

**Time and Date**

2.00 pm on Tuesday, 13th June 2023

Place

Council Chamber - Council House

Public business

1. **Apologies**
2. **Declarations of Interest**
3. **Minutes** (Pages 3 - 8)
 - (a) To agree the minutes from the meeting of Cabinet on 11th April 2023
 - (b) Matters arising
4. **Renewal of City Centre Public Spaces Protection Order** (Pages 9 - 26)

Report of the Director of Streetscene and Regulatory Services
5. **Review of Houses in Multiple Occupation (HMO) Additional Licensing Scheme 2023** (Pages 27 - 50)

Report of the Chief Legal Officer
6. **Outstanding Issues**

There are no outstanding issues
7. **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
Monday, 5 June 2023

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

Membership

Cabinet Members:

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

Non-voting Deputy Cabinet Members:

Councillors P Akhtar, S Agboola, G Hayre, A Jobbar, G Lloyd and S Nazir

By invitation:

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

Public Access

Any member of the public who would like to attend the meeting in person is encouraged to contact the officer below in advance of the meeting regarding arrangements for public attendance. A guide to attending public meeting can be found here: <https://www.coventry.gov.uk/publicAttendanceMeetings>

Michelle Salmon

Governance Services

Email: michelle.salmon@coventry.gov.uk

Coventry City Council
Minutes of the Meeting of Cabinet held at 2.00 pm on Tuesday, 11 April 2023

Present:

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

**Non-Voting Deputy
Cabinet Members:** Councillor P Akhtar
Councillor G Hayre
Councillor G Lloyd

**Non-Voting Opposition
Members:** Councillor G Ridley

**Other Non-Voting
Members:** Councillor R Lakha

Employees (by Service):

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

**Adult Services and
Housing** J Bejai, J Reading

Finance R Martin, T Pinks

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

**Streetscene and
Regulatory Services** A Walster (Director of Streetscene and Regulatory Services),
C Styles

Apologies: Councillor N Akhtar
Councillor L Bigham
Councillor R Brown
Councillor P Hetherton
Councillor P Male
Councillor C Miks
Councillor S Nazir

Public Business

117. Julie Nugent

Julie Nugent, who will be starting her new role as Chief Executive in the near future, was in attendance at the meeting and was welcomed by the Leader, Councillor G Duggins.

Members echoed the sentiments of the Leader and provided Julie with brief summaries of their positions.

118. Declarations of Interest

There were no disclosable pecuniary interests.

119. Minutes

The Minutes of the meeting held on 14th March were agreed and signed as true records.

There were no matters arising.

120. Short-Term Home Support Services

The Cabinet considered a report of the Director of Adult Services and Housing which sought approval for the re-commissioning of Short-Term Home Support (STHS) in Coventry.

The report indicated that 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.

RESOLVED that the Cabinet recommends that Council approves the procurement of adults Short Term Home Support provision and delegates 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.

121. **Householder Design Guide (SPD) - Adoption**

The Cabinet considered a report of the Director of Streetscene and Regulatory Services which sought to adopt the Householder Design Guide Supplementary Planning Document (SPD) following public consultation which was undertaken between 9th December 2022 and 27th January 2023.

The report indicated that 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 was attached at Appendix 1 to the report, and a summary of representations along with responses and proposed amendments was contained in Appendix 2 to the report.

RESOLVED that the Cabinet:

- 1) Adopts the Householder Design Guide Supplementary Planning Document (SPD).**

- 2) Delegates authority to the Strategic Lead (Planning), following consultation with the Cabinet Member for Housing and Communities, to make any necessary further non-substantive (minor) changes to the document.**

122. Procurement of Insurance

The Cabinet considered a report of the Interim Chief Executive (Section 151 Officer) which indicated that 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 Official Journal of the European Union (OJEU) compliant Eastern Shires Purchasing Organisation (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.

Cabinet noted that 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.

For 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 Yorkshire Purchasing Organisation (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 Dynamic Purchasing System

(DPS) on behalf of the Council, where the contracts cannot be extended at the rates provided by the current long-term agreements.

RESOLVED that the Cabinet:

- 1) Grants 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) Grants 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) Grants 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.**

123. Outstanding Issues

There were no outstanding issues.

124. Any Other Items of Urgent Public Business - Equalities Day

Cabinet was informed about Equalities Day, which was an internationally recognised day and was taking place on 14 April 2023.

RESOLVED that the Cabinet agrees to declare 14th April 2023 as Equalities Day.

NB – This item of business was considered as urgent public business due to the impending date.

(Meeting closed at 2.20 pm)

This page is intentionally left blank

Cabinet

13th June 2023

Name of Cabinet Member:

Cabinet Member for Policing and Equalities – Councillor A S Khan

Director Approving Submission of the report:

Director of Streetscene and Regulatory Services

Ward(s) affected:

St Michaels (City Centre only)

Title: Renewal of City Centre Public Spaces Protection Order

Is this a key decision?

No

Executive Summary:

A Public Spaces Protection Order (PSPO) was created and approved in 2017 to address a number of behaviours within the City Centre that it was felt needed controlling. The behaviours included Street Trading, Busking, Begging amongst others.

PSPO's are only permitted to run for 3 years and at that point either expire or an application is made to renew. The City Centre PSPO is due to expire on 16th July 2023 and we are requesting that the current order is renewed for another 3 years.

It is felt the existing order has worked well in its intention to address problematic behaviours and we would benefit from those conditions being retained.

The City Centre PSPO assists in addressing problematic behaviours and simplifies the response of officers from the Police and the Council in dealing with various anti-social activities.

Recommendations:

The Cabinet is recommended to:

1. Consider and approve the renewal of the current Public Space Protection Order including the area covered by the Order as set out in Appendices 1 and 2.
2. Authorise officers to bring the Order into effect on 14th July 2023 just prior to the expiry date of the previous Order.

List of Appendices included:

Appendix 1 – City Centre (2023) Public Space Protection Order for Coventry

Appendix 2 – City Centre Map

Appendix 3 – Summary of Responses from Key Partners

Appendix 4 – Enforcement Activity for Existing Order.

Background papers:

None

Has it been or will it be considered by Scrutiny?

No

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

No

Will this report go to Council?

