Coventry City Council

Agenda

Cabinet

Time and Date
2.00 pm on Tuesday, 7th January, 2014

Place
Committee Rooms 2 and 3 - Council House

Public business

1. **Apologies**

2. **Declarations of Interest**

3. **Minutes** (Pages 5 - 12)

   (a) To agree the minutes from the meeting of Cabinet on 10th December 2013

   (b) Matters Arising

4. **A Bolder Community Services - Outcome of Consultation on Service Changes** (Pages 13 - 226)

   Report of the Executive Director, People.

   To consider 2 petitions bearing 2,052 and 358 signatures respectively. The petition organisers have been invited to the meeting for the consideration of this matter.

   Please note, a Briefing Note from the Health and Social Care Scrutiny Board (5)'s consideration of this matter on 18th December 2013 is appended to the report at Page 225.

5. **Whitefriars Housing Group - Proposed Changes to Enable New Investment in Coventry Homes, a Viable Spirit Quarters Development to Proceed and for the Council to Implement Service Change Proposals** (Pages 227 - 242)

   Joint report

6. **Council Tax Base 2014/15** (Pages 243 - 254)

   Report of the Executive Director, Resources.

7. **Increasing Pupil Places Programme 2014 Phase 2 : Corpus Christi, Hollyfast, Little Heath, Park Hill and Whitley Abbey Primary Schools** (Pages 255 - 286)

   Report of the Executive Director, People

8. **Polling District and Polling Place Review** (Pages 287 - 366)

   Report of the Chief Executive

9. **International Transport Museum** (Pages 367 - 374)

   Report of the Executive Director, Place

10. **Sub-Regional Joint Committee** (Pages 375 - 384)

    Report of the Chief Executive

11. **Coventry and Warwickshire City Deal** (Pages 385 - 430)

    Report of the Chief Executive

12. **Coventry and Solihull Waste Disposal Company (CSWDC) Preference Shares Redemption** (Pages 431 - 436)

    Report of the Executive Director, Resources

13. **Outstanding Issues** (Pages 437 - 440)

    Report of the Executive Director, Resources

14. **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

Chris West, Executive Director, Resources, Council House Coventry
Monday, 23 December 2013

Note: The person to contact about the agenda and documents for this meeting is Lara Knight / Michelle Salmon, tel: 024 7683 3237 / 3065 Email: lara.knight@coventry.gov.uk / michelle.salmon@coventry.gov.uk

Membership: Councillors G Duggins, D Gannon, A Gingell, L Kelly, D Kershaw, A Khan, R Lancaster, A Lucas (Chair), P Townshend (Deputy Chair), E Ruane and D Chater

By invitation: Councillors A Andrews and J Blundell (non-voting Opposition representatives)

Please note: a hearing loop is available in the committee rooms

If you require a British Sign Language interpreter for this meeting OR if you would like this information in another format or language please contact us.

Lara Knight / Michelle Salmon
Governance Services
Tel: 024 7683 3237 / 3065
Email: lara.knight@coventry.gov.uk / michelle.salmon@coventry.gov.uk

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Coventry City Council
Minutes of the Meeting of Cabinet held at 2.00 pm on Tuesday, 10 December 2013

Present:

Members:	Councillor A Lucas (Chair) Councillor D Chater Councillor G Duggins Councillor D Gannon Councillor A Gingell Councillor A Khan Councillor E Ruane
Deputy Cabinet Member:	Councillor Caan
Non-Voting Opposition Members:	Councillor A Andrews Councillor J Blundell
Other Members:	Councillor Clifford Councillor J McNicholas Councillor T Skipper Councillor S Thomas

Employees (by Directorate):

Chief Executive's:	M. Reeves (Chief Executive), F Collingham, J Moore, J Venn
People	B Walsh (Executive Director)
Place	N Clews, D Cockroft, C Knight, R Moon
Resources	C West (Executive Director), C. Forde, P Jennings, M Salmon
Apologies:	Councillors F Abbott, C Fletcher, J Innes, L Kelly, D Kershaw, R Lancaster, P Townshend

Public Business

90. **Declarations of Interest**

There were no declarations of Interest.

91. **Minutes**

The minutes of the meeting held on 19th November 2013 were agreed and signed as a true record. There were no matters arising.

92. **Exclusion of Press And Public**

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

Minute No.	Subject	Relevant Paragraphs Of Part 1 of Schedule12A
103	Commercial Property – Ground Lease Disposals	3
104	1 Lincoln Street Land Disposal	3

93. **2013/14 Quarter 2 Revenue and Capital Monitoring and Treasury Management Report (to September 2013)**

The Cabinet considered a report of the Executive Director, Resources, that advised Members of the forecast outturn position for revenue and capital expenditure and the Council's treasury management activity in the second quarter of 2013/14.

The current forecast for 2013/14 was a revenue overspend of £1.5m subject to approval of a reserve contribution. This compared to a forecast of £4m at the first quarter. The reported overspend at the same point in 2012/13 was £1.3m. The report outlined the actions planned to bring the 2013/14 position into balance.

The Capital spending forecast as at the second quarter was projected to be £82m. This represented a net increase of £4.1m compared to the £77.9m reported at the first quarter. This increase in the capital programme comprised £3.6m rescheduling of expenditure into 2014/15, £7.8m new spending approvals, and a small underspend of £0.1m. Spending at this revised level would be met by resources previously identified.

RESOLVED that the Cabinet:

1) **Approves a reserve contribution of £0.8m to fund one-off expenditure relating to temporary additional staffing within Children's Social Care within the People Directorate.**

2) **Notes the projected revenue overspend and endorses the proposed actions to balance the budgetary position by year-end.**

3) **Approves the revised capital estimated outturn position for the year of £82m incorporating:**

(i) £7.8m increase in spending relating to approved/technical changes (Appendix 2 refers).
(ii) £3.6m net rescheduling of expenditure into 2014/15, (Appendix 4 refers).
(iii) £0.1m net underspending on the Programme.

94. **Pre-Budget Report 2014/15**

The Cabinet considered a report of the Executive Director, Resources, informing Members that The Chancellor's Spending Round announcement in June 2013 confirmed the Council's future resource allocations from Government, a headline reduction of £19m (11%) of Revenue Support Grant in 2014/15 and an additional £24m (15%) in 2015/16. The cuts came in addition to significant previous reductions in resources made since 2010 and predictions of further reductions for the remainder of the current decade.

In this context, the Pre-Budget Report confirmed the fundamental importance of the Council achieving its existing three year abc savings programme as the starting point for moving towards a balanced Budget position for 2014/15 and beyond. The report detailed the new spending pressures facing the City Council, a small number of new policy initiatives and a range of savings proposals and revised assumptions that would form the basis of this year's formal Budget consultation process. The report also included a revised Discretionary Rate Relief Policy for consultation, proposed in part fulfilment of the Strategic Regeneration and Business Rates abc Review approved within the 2013/14 Budget Setting process.

The proposals were in line with the Council's Medium Term Financial Strategy approved by Council on 3rd December 2013 (their minute 99/13 refers) and would allow for a budget that underpinned the over-arching approach to the challenges that it faced. The approach included, but was not restricted to, Kickstarting the Friargate business district, implementing the Coventry Investment Fund proposals, leading the drive for economic growth and regeneration and supporting the sub-regional City Deal Initiative. The majority of the financial foundations for taking forward the initiatives had already been approved as part of existing decisions and were therefore not subject to specific recommendations within this report. There were specific proposals to enable the Council to continue to support the City's most vulnerable citizens, in particular children in care, those who suffered domestic abuse and lower paid employees.

The report proposed that the budget consultation was carried out on the basis of a rise in Council Tax levels just below the limit set by Government beyond which a referendum would be required. This referendum limit was expected to be 2%. This option made more resources available to the Council both in the short-term and the long-term and would help to protect services provided to the people of Coventry.

RESOLVED that the Cabinet:

(1) Approves the content of the report, the spending and savings options in Section 2 of the report and Appendix 1 of the report and the

proposed approach on Council Tax in paragraph 1.7 of the report, as the basis for the Council's budget consultation process.

(2) Approves the revised Discretionary Rate Relief policy set out in Appendix 2 of the report, as a basis for public consultation.

95. **Coventry Council Plan**

The Cabinet considered a report of the Chief Executive that sought approval of the new Coventry Council Plan.

The previous Council Plan was adopted in 2011 with progress monitored through half yearly performance reports. At the meeting of the Cabinet on 9 July 2013 (minute 29/13 referred) the Cabinet noted that whilst good progress had been made over the last two years, there were significant challenges facing the City that should be reflected in a revised plan for 2013/14 onwards. The new Plan provided the strategic direction and priorities for the Council for the next 10 years and reflected the Council's aspirations for Coventry.

RESOLVED that the Cabinet recommends that the Council approves the new Council Plan attached as Appendix 1 to the report.

96. **University of Warwick and Westwood Business Park Congestion Relief Scheme**

The Cabinet considered a report of the Executive Director, Place, that outlined proposals to deliver a scheme to reduce congestion, improve bus service reliability and provide improved facilities for pedestrians and cyclists around the University of Warwick, Westwood Business Park and the A45.

The total package would cost £5.222m and was all externally funded: £1.725m of government grant funding from the national 'Local Pinch Point Fund', subject to a successful outcome of the bidding process; and £3.497m from the University of Warwick through planning obligations. This was a partnership scheme between Coventry City Council, the University of Warwick and the Department for Transport. To satisfy the grant conditions, work would need to start in January 2014 to enable completion by the middle of 2015.

RESOLVED that the Cabinet are requested to recommend that Council:

1) Approves the delivery of the University of Warwick and Westwood Business Park Congestion Relief Scheme totalling £5.222m as detailed in Sections 1 and 2 of the report.

2) Approves Coventry City Council capital expenditure of £1.725m funded by external grant from the Department for Transport.

3) Delegates authority to sign legally binding funding agreements with the Department for Transport and University of Warwick, including section 151 officer sign-off, by the Executive Director of Resources, in

consultation with the Cabinet Member (Public Services) for the grant funding.

97. **Amendments to Terms of Reference for West Midlands Joint Committee**

The Cabinet considered a report of the Executive Director, Place, that recommended that Council approved changes to the terms of reference of the West Midlands Joint Committee (WMJC) which had been agreed by the Joint Committee, but which required approval by all constituent Districts. Consequently the same recommendation was being taken to all District's Cabinets and Councils.

Cabinet were also being asked to give authority for the Leader to support a proposal to the Secretary of States for Transport and Communities and Local Government for structural changes to the West Midlands Integrated Transport Authority (ITA) which the ITA intended to submit. The Department for Transport had asked that the ITA demonstrated support from all constituent Districts for the proposed structural changes. Consequently the same recommendation was being taken to all District's Cabinets and Councils.
Both changes were related and would affect the governance covering transport delivery in all Wards of Coventry. The aim of the changes was to improve the efficiency and effectiveness of regional activity and to strengthen transport governance.

There were no direct financial implications arising from the recommendations in the report, as the proposals only related to governance arrangements at this stage. However, the WMJC and the ITA formed key elements of the governance arrangements through which Government devolved funding to the West Midlands and onto each local authority.

RESOLVED that the Cabinet:

1) **Accepts the amended terms of reference of the West Midlands Joint Committee as set out in Appendix 2 of the report insofar as they relate to executive functions of the Council, and that the Council Solicitor and Assistant Director Legal and Democratic Services be authorised to take any necessary and consequential actions to give effect to this decision.**

2) **Authorises the Leader of the Council, in consultation with the Chief Executive, to send or sign a letter of support to the relevant Secretary of States in connection with the proposed structural changes to the Integrated Transport Authority.**

98. **MIPIM 2014 - Authority for Attendance 11th - 14th March 2014**

The Cabinet considered a report of the Executive Director, Place, that sought approval for the attendance of a Coventry delegation at MIPIM 2014 being held on 11th – 14th March 2014 in France.

MIPIM continued to be the leading international real estate forum and global market place that brought together industry decision-makers from around the world. The primary objective for attendance was to attract and encourage

investment into Coventry as part of an overall strategy to create and sustain jobs in the region. Participating and exhibiting at MIPIM provided a unique opportunity to profile Coventry and Warwickshire projects, achievements and development opportunities to major decision makers and intermediaries in the UK and international property markets, promoting the region as a location for investment and development, with particular reference to City Centre South, Friargate, City Deal and promoting Coventry as a UK Key City. MIPIM also provided the opportunity to enhance the perception and image of Coventry and Warwickshire. The Monitoring Officer confirmed that she had considered the request and had no concerns.

RESOLVED, that the Cabinet gives approval for the following Coventry delegation to attend the Marche International Des Professionals De L'Immobilier – MIPIM 2014 Conference, to be held in France between 11th – 14th March 2014:-
Councillor Lucas, Leader of the Council
Councillor Kelly, Cabinet Member (Business, Enterprise & Employment)
Martin Reeves – Chief Executive
Martin Yardley – Executive Director, Place
David Cockroft – Assistant Director City Centre & Development Services
Two further support officers from the Place Directorate

(Note: The Chief Executive sought and received clarification that officers would not be required to book annual leave for attendance at the Conference.)

99. **Commercial Property - Ground Lease Disposals**

The Cabinet considered a report of the Executive Director, Place, which detailed the work of the Strategic Property Review Team in identifying a list of income producing ground lease properties from within the commercial portfolio where there was an opportunity to either restructure leases to grow rental income, or dispose of the asset and use the capital receipt to pay off debt.

A corresponding private report detailing confidential financial matters was also submitted for consideration.

The Fundamental Service Review "Strategic Review of Property" A60 required the Council to save £3m per annum from its property portfolio by 2016/17. The targets could only be achieved by a combination of property solutions including rationalisation of operational property, optimisation of the commercial property portfolio and the disposal of some property assets.

RESOLVED that the Cabinet recommend that Council:

1) Approves the list of properties set out in appendix 1 of this report for lease restructure or freehold disposal subject to detailed terms being approved in accordance with the Council's constitution and in compliance with Section 123 of the Local Government Act 1972.

2) Approves that the proceeds of any disposal be allocated to reduce debt servicing costs in accordance with the Council's Medium Term

Financial Strategy, which provides that prudential borrowing should be repaid from capital receipts as they are generated.

3) Approves that the savings realised through debt reduction are allocated against the savings targets for the Strategic Review of Property - Fundamental Service Review.

4) Delegates authority to the Assistant Director - Property Asset Management, to approve the terms of the individual lease restructures and freehold disposals.

100. **1 Lincoln Street - Land Disposal**

The Cabinet considered a report of the Executive Director, Place, that sought approval to proceed with the land sale of 1 Lincoln Street to the preferred purchaser.

A corresponding private report detailing confidential financial matters was also submitted for consideration.

1 Lincoln Street was the site of the former Salvation Army Hostel. A vacant and cleared development site extending to approximately 1.45 acres, it had been marketed for sale, by tender, in July 2013, with unconditional bids for the freehold interest in the site were called for by the 20th September 2013. From the 89 tender packs the highest compliant tender was received from the Gurdwara Guru Nanak Parkash for the site, accordingly this bid was selected as the Council's preferred purchaser providing best consideration for the Council.

RESOLVED that the Cabinet:

1) Approves the terms for the land transfer of the land at 1 Lincoln Street as detailed in the private report.

2) Delegates authority to the Executive Director, Place, and Executive Director, Resources, to complete all the necessary legal documents in connection with the sale.

101. **Outstanding Issues**

The Cabinet considered a report of the Executive Director, Resources, that contained the list of outstanding issues and summarised the current position in respect of each item.

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

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

There were no other items of public business.

103. **Commercial Property - Ground Lease Disposals**

Further to Minute 99 above, the Cabinet considered a report of the Executive Director, Place, that detailed confidential financial matters in relation to the list of income producing ground lease properties from within the commercial portfolio where there was an opportunity to either restructure leases to grow rental income, or dispose of the asset and use the capital receipt to pay off debt.

RESOLVED that the Cabinet recommend that Council:

1) Approves the list of properties set out in appendix 1 of the report for lease restructure or freehold disposal subject to detailed terms being approved in accordance with the Council's constitution and in compliance with Section 123 of the Local Government Act 1972.

2) Approves that the proceeds of any disposal be allocated to reduce debt servicing costs in accordance with the Council's Medium Term Financial Strategy, which provides that prudential borrowing should be repaid from capital receipts as they are generated.

3) Approves that the savings realised through debt reduction are allocated against the savings targets for the Strategic Review of Property – Fundamental Service Review.

4) Delegates authority to the Assistant Director Property Asset Management to approve the terms of the individual lease restructures and freehold disposals.

104. **1 Lincoln Street - Land Disposal**

Further to Minute 100 above, the Cabinet considered a report of the Executive Director, Place, that detailed confidential financial matters in relation to the land sale of 1 Lincoln Street to the preferred purchaser.

RESOLVED that the Cabinet:

1) Approves the terms for the land transfer of the land at 1 Lincoln Street as outlined in paragraph 5.1.1 of the report.

2) Delegates authority to the Executive Director, Place, and Executive Director, Resources, to complete all the necessary legal documents in connection with the sale.

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

There were no other items of private business.

(Meeting closed at 2.50 pm)

Coventry City Council

Public report
Cabinet

Cabinet

7th January 2014

Name of Cabinet Member:
Cabinet Member (Health and Adult Services) - Councillor Gingell

Director Approving Submission of the report:
Executive Director, People

Ward(s) affected:
All

Title:
A Bolder Community Services – outcome of consultation on service changes

Is this a key decision?
Yes – the proposals within the report contain financial implications in excess of £500k and will affect all wards in the City.

Executive Summary:

The People Directorate was formed on 2 September 2013 bringing together what was previously the Community Services Directorate along with Children and Young People Services, forming the biggest directorate within the Council.

As part of its budget setting process for 2013/14 the City Council set challenging financial targets for what was then the Community Services Directorate. This required the Directorate to save £3m in 2013/14, rising to £8m in 2014/15 and then £15m in 2015/16 as well as contributing to other cross cutting corporate targets. These savings targets were on top of managing existing budgetary pressures, which, when added together increases the total savings to £22.5m by 31 March 2016. These targets need to be delivered in order for the City Council to deliver a balanced budget.

To meet the challenges faced by what was the Community Services Directorate, the 'A Bolder Community Services' (ABCS) programme was established which has membership from key stakeholder organisations including Health, Police, and the voluntary sector. This programme was established in October 2012 and oversaw the development of a number of project areas to deliver the savings required for 2013/14 and 2014/15.

The savings target of £3m for 2013/14 was based on a series of efficiency projects and the delivery of activity that had already received the required approvals. In order to deliver the £8m savings target for 2014/15 a wide ranging set of proposals were made to Cabinet. If the proposals were to proceed to implementation they would result in some closures, reductions and changes in Council services. The consultation took place between 27 August 2013 and 15 November 2013.

This report and associated appendices deals with the consultation outcomes, the identified impacts of the proposals and makes a set of recommendations for Cabinet to consider.

Recommendations:

Cabinet is requested to:-

1. Consider any comments from the Health and Social Care Scrutiny Board (5) following their consideration of matters contained within this report at their meeting on 18 December 2013.

2. Note that the two petitions submitted on this matter have been considered as part of the consultation process.

3. Note the outcomes of the consultation and, having taken into account the resulting equality impacts and the updated Equality and Consultation Analysis in Appendices 1 – 13 of this report, approve the implementation of the proposals detailed in (a) to (j) below:-

    (a) Reduce funding to Age UK, Carers Centre, Grapevine and Alzheimer's Society by a 22.5% for each organisation with effect from 1 April 2014 and issue new three year grant aid agreements to these organisations empowering them to use resources flexibly to deliver good outcomes for their respective groups.

    (b) Implement reductions for Housing Related Support by taking an individual approach for each organisation. The arrangement for each organisation to be agreed by 1 April 2014 and implemented by 1 July 2014. Consideration of specific impacts to be delegated to the Executive Director (People) and Cabinet Member (Health and Adult Social Care).

    (c) Cease care at Jack Ball House and George Rowley House Housing with Care schemes and relocate service users to other Housing with Care schemes within the City.

    (d) Close the Day Centres for Older People at Risen Christ and Frank Walsh House and relocate service users to Gilbert Richards.

    (e) Relocate the Day Centres for Adults with Learning Disabilities at Curriers Close and Watcombe Centre to Frank Walsh House.

    (f) Establish a specialist provision for service users at Brandon Wood Farm following further planning work.

    (g) Provide transitional funding to Risen Christ luncheon club to support the centre to make the financial and service adjustments required to continue longer term.

    (h) Retain the weekend dementia day service provided at the Maymorn Centre.

    (i) Support the proposal to develop a Reablement Strategy with the Clinical Commissioning Group and the offer of six-month initial funding to enable the Aylesford to continue while the strategy work is completed.

    (j) Close the in-house Home Support Short Term Service with a target date of 1 July 2014.

List of Appendices included:

Appendix One – Project Proposal, Housing Related Support
Appendix Two – ECA, Housing Related Support
Appendix Three – Project Proposal. Housing with Care
Appendix Four – ECA, Housing with Care
Appendix Five – Project Proposal, Day Opportunities and Transport
Appendix Six – ECA, Day Opportunities and Transport
Appendix Seven – Project Proposal, Information, Advice and Lower Level Support
Appendix Eight – ECA, Information, Advice and Lower Level Support
Appendix Nine – Project Proposal, Aylesford
Appendix Ten – ECA, Aylesford
Appendix Eleven – Project Proposal. Home Support Short Term Service
Appendix Twelve – ECA, Home Support Short Term Service
Appendix Thirteen – Overarching Impact Analysis

Background papers:
None.

Other useful documents:
13 August 2013 – A Bolder Community Services, Coventry City Council Cabinet

Has it been or will it be considered by Scrutiny?
Yes

Although this particular report is not being considered by Scrutiny, the Health and Social Care Scrutiny Board (5) received an interim update on the Consultation on 5th November 2013 and a further update on the outcome of the Consultation at their meeting on 18th December 2013.

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:
Community Services with the People Directorate– consultation on service changes

1. Context (or Background)

1.1 The People Directorate was formed on 2 September 2013 bringing together what were previously the Community Services Directorate and the Children and Young People Service. This new People Directorate excludes the Education and Inclusion service.

1.2 On 26 February 2013, Cabinet set the City Council's budget which included a number of required savings totalling £63m. This included challenging financial targets for what was then the Community Services Directorate to save £3m in 2013/14, rising to £8m in 2014/15 and £15m in 2015/16. In addition, the Directorate is required to contribute to other cross cutting corporate targets including an additional £2m contribution to the corporate procurement review in 2014/15. This, together with managing existing budgetary pressures, increases the required total to £22.5m by 31 March 2016. These targets need to be delivered in order for the City Council to deliver a balanced budget.

1.3 <u>The 'A Bolder Community Services Programme'</u>

1.3.1 In order to manage these challenges over the three year period, the 'a Bolder Community Services' (abcs) programme was established which was led by the Community Services Directorate with involvement from key stakeholder organisations. The abcs programme is part of the wider 'A Bolder Coventry' programme which involves and impacts on all Directorates and residents of Coventry. The abcs programme board has continued to meet.

1.3.2 The abcs programme is underpinned by four strategic principles. These are:

a. Continuous Improvement

Driving further efficiency from current arrangements through either different ways of working and/or ensuring resources are used effectively.

b. People will be expected to do more for themselves

The Directorate will not be able to continue with the same level of activity and range of services and still deliver the required savings. This will mean that people will be required to use their own resources for support to a greater extent than has previously been the case.

c. People will be as independent as possible for as long as possible.

If people do require intervention from Community Services then this will increasingly focus on providing short term, or one off support, to remove or reduce the requirement for a longer term intervention.

d. We will only provide ongoing support to the most vulnerable people when they need it.

Ongoing support will increasingly be targeted at the most vulnerable people, these being people with particularly complex needs and those for whom the Directorate has a responsibility but do not have the resources to arrange support through other means.

1.3.3 The continued applicability of these principles across the newly formed People Directorate will need to be considered as part of the work in developing the new directorate.

1.4 Delivering the Required Savings 2014/15

1.4.1 In response to the Council setting budget and the required saving targets on 13 August 2013 City Council Cabinet approved a consultation period covering six areas of activity undertaken by the Community Services Directorate. This consultation period ran from 27 August 2013 to 15 November 2013. These proposals were aligned with the four principles of the abcs programme as described above in section 1.5. These proposals identified savings of £6m which, if delivered as described would bring the total savings achieved by Community Services to £10m for 2014/15. This was in excess of the £8m required for 2014/15 due to the scale of the overall three year saving requirement combined with the possibility that, following consultation, some variations to proposals may be appropriate which could impact on the savings that could be achieved.

1.4.2 Prior to developing proposals for formal consultation, in January 2013 a series of engagement sessions were undertaken with staff, Trade Unions, partnership forums, partner organisations and the voluntary sector. The intention of these sessions was to outline the challenges facing the Council and Community Services Directorate and seek ideas and suggestions as to how these challenges could be met.

1.4.3 Following these engagement sessions a number of proposals were developed and shared with stakeholders over the period from April 2013 to June 2013 as a pre-consultation. These sessions have influenced the further development of the proposals that were then taken into formal consultation following Cabinet Approval on 13 August 2013.

1.4.4 This report and associated appendices details the outcome of the consultation and makes recommendations on proposals to be implemented. Each of the proposals consulted upon in each of the six areas of activity are outlined in section 2, below.

1.5 Preparing for 2015/16 and beyond

1.5.1 The proposals consulted on and the recommendations arising from the consultation are far reaching and result in significant impacts to Council services and jobs. The proposals, if implemented, will achieve savings of approximately £10m and will not leave any individual that meets the City Council's eligibility criteria for Adult Social Care without support.

1.5.2 In spite of the significance of the proposals contained in this report there is still much more to do to deliver the overall savings target for the People Directorate and manage pressures on existing budgets.

1.5.3 In order to meet these challenges the abcs programme will be superseded in April 2014 by a single programme covering the whole of the People Directorate. Approvals will be sought for the progression of this programme as appropriate.

1.6 Petitions Received

1.6.1 During the consultation two petitions were received from Coventry MIND, one e-petition and one written. In addition a written petition was received from Age UK and the Carers' Centre. Following closure of the consultation a further e-petition was received from Age

UK and the Carers' Centre. This petition is also dealt with in the report as it is in relation to the consultation proposal.

1.6.2 Petition One - E-petition and Written Petition - Reconsider 60% cuts in Housing Related Support

1.6.2.1 E-petition - We object to the proposed 60% cuts for Housing Related Support as this will have a detrimental effect on those with poor mental health. There will be no support for these people in the community, and they will struggle to manage their mental health on a daily basis. Often people with mental health issues become ill very quickly, thus needing easily accessible regular support. People with mental health issues need this vital support, and without it there will be a greater impact on statutory services, which already struggle to cope with demand. Please reconsider the implications of the proposed reductions. 138 signatures were received.

1.6.2.2 There were three versions of the written petition that were submitted as one by Coventry MIND. In total 1,736 signatures were received for the written petitions. The petitions were as follows:

1.6.2.3 1) We hereby sign this petition in objection to the proposed 60% cuts in 2014 for Housing Related Support. We are objecting to this as it will have a detrimental effect on those with poor mental health. There will be no support for these people in the community, and they will struggle to manage their mental health on a daily basis. Often people with mental health issues become ill very quickly, thus needing easily accessible regular support. People with mental health issues need this vital support, and without it there will be a greater impact on statutory services. Please consider the implications of the proposed reductions.

1.6.2.4 2) We should reduce the stigma behind depression and pull together strategies and resources to support it – Do you agree? If yes, sign below.

1.6.2.5 3) We as service users at Coventry and Warwickshire Mind hereby sign this petition in objection to the proposed 60% cuts in 2014 for housing related support. We are objecting to this as it will have a detrimental effect on our mental health. We will have no one to support us in the community, and although we are in the service working towards independence, it can take many years for us to achieve anything. We are people with severe mental health issues, and we struggle to manage our mental health on a daily basis, and often become ill very quickly, thus needing support on a regular basis is vital to us as many of us do not have a social network or family to support us. Please consider the implications of the proposed reductions.

1.6.2.6 In total 1,874 signatures across both e-petition and written petitions were received relating to this proposal.

1.6.2.7 In light of the feedback received during the consultation, including the petition, a revised proposal has been recommended that does not require the application of a 60% cut in funding for all organisations. By taking an approach based on the vulnerabilities of the groups concerned and the organisations ability to make funding reductions it is considered that this petition is responded to appropriately.

1.6.3 Petition Two – Age UK and Carers Centre – Opposition to Community Services Review Proposals

1.6.4 E-petition "We the undersigned request Coventry City Council to consider the long term impact to vulnerable people caused by the proposed cuts to Age UK Coventry and the Carers' Centre in the Community Services Review. We believe that the proposed cut to Contact & Connect, the Information and Advice Service for older people, and support for carers will leave more people in crisis and increase overall costs for the council. We therefore urge the council not to make the proposed cuts to these services." This petition is not due to end until 5th January 2014 and as at the time of writing had 316 signatures.

1.6.5 Written petition – Petition regarding the proposed funding cuts to local Community Services. We the undersigned request Coventry City Council to consider the long term impact to vulnerable people caused by the proposed cuts to Age UK Coventry and the Coventry Carers' Centre in the Community Services Review. We believe that the proposed cut to Contact & Connect, the Information and Advice Service for older people, and support for carers will leave more people in crisis and increase overall costs for the council. We therefore urge the council not to make the proposed cuts to these services. 458 signatories received. At the time of writing a total of 774 signatures have been received for both written and e-petitions.

1.6.6 In light of the feedback received during the consultation, including the petition, it is possible that the reduction in voluntary sector capacity will have an impact on older people and carers. Through entering into longer term agreements with the organisations affected and enabling them to operate in a manner that allows resources to be deployed in the most effective way to support people in Coventry some of the potential impacts should be mitigated.

2. Options considered and recommended proposal

2.1 The consultation analysis for each individual proposal is contained within the appendices to this report along with the accompanying Equality and Consultation Analysis. Cabinet will read these papers in their entirety. The summaries below do not provide a comprehensive treatment of all the issues raised during the consultation but highlight those considered most significant.

2.2 Following conclusion of the consultation the comments received in respect of each proposal were collated and analysed. The impact of each proposal on service user groups and an overall impact of the proposed changes were considered and an overarching Impact Analysis was completed. This analysis was then used to form a view on whether the existing proposal should proceed as described, be varied in the light of the consultation feedback and impacts or withdrawn. The following sections summarise this for each proposal with full information included in the appendices.

2.3 <u>Targeting Housing Related Support on the Most Vulnerable</u>

2.3.1 In reading the section please refer to:

- Appendix One – Project Proposal, Housing Related Support
- Appendix Two – ECA, Housing Related Support

2.3.2 *Proposal Summary*

2.3.2.1 The proposal was to decommission all services funded through Housing Related Support (formerly Supporting People) with effect from 1 April 2014 and implement transitional arrangements for a 1 year period to manage risk. The specific areas consulted on are detailed in Appendix One.

2.3.3 *Summary of Consultation Response*

2.3.3.1 During the consultation it was suggested that a funding reduction totalling 60%, if applied uniformly across all service areas would impact disproportionally on some groups, particularly those with Mental Ill Health. A number of organisations consulted described how where this type of funding had reduced elsewhere they were able to mitigate the effect by increasing the use of Housing Benefit, increase service charges or absorb the cost into other overheads and continue to provide the service.

2.3.3.2 Individuals that would be affected by the proposal indicated the value of current services in supporting them to remain independent and if it was withdrawn they could experience impact on well-being, may become unwell and require other services.

2.3.3.3 The introduction of a criteria for the allocation of funding form part of the consultation, however, feedback was that this would be counter-productive and that organisations are better placed to make decisions on support using their experience and expertise as opposed to the application of a rigid criteria.

2.3.3.4 In order to make reductions organisations will need to vary their service provision except for where there is an alternative funding stream at an equivalent level.

2.3.4 *Summary of Impact Analysis*

2.3.4.1 Within the population that would be affected by this proposal there are protected groups of age, ethnicity, disability and gender.

2.3.4.2 The proposal would impact on 23 organisations and approximately 1,800 people who currently receive support through this funding.

2.3.4.3 The reduction would reduce capacity to support people and although it is accepted that the people who access this support are generally not eligible for Adult Social Care should the support we withdrawn entirely it is possible that some people may become eligible. Particular responses were made during the consultation in respect of Adults with Mental Ill Health.

2.3.4.4 For some organisations, where they are Registered Social Landlords, effects could be mitigated through increasing use of other funding streams such as Housing Benefit, whereas others, who receive relatively small levels of funding could absorb costs within their organisations and continue to provide a service. Others could make savings by implementing a different and more cost effective service model such as floating support so that the same numbers of people could be supported albeit with less support per person.

2.3.5 *Consideration of the Consultation*

2.3.5.1 Sufficient evidence was put forward to demonstrate that there are different levels of vulnerabilities across service user groups and that organisations will be able to take different approaches in light of their individual circumstances and therefore a blanket approach would not be the most effective may of delivering savings and mitigating impacts.

2.3.5.2 Although the majority of people who currently receive support have not been assessed as meeting the City Council's eligibility for Social Care, which is currently critical and substantial the Council should still be mindful of the impact on individuals of withdrawing

or reducing support leading to them potentially requiring more intensive support later in life.

2.3.5.3 Alternative funding sources for Older Peoples Registered Social Landlords have been identified during the consultation, including Housing benefit. A number of organisations have approached Housing Benefit to access this alternative funding stream. The City Council should support this course of action.

2.3.5.4 Where organisations change their delivery model as a result of funding reductions new agreements will be entered into to reflect these revised arrangements.

2.3.5.5 The feedback regarding the application of criteria for access was considered to be an ineffective way of managing resources that would be difficult to implement and manage with little if any benefit for people that are supported.

2.3.6 *Proposal Following Consultation*

2.3.6.1 Implement reductions for Housing Related Support by taking an individual approach for each organisation. The arrangement for each organisation to be agreed by 1st April 2014 and implemented by 1st July 2014. Consideration of specific impacts to be delegated to the Executive Director (People) and Cabinet Member (Health and Adult Social Care). No organisation will be able to continue in their existing contractual terms and conditions. Changes will be made taking into account alternative funding sources and risks associated with vulnerability of service user groups affected.

2.4 <u>Improving the Quality of Housing with Care Accommodation</u>

2.4.1 In reading this section please refer to:

- Appendix Three – Project Proposal. Housing with Care
- Appendix Four – ECA, Housing with Care

2.4.2 *Proposal Summary*

2.4.2.1 The proposal was to decommission the care and support provided at Jack Ball House and George Rowley House due to these being older bedsit style accommodation. The proposal contained a second stage to close further housing with care schemes as new capacity became available.

2.4.3 *Summary of the Consultation Response*

2.4.3.1 During the consultation there was a clear emphasis on the impact of moving older people and that this needed to be managed very sensitively. There was also an acknowledgment that the standard of accommodation was not of a good standard but the care provided was considered to be very good.

2.4.3.2 In respect of the second stage of the proposal more clarity was requested in that should people move at this point they would want some assurance that they would not have to move again as the result of future proposals that are currently unclear.

2.4.3.3 Whitefriars Housing have been working closely with the Council throughout the consultation. The future use of Jack Ball House and George Rowley House was raised during the consultation. Whitefriars Housing have confirmed they will examine the long term options for Jack Ball House and George Rowley House in view of their future investment strategy.

2.4.4 *Summary of Impact Analysis*

2.4.4.1 Within the population that would be affected by this proposal there are protected groups of age, ethnicity, disability and gender.

2.4.4.2 14 service users are at Jack Ball House at the time of writing of which 7 have requested social work support to re-locate. At George Rowley House 18 people remain, none of whom have requested support to move. There were 26 vacancies across Housing with Care in the City at the end of consultation. In order to mitigate impacts on individuals should the proposal proceed careful planning of moves involving families, relatives and carers should take place.

2.4.4.3 Should existing service users move from the schemes as a result of the proposal Whitefriars will look to alternative uses so as to avoid the Community Cohesion risks associated with empty buildings.

2.4.5 *Consideration of the Consultation*

2.4.5.1 The City Council has previous experience of managing moves to other facilities as a result of previous decisions to close facilities and this experience will be used to ensure moves are well planned and sensitively managed. The fact that there is capacity to relocate existing service users to other facilities indicates that people would have a degree of choice over alternative care arrangements.

2.4.5.2 In respect of the second stage of the proposal should the Council consider ceasing care provision at other schemes this would be consulted on separately.

2.4.6 *Proposal Following Consultation*

2.4.6.1 Cease the provision of care and support at Jack Ball House and George Rowley House with a target date of 1st July 2014. Maintain the second element of the proposal as an intended direction of travel but consult further on specific proposals as they emerge.

2.5 <u>Focusing Day Opportunities and Transport to Promote Independence and support the most vulnerable</u>

2.5.1 In reading this section please refer to:

- Appendix Five – Project Proposal, Day Opportunities and Transport
- Appendix Six – ECA, Day Opportunities and Transport

2.5.2 *Proposal Summary*

2.5.2.1 The proposals for day opportunities contained four elements 1) to consolidate Older People Day Opportunities from three sites to one 2) move two Learning Disability Day Opportunities to one site (Frank Walsh House) 3) Cease weekend and bank holiday provision at the Maymorn Dementia Day Centre and 4) Remodel Brandon Wood Farm to a more specialist centre.

2.5.3 *Summary of the Consultation Response*

2.5.3.1 During the consultation the issues that arose in respect of older people were the need to ensure that the requirements of service users from Black and Minority Ethnic groups are appropriately considered should the service from Frank Walsh House move to Gilbert

Richards Centre. For Risen Christ the issues mainly surrounding the close links between the Day Centre and the luncheon club and the risks that if the people using the day centre moved to Gilbert Richards Centre that this would risk the viability of the luncheon club which, if it was to close, would reduce community connections.

2.5.3.2 For the two Learning Disability Centres the limitations of the existing provision at Curriers Close and Watcombe Centre were recognised in the consultation and the potential benefits of moving to a more centrally based centre were positively received. There was however some concerns raised about the increased risks for individuals from being in a busier place in a busier part of town.

2.5.3.3 For Maymorn Centre the issue of alternatives were a focus of the consultation where, although the numbers of attendees are currently low, should the service cease to be provided this would require replacement care. As Maymorn provides the only dementia day service operating at weekends the suitability of any alternative service was a significant concern.

2.5.3.4 The proposal for Brandon Wood Farm to be remodelled as a more specialist centre. The general response to the consultation was that those affected would need to remain closely involved as plans became clearer especially with regard to alternative support if existing service users could no longer attend.

2.5.4 *Summary of Impact Analysis*

2.5.4.1 Within the population that would be affected by this proposal there are protected groups of age, ethnicity, disability and gender.

2.5.4.2 At the end of the consultation 91 service users attended Curriers Close and Watcombe Centre and 32 service users attend either the day service at Risen Christ or Frank Walsh House. Although all of these people can continue to receive a service at either Gilbert Richards Centre (Older People) and Frank Walsh House (Learning Disabilities) the implementation needs to be planned in conjunction with family carers to ensure transport arrangements are effective and the needs of minority groups current at Frank Walsh House are met should the service move.

2.5.4.3 The proposal would have significant impacts on older people with dementia that required support at weekends as Maymorn is the only dementia day service in the City. This would have an immediate impact on current service users and family carers and a longer term impact of those for whom the service would not be available in the future.

2.5.5 *Consideration of the Consultation*

2.5.5.1 With effective planning it is possible to close day centres and relocate to alternative provision. The City Council has done this previously, most recently in 2012 with the closure of St Thomas and Samuel Hayward day centres.

2.5.5.2 There are risks to the luncheon club should the day service move from Risen Christ. Although it is not a City Council responsibility to fund this type of provision there are risks to community connections and therefore consideration should be given to providing some transitional funding for Risen Christ with the expectation that this becomes self-sufficient after a transitional period.

2.5.5.3 In respect of the Maymorn Centre the numbers of people that attend the weekend service are low; this is however the only weekend day service in the City and the availability of alternative support at the weekend was a major concern of those

consulted. Should the weekend service close the costs of alternative arrangements would significantly impact on savings realised and prevent other people with dementia, as a growing group, from accessing support in the future.

2.5.6 *Proposal Following Consultation*

2.5.6.1 The proposals with regard to the re-location of services for Older People and Adults with a Learning Disability should proceed. In consideration of the luncheon club at Risen Christ some transitional funding for 18 months should be provided to enable the centre to make the adjustment required. The proposal to close the dementia weekend service at Maymorn should not proceed.

2.5.6.2 The proposal in respect of Brandon Wood Farm should be progressed following further consideration and more detailed planning.

2.6 Targeting Adult Social Care Information, Advice and Support

2.6.1 In reading this section please refer to:

- Appendix Seven – Project Proposal, Information, Advice and Support
- Appendix Eight – ECA, Information, Advice and Support

2.6.2 *Proposal Summary*

2.6.2.1 The proposal put forward in the consultation was to make a number of funding reductions across specific areas of activity in the voluntary sector currently provided by four organisations. The specific areas consulted on are detailed in Appendix One.

2.6.2.2 The funding reductions should the proposals proceed would total £120k across Coventry Carers' Centre, Age UK, Grapevine and the Alzheimer's Society. In the pre-consultation stage following feedback from these organisations each organisation assembled the proposals that were put out to consultation.

2.6.3 *Summary of consultation response*

2.6.3.1 During the consultation it was suggested that the reduction would reduce available support and that such reductions could have a detrimental effect on the City as it may result in people presenting at statutory services sooner. It was also suggested that the implementation of the proposal would have a disproportionate impact in relation to the savings to be achieved. Particularly it was suggested that a small saving at this point could result in significant longer term cost impacts as a result of reducing levels of available support. The provision on longer term funding agreements with the City Council for five years would assist in mitigation of impacts through providing a level of funding stability.

2.6.4 *Summary of Impact Analysis*

2.6.4.1 Within the population that would be affected by this proposal there are protected groups of age, ethnicity, disability and gender.

2.6.4.2 The mitigation of negative effects is detailed in Appendix Two and although effects can be mitigated through reducing a number of different service elements as opposed to ceasing any one area of provision this does not mitigate the effect of the reductions in service capacity. In addition, the presence of other information outlets is only part

mitigation as other services would be non-specialised and information based rather than advice.

2.6.5 *Consideration of the Consultation*

2.6.5.1 The organisations impacted on by the consultation suggested specific areas that may be impacted on as a result of a reduction in funding. These areas were outlined in the consultation. In order to mitigate some of the impact upon the organisations, and therefore the individuals affected, and to allow them to plan a sustainable service three year grant aid agreements will be offered to those affected to give some stability of funding in the medium term. These new agreements will be operated in a manner that allows the affected organisations to use resources in the most effective way to support people of the City as opposed to being held to very prescriptive conditions. Although five year agreements were requested this is too long a period in light of the pace and scale of public sector change.

2.6.6 *Proposal Following Consultation*

2.6.6.1 Implement the reduction to funding from 1 April 2014 and enter into three year Grant Aid Agreements which give added flexibility for organisations to use remaining resources to provide effective preventative support.

2.7 <u>Realigning Reablement Responsibilities - Aylesford</u>

2.7.1 In reading this section please refer to:

- Appendix Nine – Project Proposal, Aylesford
- Appendix Ten – ECA, Aylesford

2.7.2 *Proposal Summary*

2.7.2.1 The proposal concerned consulting with the Clinical Commissioning Group regarding the funding of the centre as it supports both health and social care. The impacts of closure were also consulted on so that if funding could not be sustained the impacts were properly understood prior to making any decision to close.

2.7.3 *Summary of the Consultation Response*

2.7.3.1 The Aylesford provides support that both enables hospital discharge, and reduces the need for ongoing care and support through delivery of reablement services. During the consultation a number of positive comments were received from staff and people that had used the service supporting how valued the service was.

2.7.3.2 A number of people indicated their support for the City Council consulting with the Clinical Commissioning Group (CCG) regarding the funding of the centre.

2.7.3.3 Acknowledging the value of the Aylesford across Health and Social Care the Clinical Commissioning Group engaged positively in the consultation and have agreed to make funding available for six months from 1 April 2014 to enable the Aylesford to continue and the production of a reablement strategy for the City. This work will form part of the Transformation Integration Programme between the City Council and Health.

2.7.4 *Summary of Impact Analysis*

2.7.4.1 Within the population that would be affected by this proposal there are protected groups of age, ethnicity, disability and gender.

2.7.4.2 Should the Aylesford close there would be impacts in the ability of the City Council and its health partners to support people appropriately on discharge from hospital and reduce the requirement for ongoing health or social care support. Part of this impact could be mitigated by other services; however, these may not currently be appropriate as an alternative in order to sufficiently mitigate risk.

2.7.5 *Consideration of the Consultation*

2.7.5.1 The proposal by the Clinical Commissioning Group to fund the Aylesford initially for a period of six months should be welcomed as this recognises the value of the Aylesford across both Health and Social Care.

2.7.5.2 Subject to the outcome of the reablement strategy work it may be appropriate to bring further future proposals with regard to the Aylesford.

2.7.6 *Proposal to be Implemented*

2.7.6.1 The offer of six months initial funding to enable the development of a new strategy for reablement should be supported by the City Council and consideration not given to closure at this point.

2.8 Remodelling Home Support Reablement in Coventry and ceasing in-house provision - HSSTS (Home Support Short Term Service)

2.8.1 In reading this proposal please refer to:

- Appendix Eleven – Project Proposal. Home Support Short Term Service
- Appendix Twelve – ECA, Home Support Short Term Service

2.8.2 *Proposal Summary*

2.8.2.1 This proposal concerned the closure of the in-house home support reablement service and the purchasing of this service externally. The proposal also concerned the re-modelling of reablement in Coventry across Health and Social Care.

2.8.3 *Summary of the Consultation Response*

2.8.3.1 During the consultation the majority of responses were received from staff and trade unions around the risks of not providing a service in-house, the fact that care jobs in the independent sector have less favourable terms and conditions than City Council jobs and those efficiencies could be made by service changes.

2.8.3.2 In the course of the consultation some staff members, supported by their Trade Unions, submitted proposals as to how the service could deliver savings to remain in-house. These included proposals around grading, travel arrangements and management structures.

2.8.3.3 Health colleagues recognised the high cost of the current service but were concerned that should the service close this would reduce reablement capacity across the City that would place increased pressure on other health and social care resources.

2.8.4 *Summary of the Impact Analysis*

2.8.4.1 As the service is provided on a short term basis existing service users would not be required to move to other providers as a direct result of the closure of this service.

2.8.4.2 Closing the service without alternative capacity elsewhere would have a negative impact due to restricting the opportunity for people to benefit from a period of reablement in order to reduce long term reliance on Health and Social Care

2.8.5 *Consideration of the Consultation*

2.8.5.1 Work is underway to produce a reablement strategy for Coventry to provide a reablement service that meets the needs of health and social care.

2.8.5.2 Although proposals were put forward by staff and trade unions to make savings these would not reduce the costs of the service to a comparable level with the independent sector. For example, the cost of the in-house service is £40 - £50 per hour whereas support in the independent sector is in the region of £12.00 - £13.00 per hour.

2.8.5.3 As the nature of the service is short term there is not a static group of people that would be affected, however consideration needs to be given to making a similar service available for people going forward. Commissioning this jointly with Health would recognise the benefits of reablement across Health and Social Care.

2.8.6 *Proposal to be Implemented*

2.8.6.1 It is proposed that the in-house service closes to a target date of 1st July 2014.

2.8.6.2 While the reablement strategy work is completed existing City Council framework contracts will be used to purchase reablement home support for health and social care.

3. Results of consultation undertaken

3.1 The consultation undertaken between 27 August 2013 and 15 November 2013 was extensive and covered the proposals around six areas of activity currently undertaken by the City Council.

3.2 The consultation was public and covered the whole series of consultation proposals. In order to support stakeholders in understanding the detail of the proposals, the consultation was undertaken in a variety of ways depending on the target audience.

3.3 A combination of methods were used to consult including on-line and paper based in a survey format, with a generic set of questions for each proposal. The survey was available throughout the twelve weeks on the City Council website and internally on Beacon (intranet). The consultation was available in ten different languages, including Punjabi, Gujarati, Mandarin and others.

3.4 Staff, Trade Unions, service users, families, carers, service providers, and voluntary sector organisations were invited to take part in and had the opportunity to contribute to the consultation through the methods outlined.

3.5 A range of consultation meetings and drop-in sessions were held for each of the different stakeholder groups. During consultation meetings involving groups, organisations and individuals, people were asked to encourage other interested parties to participate in the consultation and share their views. People were also reminded that they could contribute to the consultation on as many occasions as they wanted to.

3.6 Paper copies of the consultation proposals and the consultation survey were made available to all groups, service users, carers, family members on request, and made available in all seventeen libraries across the city, in Civic Centre 1, and Council House receptions. Pre-paid envelopes were made available if required.

3.7 Over the period of consultation approximately 90 consultation meetings were held, 1,000 people were spoken to, 536 survey responses were completed, 8,500 people were directly contacted and over 2,000 website hits were received. As a number of different projects were being consulted on the nature of responses varied considerably and are outlined for each project in the attached appendices.

3.8 A number of organisational responses were received both on the programme overall and on specific proposals. These included responses from organisations such as Healthwatch Coventry, West Midlands Fire Service, Coventry and Rugby Clinical Commissioning Group, Coventry and Warwickshire Partnership Trust, Coventry University and from a number of organisations directly affected by the proposals.

3.9 Feedback from all consultation discussion was recorded and analysed throughout the process. This information was used to inform an interim report that was issued part way through the consultation process.

3.10 It is clear from the consultation that most people who responded were not in support of the proposals. This was borne out in the comments received in the course of consultation meetings and more specifically evidence through the survey where the majority of people disagreed with the proposals. Many individuals recognised the immense challenges facing the City Council and although did not agree did comment positively on the approach taken by the City Council in being honest about the financial position and speaking to people about this through consultation.

3.11 During the consultation people were given the opportunity to put forward alternative options for how savings could be made. Although some alternative proposals were received they did not meet the level of savings required by the financial targets.

4. Timetable for implementing this decision

4.1 If decisions were made to implement any or all of the proposals they will be implemented as early as possible in 2014.

4.2 Due to the range and complexity of proposals identified, full implementation will not be achieved until the summer of 2014.

5. Comments from the Executive Director, Resources

5.1 Financial implications

5.1.1 This report seeks approval to implement a set a proposals following consultation to deliver the savings required from the previous Community Services Directorate.

5.1.2 When fully implemented these proposals are expected to deliver the savings s described in table one below.

Table One – Forecast Savings from Proposals

Title - Project	**Forecast Savings £m**
Info and Advice	0.12
Housing Related Support	1.50
Reablement – Aylesford	0.90 (dependent upon outcome of review)
Reablement – Home Support Short Term Service	1.70
Day Opportunities and Transport	0.50
Housing with Care	0.40
Electronic Call Monitoring	0.40
Total Revenue Savings	**5.52**

5.1.3 Due to the differing implementation dates relating to the various proposals, it is expected that £4.5m worth of savings will be achieved within 2014/15 with the full year effect taking place the following year. The delivery of these savings is required for the City Council and the Directorate to deliver a balanced budget.

5.1.4 The City Council Budget for 2013/14 is £268.4m net (excluding schools), which already takes into account the savings required for this year. Of this, the Community Services Directorate Budget for 2013/14 is £99.5m.

5.2 Legal implications

5.2.1 The proposals outline a number of significant changes to the way in which the People Directorate delivers services to the population of the city, whilst continuing to comply with its statutory responsibilities.

5.2.2 Public authority decision makers are under a non-delegable ongoing duty to have due regard to the need to 1) eliminate discrimination, 2) advance equality of opportunity and 3) foster good relations between persons who share a relevant protected characteristic (Public sector equality duty – s 149(1) Equality Act 2010).

5.2.3 The relevant protected characteristics are age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex, and sexual orientation.

5.2.4 Decision makers must be consciously thinking about these three aims as part of their decision making process with rigour and with an open mind. The duty is to have “due regard”, not to achieve a result but to have due regard to the need to achieve these goals. Consideration must be given to the potential adverse impacts and the measures (if any) that are available to minimise any discriminatory effects.

5.2.5 Cabinet members must therefore ensure they read all papers to enable them to assess the risk and extent of any adverse impacts and the ways in which such risk may be eliminated.

5.2.6 "In short, the decision maker must be clear precisely what the equality implications are when he puts them in the balance, and he must recognise the desirability of achieving them, but ultimately it is for him to decide what weight should be given in light of the relevant factors".

6. Other implications

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

The Council Plan sets out the city's vision for Coventry, which is 'Coventry proud to be a city that works…'

The proposals contained within this report contribute to the Councils vision and objectives as follows:

…for jobs and growth…although the proposals will see a reduction in City Council jobs employment opportunities will be created through externally commissioning services.

…to support and celebrate our young people….the proposals contained within this report focus on support to Adults as delivered by the previous Community Services Directorate, however, the newly formed People directorate will create opportunities for how Children and Adult services can work together.

…to protect our most vulnerable residents….one of the focusses of the abcs programme is supporting the most vulnerable. The proposals contained within this report are aimed at ensuring the Directorate can continue to support the most vulnerable and reducing other areas of services will support the delivery of this.

6.2 How is risk being managed?

Risk management plans are in place for each of the projects. The monitoring of these risks, along with actions to mitigate, takes place through the abcs programme board. The risks associated this programme of work are included on the corporate risk register.

6.3 What is the impact on the organisation?

The recommendations to either decommission and/or reorganise services will mean that a number of City Council staff are affected by these proposals. The proposals will result in a mix of post deletions, job changes, changes to work locations and some variations to working hours.

The most significant impact is in relation to post deletions as the proposals in relation to the Home Support Short Term Service, Housing with Care and Day Opportunities would result in the deletion of approximately 150 occupied posts. Of these posts 140 are occupied by part time female workers. As the Clinical Commissioning Group has agreed with the City Council to fund the Aylesford from reablement monies, initially for six months from 1 April 2014 to 30 September 2014, the 40 posts at the Aylesford will not be affected at this time.

A number of strategies will be put in place in order to mitigate the impact of post deletions on staff. For example 44 Early Retirement/Voluntary Redundancy applicants already exist within Internally Provided Services and Adult Social Care as a result of the Council's previous ER/VR programmes. In addition there are potentially a further 8 to 10 redeployment opportunities which exist on the Council wider bumped opportunities list all of which would create redeployment opportunities for a number of staff displaced by these proposals.

Should recommendations be approved discussions will take place with Trades Unions about the proposals for implementation. This will include plans to minimise the adverse impact on employees as far as possible through further VR applications, vacancy management and redeployment, and by reviewing existing temporary contracts, and agency usage. Individual meetings will take place with all affected employees and implementation will be managed in accordance with the City Council's change management agreement, the Security of Employment Agreement.

The implementation plan will include a range of initiatives which will be designed to support affected employees through the process of change also and to support them in finding suitable alternative employment either within or outside of the Council.

6.4 Equalities / EIA

During the consultation process, the Equality and Consultation Analyses were further developed so that final decisions can be made based on available knowledge of known impacts. Due to the scale of changes required, all negative impacts cannot be removed or mitigated.

An overarching Impact Analysis has been completed and is included at Appendix Thirteen. This includes a description of the impact on staff as well as people that use services.

6.5 Implications for (or impact on) the environment

The proposals to reduce the number of day centres and therefore transport routes to centres is likely to reduce the number of City Council vehicles on the road.

6.6 Implications for partner organisations?

There are implications for partner organisations within many of the proposals.
These include:

Voluntary Sector:

Voluntary sector organisations will be impacted upon including Alzhiemer's Society, Age UK, Carers' Centre, and Grapevine, Coventry MIND, as well as a number of Registered Social Landlords, e.g. Whitefriars, Orbit, Midland Heart Housing.

Health:

The Clinical Commissioning Group is directly impacted by the proposals in respect of Home Support Short Term Service and the Aylesford.

Report author(s):

Name and job title:
Pete Fahy, Assistant Director, People Directorate

Directorate:
People Directorate

Tel and email contact:
Mail to: Peter.Fahy@coventry.gov.uk
Tel: 024 7683 3555

Enquiries should be directed to the above person.

Contributor/ approver name	Title	Directorate or organisation	Date doc sent out	Date response received or approved
Contributors:				
Mark Godfrey	Deputy Director	People	23/11/13	10/12/13
Sara Roach	Deputy Director	People	23/11/13	10/12/13
Linda Sanders	Interim Assistant Director	People	23/11/13	10/12/13
Simon Brake	Assistant Director	People	23/11/13	10/12/13
Cat Parker	Executive Project Manager	People	23/11/13	10/12/13
Marc Greenwood	Programme Delivery Manager	People	23/11/13	10/12/13
Michelle McGinty	Head of Involvement and Partnerships	People	23/11/13	10/12/13
Nigel Hart	Communications Officer	Chief Executives	23/11/13	10/12/13
Marion O'Brien	Human Resources Manager	Resources	23/11/13	10/12/13
Lara Knight	Governance Services Team Leader	Resources	5/12/13	11/12/13
Names of approvers for submission: (officers and members)				
Finance: Ewan Dewar	Finance Manager, Community Services	Resources	23/11/13	10/12/13
Legal: Julie Newman	Senior Solicitor	Resources	23/11/13	10/12/13
Director: Brian M Walsh	Executive Director	People	23/11/13	13/12/13
Members: Councillor A. Gingell	Cabinet Member (Health and Adult Services)	-	6/12/13	17/12/13

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Coventry City Council

A Bolder Community Services
Housing Related Support

1. Proposal consulted upon

In order to meet the financial challenge it was originally proposed that the Housing Related Support services currently commissioned by the City Council would stop following a transitional period.

During engagement sessions with over 30 people from provider organisations, the above approach was discussed. Providers suggested that by removing the existing services this would create a dependency on statutory services in the future due to the preventative nature Housing Related Support provided.

Therefore transitional arrangements will be put in place to ensure a greater understanding of the impacts can be evidenced and quantified.

The proposal that was consulted upon was:

1) To decommission all existing Housing Related Support contracts with effect from 31st March 2014.

2) To commission transitional arrangements that enable individuals to continue to access support through resources other than Supporting People funding wherever this is possible.

Transitional arrangements would be put in place, for a maximum of 12 months and up to the value of approximately £1.2m, in order to manage the potential impacts of significantly reducing the level of City Council funding for Housing Related Support. This equated to a 60% reduction in funding across all contracts.

It was proposed that criteria would then be applied by providers to prospective service users and it would be the responsibility of the providers to apply the criteria and determine who is eligible for support. The criteria were available for consultation in order to seek views on how this support would best be delivered and funded within available resources. The criteria proposed included the following:

- People have no ability to pay for this type of support.

In order to support the above the following needs to be considered:

- People are at risk of homelessness;
- People have a local connection to Coventry;
- People have no alternative support network.

Providers would be expected to:

- Manage the demand for services. They would be given an amount of money and by applying the criteria, agreed following consultation, the City Council expected demand to be met within the set budget. Providers would therefore be responsible for how they use the resources over the 12 month period to appropriately support those individuals who they determine need support.
- Apply access criteria in line with tenancy agreements and referral pathways for those accessing services.
- Identify how best to meet the needs of their particular client group as the transitional arrangements would enable those providers to continue to have flexibility in the ways in which they do so.

The consultation period provided an opportunity to:

- understand further the impact of the proposed changes;
- support planning and identification of support services.

Future Commissioning
At the end of the 12 month transitional period there may be services that the City Council regards necessary to continue funding in some form. During this time, the City Council would work with providers to determine future arrangements.

3. Consultation summary

Throughout the consultation, a total of 24 meetings were held to specifically discuss the proposal relating to Housing Related Support. The meetings were provided to a range of different groups including service users, staff and family carers. At these meetings in the region of 240 people were in attendance.

In addition, two petitions were submitted on behalf of mental health services. An e-petition received 138 signatories and a paper petition received 1,736 signatories. The wording used for each petition can be found at the end of this appendix.

3.1 Consultation Response Themes

In total, 116 responses were received in relation to the Housing Related Support proposal, with some of these responses being received on behalf of a number of people as a result of group discussion. Of those responses received, 5 indicated agreement with the proposals, 73 disagreed and 15 did not know. A total of 23 chose not to provide a view as to whether they agreed or not. These figures include responses gathered by members of the project team at a number of consultation meetings. During these meetings if no decisive view was shared no agree or disagree response was recorded.

A number of people who responded did not indicate agreement or disagreement to the proposals. Where comments/narrative has been provided, they have been analysed in order to allow those views to be taken into account. Some feedback refers to activities that were not the subject of the consultation and this is not included within the themes.

The content of meetings and individual responses have been analysed to produce the main themes that are outlined in the following section.

Theme 1 – Potential impact on vulnerable people

A number of responses have focused on the potential impact on vulnerable people. The client groups in receipt of these services, although not necessarily all eligible for care services under Fair Access to Care Services (FACS), are considered to be vulnerable groups. Thus, a reduction in support could be detrimental to the users and could lead to increased dependency on care services in the future. There has been a suggestion throughout the consultation that the support provided enables individuals to remain independent. Without support people may be unable to retain this independence.

Theme 2 – Concern about the effect on users or on other service providers after changes

It has been suggested that by reducing available HRS funding, other services across the city will see demand increase. This primarily relates to health services but not exclusively. The rationale for this statement suggests that by reducing HRS resources, people will no longer get

the support they need and therefore will become unwell and require health services. This view is expressed across different client groups.

Theme 3 – Value of current services received

Specific views have been shared regarding the reassurance the existing services provide. For example, older people have expressed views that the wardens they currently have, paid for by HRS funding, within their sheltered accommodation scheme provides them with security and a sense of safety. Equally, mental health service users have expressed their concern about any loss of services and impact on their wellbeing as a consequence. Respondents have identified how much the services are valued.

Theme 4 – Reduced capacity through the application of the eligibility criteria

Concerns have been raised that the eligibility criteria will mean large numbers of service users will not be able to get support from providers. On the contrary, it has been suggested that most existing Mental Health service users will meet the defined eligibility criteria but the reduced funding will mean that there won't be capacity to cater for them all.

Theme 5 – Lack of understanding about the full impact of the proposal

It has been suggested that some service users do not fully understand or appreciate the impact of the proposals. This has been raised as an issue during service user and provider meetings. It is suggested that the consequence of this is that some people are not able to fully participate in the consultation.

Theme 6 – Consideration of alternatives

Consultation responses have at times proposed alternative ways in which savings can be made. These have included the redesign of existing services to create efficiencies within provider organisations, charging for services and the use of alternative funding streams. In particular, Registered Social Landlords (RSL's) are looking at options for redesigning housing management roles to enable tenants to claim support through Housing Benefit. Whilst not a like for like swap of job roles and support functions, it does enable organisations to access alternative funding streams to provide support to tenants. These suggestions were discussed with Housing Benefit colleagues during the consultation. Some providers feel this is a less favourable option due to previous experiences. However, the general view is that this is now a viable alternative funding source for RSL's to enable people to continue with their tenancies.

Theme 7 – Reduction in funding too high

Views have been shared that suggest the amount of funding to be reduced is too high. Respondents have supported looking for alternative funding sources but if these sources are not available the 60% reduction across all client groups has been suggested to be too high.

4. Proposal to be implemented following Consultation

As the analysis above outlines, the diversity across the different Housing Related Support client groups is clear. Therefore, the revised proposals have taken this into consideration and seek to respond to the different needs and circumstances that exist.

Responses to the consultation have indicated that a 12 month transitional period may be too short, therefore it is proposed that the following arrangements will be in place for 18 months. During the transitional period further work will be undertaken with providers and social care

professionals to determine more precisely the impact of the changes and to identify the long term requirements in terms of housing related support services.

A draft criterion for access to services was consulted on as part of the consultation process. Responses during the consultation suggested that the professional judgement of providers is a better way of identifying who should receive support in conjunction with the Council. It is therefore proposed that the criteria is not taken forward but that those providers that continue to receive funding through Housing Related Support, in conjunction with the Council, utilise the funds using their professional knowledge and expertise to target them in the most appropriate way.

The following outlines the proposed arrangements for the transitional 18 month period.

Older People
RSL's will be encouraged to access Housing Benefit as an alternative funding stream. Therefore, it is proposed that all Housing Related Support funding currently allocated to RSLs will cease and this activity will continue to be supported through Housing Benefit.

An example of this is demonstrated by one organisation having already undertaken work with Housing Benefit to reallocate existing Housing Related Support funding into housing management activities. This has enabled the organisation to identify how 100% of funding can be claimed through Housing Benefit thus no longer relying on any funding from Housing Related Support.

For the minority of organisations that are not RSL's and who will not be able to make use of Housing Benefit as an alternative funding stream, negotiations will take place to ensure funding reductions are managed and therefore the impact on tenants is reduced/mitigated.

This proposal ensures that savings targets are achieved whilst enabling providers to continue to ensure tenancies are maintained.

Floating support services are not eligible for Housing Benefit funding. Where an Older People's floating support model exists, we will negotiate a transitional arrangement for an 18 month period. The floating support models provide services to individuals in tenancies and private homes, ensuring people are able to remain independent in their homes for longer.

Community Alarms
Unit costs for Community Alarms vary greatly across organisations. In order to bring these costs into line it is proposed that a maximum amount is commissioned. The in-house Monitoring and Response service can provide a community alarm monitoring service for £1.60 per alarm per week. This figure is also approximately a 60% reduction in the market rate across existing Housing Related Support community alarm contracts. It is therefore proposed the Council will negotiate with providers to commission community alarms up to £1.60 per alarm per week.

This funding will be available to all existing service users. New tenants who enter housing schemes will not be eligible.

Learning Disabilities and Mental Health
It is proposed to negotiate agreements with providers for an 18 month period to enable the impact to service users to be more fully understood. During the consultation providers indicated that reductions can be achieved whilst mitigating the greatest impact on service users.

An example of this flexibility is demonstrated by one provider indicating their ability to deliver 47% reductions on existing contracts by moving to a purely floating support model. This would be achieved whilst maintaining safe and effective services for their existing client groups. It is therefore proposed to explore these options further with providers to ensure impacts are mitigated whilst delivering against savings targets.

Home Improvement Agency (HIA)
It is proposed that the service is funded through an alternative funding stream. This will be negotiated with the provider.

Physical and Sensory Impairment (PSI)
It is proposed to negotiate with the provider in order to reduce funding and to ascertain the full impact of these reductions whilst exploring alternative options.

4.1 Post Provider Negotiations
Upon completion of negotiations with providers, if any significant concerns are identified in terms of impact on individuals, this will be discussed with the Cabinet Member for Health & Adult Services and the Executive Director for People.

4.2 Phasing of funding reductions
Funding reduction will be phased where it is identified appropriate to do so. The timings for phasing will be negotiated with providers.

5. Approach to risk management

Prior to and throughout the consultation a number of risks and considerations have been identified. Risks identified will be managed in accordance with the Council's Corporate Risk Management processes.

Mental Health e-petition wording

Reconsider 60% cuts in Housing Related Support

We object to the proposed 60% cuts for Housing Related Support as this will have a detrimental effect on those with poor mental health. There will be no support for these people in the community, and they will struggle to manage their mental health on a daily basis. Often people with mental health issues become ill very quickly, thus needing easily accessible regular support. People with mental health issues need this vital support, and without it there will be a greater impact on statutory services, which already struggle to cope with demand. Please reconsider the implications of the proposed reductions.

Mental Health paper petition wording (three versions of the wording were used to collect the signatures but the overall petition was issued by Coventry Mind as one)

Against Proposed Cuts in Housing Related Support

Wording one

We hereby sign this petition in objection to the proposed 60% cuts in 2014 for Housing Related Support. We are objecting to this as it will have a detrimental effect on those with poor mental health. There will be no support for these people in the community, and they will struggle to manage their mental health on a daily basis. Often people with mental health issues become ill very quickly, thus needing easily accessible regular support. People with mental health issues need this vital support, and without it there will be a greater impact on statutory services. Please consider the implications of the proposed reductions.

Wording two

We should reduce the stigma behind depression and pull together strategies and resources to support it – Do you agree? If yes, sign below.

Wording three

We as service users at Coventry and Warwickshire Mind hereby sign this petition in objection to the proposed 60% cuts in 2014 for housing related support. We are objecting to this as it will have a detrimental effect on our mental health. We will have no one to support us in the community, and although we are in the service working towards independence, it can take many years for us to achieve anything. We are people with severe mental health issues, and we struggle to manage our mental health on a daily basis, and often become ill very quickly, thus needing support on a regular basis is vital to us as many of us do not have a social network or family to support us. Please consider the implications of the proposed reductions.

Coventry City Council

Equality and Consultation Analysis (ECA)

Context

Name of Review	A Bolder Community Services - Housing Related Support
Service Manager	Jon Reading
Officer completing analysis	Craig Dutton & Clare Storey
Date	10/12/2013

Scoping area of work

1. Briefly describe the area of work this analysis relates to:

Housing Related Support services aim to provide a better quality of life for vulnerable adults over 18 to allow them to live more independently and to maintain living in their own homes for as long as possible. This analysis covers housing related support services for older people, people with mental health issues and people with learning disabilities who are not eligible for social care services under the Fair Access to Social Care Services (FACS) criteria. These services include:

- Accommodation based (sheltered/supported housing) for older people, adults with learning disabilities and adults with mental health issues.
- Floating Support (support from a distance in their own or rented accommodation) for older people, adults with learning disabilities and adults with mental health issues.
- Community Alarms (portable/pull cord in individual properties)
- Orbit Care and Repair (Home Improvement Agency - this service enables residents to continue living independently in their own home by providing repair improvements and adaptations to meet their needs)

There are two main types of support; accommodation based and floating support. Accommodation based support consists of an on-site warden/officer who supports people within sheltered flats whereas floating support tends to be support from distance in people's private or rented accommodation. Accommodation based services may also include an alarm/response service for out of hours when the warden is not on site. The type of support provided by support workers/wardens includes support to set up a home or arrange and maintain a tenancy, managing debt and finances, developing domestic skills, counselling and advice, and supporting access to other services i.e. healthcare.

The annual budget for the service in 2013-14 is £2.7m. There are currently 75 schemes (30 contracts) with 23 providers which supports approximately 1,800 service users across Older People, Learning Disabilities, Mental Health and Physical & Sensory Impairment services.

The funding for these services is currently under review as part of A Bolder Community Services.

Public Sector Equality Duty

2. Which, if any, parts of the general equality duty is the service relevant to? Please mark with an 'X'

	Eliminate discrimination, harassment and victimisation
X	Advance equality of opportunity between people who share relevant protected characteristics and those who do not
	Foster good relations between people who share relevant protected characteristics and those who do not

Gathering Information and Data

3. Who are the key groups that could be impacted by this work/service, including service users both existing and potential and stakeholders?

- Current Providers
- Potential Providers
- Service Users
- Potential Service users
- Family carers
- The families of Service Users
- Staff working in provider organisations
- Assessment and Case Management teams, Coventry City Council
- Other Private, Voluntary Independent service providers
- Health commissioners

4. From the list above, which of these constitute protected groups or vulnerable communities (e.g. those experiencing deprivation)?

Within the current service user population, there are protected groups of age, ethnicity, disability, gender and family carers.

5. Which of the key protected groups and stakeholders representatives will need to be kept informed, consulted or actively involved in this area of work?

Key Stakeholder	***Type of Involvement**	**Method(s) used**
Current Service Users	Information & Consultation	Engagement and consultation meetings Questionnaires Different methods will be adopted to engage users according to the service area i.e. providers would help to facilitate consultation.
Family & relatives of service users (power of attorney)	Information & Consultation	Engagement and consultation meetings Questionnaires
Current providers	Information, Consultation & Involvement	Engagement and consultation meetings Questionnaires Email communication
Health & Social Care professionals	Information, Consultation & Involvement	Engagement and consultation meetings Questionnaires Email communication

** Information, Consultation or Involvement*

Analysis

6. What information is currently available to be used as part of this analysis including data on current and potential service user, workforce etc?

Available information relates to the funding allocations to the individual providers and sub-schemes, which is provided by Coventry City Council. Service user data is available from previous commissioning activities and has been provided by the service providers.

Service User information

The majority of the funding is currently allocated to Older People (45%) and Mental Health services (42%) with Learning Disabilities receiving significantly less (13%). However, there are a large number of people being supported in the Older People area (1,493). The breakdown by service type shows that 60% of funding is spent on Accommodation based type services, 28% on floating support, 10% on Orbit Care and Repair and 2% on Community Alarm services.

Client Group by service area	Number of Contracts	Number of Units *
Older people with support needs **	20	1,493
People with Learning Disabilities	6	49
People with Mental Health	5	254
People with Physical & Sensory Impairment	1	6
Total	**32**	**1,802**

Client Group by service type	Number of Contracts	Number of Units *
Accommodation Support (includes some Frail Elderly schemes)	17	1,082
Floating Support	7	240
Community Alarms	7	391
Orbit Care and Repair	1	89
Total	**32**	**1,802**

** includes Home Improvement Agency (delivered by Orbit Care & Repair) and Community Alarms
* A unit represents one person – floating support schemes numbers may vary

The total number of contracted units across the different client groups is 1,802. This cost on average is £32.29 per person which equates to 1.60 hours of support per person (average hourly rate is £20.20). There are wide cost differentials between unit costs and hourly rates as well as variances in the delivery hours among client groups and providers. There are instances where the cost per person is expensive but the hourly rate is relatively cheap and vice versa i.e. a scheme in learning disabilities, for example, supports six people costing £88k per annum which equates to over £250 per week. But due to the level of staff hours (15 hours per person), the hourly rate of £18 is comparable to other providers.

The largest single proportion of funding is contracted with Coventry Mind (35%), this is a Mental Health provider, with the next biggest being Heart of England (14%) and Whitefriars (13%) which are in the Older People areas. In light of the savings required in this area, this may impact on organisations differently and, in some cases, dependent on the options considered, may have significant implications to organisations' business models.

The criteria for people accessing these services are single males or females or couples without children; where families require support they will access homeless services. There are a number of ways people can refer into these schemes i.e. self-referral, Coventry City Council, Health, GP's, other providers. Providers manage their own referrals through individually set criteria, which means that the City Council cannot be clear whether the people who are the most vulnerable are accessing these services, or whether the people in these services have any, or very little support needs.

Older People

The level of support hours for accommodation based services varies between 0.21 to over 2.5 hours per person per week, for floating support the average hours are 1.57 per week. In Accommodation based services there is an alarm response service and warden staff costs built into the hourly rate charged by providers.

In addition to accommodation and floating support, Older People can be supported via a Community Alarm, which is a pull cord alarm system situated in individuals flats. This service is delivered by 6 providers which supports 391 people.

Furthermore there is an Orbit Care and Repair service (Housing Improvement Agency) which mostly supports vulnerable people out in the community. The main services provided are advice and repairs on minor or major home improvements, home safety, and a hospital discharge service. The hospital discharge service aims to give advice and practical support to older people who are having difficulties being discharged from Hospital, due to their housing conditions.

Learning Disabilities

The average weekly cost of services for a person with Learning Disabilities (LD) in supported accommodation is £173.02 compared to £82.01 for floating support. The level of support hours in accommodation based services for a person with Learning Disabilities varies significantly between 4.63 to over 20 hours per person per week. However, it is possible the level of need may be very similar and therefore this could raise questions as to whether the variation is justifiable. The average floating support hours is 4 per person per week.

Mental Health

The average weekly cost of a person in a Mental Health (MH) supported accommodation is £122.08 compared to £82.22 for floating support. The level of support hours in accommodation for each person with mental ill health varies significantly between 5.52 to 37 hours per person per week however, similar to Learning Disabilities, it is possible the level of need may be very similar. The average floating support hours is 4.12 per person.

Summary

The average length of stay for accommodation based services varies between each client group - Older People's ranges from 2.42 to 16.35 years; Learning Disabilities 1.54 to 21.80 years and Mental Health 0.49 to 2.84 years. Mental Health services are time limited services (less than two years) hence the reason for the low length of stay. The average floating support length of stay across the service areas is significantly less, these range between 0.82 to 4.08 years.

The number of new starters who accessed these services between 1st April 2011 and 31st December 2011 was 390 (Older People 55%, Learning Disabilities and Mental Health 45%) compared to 331 leavers (Older People 56%, Learning Disabilities and Mental Health 44%).

Provider Information:

There are currently 23 providers most of which are Voluntary Sector organisations, Housing Associations, Charities and Registered Social Landlords. People with Learning Disabilities and Mental Health issues range from 18 to 64 year olds and Older People services from 55 plus however there may be services users accessing Older People services that may have a Learning Disability or Mental Health issue. They are generally not for profit organisations and will sometimes rely on volunteers to help support their businesses.

Breakdown of providers by client area

Provider	Service	Client area	Number of schemes	Number of people supported *
Abbeyfield	Floating Support	OP	1	1
Asra	Sheltered Accommodation	OP	1	13
Central & Cecil	Sheltered Accommodation & Floating Support	OP	2	12
Coventry Churches	Sheltered Accommodation	OP	1	75
ORBIT Heart of England	Sheltered Accommodation, Home Improvement & Community Alarms	OP	9	319
Housing 21	Sheltered Accommodation	OP	1	19
Jephson	Sheltered Accommodation & Community Alarms	OP	6	125
Midland Heart	Sheltered Accommodation & Community Alarms	OP	21	337
Whitefriars	Sheltered Accommodation & Floating Support	OP	14	378
Anchor	Sheltered Accommodation	OP	1	23
Extra Care Charitable Trust	Extra Care	OP	3	155
Mercian Housing Association	Community Alarms	OP	1	5
Accord Housing Association	Community Alarms	OP	1	24
Guinness Trust	Community Alarms	OP	1	7
		Total Older People	**63**	**1,493**
Dimensions	Sheltered Accommodation	LD	3	15
Meriden Street	Sheltered Accommodation	LD	1	6
Open Doors	Sheltered Accommodation	LD	1	6
Stonham Housing	Sheltered Accommodation	LD	1	8
Trident Sphere	Floating Support	LD	1	11
		Total Learning Difficulties	**7**	**46**
Anjuman	Sheltered Accommodation	MH	1	17
Coventry Mind	Sheltered Accommodation & Floating Support	MH	2	196

Re-Think	Floating Support	MH	1	40
		Total Mental Health	**4**	**253**
Citizen Advice		Physical and Sensory Impairment	1	6
		Total PSI	**1**	**6**
23 Providers		**Total**	**75**	**1,798**

*floating support schemes number may vary

During the consultation/engagement stage, the City Council will be able to understand further the services provided by each scheme/provider and establish the range of tasks delivered by providers.

7. What are the information gaps?

Client information for this cohort is dependent on the providers supplying robust and accurate data. Work will take place over the next few months with providers and service users which will confirm any gaps in information and establish whether we will need to gather more data to help inform the new service models. The data available prior to consultation was out of date and therefore work will be undertaken to update this where possible. This process will give us the opportunity to understand further the value of these services and ascertain how the preventative agenda can contribute to the new service models.

To date, the City Council has held a series of provider engagement sessions to explore ideas and discuss potential commissioning options. Furthermore a steering group has been set up which includes a smaller number of these providers to work through the proposed models and discuss the options in more detail. Additionally, colleagues have started to attend specific user focus groups with provider organisations to understand the potential impact on service users and discuss any changes.

Although there is a lot of information available for this project, there are, at this stage, some unknowns /gaps on information regarding the following:

- The number of staff affected in organisations
- Possible impact of any funding reductions on statutory social care services (this may not be easy to quantify)
- Confirmation of the cohort of people accessing services currently.
- Uncertainty as to whether organisations will continue to provide Housing Related Support if funding is reduced or ceased
- Other available support

8. How are you going to address the gaps?

A series of planned consultation sessions will take place over the coming months which will address any information gaps identified above and enable us to understand the impact of any changes further. There will be opportunities throughout the next phase to obtain further information to inform subsequent commissioning decisions.

Summary of Data

9. Please provide a summary of what the data is telling you and what key issues the data is telling you.

During the consultation process recent data regarding service users key equality characteristics was provided to Strategic Commissioning, in summary there are no significant areas of change since the data presented in July 2013.

Whilst the below synopsis does not cover all Providers, it does however reflect an adequate cross section of users across the three service areas.

Age

	Older People Services		Learning Disabilities Services		Mental Health Services		Total		City Average Data	
Age Group	Count of clients	% of clients	Count of clients	% of clients	Count of clients	% of clients	Count of clients	% of clients	Number	%
18-24	0	0.00%	3	11.54%	15	6%	18	1.54%	30,610	9.70%
25-34	0	0.00%	5	19.23%	51	20%	56	4.80%	46,390	14.60 %
35-44	1	0.11%	4	15.38%	51	20%	56	4.80%	42,032	13.20 %
45-54	2	0.23%	7	26.92%	93	36%	102	8.75%	37,993	12%
55-64	123	13.99%	4	15.38%	42	16%	169	14.49%	30,734	9.70%
65-74	237	26.96%	3	11.54%	8	3%	248	21.27%	24,015	7.60%
75-84	291	33.11%	0	0.00%	1	0%	292	25.04%	15,543	4.90%
85+	222	25.26%	0	0.00%	0	0%	222	19.04%	6,692	2.10%
Not obtained	3	0.34%	0	0.00%	0	0%	3	0.26%	N/A	N/A
Grand Total	**879**	**100.00%**	**26**	**100.00%**	**261**	**100%**	**1166**	**100.00%**	**N/A**	**N/A**

Service users

- Data on current clients accessing Housing Related Support services demonstrates clients range in age from 17 to 113.
- The average age of people accessing these services are
    - Older People – 77
    - Learning Disabilities – 45
    - Mental Health - 43
- The main age range of the people using these services is between 65-84 at 46%.
- There are more people aged over 65 (66%) than 18-64.
- This data also shows that there are a higher number of people accessing services over 55 compared to Coventry's population.

- Any funding reductions will predominantly impact on Older People service users as they have the largest proportion of people being supported.
- The majority of service users subject to charging are in the Older People service area.

Race & Ethnicity

	Older People Services		Learning Disabilities Services		Mental Health Services		Total	
Ethnicity	Count of clients	% of clients	Count of clients	% of clients	Count of clients	% of clients	Count of clients	% of clients
Asian/Asian British: Bangladeshi	0	0.0%	0	0.0%	1	0.4%	1	0.09%
Asian/Asian British: Indian	21	2.4%	1	3.8%	17	6.5%	39	3.34%
Asian/Asian British: Other	6	0.7%	0	0.0%	2	0.8%	8	0.69%
Asian/Asian British: Pakistani	3	0.3%	0	0.0%	4	1.5%	7	0.60%
Black/Black British: African	0	0.0%	0	0.0%	9	3.4%	9	0.77%
Black/Black British: Caribbean	7	0.8%	2	7.7%	4	1.5%	13	1.11%
Black/Black British: Other	0	0.0%	0	0.0%	3	1.1%	3	0.26%
Chinese/Other ethnic group: Chinese	1	0.1%	0	0.0%	0	0.0%	1	0.09%
Gypsy/Romany/Irish Traveller	0	0.0%	0	0.0%	0	0.0%	0	0.00%
Mixed: White & Asian	0	0.0%	0	0.0%	1	0.4%	1	0.09%
Mixed: White & Black African	0	0.0%	0	0.0%	2	0.8%	2	0.17%
Mixed: White & Black Caribbean	0	0.0%	0	0.0%	1	0.4%	1	0.09%
Not Yet Obtained	0	0.0%	0	0.0%	0	0.0%	0	0.00%
Other Black Background	1	0.1%	0	0.0%	0	0.0%	1	0.09%
Other White Background	0	0.0%	0	0.0%	0	0.0%	0	0.00%
White: British	744	84.6%	21	80.8%	212	81.2%	977	83.79%
White: Irish	70	8.0%	1	3.8%	2	0.8%	73	6.26%
White: Other	26	3.0%	1	3.8%	3	1.1%	30	2.57%
Grand Total	**879**	**97.61%**	**26**	**96.15%**	**261**	**100%**	**1166**	**100%**

Service users

- The majority of individuals are from a White background (83.79%), whilst the second highest ethnic group is White Irish (6.26%).
- Coventry's ethnic profile in Housing Related Support shows that white people are over-represented by over 4% but Asian people are under-represented by 8.5% compared to Coventry's population.

Disability

Service users

- The main disabilities for people accessing these services are mobility issues (17%), mental health (13%) and physical disability (13%). This indicates that over 306 people have mobility issues which suggest that these people may be at risk of falls or may place a demand on mainstream services in the future.
- A quarter of the people have a mental health issue or physical disability thus potentially impact on statutory services.
- Further work is required during the consultation/engagement process to understand the impact of these disabilities and whether current services meet their needs

Gender

	Older People Services		Learning Disabilities Services		Mental Health Services		Total		City Average Data	
Gender	Count of clients	% of clients	Count of clients	% of clients	Count of clients	% of clients	Count of clients	% of clients	Number	%
Female	461	52.45%	8	30.77%	122	46.74%	591	50.69%	159,339	50.30%
Male	418	47.55%	18	69.23%	139	53.26%	575	49.31%	157,621	49.70%
Grand Total	**879**	**100%**	**26**	**100%**	**261**	**100.00%**	**1,166**	**100.00%**	**316,960**	**100.00%**

Service users

- The proportion of clients using these services is evenly spread with slightly more Females at 51% to Males at 49%.
- Office National Statistics (ONS) data shows Coventry's population aged over 18 is made up of 124,600 males and 126,800 females; this demonstrates the number of males and females accessing these services are in line with national statistics.
- In Older People and Mental Health service areas the spread of males and females are similar to national averages however there is higher male population in the Learning Disability area.

Pregnancy, Maternity or Breastfeeding; Sexual orientation; Gender reassignment; Religion or belief.

- No specific impacts have been identified during the consultation process.

Generating and evaluating options

10. What are the different options being proposed to stakeholders?

1) Decommission all existing Housing Related Support contracts with effect from the 31st March 2014.
2) Commission transitional arrangements that enable individuals to continue to access support through resources other than Supporting People funding wherever this is possible.

Transitional arrangements would be put in place, for a maximum of 12 months and up to the value of £1.2m, in order to manage the potential impacts of significantly reducing the level of City Council funding for Housing Related Support.

Criteria will then be applied by providers to prospective service users. It will be up to the providers to apply the criteria and determine who is eligible for support. The criteria will be available for consultation in order to seek views on how this support can be best delivered and funded within available resources. The criteria are currently proposed to include the following:

- People who have no ability to pay for this type of support.

In order to support the above the following needs to be considered:

- People are at risk of homelessness;
- People have a local connection to Coventry;
- People have no alternative support network.

11. How will the options impact protected groups or vulnerable groups e.g. those experiencing deprivation?

1) The Council would stop funding all existing Housing Related Support services.

Should the Council stop funding all existing Housing Related Support services there would be three broad impacts.

a) A reduction in the number of people able to access these services either because there are fewer units available or because they are deemed too expensive to access.

b) A reduced service offer from providers, for example, fewer hours of support offered, a smaller range of activities offered.

c) The reduction in preventative support may result in people developing a higher level of need requiring mainstream social care support services.

This would impact the protected groups in the following ways:

Age

- The impact of this on protected groups or vulnerable groups will be to have a greater impact on Older People who are aged 85+ and are twice as likely to be women.
- Given that the majority of service users are 65+ this proposal is likely to disproportionately affect older people.
- If funding for these services ceased older people may opt to pay and stay with their current provider. It is likely that would only be viable for 25% of this cohort as 75% are currently reliant on housing benefit and may not have sufficient disposable income to bridge a funding gap. Others may continue in their current tenancy but either opt to ‘go without’ the support, for example, the warden or community alarm service, or the provider will withdraw the support. A further potential consequence is that they are unable to maintain their current tenancy and need to move to more affordable accommodation which is likely to have no support and be in short supply in Coventry.

- The impact of not having access to support such as on-site wardens and community alarms means that lower level support needs such as falls prevention and establishing social contacts to maintain mental wellbeing would not be addressed. This could result in a greater number of preventable falls occurring or increases in referrals to statutory agencies.

Gender

- The data available to us suggests the impact of the proposals on protected groups or vulnerable groups will be to have a greater impact on Older People who are aged 85+ and are twice as likely to be women.

Disability

- For people with learning disabilities and/or mental health issues who are either in supported accommodation, or being supported to gain their own tenancy and move on with their lives this could result in delays or prevent them from being able to move towards independent living.

- A reduction in specific areas of advice such as welfare benefits is likely to adversely affect people with Learning Disabilities and Mental Health issues as they are likely to have to pro-actively access this information and advice from other agencies. In Coventry, there is currently a shortage of services due to an increase in demand relating to benefit changes. If individuals do manage to access these services there is a potential that people may not access the right agencies for advice, potentially receive the wrong advice or may not seek advice at all and subsequently not claim the correct benefits. This could lead to financial vulnerability amongst this group and associated poor outcomes from having insufficient money to maintain their health and wellbeing independently. For example, getting into debt, rent and utility arrears which could eventually lead to eviction when people are living in their own tenancies.

Race & Ethnicity

- No specific impacts have been identified.

Religion and Belief

- No specific impacts have been identified.

Pregnancy/Maternity

- No specific impacts have been identified.

Sexual Orientation; Gender reassignment:

- No specific impacts have been identified.

12. Please detail how you could mitigate any negative impacts

Please note that this section relates to the proposal that was consulted on. Given that the proposal being recommended for implementation is different additional analysis is presented in sections 19 and 20.

Specific group	How to mitigate any negative impacts
Service Users	• The transitional funding would equate to the provision of 735 units. • In re-designing the services with providers and service users an individual's needs will be taken into account along with an understanding about whether they have any protected characteristics. Services will be commissioned based on vulnerability and consideration will be given to factors relating to their gender, age, disability and ethnicity. The Council will agree the provision of any service with the provider ensuring it meets the identified needs of individuals with protected characteristics. • Within the above figure services will continue to be provided for service users who meet the Adult Social Care FACS eligibility criteria. This is approximately half of those in existing services for people with learning disabilities and people with mental health issues. • Enable access to information and advice to potential and existing service users to ensure that people know where to get support when they need it. The Council will work with providers and advice organisations in the city to ensure people know where to go. • Establish access criteria, based on vulnerability and risk, so it is clear who will be entitled to access the services. The criteria is to be applied across all services equally, ensuring equality of access across all protected groups. This will target the most vulnerable and ensure access to support when required. • Referrals to statutory services where appropriate. Providers and Health and Social Care professionals will continue to refer people to statutory provision when required. • Transitional arrangements will be put in place with existing providers to prevent, for example, homelessness amongst this population.
Providers	• Work with providers to ensure alternative options are available to meet people's needs e.g. providers continue to provide existing services but levy a charge to service users. Each provider would determine what options are available and instigate these with service users over a period of time. • Support collaborative opportunities for organisations to work together. For example this could be sharing a Warden between two sites in one neighbourhood, or setting up their own form of community alarm service to provide assistance to any service user who meets their criteria. • Establish access eligibility criteria so people are clearer who can access new services and ensure consistency and equality of access.

13. Identify which stakeholders would be positively/negatively affected by the options (consider contractors/service users/employees).

Stakeholder	Positive impact	Negative impact
Service user	• Develop transitional arrangements with existing providers to ensure that reduced resources are targeted at the most vulnerable meeting the agreed criteria • All service users may not be dependent on support but will develop more independent skills and may not/or require minimal on-going services.	• Service users may see the support ceased entirely or reduced significantly • Some individuals may be asked to contribute more through rent or service charges. • The Care and Repair service is likely to be reduced resulting in fewer home appointments for older people and disabled people .
Provider	• Possible collaborative working between organisations to deliver more effective and efficient services i.e. less central overheads	• All providers (LD/MH/OP/ PS&I) will see a reduction in funding received from the City Council
Provider Staff	• Transitional arrangements will enable the most vulnerable individuals to be supported for a period of 12 months.	• Possible staff redundancies within organisations

An update to the equality assessment will be completed after implementation to assess any equality impacts on service users, family carers, providers and provider staff.

Formal Consultation

14. Who took part in the consultation? Please also specify representatives of any protected groups for example service users, employees, partners etc.

Date meeting attended	**Name and purpose of meeting**	**Stakeholder attendees (numbers)**
28th August	Midland Heart service user forum	Approximately 15
6th September 10am	Orbit Service User Forum	9
13th September, 9am	Provider Meeting with Coventry Mind and Rethink	2
20th September, 11am	Orbit (Supported Accommodation) Provider Meeting	1
26th September 2013	Service User session MIND and rethink	Approximately 50
7th October	Provider Meeting with Jephson	2
14th October	Provider Meeting with Housing 21	2
15th October	Provider Update Meeting (All)	10
16th October	Provider Meeting with Anchor	1
16th October	Provider Meeting with Whitefriars	3
17th October	Mind and Rethink Staff session	Approximately 40
17th October	Provider Meeting with Extracare	2
22nd October	Provider meeting with Trident	3

25th October, 1pm	Provider meeting with Anjuman	2
31st October, 3pm	Service User Session with Orbit at Loxley Court	Approximately 30
1st November, 9.30am	Service user session with Orbit at Tanyard Farm	Approximately 20
1st November	Provider Meeting with Coventry and Warwickshire Mind	2
7th November, 10.30am	Service user session with Orbit at Park View	24
8th November, 10.30am	Provider session with BID	2
11th November, 10am	Provider session with Central & Cecil	2
12th November, 10am	Provider Update Meeting (All)	14
13th November, 11am	Provider Meeting with Open Doors	2
13th November, 12pm	Provider Meeting with Meriden Street	2
13th November, 1pm	Provider Meeting with Rethink	1
Total	**24 meetings**	**Approximately 241 attendees**

The above table demonstrates that key stakeholders including service users, relatives of service users, and current providers have been consulted with. All current providers were informed of the consultation dates and how to get involved by email at the start of the consultation. Providers were invited to attend face-to-face meetings where the Project Team were able to outline the proposal in detail and answer any questions they had. Providers were also requested to encourage their service users to get involved in the consultation. Some providers chose to discuss the proposal at pre-arranged coffee mornings and submit notes to the team. Others set up bespoke meetings and invited the Project Team to present the proposal, answer questions and distribute consultation materials. Some providers indicated that they would consult with service users about how to implement changes to meet a funding reduction once it has been decided. They indicated that this would minimise the stress and worry some service users may experience.

All comments made during the meetings were noted and recorded and therefore form part of the consultation analysis. Attendees were also encouraged complete and return surveys, either online or via post using the pre-paid envelopes provided for this purpose.

During the consultation period two sessions were held to which all 23 providers were invited to attend. These sessions were used to keep the whole provider group updated, to share what the project team were being told through consultation responses and provide further opportunities to engage with providers and encourage further provider and service user involvement.

Two providers failed to make any contact during the consultation period despite numerous attempts to contact them via email and telephone.

15. Are there any protected groups that you have not consulted with? If so, why not?(Some groups might not be relevant)

Of the key groups identified in section 3 of this document, the following constitute protected groups; age, ethnicity, disability and gender.

Given that the consultation has been organised around groups linked to providers, every effort has been made to consult with these groups, for example, 6 sessions have taken place with service users in services designed to support older people, 1 session took place with service users who use services designed to support people with mental health issues. No specific sessions have been held with service users of learning disability services.

The protected groups of ethnicity and gender have not been specifically or individually consulted with. This is due to the fact that providers do not deliver services solely to meet the needs of these groups, instead services are provided to meet the needs of Older People and people with learning disabilities and mental health issues.

From the 116 survey responses received, 25% of people chose to provide some equalities data about themselves. For those who did provide their data we know that the majority were aged 55 and over and identified themselves as disabled. Less males than females chose to provide this data. The majority were from White British individuals.

The amount of data relating to relatives and/or family carers is still low following the outcome of consultation because responses have not been provided explicitly relating to family carers.

16. What are the key findings of the consultation?

Throughout the consultation, a total of 24 meetings were held to specifically discuss the proposal relating to Housing Related Support. The meetings were provided to a range of different groups including service users, staff and family carers. At these meetings in the region of 240 people were in attendance.

A petition was received in relation to the proposed 60% reduction in Housing Related Support and the impact this would have on Mental Health Services. The petition was available electronically and in paper form. In total1874 signatories were received.

Consultation Response Themes

In total, 116 responses were received in relation to the Housing Related Support proposal, with some of these responses being received on behalf of a number of people as a result of group discussion. Of those responses received, 5 indicated agreement with the proposals, 73 disagreed and 15 did not know. A total of 23 chose not to provide a view as to whether they agreed or not. These figures include responses gathered by members of the project team at a number of consultation meetings. During these meetings if no decisive view was shared no agree or disagree response was recorded.

A number of people who responded did not indicate agreement or disagreement to the proposals. Where comments/narrative has been provided, they have been analysed in order to allow those views to be taken into account. Some feedback refers to activities that were not the subject of the consultation and this is not included within the themes.

The content of meetings and individual responses have been analysed to produce the main themes that are outlined in the following section.

Theme 1 – Potential impact on vulnerable people
A number of responses have focused on the potential impact on vulnerable people. The client groups in receipt of these services, although not necessarily all eligible for care services under Fair Access to Care Services (FACS), are considered to be vulnerable groups. Thus, a reduction in support could be detrimental to the users and could lead to increased dependency on care services in the future. There has been a suggestion throughout the consultation that the support provided enables individuals to remain independent. Without support people may be unable to retain this independence.

Theme 2 – