraisal**
In seeking to inform design outputs, a local context study should establish prevailing precedents of built form, materiality and architectural detail which may inform the evolution of proposals.
- **Design Steps**
Showing appropriate considerations of the findings of the local context study, the design steps should show how the form of proposals has developed, identifying key informatives through the process
- **Materiality & Detailing**

Referencing local context, the applicant should show how materiality and detailing choices have been informed by the environment within which the proposals are located. Contemporary re-interpretation is encouraged where high quality materials and detailing are proposed

- **Summary & Testing**

Seeking to ensure positive responsiveness, the proposals should then include a critical self-appraisal of proposals, evidencing how local character has informed architectural outputs which yield an innovative design outcome.

Appendix Two – Precedent Images

A2.1 – Collage of images showing range of single storey rear extensions which could be acceptable subject to compliance with design principles / appendix one justifications



A2.2 – Collage of images showing a range of two storey extension precedents which could be acceptable subject to compliance with design principles / appendix one justifications



If you need this information in another format or language
please contact us

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e-mail: planningpolicy@coventry.gov.uk

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Householder Design Guide Rep Tracker:

Comment Reference	Respondent	Page/Para Reference	Consultation Response	Officer Summary	Proposed Change to SPD
HH 1	CCC Scrutiny Board	<ul style="list-style-type: none"> • Para 4.19 • Figure 8 • Outbuildings principles • Glossary • Appendix One 	<p>Para 4.19:</p> <ul style="list-style-type: none"> - drafting error <p>Figure 8:</p> <ul style="list-style-type: none"> - Suggest use of a ‘tick’ in similar fashion to other dormer guidance may assist reader <p>Outbuildings principles:</p> <ul style="list-style-type: none"> - clarify use for home office being acceptable or not <p>Glossary:</p> <ul style="list-style-type: none"> - Suggestion of glossary / definition of terms would be useful to reader <p>Appendix One:</p> <ul style="list-style-type: none"> - Suggestion of glossary / definition of terms would be useful to reader 	<ul style="list-style-type: none"> - Drafting errors to be amended - Standardisation of use of tick to guide readers notably in relation to Figure 8 would assist in legibility - It is agreed that an adoption of a glossary of terms to guide readers would prove beneficial - Appendix one wording retained for robust justification statement requirements, however glossary now included to assist reader. - In respect of nature of ‘incidental use’ and garden offices, the wording is retained, given some areas of the city are subject to controls in this regard. In addition, clarifications on home working offices may be included in the upcoming local plan review process. 	<ul style="list-style-type: none"> - Addition of tick to figure 8 - Adoption of a clear glossary of terms to the rear of the document
HH 2	Internal consult	<ul style="list-style-type: none"> • use of word ‘canopy’ 	<p>Porches:</p> <ul style="list-style-type: none"> - Additional use of word ‘canopy’ to accompany porch guidance – non substantive 	<ul style="list-style-type: none"> - Addition of the term ‘canopy’ when referring to porch elements would assist and deliver additional clarity to reader 	<ul style="list-style-type: none"> - Add the term ‘canopy’ to porch guidance
HH 3	Historic England	<ul style="list-style-type: none"> • General • Page 3 • Principle 3 • Principle 6 	<p>Page 3:</p> <ul style="list-style-type: none"> - Historic England welcomes the inclusion of the reference to the Council’s Conservation Area Appraisals, and that 	<ul style="list-style-type: none"> - The response is positive and supportive of the design guidance being addressed notably in relation to key principles 	<ul style="list-style-type: none"> - Noted and welcomed - no action necessary

		<ul style="list-style-type: none"> • Justification statement • SEA 	<p>this SPD should be read in conjunction with them (page 3).</p> <p>Principle 3 & 6:</p> <ul style="list-style-type: none"> - We also welcome the recognition that these Conservation Area documents should be consulted particularly with regard to identifying and detailing the nature of important spaces between buildings when designing side extensions (Principle 3) and also when considering roof alterations (Principle 6). <p>Justification statement:</p> <ul style="list-style-type: none"> - In addition, Historic England supports the Council’s approach in requiring a ‘Justification Statement’ for proposals which seek to deliver architectural innovation, in order to ensure that proposals are well justified and appropriately responsive to local context. - Historic England has information on good practice for design when making changes to the built historic environment through development, which includes information on our role, design codes basic principles and case studies. This can be accessed via the following link: https://historicengland.org.uk/advice/planning/design-in-the-historic-environment/ <p>SEA:</p> <ul style="list-style-type: none"> - With regard to the Householder Design Guide SPD SEA Screening Assessment, in terms of Historic England’s area of 	<p>regarding responsive architectural detailing and the justification statement to encourage the appropriate delivery of architectural innovation</p>	
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			<p>interest, given the nature of the SPD, we would concur with your assessment that the document is unlikely to result in any significant environmental effects and will simply provide additional guidance on existing Policies contained within the adopted Coventry City Council Local Plan, which has already been subject to a Sustainability Appraisal/SEA.</p> <ul style="list-style-type: none">- As a result, we would endorse the Authority's conclusions that it is not necessary to undertake a Strategic Environmental Assessment of this particular SPD. However, the views of the other two statutory consultation bodies should be taken into account before the overall decision on the need for a SEA is made.- We look forward to engaging with you as this SPD is progressed over the coming months and we should like to stress that this opinion is based on the information provided by the Council in its consultation. To avoid any doubt, this does not affect our obligation to provide further advice and, potentially, object to specific proposals, which may subsequently arise (either as a result of this consultation or in later versions of the guidance) where we consider that these would have an adverse impact upon the historic environment		
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Coventry Society

- General
- When and what Planning permission is required
- Permitted Development
- HMOs

General:

- Strong welcome for this SPD as it ought to help improve the quality of residential extensions and alterations.
- The detail in the draft SPD is appropriate and highly relevant and covers often neglected issues such as boundary treatment, hardstanding areas, impact on gardens etc.

Clarity on planning permission:

- One of the challenges faced by property owners is whether planning permission is required. *We suggest that there should be a section (and / or appropriate links to guidance) on this issue including information etc that is required as part of a planning application as well as the value of pre-application advice (and see above) – we are aware of a number of councils that have included this in their householder design guides (eg Leeds and Newcastle).*
- Property owners are also often confused over other permissions that are required when considering extensions and alterations such as building regulations, and highways approval as well as the special rules covering conservation areas, listed buildings and tree preservation

- Comments are positive however reference to how this guidance fits with planning permissions, permitted development and HMOs are noted
- It is recognised that further signposting to relevant additional guidance that may prove relevant to applications and what permissions may be necessary would assist in ease of use for readers
- Whilst this guidance primarily responds to development which requires permission it is recognised some elements of applications coming forward may encompass elements which if seen solely would fall under permitted development and thus having clear guidance on these elements once they cross the threshold within a wider application is seen as beneficial to ensure best outcome.
- Moreover, having a general steer for best practice regarding the delivery of these individual elements may prove beneficial for applicants wishing to explore these options going forward.
- Additionally, it is recognised points are raised with regard to

- **Addition of signposting to other existing relevant guidance and links or table outlining what permissions could be relevant to the applications**
- **Addition of signpost towards existing guidance in regard to HMOs would prove beneficial for reader legibility and ease of use in conjunction with other documents.**

			<p>orders. <i>We recommend that this is given more detailed coverage.</i></p> <p>Permitted Development:</p> <ul style="list-style-type: none"> - <i>Permitted development:</i> As there have been significant changes in rules on permitted developments over the last decade with the government emphasising the importance of relaxing controls, how relevant is this SPD? - For example, a small extension may not need planning permission but could nevertheless have a detrimental impact on nearby properties leading to a loss of amenity. - So, is this SPD primarily aimed at schemes where planning permission is required <i>or</i> is it aimed at also encouraging better design even where planning permission is not required? I would hope that the focus is on both aims and that they both should be explicitly highlighted in the introduction. <p>HMOs:</p> <ul style="list-style-type: none"> - Page 3 states that this SPD also focuses on 'Conversions to residential uses and extensions & curtilage development in relation to Houses In Multiple Occupation (HMO's)'. - Conversion of property to HMOs is a major issue in Coventry (and many other 	<p>HMO developments and how this guidance sits with these applications and whilst some applications may be included that refer to this document for signposting it is noted that the Council currently has a sperate document for the Delivery of HMO developments with the Coventry City Council Property Licensing Teams 'Amenities and Facilities Guide for Houses in Multiple Occupation (HMO)' Guide. These comments are welcomed, and it therefore may prove beneficial to provide a signpost within this document highlighting the presence of this existing supporting document going forward to ensure clear guidance</p>	
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			<p>local authorities in England). The recent consultation on an Article 4 direction and HMOs is illustrative of this point.</p> <ul style="list-style-type: none"> - From research and consultancy projects across England that I have been involved with, the quality of some HMO conversions is extremely poor and sometimes has been carried out without obtaining planning permission even when it is required. - Some local authorities have specific guidance on HMO conversions as part of broader HMO SPDs eg Bristol, Sunderland, and Wolverhampton. - In order that the issue of poor design of HMO conversions is tackled, would it not be better, therefore, to have a specific SPD on HMOs? This would help to ensure that existing and prospective landlords (as well as managing and letting agents) are aware of the design requirements? Including HMO conversions within an SPD on Householder Design Guide (without specific detailed sub-sections on HMOs) is unlikely to be effective and could miss the target audience. 		
HH5	Private Resident Comments	<ul style="list-style-type: none"> • General/Sustainability 	<ul style="list-style-type: none"> - I support this SPD being added to the planning process. It is clear and offers a good range of examples to help illustrate the issues it discusses. 	<ul style="list-style-type: none"> - Greater emphasis on future proofing for climate warning, whilst this notion is supported it is considered beyond the scope of this document to 	<ul style="list-style-type: none"> - Adoption of sketch examples to support guidance

			<ul style="list-style-type: none"> - The focus on good design, and on integrating buildings with landscaping that enriches the environment and avoids habitat or biodiversity loss - and giving these issues equal weighting to human issues such as overlooking and blocking light - are very welcome. - I think the document could be improved by more emphasis on, and examples of, green building materials and processes, and on designing/building for 1.5-2 degrees of climate warming -thinking ahead so that extensions are, to an extent, future-proofed. - I would also add in more details, and some visual examples, of permeable drive landscaping to give more of an idea about water soaks, retention, preventing run off etc (which is mentioned but could be higher in the mix). I imagine that this is something many people are not hugely knowledgeable about, but will become increasingly important as the climate continues to break down. 	<p>accommodate greater level of changes in regard to these elements which would go beyond that currently outlined within the Local Plan</p> <ul style="list-style-type: none"> - A suggestion is made that a larger provision of visuals to support permeable landscaping could be accommodated to provide a clearer steer on guidance, this could be accommodated through the use of sketch precedents going forward 	<p>regarding permeable landscaping which is referenced within the document</p>
HH6	E-on	<ul style="list-style-type: none"> • General/Energy Efficiency 	<ul style="list-style-type: none"> - E.ON welcome the opportunity to comment on the Householder Design Guide Supplementary Planning Document (“SPD”) and supporting 	<ul style="list-style-type: none"> - A suggestion is made for the Greater emphasis on the delivery of key themes in relation to energy efficiency, whilst this 	<ul style="list-style-type: none"> - No action necessary going forward

			<p>documents published by Coventry City Council (“the Council”) in December 2022.</p> <ul style="list-style-type: none"> - While we recognise that the SPD is to be read alongside other Council and nationally published regulations, the current SPD drafting is very focussed on the external appearance of house extensions within Coventry. E.ON believe that the current SPD drafting would benefit from the inclusion of key themes associated with energy efficiency. Including such themes would encourage residents and architects to consider energy efficiency as part of good design and help to reiterate the Council’s ambitions around Net Zero. - As the Council has not outlined specific questions as part of its consultation document, we have structured our comments under relevant headings. If required, we would be willing to discuss our response in more detail with the Council. <p>Building Insulation Guidelines</p> <ul style="list-style-type: none"> - While the SPD includes cross references to other planning documents, we believe that guidance on building insulation should be specifically and visibly addressed in this and other SPD’s. The installation of floor, solid wall, cavity wall, 	<p>notion for the introduction of a greater emphasis on these elements is supported it would fall beyond the scope of this document which follows the currently adopted Local Plan</p>	
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and roof space insulation at the point of construction is the most cost-effective stage to deliver these measures. These measures also offer a significant opportunity to dramatically reduce energy usage across the housing stock in the United Kingdom, contributing to the Net Zero targets that the UK government has outlined.

As the current draft SPD includes no reference to the term “insulation”, we would welcome the Council updating the document to provide guidance in this area.

Energy Efficient Material Specification Guidelines

- Although the SPD provides guidance on the external appearance of windows and brick walls, we believe that this should be expanded to address expectations on the use of energy efficient materials.
- The installation of energy efficient materials at the point of construction typically offers cost savings over the medium to long term, compared to the subsequent retrofitting of additional measures post construction.
- This specific SPD could address topics associated with the thermal efficiency of windows and doors

			<p>installed in a building extension. Promoting the use of well insulated, thermally efficient doors and windows avoids the requirement for subsequent retrofitting of measures, avoids waste, and delivers health benefits to residents of the property</p> <ul style="list-style-type: none">- The choice of building materials could also offer the opportunity to promote and improve biodiversity in Coventry. As this is a focus area of the Council-sponsored Resilient Pathway Group, updating the SPD to encourage the use of wildlife friendly materials could support the delivery of the Council's ambitions in this area- <p>External Roof Extension Impacts</p> <ul style="list-style-type: none">- We recognise that the Council's focus in this SPD section is the visual impact on the streetscape from the style and positioning of external roof extensions, such as dormer windows. However, this SPD and other similar documents provide a good opportunity for the Council to communicate guidance on the visual impact, or lack of visual impact, of renewable technologies.- E.ON believe that renewable technologies such as roof mounted solar photovoltaic, Air Source Heat		
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			<ul style="list-style-type: none">- Pumps (ASHP), or battery technology can contribute significantly to improved energy efficiency in cities such as Coventry. Encouraging the installation of these technical solution also offers the opportunity to deliver health benefits for residents, given the reduction in fossil fuel use, improvements to air quality and other factors.- An update to the draft SPD to address topics associated with renewable energy technologies would therefore be welcomed.- <p>Equalities Impact Assessment – Health Inequalities</p> <ul style="list-style-type: none">- While Section 2.3 of the supporting Equalities Impact Assessment (EIA) document highlights the positive impacts of good building design, we believe this section should also visibly address the energy efficiency elements of “good design”. We believe that integrated and well-designed energy efficiency measures in properties will contribute positively to the living standards of residents in Coventry.- Addressing this topic visibly in the Council’s planning guidance documents is important given the current cost of living		
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			<p>crisis, and the material difference that energy efficiency solutions can practically deliver.</p> <p>Energy Saving Technology</p> <ul style="list-style-type: none"> - While this consultation is very focussed on design aspects and aesthetics, we believe that the Council could hold a key role in advocating the installation and use of energy saving technology solutions. Smart Meters and other existing technologies provide residents with the opportunity to monitor and alter their energy consumption, allowing energy bill reductions to be achieved in the short, medium, and long-term. We believe that the Council's Planning process (e.g., guidance documents, and the communication of planning decisions) offers a route to practically encourage residents to take up, but also utilise energy saving technology solutions. - E.ON would welcome the Council considering whether additional supportive messaging could be delivered in this area. 		
HH7	Hinckley & Bosworth Borough Council	<ul style="list-style-type: none"> • General 	<ul style="list-style-type: none"> - I write on behalf of Hinckley & Bosworth Borough Council ('the Council'), in respect of the above. - Thank you for the opportunity to comment on the Householder Design Guide SPD. Hinckley & Bosworth Borough 	<ul style="list-style-type: none"> - No comments made 	<ul style="list-style-type: none"> - No action necessary going forward

			<p>Council has no specific comments to make on the document at this time.</p> <ul style="list-style-type: none">- We look forward to continuing working with Country City Council on strategic planning matters in the future		
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Strategic Environmental Assessment of the Householder Design Guide Supplementary Planning Document

Coventry City Council

Strategic Environmental Assessment Screening Assessment

December 2022

1. Introduction

1.1 This screening report has been produced to consider whether the Householder Design Guide Supplementary Planning Document (SPD) prepared by Coventry City Council should be subject to a Strategic Environmental Assessment (SEA) in accordance with the Environmental Assessment of Plans and Programmes Regulations 2004, as amended by The Environmental Assessments and Miscellaneous Planning (Amendment)(EU Exit) Regulations.

1.2 Paragraph: 008 of the Planning Guidance¹ states that supplementary planning documents may in exceptional circumstances require SEA if they are likely to have significant environmental effects that have not already been assessed during the preparation of the relevant strategic policies. This screening statement considers whether there are any impacts which have not already been assessed within the Coventry Local Plan which was adopted on 6th December 2017², and determines whether or not SEA is needed for this SPD.

2. The Householder Design Guide SPD: Context

2.1 The Draft Householder Design Guide SPD sets out further detail on existing policies contained within the Coventry City Council Local Plan, in particular Policy DE1: Ensuring High Quality Design. The Local Plan is the City Council's statutory planning framework which sets out how and where new homes, jobs, services and infrastructure will be delivered and the type of places and environments that will be created, enhanced and protected.

2.2 Delivering high quality design over the Plan period to 2031 is a key objective of the adopted Coventry Local Plan. The aim of this SPD is to facilitate the delivery of good design as set out in the plan and in compliance with the most up to date national policy as set out in the National Planning Policy Framework

2.3 The additional guidance provided within the SPD sets out a series of principles for ensuring high quality design for householder applications including extensions, parking, building lines, sustainable design, building heights, scale and massing, roofscapes, space standards, adaptable homes, architectural detail and design, daylight and sunlight, outdoor amenity, plots, boundary treatments, meter cabinets, vehicle crossings and hardstandings.

3. The Screening Process

3.1 The screening assessment is undertaken in two parts: the first will assess whether the SPD requires screening for SEA and the second part of the assessment will consider whether the SPD is likely to have a significant effect on the environment, using criteria drawn from Schedule 1 of the SEA Regulations.

¹ Reference ID: 11-008-20140306

² <https://www.coventry.gov.uk/localplan>

Table 1: Is SEA screening required?

Environmental Regulations Paragraph detail	Comments
<p>2.(1) In these Regulations- [...] "plans and programmes" means plans and programmes, including those co-financed by the European Community, as well as any modifications to them, which— (a) are subject to preparation and adoption by an authority at national, regional or local level; (b) are prepared by an authority for adoption, through a legislative procedure by Parliament or Government; and, in either case, (c) are required by legislative, regulatory or administrative provisions</p>	<p>Yes, this applies.</p> <p>The SPD is subject to preparation and adoption at local level. Whilst the SPD is not a requirement and is optional under the provisions of the Town and Country Planning Act it will, if adopted, supplement the development plan and be a material consideration in the assessment of planning applications.</p>
<p><u>Environmental assessment for plans and programmes; first formal preparatory act on or after 21st July 2004</u> 5.(2) The description is a plan or programme which— (a) is prepared for agriculture, forestry, fisheries, energy, industry, transport, waste management, water management, telecommunications, tourism, town and country planning or land use, and (b) sets the framework for future development consent of projects listed in Annex I or II Directive 2011/92/EU(4) of the European Parliament and of the Council on the assessment of the effects of certain public and private projects on the environment.</p>	<p>Yes, this applies.</p> <p>The SPD is prepared for town and country planning purposes. It supplements the planning policy framework of the Coventry City Local Plan, by providing detailed guidance as to how these policies are interpreted for future consent of projects listed in Schedule II of Directive 2011/92/EU(4).</p>
<p>3) The description is a plan or programme which, in view of the likely effect on sites, has been determined to require an assessment pursuant to Article 6 or 7 of the Habitats</p>	<p>No this does not apply.</p> <p>The SPD is not likely to affect sites and has been determined not to require an assessment pursuant to any law that</p>

<p>Directive.</p>	<p>implemented Article 6 or 7 of the Habitats Directive.</p> <p>Habitat Regulations Assessment is not required. The Habitat Regulation Assessment undertaken in 2016 for the Coventry City Local Plan concluded that the plan would not cause a negative effect alone or in combination with other plans. The SPD does not provide any guidance which alters the impact of the policy on designated sites.</p>
<p>6) An environmental assessment need not be carried out— (a)for a plan or programme of the description set out in paragraph (2) or (3) which determines the use of a small area at local level, or (b)for a minor modification to a plan or programme of the description set out in either of those paragraphs,</p>	<p>Yes, this applies.</p> <p>The SPD provides further detail on the implementation of design policy within the adopted Local Plan. This applies to the whole administrative area of Coventry City Council.</p>
<p><u>Determinations of the responsible authority³</u> 9.—(1) The responsible authority shall determine whether or not a plan, programme or modification of a description referred to in— (a)paragraph (4)(a) and (b) of regulation 5; (b)paragraph (6)(a) of that regulation; or (c)paragraph (6)(b) of that regulation, is likely to have significant environmental effects. (2) Before making a determination under paragraph (1) the responsible authority shall— (a)take into account the criteria specified in Schedule 1 to these Regulations; and (b)consult the consultation bodies.</p>	<p>This screening opinion has been prepared using the criteria specified in Schedule 1 as presented in Table 2.</p> <p>The statutory bodies (Natural England, Historic England and the Environment Agency) are to be consulted as required.</p>

³ “Responsible authority”, in relation to a plan or programme, means the authority by which or on whose behalf it is prepared (Regulation 2(1)(a))

Table 2: will the SPD have a significant effect on the environment⁴

SEA requirement	Comments
1: The characteristics of plans and programmes, having regard, in particular, to	
(a) the degree to which the plan or programme sets a framework for projects and other activities, either with regard to the location, nature, size and operating conditions or by allocating resources;	The SPD has a minor role in setting the framework for projects. While the SPD forms a material consideration in decisions on planning applications, it has no influence on the location or volume of projects nor does it allocate resources.
(b) the degree to which the plan or programme influences other plans and programmes including those in a hierarchy;	The SPD does not create new policies but will support the policies in the adopted Local Plan. Other plans and programmes may outlive the SPD and during their preparation will be steered by national legislation and policy.
(c) the relevance of the plan or programme for the integration of environmental considerations in particular with a view to promoting sustainable development;	The purpose of the SPD is to provide guidance to support the design policy of the adopted Local Plan. The Local Plan SA/SEA assessed this. The purpose of the SPD is to ensure these beneficial impacts of that policy are delivered and maintained which contributes to promoting sustainable development.
(d) environmental problems relevant to the plan or programme; and	There are no environmental problems relevant to this SPD: it elaborates adopted Local Plan policy.
(e) the relevance of the plan or programme for the implementation of retained EU law on the environment (for example, plans and programmes linked to waste management or water protection).	The SPD has no relevance to the implementation of retained EU law.
2. Characteristics of the effects and of the area likely to be affected, having regard, in particular, to—	
(a) the probability, duration, frequency and reversibility of the effects;	The SPD is not allocating sites for development. The SPD is to provide guidance for the application and implementation of the policies in

⁴ As set out in Schedule 1 of the Environmental Assessment of Plans and Programmes Regulations 2004

	the adopted Local Plan and is not expected to give rise to any significant environmental effects.
(b) the cumulative nature of the effects;	The SPD is not considered to have any significant cumulative effects. As the document provides further guidance to adopted local plan policies, but does not set policies itself, it cannot contribute to cumulative impacts in combination with the Local Plan.
(c) the transboundary nature of the effects;	There are no transboundary effects as this SPD relates to the Coventry City Council area only. Any potential significant transboundary environmental effects have already been assessed as part of the local plan's sustainability appraisal, the Habitat Regulations Assessment and the plan's examination process.
d) the risks to human health or the environment (for example, due to accidents);	The SPD poses no risk to human health.
(e) the magnitude and spatial extent of the effects (geographical area and size of the population likely to be affected);	The SPD relates to Coventry City Council's administrative area only.
(f) the value and vulnerability of the area likely to be affected due to— (i) special natural characteristics or cultural heritage; (ii) exceeded environmental quality standards or limit values; or (iii) intensive land-use;	The SPD relates to the Coventry City Council area only; as no development is proposed via the SPD, which elaborates on existing policy, none of these are likely to be affected by the SPD. Any site-specific matters would be addressed through a planning application specific to an individual proposal.
(g) the effects on areas or landscapes which have a recognised national, Community or international protection status.	The SPD relates to the Coventry City Council area only; as no development is proposed via the SPD, which elaborates on existing policy, none of these matters are likely to be affected by the SPD. Any site-specific matters would be addressed through a planning application specific to an individual proposal.

4. Conclusion and Screening Recommendation

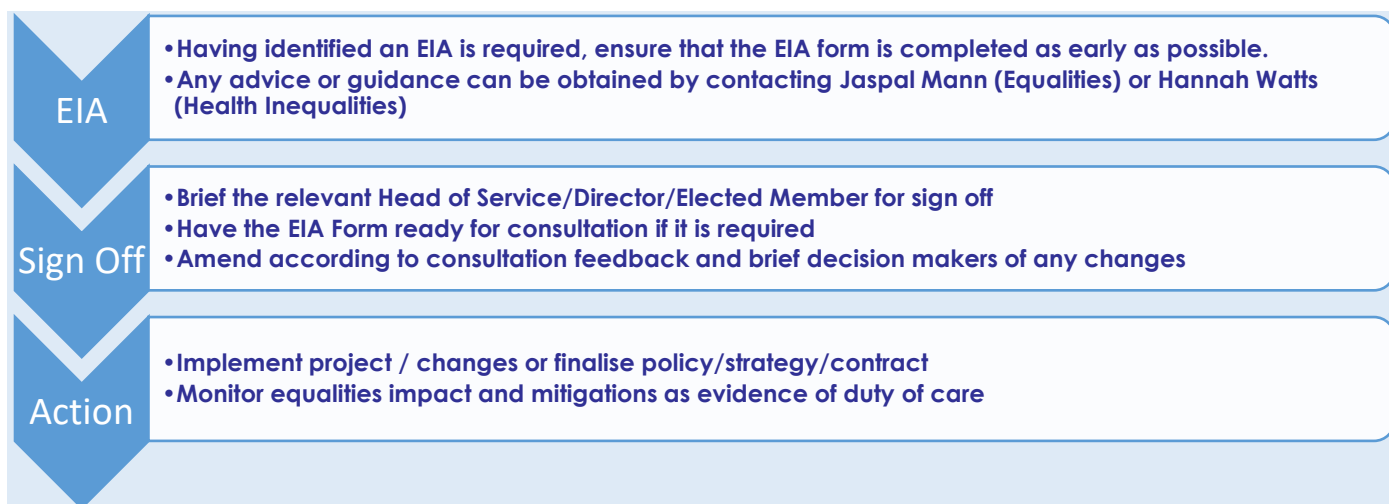
4.1 This screening assessment identifies that the SPD will provide guidance to support the design policy of the Coventry City Council adopted Local Plan. It is concluded that the SPD is unlikely to have significant environmental effects and therefore that Strategic Environmental Assessment is not required.

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EQUALITY IMPACT ASSESSMENT (EIA)



Title of EIA		EIA Householder Design Guide SPD
EIA Author	Name	Clare Eggington
	Position	Planning Policy Manager
	Date of completion	25/10/2022
Head of Service	Name	David Butler
	Position	Head of Planning Policy and Environment
Cabinet Member	Name	Councillor David Welsh
	Portfolio	Housing and Communities



PLEASE REFER TO [EIA GUIDANCE](#) FOR ADVICE ON COMPLETING THIS FORM

SECTION 1 – Context & Background

1.1 Please tick one of the following options:

This EIA is being carried out on:

- New policy / strategy
- New service
- Review of policy / strategy
- Review of service
- Commissioning
- Other project (please give details) *Supplementary Planning Document for Householder Design*



1.2 In summary, what is the background to this EIA?

The Householder Design Supplementary Planning Document (SPD) adds further details to the Local Plan which was adopted on 6th December 2017 and for which EIA was undertaken. SPDs do not introduce new policy, but provide further detail and guidance to enable the delivery of adopted policies.

Delivering high quality residential design over the Plan period to 2031 is a key objective of the adopted Coventry Local Plan. The aim of this SPD is to facilitate the delivery of high quality design as set out in the plan and in compliance with the most up to date national policy as set out in the National Planning Policy Framework.

The additional guidance provided within the SPD sets out guidance for people who are looking to extend or alter their existing homes.

1.3 Who are the main stakeholders involved? Who will be affected?

Residents who wish to extend or alter their existing homes, landlords who may wish to extend and alter properties, neighbours who have the potential to be impacted by the alterations and those who are involved in the design process.

1.4 Who will be responsible for implementing the findings of this EIA?

Coventry City Council Planning Service

SECTION 2 – Consideration of Impact

Refer to guidance note for more detailed advice on completing this section.

In order to ensure that we do not discriminate in the way our activities are designed, developed and delivered, we must look at our duty to:

- Eliminate discrimination, harassment, victimisation and any other conflict that is prohibited by the Equality Act 2010
- Advance equality of opportunity between two persons who share a relevant protected characteristic and those who do not
- Foster good relations between persons who share a relevant protected characteristic and those who do not

EQUALITY IMPACT ASSESSMENT (EIA)



2.1 Baseline data and information

Please include a summary of data analysis below, using both your own service level management information and also drawing comparisons with local data where necessary (go to <https://www.coventry.gov.uk/factsaboutcoventry>)

The Local Plan was independently examined by a Planning Inspector to ensure that its policies were robust and formulated using appropriate evidence before it could be sound and capable of adoption. Further detail on the Local Plan and the evidence base can be found here

<https://www.coventry.gov.uk/localplan>

This SPD expands upon adopted Local Plan Policy DE1, Ensuring High Quality Design. It provides additional guidance for residents wishing to extend or alter their home, and for those involved in designing such changes.

2.2 On the basis of evidence, complete the table below to show what the potential impact is for each of the protected groups.

- Positive impact (P),
- Negative impact (N)
- Both positive and negative impacts (PN)
- No impact (NI)
- Insufficient data (ID)

**Any impact on the Council workforce should be included under question 2.6 – not below*

Protected Characteristic	Impact type P, N, PN, NI or ID	Nature of impact and any mitigations required
Age 0-18	P	Whilst those aged 0-18 would generally not be directly involved in the design process, many will live in households where alterations are taking place to enable the home to grow and adapt to the changing needs of the occupants. This can lead to an improvement in living standards (eg more bedrooms, living space etc) and young people may benefit from well designed improvements. 19.5% of the population are aged 0-15 so well over a fifth of the population (when the 16-18 year olds are factored in) could potentially benefit.
Age 19-64	P	67% of the population of Coventry are of working age (16-64). The design guide applies to all those residents who either own or rent properties, or who are impacted by actions undertaken by their neighbours. The guide will help ensure that changes to properties are undertaken considerately and sensitively and will contribute

EQUALITY IMPACT ASSESSMENT (EIA)



		towards better standards of living (or avoid negative impacts which can be caused by poorly designed alterations).
Age 65+	P	13.5% of Coventry's population aged above 65. As above, the design guide applies to all those residents who either own or rent properties, or who are impacted by actions undertaken by their neighbours. The guide will help ensure that changes to properties are undertaken considerately and sensitively and will contribute towards better standards of living (or avoid negative impacts which can be caused by poorly designed alterations). The guide provides advice on ensuring homes are adaptable, which could assist ageing residents in being able to remain in their own homes and communities.
Disability	P	17.7% of Coventry's residents have a limiting long term health problem or disability. The SPD encourages good design to ensure that people can adapt their homes in a way which meets their changing needs.
Gender reassignment	P	Good household design has a positive impact on everyone in the community.
Marriage and Civil Partnership	P	Good household design has a positive impact on everyone in the community.
Pregnancy and maternity	P	Good household design has a positive impact on everyone in the community.
Race (Including: colour, nationality, citizenship ethnic or national origins)	P	Good household design has a positive impact on everyone in the community.
Religion and belief	P	Good household design has a positive impact on everyone in the community.
Sex	P	Good household design has a positive impact on everyone in the community.
Sexual orientation	P	Good household design has a positive impact on everyone in the community.

HEALTH INEQUALITIES

2.3	Health inequalities (HI) are unjust differences in health and wellbeing between different groups of people which arise because of the conditions in which we are born, grow, live, work and age. These
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EQUALITY IMPACT ASSESSMENT (EIA)



	<p>conditions influence our opportunities for good health, and result in stark differences in how long we live and how many years we live in good health.</p> <p>Many issues can have an impact: income, unemployment, work conditions, education and skills, our living situation, individual characteristics and experiences, such as age, gender, disability and ethnicity</p> <p>A wide range of services can make a difference to reducing health inequalities. Whether you work with children and young people, design roads or infrastructure, support people into employment or deal with welfare benefits – policy decisions and strategies can help to reduce health inequalities</p> <p>Please answer the questions below to help identify if the area of work will have any impact on health inequalities, positive or negative.</p> <p>If you need assistance in completing this section please contact: Hannah Watts (hannah.watts@coventry.gov.uk) in Public Health for more information. More details and worked examples can be found at https://coventrycc.sharepoint.com/Info/Pages/What-is-an-Equality-Impact-Assessment-(EIA).aspx</p>	
Question	Issues to consider	
<p>2.3a What HIs exist in relation to your work / plan / strategy</p>	<ul style="list-style-type: none"> ● Explore existing data sources on the distribution of health across different population groups (<i>examples of where to find data to be included in support materials</i>) ● Consider protected characteristics and different dimensions of HI such as socio-economic status or geographical deprivation 	
	<p>Response:</p> <p>The Household Design Guide SPD supplements the policies of the adopted Local Plan which was subject to Health Impact Assessment. The Health and Wellbeing chapter of the plan, which includes Policy HW1, requires Health Impact Assessments for particular types and scale of development where there could be significant impacts. See https://www.coventry.gov.uk/localplan This was supplemented by a Health Impact Assessment SPD which provided further detail and guidance including that in relation to affordable housing. See https://www.coventry.gov.uk/downloads/file/28900/health_impact_assessment_spd</p> <p>Whilst householder applications are not subject to HIA, the explanatory text still encourages the use of the toolkit for smaller developments than those covered by the policy (which relates to developments of 150 homes or more, or a site area of 5 hectares or more). This Householder Design SPD will help provide further guidance on good design and this will help to ensure decent living standards in terms of amenity, accessibility and adaptability, avoiding negative impacts and supporting people to carry on living in their community.</p>	



2.3b How might your work affect HI (positively or negatively).

How might your work address the needs of different groups that share protected characteristics

Consider and answer below:

- Think about whether outcomes vary across groups and who benefits the most and least, for example, the outcome for a woman on a low income may be different to the outcome for a woman a high income
- Consider what the unintended consequences of your work might be

Response:

a. Potential outcomes including impact based on socio-economic status or geographical deprivation

The Health Impact Assessment SPD referred to above includes the following:

Category 1: Housing Quality and Design

Access to decent and adequate housing is critically important for health and wellbeing, especially for the very young and very old. Environmental factors, overcrowding and sanitation in buildings as well as unhealthy urban spaces have been widely recognised as causing illness since urban planning was formally introduced. Post-construction management also has an impact on community welfare, cohesion and mental wellbeing.

Considerations	Negative effects	Positive Effects	Relevant Local Plan Policies and Supplementary Planning Documents
<ul style="list-style-type: none"> • Accessible and adaptable dwellings • Internal space standards, orientation and layout • Affordable housing and dwelling mix • Energy efficiency • High Quality Design 	A lack of affordable housing within communities may compromise the health of low-income residents as they are likely to spend more on housing costs and less on other daily living needs.	Making provision for affordable housing has the potential to improve wellbeing, while housing quality can be improved by use of appropriate construction methods. This includes use of good materials for noise insulation and energy-efficiency, and detailed design considerations to make sure that homes are accessible, adaptable and well oriented.	<ul style="list-style-type: none"> • AC2: Road Network • DE1: Ensuring High Quality Design • DS3: Sustainable Development Policy • EM2: Building Standards • EM5: Sustainable Drainage Systems SuDS • H3: Provision of New Housing • H4: Securing a Mix of Housing • H5: Managing Existing Housing Stock • H6: Affordable Housing • H8: Care Homes, Supported Housing, Nursing Homes and Older Persons accommodation
	Poor choice of location, design and orientation of housing developments can be detrimental to physical and mental health.	Providing a sufficient range of housing tenures with good basic services is also essential. Adaptable buildings for community uses such as health, education and leisure can contribute towards a sustainable community.	
	The quality of design, including internal sound insulation, daylighting and provision of private space can influence the health and wellbeing of occupiers.	Providing adaptable homes allows residents to remain in their home despite changing accommodation requirements. In this context, adaptable housing allows care to be	

		provided in the community more easily.	<ul style="list-style-type: none"> • Sustainable Urban Extension Design Guide SPD
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b. Potential outcomes impact on specific socially excluded or vulnerable groups eg. people experiencing homelessness, prison leavers, young people leaving care, members of the armed forces community.

EQUALITY IMPACT ASSESSMENT (EIA)



Ensuring well designed home adaptations to meet a range of needs and circumstances is a key aim of the Local Plan design policy and the SPD provides the further detail to ensure that policy can be delivered.

Policy DE1 of the Local Plan sets out the context, and the SPD provides the detail for ensuring that residential extensions and alterations are well designed and appropriate to meet the changing needs of the communities impacted.

2.4 Next steps - What specific actions will you take to address the potential equality impacts and health inequalities identified above?

This was considered through the Local Plan (the 'parent document'), this document provides the detail to ensure the Local Plan policies can be delivered effectively.
The SPD elaborates on adopted Policy DE1 to ensure that high standards of design are implemented.

2.5 How will you monitor and evaluate the effect of this work?

Planning applications and their outcomes are monitored. However there is scope to improve the monitoring process and this is an action which will be undertaken by the planning policy team to consider moving forwards in terms of the effectiveness of design policy. In terms of the outcomes of further monitoring, if there are issues which are emerging, this can then be fed into a review of the wider local Plan policies.

2.6 Will there be any potential impacts on Council staff from protected groups?

No

You should only include the following data if this area of work will potentially have an impact on Council staff. This can be obtained from: lucille.buckley@coventry.gov.uk

Headcount:

Sex:

Age:

Female	
Male	

EQUALITY IMPACT ASSESSMENT (EIA)



Disability:

Disabled	
Not Disabled	
Prefer not to state	
Unknown	

16-24	
25-34	
35-44	
45-54	
55-64	
65+	

Ethnicity:

White	
Black, Asian, Minority Ethnic	
Prefer not to state	
Unknown	

Religion:

Any other	
Buddhist	
Christian	
Hindu	
Jewish	
Muslim	
No religion	
Sikh	
Prefer not to state	
Unknown	

Sexual Orientation:

Heterosexual	
LGBT+	
Prefer not to state	
Unknown	

3.0 Completion Statement

As the appropriate Head of Service for this area, I confirm that the potential equality impact is as follows:

- No impact has been identified for one or more protected groups
- Positive impact has been identified for one or more protected groups
- Negative impact has been identified for one or more protected groups
- Both positive and negative impact has been identified for one or more protected groups

EQUALITY IMPACT ASSESSMENT (EIA)



4.0 Approval

Signed: Head of Service: David Butler	Date:
Name of Director: Andrew Walster	Date sent to Director:
Name of Lead Elected Member: Councillor D Welsh	Date sent to Councillor:

Email completed EIA to equality@coventry.gov.uk

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Cabinet

11 April 2023

Name of Cabinet Member:

Cabinet Member for Strategic Finance and Resources - Councillor R Brown

Director approving submission of the report:

Interim Chief Executive (Section 151 Officer)

Ward(s) affected:

None

Title: Procurement of Insurance

Is this a key decision?

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

Executive summary:

The Council purchases a variety of insurance policies including property, business interruption, contract works, fine art, employers' liability, public liability, crime, engineering inspection, personal accident and travel, school journeys, computers, and motor fleet. These insurance policies were procured via an OJEU compliant ESPO framework. The three-year contracts will expire on 30 November 2023 and there are options to extend the long-term agreements for two further years.

The Council's Contract Procedure Rules require Cabinet to approve any procurement which involves an annual contract value in excess of £1m per annum.

In 2022-23 the Council's premiums were £1,517,000 including insurance premium tax. There is an additional charge of £66,000 for claims handling services. The total is £1,583,000. This total includes a premium for terrorism insurance of £75,000.

The purchase of terrorism Insurance will be outside of any tender. The reason for this is that terrorism insurance is provided by the Lloyds of London insurance market, and they do not respond to local authority tenders. The provision of the insurance through Lloyds will involve a traditional purchase of insurance using multiple insurers via, what is known as a line slip. This method is not suitable for procurement routes and there is no available framework that will address this. Terrorism insurance is specialised and involves significant input from the Insurance Broker who models potential maximum losses based on certain terrorist type events to ensure best value. or the remaining insurances, the intention is to run a further competition on those insurance policies where the Insurer has not honoured the long-term agreements (contractually they can do this) and have indicated that they require a further rating increase in 2023-24. Early consultation with an Insurer indicates a rating increase of 10%, which would be in addition to increased premiums caused by

sums insured going up. Where an Insurer has indicated that the rate will not go up (premiums may still increase because sums insured have gone up) the recommendation is for the Council to extend the long-term agreements where this can be done.

The intention is to appoint Arthur J Gallagher via low value Direct Award through the YPO 964 framework to act as Insurance Brokers for the Council. Arthur J Gallagher will then in turn run a further competition under the YPO Insurance Placement DPS on behalf of the Council, where the contracts cannot be extended at the rates provided by the current long-term agreements.

Recommendations:

Cabinet is asked to:

- 1) Grant authorisation for Arthur J Gallagher to (on behalf of the Council) carry out a further competition against a YPO Insurance Placement Dynamic Purchasing System for a period of up to 3 years (with a potential extension for a further 2 years) on those policies where extensions of the long-term agreements cannot be obtained at the current rates.
- 2) Grant delegated authority to the Interim Chief Executive (Section 151 Officer), following consultation with the Chief Legal Officer, to undertake all necessary due diligence and following completion of the competition to agree the contract award to the successful suppliers under the Framework.
- 3) Grant authorisation to Interim Chief Executive (Section 151 Officer) to enter a 3-year contract (with a potential extension for a further 2 years) with the successful suppliers.

List of Appendices included:

None

Background papers:

None

Other useful documents

PROC2 – Title: Insurance Services – available by contracting Procurement and Commissioning on Tel: 02476 977 241

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?

No

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Report title: Procurement of Insurance

1. Context (or background)

- 1.1 The Council's external insurance programme is a critical part of the Council's risk financing arrangements for the protection of its employees, properties, assets, and liabilities. Insurance protects the Council from the financial consequences of unexpected incidents, it encourages the Council to pursue the One Coventry Plan and programmes of work and invest with confidence. It also frees up sums which would otherwise be set aside to pay losses.
- 1.2 The Council's activities in pursuit of the One Coventry Plan result in a certain amount of predictable financial loss. It is not considered financially viable to insure against all losses, as the insurance company will charge a pound in premium for each pound it anticipates it will pay in claims. In addition, it will charge a further amount for its administrative expenses, profit, and insurance premium tax. In these circumstances the purchase of insurance is uneconomic. The Council's strategic approach to the purchase of insurance is to insure large losses which would have a significant impact on the delivery of the One Coventry Plan, budgets, and the provision of services. This is achieved by purchasing insurance with a deductible (the amount you pay before insurance is triggered). The Council carries substantial self-insurance, and the external insurance cover protects the Council above the policy deductible. Most losses/claims are paid from the Council's internal self-insurance fund.
- 1.3 On 1 December 2020 the Council entered a three-year contract, with an option to extend for a further two years for a range of insurance services covering property, contract works, fine art, employers' liability, public liability, crime, personal accident and travel, school journeys, computers, and motor fleet.

2. Options considered and recommended proposal

2.1 Fully self-insure

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

2.2 Purchase insurance via a dynamic purchasing system

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

2.3 Procure insurance via the Council's own tendering process.

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

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

3. Results of consultation undertaken

No consultation has been undertaken as part of this process.

4. Timetable for implementing this decision

The intended timescale is as follows:

Issue further competition documents	10 July 2023
Tender return date	14 August 2023
Completion of evaluation	27 September 2023
Contract award	17 October 2023

5. Comments from Interim Chief Executive (Section 151 Officer) and Chief Legal Officer

5.1. Financial Implications

Increases in insurance rates and property reinstatement costs are driving up the cost of insurance. If these are translated into higher prices through the contracts tendered for, then these additional costs will need to be factored into the Council's financial position for 2023-24 and its medium-term financial position.

5.2. Legal Implications

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

6. Other implications

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

The provision of insurance has many links to the One Coventry Plan. It contributes directly to the continued financial stability of the Council by protecting against the impact of sudden financial shocks caused by major losses. It contributes to improving outcomes and tackling inequalities within our communities by protecting investment in Adult Social Care, Childrens Services, and schools. It contributes to increasing economic prosperity through insurance of projects such as Two Friargate and to tackling the causes and consequences of climate change by protecting investment in Very Light Rail.

6.2. How is risk being managed?

- 6.2.1 There are a limited number of insurance companies that provide insurance for Councils. Therefore, a risk is that limited tenders will be received. The mitigating actions are that a framework is being used which will ease the suppliers' administrative burden and make it easier for them to respond. In addition, the tender is being conducted in a timely manner giving suppliers enough time to respond with their best proposition.
- 6.2.2 The global insurance market is cyclical, and the market is currently in a "hard" phase. This means that the cost of insurance is high and increasing. To mitigate this risk, as part of the tender, the Council must be able to demonstrate that it has good risk management in place for key insurable risks. In addition, the Council is obtaining advice about what the most cost-effective levels of policy deductibles are, in order that the best value for money available, can be achieved.

6.3. What is the impact on the organisation?

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

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

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

6.4. Equalities / EIA?

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

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

The purchase of insurance encourages investment in projects that tackle the causes and consequences of climate change.

6.6. Implications for partner organisations?

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

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Barry Hastie	Interim Chief Executive (Section 151 Officer)	Finance	16/3/2023	20/3/2023
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Councillor R Brown	Cabinet Member for Strategic Finance and Resources	-	16/3/2023	20/3/2023

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