No

Report title: Renewal of City Centre Public Spaces Protection Order

1. Context (or background)

- 1.1. The Anti-Social Behaviour, Crime and Policing Act 2014 gained Royal Assent in April 2014. The Public Spaces Protection Order (PSPO) provision has been in operation since 20th October 2014. PSPOs are intended to provide a means of preventing individuals or groups committing anti-social behaviour in a public space where the behaviour is having, or likely to have, a detrimental effect on the quality of life of those in the locality; be persistent or continuing in nature; and be unreasonable.
- 1.2. A PSPO covering the city centre came into effect on 16th July 2020 for a period of 3 years; the maximum period of time, granted under this legislation.
- 1.3. During the operation of this PSPO we saw the Coronavirus pandemic significantly affect the country and as such City Centres were significantly affected throughout the life of this current order and as such enforcement activities were significantly decreased on previous orders. This has been reflected in the summary of enforcement document in Appendix 4 to the report.
- 1.4. West Midlands Police will shortly be launching an App for officers that will make it far simpler to record PSPO related activity when they interact with members of the public. It is hoped this will provide for easier recording and analysis of PSPO related activity. It should be noted that almost all PSPO related issues are resolved, informally by officers on a daily basis, without the need to use formal enforcement.
- 1.5. The Council's aim is to improve the city as a place to live, shop and do business. It is recognised that in order to do this we need to make the city, and city centre, as attractive a destination as possible. This can be helped by minimising any factors that may deter people from visiting the city centre. This PSPO addresses these issues in this geographic area.
- 1.6. The power to make a PSPO rests with the Council, in consultation with the Police, other relevant bodies and the general public.
- 1.7. The Council can only make a PSPO when it is satisfied on reasonable grounds that the activities carried out or likely to be carried out in a public place have a detrimental effect on the quality of life of those in the area and are persistent, continuing, and unreasonable. The Council would also need to be satisfied that the restrictions imposed were justified.

2. Options considered and recommended proposal

- 2.1. **Do nothing (not recommended).** The local authority and the Police, in some cases, already have powers to deal with certain adverse behaviour covered in the proposed PSPO. However, these current powers are viewed as being overly bureaucratic and slow to implement through summoning to court and similar.
- 2.2. **Renew the City Centre PSPO (recommended).** The renewal of the City Centre PSPO, for a further period of three years, would provide useful powers for Council officers and the Police in addressing adverse behaviours in the centre. It is quick and easy to use, which is an important consideration when both organisations are facing reductions in resources. It also has the added benefit of enabling the offender to accept a fixed penalty notice rather than appear in court and receive a criminal record. The wording of the proposed PSPO can be seen in Appendix 1 to the report.

2.3. The proposed City Centre PSPO will cover the area indicated on the attached map (see Appendix 2 to the report).

2.4. In summary, Cabinet is recommended to:

1. Consider and approve the renewal of the current PSPO including the area to be covered by the Order as shown in Appendices 1 and 2 to the report.
2. Authorise officers to bring the order into effect on 14th July 2023, just prior to the expiry of the current Order.

3. Results of consultation undertaken

- 3.1. Provided the Order is renewed before the current Order expires, and there are no proposed changes to wording of the Order, or the geographical area covered by the Order, then a full public consultation is not required. Consultation with key stakeholders is required.
- 3.2. Consultation took place in early 2023 with key stakeholders, namely West Midlands Police, Coventry Business Improvement District and the Neighbourhood Enforcement team that patrols the City Centre and enforces the order alongside Police colleagues. Additionally, we also spoke to the Council's Rough Sleeper and Homeless team that carry out a lot of outreach work in the City Centre Their responses can be seen in Appendix 3 to the report.
- 3.3. We acknowledge that concerns have been raised by all parties regarding the relatively recent increase in complaints regarding the conduct of Ebike riders, particularly food delivery services in the City Centre. It is felt the current conditions within the PSPO are ones that can address this. In addition, there will shortly be a communication campaign launched and enforcement activity that will be looking to seize and dispose of any illegal ebikes, i.e., those above permitted power and speed capabilities.
- 3.4. The success of this campaign will be monitored closely. Specific action can be taken, if necessary, against the specific individuals, using slightly different legislation, but under the same Act that grants permission to create PSPOs.
- 3.5. It is a requirement of granting a PSPO that it can be shown that it is needed and proportionate to a given issue. Statements and responses from specific organisations and supporting evidence can be found in Appendix 3 to the report.

4. Timetable for implementing this decision

- 4.1. Should the order be approved by Cabinet it will be implemented on 14th July 2023 just prior to the expiry of the current order.
- 4.2. A PSPO is valid for a period of 3 years, they can be rescinded, amended, or extended at any point during that period. Any amendment or extension will need to follow the process again.

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

5.1. Financial implications

No additional resource will be required to implement the proposed PSPO. Any additional income generated by the introduction of a PSPO will contribute towards Council resources.

5.2. Legal implications

Under sections 59-75 of the Anti-social Behaviour, Crime and Policing Act 2014, local authorities have powers to make PSPOs.

The Council can only make a PSPO when it is satisfied on reasonable grounds that the activities carried out or likely to be carried out in a public place have a detrimental effect on the quality of life of those in the area and are persistent, continuing, and unreasonable. The Council would also need to be satisfied that the restrictions imposed were justified.

Should anyone object to the granting of a PSPO they would have to make a High Court application within 6 weeks of the order being granted.

For that appeal to be successful they would have to show that the Council did not have the power to make the order, as the issue covered has not been demonstrated, usually by empirical evidence, to be a significant enough issue to justify the restriction. The other grounds for the appeal would be to demonstrate that the consultation process was inadequate.

PSPOs can only apply to public places. This means any place to which the public, or and sections of the public, on payment or otherwise, have access to as of right or by virtue of express or implied permission.

The Council will decide whether it is appropriate to issue a fixed penalty notice for any breach of the PSPO witnessed by an enforcing officer. In line with other PSPOs in Coventry, any Fixed Penalty Notice for non-compliance with a PSPO will be set at £100 reduced to £60 if paid within 14 days. If the Fixed Penalty Notice is not paid, court proceedings can be initiated to prosecute for the offence of failing to comply with the PSPO where the maximum fine is currently £1000 (level 3 on the standard scale). Following conviction, the Council could apply for a Criminal Behaviour Order which can contain both prohibitions and positive requirements.

6. Other implications

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

Crime and Disorder

Tackling crime and anti-social behaviour through partnership working is central to the delivery of the Community Safety Plan and Strategic Assessment.

6.2. How is risk being managed?

Police and Council Officers continue to incorporate the area in their patrol strategies and work schedule and will monitor behaviour of individuals and the condition and cleanliness of the area.

6.3. What is the impact on the organisation?

None

6.4. Equalities Impact Assessment (EIA)

The impact on protected groups as defined by the Equality Act 2010. At present it is not considered necessary to take any particular steps to prevent the negative impact on any particular protected groups as a result of the introduction of the proposed PSPO.

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

The purpose of taking action is to address adverse behaviours in the City Centre, in an attempt to improve the environment and wellbeing of the community.

6.6. Implications for partner organisations?

Powers granted will also be available to West Midlands Police.

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

Liam Nagle
Community Safety Officer

Service:

Streetscene and Regulatory Services

Tel and email contact:

Tel: 02476 832063

Email: Liam.Nagle@coventry.gov.uk

Enquiries should be directed to the above person

Contributor/approver name	Title	Service	Date doc sent out	Date response received or approved
Contributors:				
Craig Hickin	Head of Environmental Services	Streetscene and Regulatory Services	22/05/23	22/05/23
Sarah Elliot	Head of Fleet and Waste Management	Streetscene and Regulatory Services	22/05/23	22/05/23
Davina Blackburn	Strategic Lead, Regulatory Services	Streetscene and Regulatory Services	22/05/23	24/05/23
Richard Moon	Director, Property Services and Development	-	22/05/23	23/05/23
Michelle Salmon	Governance Services Officer	Law and Governance	22/05/23	23/05/23
Names of approvers for submission: (officers and members)				
Cath Crosby	Lead Accountant	Finance	22/05/23	23/05/23
Gill Carter	Senior Solicitor	Law and Governance	22/05/23	23/05/23
Kate Eales	Senior HR Manager	Human Resources	22/05/23	23/05/23
Andrew Walster	Director of Streetscene and Regulatory Services	-	22/05/23	23/05/23
Councillor A S Khan	Cabinet Member for Policing and Equalities	-	22/05/23	23/05/23

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

This page is intentionally left blank

Appendix 1

Coventry City Council

Anti-Social Behaviour, Crime and Policing Act 2014, Section 59

Public Spaces Protection Order (City Centre) 2023

This Order is made by Coventry City Council ("the Council") under the Anti-Social Behaviour, Crime and Policing Act 2014, Section 59 ("the Act").

1. This Order relates to the public space within the area edged in red on the plan of Coventry City Centre which appears at Appendix two, being public space in the Council's area to which the Act applies ("the Restricted Area").
2. The Council is satisfied that the two conditions below have been met, in that:-
 - a. activities carried on in the restricted area as described below have had a detrimental effect on the quality of life of those in the locality, or it is likely that these activities will be carried on in the public place and they will have such an effect;
 - b. the effect, or likely effect, of the activities is, or is likely to be, of a persistent or continuing nature, is, or is likely to be, such as to make the activities unreasonable, and justifies the restrictions imposed by the Order.

By this Order

3. The effect of the Order is to impose the following prohibitions and/or requirements in the Restricted Area at all times, unless specifically stated:-

a. Begging

Any person is prohibited from begging. The act of begging is deemed as either approaching people for money, or being stationary and directly asking for money, or positioned on the floor to invite the offer of money or goods.

b. Peddling / Street Trading

Any person is prohibited from, at any time, peddling/trading goods within the restricted area without an appropriate street trading consent issued by the Council.

c. Distribution of publicity materials

Any person is prohibited from distributing any materials for commercial gain unless they have the appropriate prior permission of the Council. Registered charities and religious organisations are exempt.

d. Charity or Commercial Subscription Collectors

Any person is prohibited from, soliciting for the completion of subscription charity collections. Exemptions are granted on land within the area marked in blue detailed on the plan of Coventry City Centre. Appropriate permission to carry out cash collections in the City Centre should be obtained from the Council in advance.

e. Buskers and Street Performers

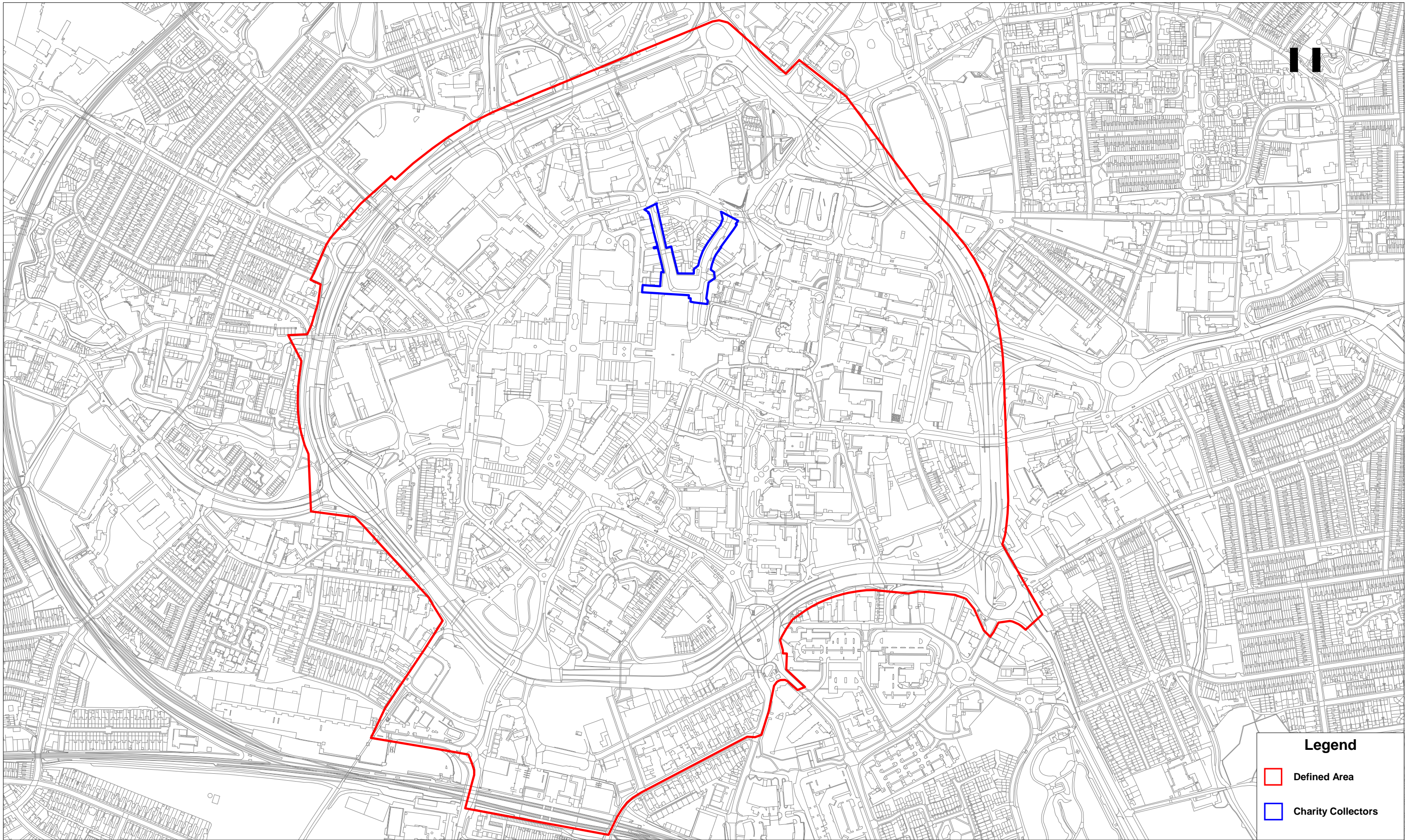
Any person is prohibited from performing contrary to the 'Coventry City Centre Buskers Code of Conduct'

f. Skateboarding/Cycling

Any person skateboarding or cycling must do so in a careful and considerate manner and must dismount if requested to do so by an enforcing officer when continuing to ride would cause a danger to the public or public offence. Failure to comply will leave them liable to enforcement.

Offences under this Public Space Protection Order:

- a. A person who is guilty of an offence shall on summary conviction be liable to a fine not exceeding level 3 on the standard scale.
- b. A Fixed Penalty Notice of £100.00 will be issued to offenders (reduced to £60.00 if paid within 14 days) which would discharge any liability to conviction for an offence under Section 67(1) of the Act.
- c. This order may be cited as 'The Public Space Protection Order (City Centre)' and shall come into force on (date of commencement) and remain in force for a period of three years.



Legend

□ Defined Area

□ Charity Collectors

PLACE DIRECTORATE
STRATEGY & PERFORMANCE TEAM
FLOOR 9, CIVIC CENTRE 4
MICH PARK STREET
COVENTRY CV1 2PY
024 7683 2755

abc

City Centre - PSPO

Drawn By: NH
Scale : NTS
Date: 02/02/2017

© Crown Copyright and database right 2017. Ordnance Survey 100026294
© Bluesky

Martin Yardley - Executive Director, Place
Richard Moon - Assistant Director, Project Management & Property Services

For Identification purposes only

This page is intentionally left blank

Appendix 3 – Summary of Responses for Key Partners

I am PC 5530 Nicholas Mansell of the West Midlands Police, currently stationed at Coventry Central Police Station. My role in the police is that of ASB Coordinator for the city.

The 2014 ASB Act gave a number of tools and powers for partners to utilise in this area. The PSPO's are an important part of this framework and they give partners the ability to challenge behaviour that is not necessarily covered by other laws.

The City Centre PSPO that is due for renewal has a very important element for police, and this is in relation to begging. Whilst there is a criminal offence of begging, it is very difficult to mount successful prosecutions due to the lack of members of the public willing to give statements and the fact that most offenders immediately see police officers and do not commit the offence whilst they are in view.

The PSPO in relation to begging gives police officers a process of interaction. All breaches of PSPO are sent through to Coventry City Council for their consideration of how to proceed. This means that many beggars can be offered support through a variety of means, including housing, employment possibilities and assistance with health matters.

Since the beginning of the year, Coventry Police have submitted over 50 PSPO breaches within Coventry City Centre to the council for their consideration. These breaches will cover all PSPO's currently in force.

Skateboarding and cycling form an important part of the PSPO and this gives police officers the option of taking further action if they deem the behaviour to be inconsiderate or indeed dangerous. Again, police officers will refer all decisions of how to proceed to Coventry City Council. This ensures a consistent approach and the most appropriate interventions are taken.

Police officers rarely get involved in incidents involving street trading, distribution of publicity materials or charity collectors, but having the PSPO process allows for a flexible approach, and it is appreciated that some individuals can be problematic, and an officer in uniform can be utilised for a successful outcome.

West Midlands Police see the value to community safety within this PSPO renewal and fully support this process.

My name is Lyndsay Smith, and I am Deputy Manager for Coventry BID. The BID's main purpose is to generate footfall into the City Centre through our marketing channels, we fund the city centre's retail radio scheme, and provide a team of street patrol officers.

We are funded by the businesses themselves and everything we put in place is above the Council's baseline agreement. Whilst speaking with businesses we get to know their concerns and issues regarding the city centre and assist where possible. Coventry BID is uniquely positioned to benefit the public and the businesses, working to make the city centre a safer, more attractive place to work, shop and socialise.

The past year has seen a rise in the number of E-bikes within the city centre, especially as they are used as a mode of transport for companies who deliver food orders for our hospitality businesses. This has resulted in pedestrianised areas being infiltrated by e-bike riders.

Interactions between cyclists and other vulnerable road users in shared spaces are increasing and it's a high priority for the BID to support any measures that can be put into place to reduce risk of injury. We work to make the city centre accessible to all visitors and it has been highlighted that e-bike incidents heavily contribute to the reasons why some of Coventry's residents feel reluctant to visit the city centre to shop.

We note and have been consulted with regards to the proposals by Coventry City Council and West Midlands Police to address the growing issue of ebikes in the City Centre. We support the measures being taken and hope that they are successful and see a change in behaviours of those using ebikes in the City Centre.

We support the renewal of the existing order but would ask that the situation with regards to ebike usage in the City Centre is monitored and acted on as appropriate.

My name is Simon Hutt and I am employed as a Street Enforcement Manager and I manage the Neighbourhood Enforcement Officers (NEO's) that patrol the City Centre.

The City Centre PSPO has been in place for some time now and I would say there is good awareness of the order and the conditions within it by the NEO's. It allows for them to speak to people in the City Centre that may not be aware of some of the conditions contained within it, and can get people to amend their behaviours that may be detrimental to others, without needing to resort to enforcement.

The NEO's have a good knowledge of the City Centre and many of the individuals that often frequent it. This can include those that beg and other such activities. We work very closely with the Council's rough sleeping team and other support agencies to refer individuals in that we feel have support needs and may have vulnerabilities.

However, we do not lose sight of the importance of ensuring the City Centre is a welcoming place for visitors and somewhere businesses want to be. The fact we issue breach notices mean the enforcement of the order allows for greater flexibility in deciding a sanction as opposed to simply handing out Fixed Penalty Notices, which wouldn't be appropriate for many of the people we deal with.

I meet regularly with Police, BID and support agencies to discuss problematic individuals in the City Centre and to decide on the best course of action, as enforcement alone rarely works unless it is alongside support and something to positively impact people's lifestyles.

There are some practical difficulties with enforcing aspects of the order, such as the recent increase in ebikes in the City Centre, considering officers on foot trying to engage with bikes travelling at considerable speed isn't easy, but we are working closely with Police colleagues and others within the Council to address this.

Recent years saw complications with Coronavirus social distancing restrictions, which complicated approaching people and enforcement generally, but we are now seeing a return to normality.

Overall I feel the order works well in the City and support its renewal.

My name is John Toman, I manage Coventry City Council's rough sleeping team. We work throughout the City looking to assist those that are living on the streets and the street community in general. Much of our work is outreach and the City Centre constitutes a large part of our workload.

As part of our work we look to assist people in accessing accommodation and support, access to benefits and anything to do with their general wellbeing. Through this work we often interact with large parts of the street community, some of whom will beg in the City Centre.

It should be noted that very few people who beg in the City Centre are actually homeless, we are confident that we have enough bedspaces and accommodation options that there is no need for people to sleep rough in Coventry.

However, it is a reality that people do beg, we encourage them not to do so and we have also established a number of "Change into Action" giving points where the public can tap their card and contribute to a fund that we use to provide items for people in need of support.

The rough sleeping team do not get directly involved in enforcement activity, it would harm our ability to support people and interact with them if we did. People are referred to us and we work with Council and Police colleagues where people begging become problematic and we try to offer support and encourage them to access services and address their vulnerabilities.

The issue of enforcement is a sensitive one with regards to beggars and whilst we would not support the principle of taking vulnerable people to court for a financial fine, we do accept that there are occasions where someone's behaviour is such, and their refusal to accept support leaves others with little alternative but to take enforcement action.

We feel that the approach of using breach notices, referrals with court options as a last resort is an appropriate one and as such, we would support the renewal of the City Centre PSPO.

Appendix 4 – Enforcement activity for existing PSPO

When creating the City Centre PSPO, the intention was that it would help modify behaviours to ensure that the City Centre is a welcoming environment for visitors to the City and for retailers and those that work and reside in the City Centre.

The enforcement framework was created with the intention of reminding people of what behaviour is considered reasonable, but then allows officers to take appropriate measures depending on the nature of the breach encountered.

The City Centre PSPO is primarily an informed order, i.e. people are informed if their behaviour is unacceptable and offered the chance to modify or stop their behaviour to conform. Should they not do so they will be issued with a breach notice.

The breach notice allows the matter to be resolved without the escalation that may otherwise occur if someone is issued immediately with a Fixed Penalty Notice (FPN). It also allows for the matter to be reviewed and appropriate measures taken to deal with the situation.

If the person breaching is under 18 we can decide on a disposal that may involve an activity that benefits the wider community. For adults, we may decide to issue a formal caution, a FPN, or if the breach is severe or repeated we may summons people to court.

When dealing with people that are begging, first and foremost we recognise their vulnerabilities and refer them to services that may allow them to better address the underlying issues that may cause them to beg. We know from our extensive knowledge of the services available in the City there are very few circumstances that should require someone to beg in order to find food or accommodation.

Only where someone is EXTREMELY persistent in their actions of begging in the City Centre would we consider further action that may result in them being taken to court, usually after the issuing of a FPN. We have to consider this option as we owe a duty of care to those that feel harassed in the City Centre by some beggars and also businesses that report that the actions of beggars are detrimental to their operations.

We never take people to court for begging with the intention of requesting a fine or similar, it is to ask the court to mandate the individual to engage with support agencies, often for addiction issues and in very serious cases we may request that an individual is prevented from entering certain defined areas.

It should be noted that the Coronavirus pandemic took place shortly after the creation of this order. Social distancing guidelines issued in relation to this meant that officers rarely engaged with members of the public unless the issue was significant. Normal interactions with the public did not resume until some way through 2022.

Initiatives to get people into accommodation and similar as well as reduced footfall in the City Centre mean that issuing such data for these years would not serve any purpose for

comparison purposes, both in terms of enforcement activity and persons in the City Centre and as such they have been omitted

We also had the City of Culture within the City and as such matters related to street entertainment and busking were revised and relaxed to reflect the nature of this event.

It should be noted this information is related to behaviours covered by the City Centre PSPO only. Matters such as public drinking of alcohol and other measures are included in other PSPO's in operation across the City as a whole, not just the City Centre.

Buskers	Breach notices issued	Fixed Penalty Notices	Prosecutions
2020 (1 st April onwards)	n/a	n/a	n/a
2021	n/a	n/a	n/a
2022	5	0	0
2023 (to 1 st April)	2	0	0

Beggars	Breach notices issued	Fixed Penalty Notices	Prosecutions
2020 (1 st April onwards)	n/a	n/a	n/a
2021	n/a	n/a	n/a
2022	103	2	0
2023 (to 1 st April)	71	1	0

Cycling			
2023 (to 1 st April)	14	0	0

For all other activities listed in the City Centre PSPO there has been no significant formal enforcement activity. It should be noted that all informal interactions by enforcement officers are not recorded, such as when people may be told their behaviour is unacceptable but they modify or stop their behaviour.

Cabinet

13th June 2023

Name of Cabinet Member:

Cabinet Member for Policing and Equalities – Councillor A S Khan

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:

Review of Houses in Multiple Occupation (HMO) Additional Licensing Scheme 2023

Is this a key decision?

No – Although the Scheme covers all wards of the City, this is a request for a consultation to review the Scheme and will not significantly affect residents or businesses.

Executive Summary:

The duty to licence Houses in Multiple Occupation (HMOs) was introduced in July 2006 through powers provided under the Housing Act 2004 (the Act), at that time HMOs that were 3 or more storeys in height **and** occupied by 5 or more persons required a licence through the HMO mandatory licensing powers.

In October 2018 the definition for HMOs requiring a mandatory HMO licence was changed to include any HMO occupied by 5 or more people forming two or more households, in effect removing the three-storey requirement.

Additional licensing of HMOs is a discretionary power that, if introduced by Local Authorities, can be applied to those HMOs which are not required to be licensed under the mandatory licensing powers.

The provision of good quality housing for Coventry residents is a priority for the City Council and additional Licensing of HMOs was first introduced on the 4th May 2020. The scheme can only run for a period of 5 years, during which time the Council must carry out a review. The Additional Licensing scheme means that all HMOs, including those properties converted into self-contained flats without building regulations approval (Section 257 HMOs) require a licence.

Recommendations:

The Cabinet is requested to:

- 1) Authorise the implementation of a 12-week consultation on the review of the Houses in Multiple Occupation Additional Licensing Scheme in Coventry.
- 2) Request a future report to Cabinet which provides information on the achievements made during the Scheme thus far following the conclusion of the review, for a decision to be made regarding the future of the Houses in Multiple Occupation Additional Licensing Scheme in Coventry.

List of Appendices included:

Appendix 1 – Consultation Plan for Review of Additional Licensing Scheme 2023

Appendix 2 - Equality and Consultation Analysis form (this is a live document which will evolve throughout the consultation).

Background papers:

None

Other useful documents:

None

Has it been or will it be considered by Scrutiny?

No

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

No

Will this report go to Council?

No

Report title: Review of Houses in Multiple Occupation (HMO) Additional Licensing Scheme 2023

1. Context (or background)

- 1.1. The private rented sector (PRS) is an important part of our housing market, with 4.7 million households in England. The sector has undergone rapid growth over the last ten years and is now the second largest tenure in England.
- 1.2. HMOs form a vital part of this sector, often providing cheaper accommodation for people whose housing options are limited.
- 1.3. HMOs are known to be commonly occupied by students but there are also a growing number of young professionals and migrant workers sharing houses and flats. Some HMOs are occupied by the most vulnerable people in our society.
- 1.4. These people live in properties that were not built for multiple occupation, and the risk of overcrowding and fire can be greater than with other types of accommodation. The government wants to support good private landlords who provide decent well-maintained homes and not impose unnecessary regulation however, the nature of HMOs means that regulation of this part of the sector is widely agreed to be necessary.
- 1.5. Mandatory licensing of HMOs came into force in 2006 under the Housing Act 2004 (the Act) and originally applied to properties of three storeys or more with five or more people making up two or more separate households living in them.
- 1.6. As demand for HMOs increased in the decade since mandatory licensing was first introduced there has been a significant increase in properties with fewer than three storeys being used as HMO accommodation, notably two storey houses originally designed for families and flats.
- 1.7. Some have been used by opportunist rogue landlords who exploit their vulnerable tenants, and rent sub-standard, overcrowded and potentially dangerous accommodation. The growth of HMOs has also had an impact on the local community, including where inadequate rubbish storage leads to pest infestation and health and safety problems.
- 1.8. In May 2020 the Council introduced a citywide Additional Licensing Scheme which required all HMOs in Coventry to be licensed.
- 1.9. Within the Act there is a legal requirement to review the scheme “*from time to time*” following its operation. To fulfil this requirement the Council intends to commence a review of the Additional Licensing Scheme.

2. Options considered and recommended proposal

- 2.1. **Do nothing** - This option is not recommended because this would mean that the Council has not met its legal requirement to review the existing Additional Licensing Scheme. It could also prevent the Council from effectively making any licensing Scheme in the future which would affect the Council's ability to help protect the health, safety and welfare of tenants and residents in Coventry.
- 2.2. **Undertake a review of the additional licensing scheme – This is the preferred option.** The Council has a legal duty to undertake a review of the Additional Licensing Scheme. Therefore, Cabinet is requested to approve the recommendation set out in this report.

3. Results of consultation undertaken

- 3.1. No consultation has been carried out at this stage. Cabinet is requested to approve a 12-week consultation to commence on the 1st July 2023 and to consider the results of that consultation together with findings from the review in a future report.

4. Timetable for implementing this decision

- 4.1. The Council must complete a review within the lifetime of the licensing scheme. The scheme was introduced in May 2020, so this is an opportune time to review the scheme as a sufficient amount of time has now passed to measure the effectiveness of the scheme. The consultation plan provided as Appendix 1 to the report sets out the stages involved and the proposed reporting of the results of the review.

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

5.1. Financial implications

The financial implications associated with the recommendation are limited to the employee costs associated with carrying out the review and any costs involved in arranging and publicising the events. These costs will be managed within existing resources.

5.2. Legal implications

The legal issues relating to this report are set out within the Housing Act 2004.

Local Authorities have the ability to designate areas and therefore renew schemes containing HMOs to be subject to additional licensing, without the need for approval from the Government.

Under Section 60(3) of the Act there is a legal requirement to review the scheme "*from time to time*" following its operation.

6. Other implications

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

The One Coventry Plan 2022-2030 is currently being finalised and sets out the Council's vision and priorities for the city, with a vision of working together to improve our city and the lives of those who live, work and study here by creating a city where our residents get the best possible start in life, experience good health and age well and are protected and valued as residents and communities.

Housing is a key determinant of health and as a Marmot City the Council recognises the importance reducing health inequalities. The Council's Housing and Homelessness Strategy 2019-2024 affirms this view and also acknowledges that housing plays a crucial role in the economic growth of the city.

The PRS plays a fundamental role in providing affordable housing and the ambition for Coventry is *"to improve the use of existing homes"*.

The Housing Strategy links into the Council Plan and the Health and Wellbeing Strategy by contributing to the delivery of the key corporate priorities but also in supporting the local economy through ensuring communities have stable and safe places to live.

6.2. How is risk being managed?

If the review of the Additional Licensing Scheme is not approved, the City Council will not be complying with its legal requirements to conduct such a review. The Council may not be able to perform its full regulatory functions through the use of additional licensing in the future.

The review will inform decisions taken by regulatory services that will have an impact on the interests of private landlords, agents, and tenants.

6.3. What is the impact on the organisation?

The review should have limited impact on the organisation. There is no human resource, financial or ICT implications as the review will be completed using current resources.

6.4. Equalities / EIA

The review of Additional Licensing scheme makes links to the Council's Equality and Diversity Policies and an Equalities Assessment exists for regulatory activities. A specific Equalities Assessment has been completed for this report and is attached at Appendix 2 to the report.

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

The review of the Additional Licensing scheme does not provide an opportunity for the Council to address issues relating to the climate change agenda.

6.6. Implications for partner organisations?

The review of additional licensing contributes towards the work of the Community Safety Partnership, Planning and Regulatory Services.

Report author:

Name and job title:

Adrian Chowns

Property Licensing and Housing Enforcement Manager

Service:

Regulatory Services

Streetscene and Regulatory Services

Tel and email contact:

Email: adrian.chowns@coventry.gov.uk

Tel: 024 7697 2222

Enquiries should be directed to the above person.

Contributor/ approver name	Title	Service	Date doc sent out	Date response received or approved
Contributors:				
Davina Blackburn	Strategic Lead Regulation	Regulatory Services	04/05/2023	10/05/2023
Michelle Salmon	Governance Services Officer	Law and Governance	10/05/2023	10/05/2023
Names of approvers for submission: (officers and members)				
Cathy Crosby	Finance Officer	Finance	10/05/2023	12/05/2023
Gill Carter	Legal Officer	Law and Governance	10/05/2023	12/05/2023
Andrew Walster	Director of Streetscene and Regulatory Services	-	12/05/2023	19/05/2023
Julie Newman	Chief Legal Officer	-	12/05/2023	15/05/2023
Councillor A S Khan	Cabinet Member for Policing and Equalities	-	22/05/2023	24/05/2023
Councillor D Welsh	Cabinet Member for Housing and Communities	-	22/05/2023	24/05/2023

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

Review of Coventry City Council's Additional HMO Licensing Scheme

Consultation Exercise and Communications and Engagement Plan

Purpose of this document

This document outlines the approach that would be taken to deliver the statutory review required of Coventry City Council's Additional HMO Licensing Scheme.

Background

Coventry City Council's current Additional HMO Licensing scheme (the scheme) expires on 4th May 2025, and the Council now needs to carry out an in-depth review of the scheme which will include a consultation exercise that will take place for three months from July of this year. This will seek feedback from stakeholders of the current scheme with a view to enabling a full options appraisal for the future of the scheme.

Aims and objectives

Raise awareness of the review of the current licensing arrangements. Engage with key stakeholders of the current scheme to record progress and assess options for the future.

Enable a full analysis of the scheme to date, capturing any improvements to property conditions and overall management and collect broad views from the various stakeholders involved.

Statutory requirement to consult on future direction once the current scheme comes to the end of its term.

Audiences

Primary audiences:

- * Private sector tenants, particularly those living in HMOs.
- * Private sector tenant groups and local support groups.
- * Landlords, particularly those that own smaller HMOs.
- * Managing agents.
- * Landlord associations.
- * Residents, particularly people living near smaller HMOs.
- * Students, particularly those living in smaller HMOs.
- * Councillors.

Secondary audiences:

- * Neighbouring local authorities.
- * Coventry City Council staff, particularly those working in housing and planning.
- * Police, fire & rescue, and probation services.
- * Voluntary, community and social enterprise groups, particularly those providing support services to tenants.

Approach

We will use a range of communication channels to target key stakeholders to be able to evaluate the current scheme and identify any issues. This will then form the basis of a full options appraisal which will be presented to Cabinet at a future meeting.

Activity	Description	Timing
Online questionnaire	A dedicated HMO Licensing Review page will be created on the council's online platform "Let's Talk" which will contain an online survey seeking feedback on the current licensing scheme.	July/August
Ward drop-in sessions	Drop-in sessions in each ward to provide people the opportunity to comment on the AHMO licensing review and ask questions of council officers before submitting responses.	12 weeks commencing in July Sessions 4:30pm - 6:30pm
Letters to tenants	Details of the consultation sent to tenants living in registered HMOs to gauge their level of satisfaction with current AHMO licensing scheme and get feedback on any shortcomings.	July 2023
Letters to landlords	Details of the consultation sent to landlords and managing agents currently operating licensed HMOs.	July 2023
Social media	Posts to council owned channels.	July/August
PR	Press release summarising consultation.	June 2023
Landlord newsletter	Landlord focused article for landlord newsletter.	June 2023
Councillor briefing	Members Briefing: Document outlining the review requesting feedback.	June/July 2023
Coventry & Warwick University	Student focus groups seeking their experience of living in HMO's	June 2023

Consultation design

Please note: This is an indicative design which only considers the main objectives of the scheme, whilst also collecting demographic data. The review will also seek feedback on the scheme's infrastructure, such as the fee structure and the application process.

HMO Licensing Questionnaire 2023

The Council would like to know what you think about the additional licensing scheme that was introduced in 2020 and the future proposals for the scheme.

What do we need to know?

We want your views about the licensing scheme for HMOs throughout the city.

Why are we asking you?

The council has a duty to carry out a review of any discretionary licensing scheme it has implemented to determine if it is achieving the aim of improving management standards. The scheme is now reaching its third year and as such this is an appropriate time to review it. The outcome of this review will help measure the effectiveness so far.

What will happen to the results?

The results will help us to make an informed decision about the future of the scheme and to make sure that your views are taken into account.

GUIDANCE NOTES FOR COMPLETING THE SURVEY

Question 1 – To be completed by all respondents as set out

Question 2 – Only complete if you live outside of Coventry

Question 3 – To be completed by all respondents as set out

Question 4 – To be completed by all respondents as set out

Question 5 – To be completed by anyone who is a landlord or an owner of HMOs in Coventry

Question 6 – To be completed by anyone who is a letting or managing agent of properties in Coventry

Question 7 – To be completed by anyone who is living or has lived in a HMO in Coventry in the past 5 years

Question 8 – To be completed by anyone who lives in Coventry

Question 9 – To be completed by all respondents as set out

Question 10 – To be completed by all respondents as set out

Question 11 – To be completed by all respondents as set out

Q1. Which postcode area of Coventry City Council do you live in?

- ☐ CV1 *(please proceed to Q3)*
- ☐ CV2 *(please proceed to Q3)*
- ☐ CV3 *(please proceed to Q3)*
- ☐ CV4 *(please proceed to Q3)*
- ☐ CV5 *(please proceed to Q3)*
- ☐ CV6 *(please proceed to Q3)*
- ☐ CV7 *(please proceed to Q3)*
- ☐ Outside the Coventry City Council postcode areas *(please answer Q2 then proceed to Q3)*

Q2. If you have indicated that you live outside the Coventry City Council postcode areas shown in Question 1 then please indicate which Local Authority area you live in?

- ☐ Warwick District Council
- ☐ Warwickshire County Council
- ☐ Birmingham City Council
- ☐ Solihull Metropolitan Borough Council
- ☐ Other outside Coventry – please indicate below

Q3. Are you aware that Coventry City Council introduced a licensing scheme for all HMOs in May 2020?

- ☐ Yes
- ☐ No
- ☐ No comment

Q4. Please indicate below which category best describes you?

(Please tick only one)

- a. ☐ Homeowner living in Coventry
- b. ☐ Living with parents/ family in Coventry
- c. ☐ Living outside of Coventry
- d. ☐ A landlord or owner of HMOs / family rented property in Coventry
- e. ☐ A tenant who is currently living or has lived in a HMO in the past 5 years in Coventry
- f. ☐ A student who is currently living or has lived in a HMO in the past 5 years in Coventry
- g. ☐ A tenant in a rented property in Coventry that is not a HMO
- h. ☐ Letting or Managing agent responsible for properties in Coventry

- i. ☐ Other (*Please state below*)

Q5. If you have indicated that you are a landlord or an owner of HMOs in Coventry then please also answer Questions 5a.

NOTE: If you are not a landlord or an owner of a HMO in Coventry then please proceed to answer Question 6.

Q5a. How many HMOs do you own?

- ☐ 1-10
☐ 11-20
☐ 21-50
☐ 50+

Q6. If you have indicated that you are a letting or managing agent responsible for properties in Coventry then please also answer Questions 6a.

NOTE: If you are not a letting or managing agent responsible for HMOs in Coventry then please proceed to Question 7.

Q6a. How many HMOs do you let/manage?

- 1-10
11-20
20-50
50+

Q7. If you have indicated that you are living or have lived in a HMO in Coventry in the past five years then please indicate whether you have had personal experience of any of the following?

NOTE: If you are not living or have not lived in a HMO in Coventry in the past five years then please proceed to Question 8.

(Please tick all that apply)

- ☐ Fear of reporting repairs for being evicted
- ☐ Notice to quit for no apparent reason
- ☐ Unreasonable rent increases
- ☐ Deposit issues
- ☐ Lack of contact with landlord/ agent
- ☐ Difficulties in getting repairs done
- ☐ Intimidation
- ☐ Harassment
- ☐ Problems associated with certificates
 - ☐ Gas
 - ☐ Electric
 - ☐ Fire
 - ☐ No HMO licence
 - ☐ All of the above
- ☐ Uncertainty about who to contact to report repairs

- ☐ Uncertainty about who to contact in an emergency

Q8. If you have indicated that you live in Coventry then please answer this question and then proceed to Question 9.

NOTE: If you do not live in Coventry then please proceed to Question 9.

Have you ever experienced any of the following problems with HMOs in the area of Coventry where you live?

(Please tick all that apply)

- ☐ Poorly managed refuse/ untidy or overflowing bins/ excessive black sacks
- ☐ Empty unattended HMOs during term time/ height of summer
- ☐ Poor property condition
- ☐ Poor external appearance of properties
- ☐ Overgrown gardens
- ☐ Nuisance
- ☐ Anti-social behaviour
- ☐ Parking associated issues
- ☐ Other (please indicate)

**Q9. Please indicate how strongly you agree or disagree with the following statements?
(Please answer all parts)**

Additional licensing in Coventry has.....

Strongly Agree Agree Neither Disagree Strongly Disagree

9a) Ensured that privately rented HMO properties are better maintained and managed?

9b) Helped reduce anti-social behaviour?

9c) Helped to improve living conditions in HMOs across the city?

9d) Helped to improve the management of HMOs?

9e) Reduced the number of HMOs available to live in?

9f) Dealt with the problems associated with HMOs?

9g) Increased the number of HMOs in the surrounding areas of Coventry?

Q10. The Council is seeking views as to whether it should renew the Additional Licensing scheme in 2025, which again would include all HMOs within the city.

Please indicate how strongly you agree or disagree with this proposal?

Strongly Agree

Agree

Disagree

Strongly Disagree

(Please answer Q11)

(Please answer Q11)

Q11. If you have indicated that you strongly disagree or disagree with the proposal to renew the additional licensing of all HMOs in Question 10 above, then please indicate which of the following applies.

Please tick all that apply.

11a. The Scheme has been a success and is no longer needed

11b. HMOs in Coventry are managed better now than 5 years ago

11c. Longer licences are needed

11d. The fee for a licence should be reduced for compliant landlords

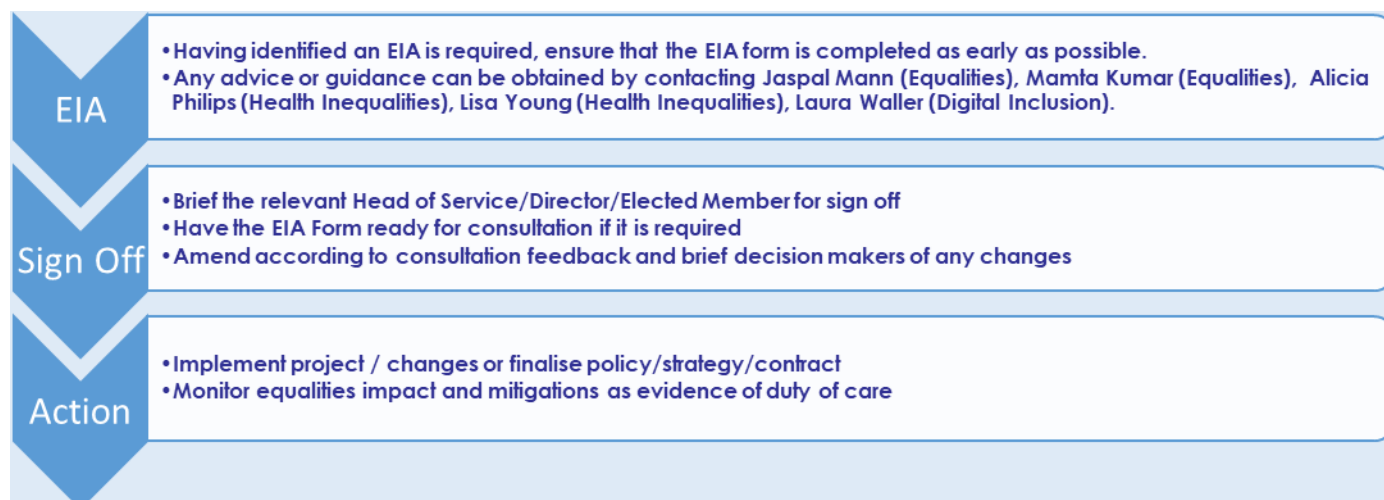
11d. The process is too bureaucratic and should be simplified

11e. The Council doesn't punish rogue landlords enough

Any other reasons? *(Please indicate below)*



Title of EIA		HMO licensing consultation
EIA Author	Name	Steven Chantler
	Position	Principal Environmental Health Officer
	Date of completion	18/5/23
Head of Service	Name	Davina Blackburn
	Position	Strategic Lead of Regulation
Cabinet Member	Name	David Welsh
	Portfolio	Cabinet Member for 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*)



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

Coventry City Council implemented a city-wide HMO additional licensing scheme on 4 May 2020, which required all HMOs in the city to be licensed.

The council has a duty to carry out a review of any discretionary licensing scheme it has implemented to determine if it is achieving the aim of improving management standards and property conditions for the tenants that live there. The scheme is now reaching its third year and as such this is an appropriate time to review it. The outcome of this review will help measure the effectiveness so far and will assist in informing a future decision on the renewal of any scheme designation.

The review is also intended to lead to service improvements within the remaining life of the existing scheme and for any future scheme and will provide a positive way of engaging with partners, both internal and external, landlords and tenants, and as such has the additional benefit of raising awareness of HMO licensing.

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

Landlords
Agents
Tenants in the Private Rented Sector
Residents living in the city.

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

The Property Licensing Team

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>)

We are now half way through the scheme and have collected a lot of data in relation to property improvements that have been made to the properties in terms of repair and maintenance, which will be baselined from the scheme's inception. The review and consultation process will seek to speak stakeholders to gauge their satisfaction of the scheme and what impact it has made to their lives.

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	P	Improved housing conditions



Age 19-64	P	Improved housing conditions
Age 65+	P	Improved housing conditions
Disability	P	Improved housing conditions
Gender reassignment	P	Improved housing conditions
Marriage and Civil Partnership	P	Improved housing conditions
Pregnancy and maternity	P	Improved housing conditions
Race (Including: colour, nationality, citizenship ethnic or national origins)	P	Improved housing conditions
Religion and belief	P	Improved housing conditions
Sex	P	Improved housing conditions
Sexual orientation	P	Improved housing conditions

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 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: 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	
2.3a What HIs exist in relation to your work / plan / strategy	<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 	
	Response:	
<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>a. Potential outcomes including impact based on socio-economic status or geographical deprivation</p> <p>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.</p> <p>The review will enable the Council to continue improving the standards and management of HMO's in Coventry thus continuing to prevent issues of overcrowding and ensuring such properties are safe and well managed.</p>	



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

The HMO licensing scheme is city wide and aimed at improving some of the poorest accomadtion in the city and in the event that the review identifies areas of inequality, then a resource can be deployed in those areas to address specific problems.

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 employment, health and wellbeing, education and service access. Some people are more likely to be excluded including: older people, people from lower income households, unemployed people, people living in social housing, disabled people, school leavers before 16 with fewer educational qualifications, those living in rural areas, homeless people, 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 entity and may look different to different people at different times.</p> <p>Example 1. Person A, has access to a smartphone and monthly data and can access social media apps, however lacks the digital skills and confidence, and appropriate device to create a CV, apply for jobs and attend remote interviews, and/or access educational and skills resources.</p> <p>Example 2. Person B, is digitally confident and has their own laptop, however due a lower household income and other financial priorities, they cannot afford their monthly broadband subscription and can no longer get online to access the services they need to.</p> <p>Example 3. Person C has very little digital experience and has heard negative stories on the news regarding online scams. Despite having the financial resource, they see no benefit of being online and look for alternatives whenever possible. A new council service requires mandatory online registration, therefore they do not access it.</p>
-----	--



<p>It is important that we all consider how we can reduce digital inequalities across our services, and this may look very different depending on the nature of our work.</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? Consider what the unintended consequences of your work might be. 	
	Response: The review will contain a digital questionnaire, which may not be accessible to everyone.	
2.5b How will you mitigate against digital inequalities?	<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. 	
	Response: Face to face meetings have been arranged in all wards in the city in the evenings, which will ensure that hand written or face to face interviews can be undertaken.	

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

A full appraisal of the information collated will be undertaken to ensure the HMO licensing scheme is reaching far and wide and fulfilling its purpose of improving housing conditions across the city for



all.

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

Headcount:

Sex:

Female	
Male	

Age:

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

Disability:

Disabled	
Not Disabled	
Prefer not to state	
Unknown	

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 ☐

4.0 Approval

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

Email completed EIA to equality@coventry.gov.uk

This page is intentionally left blank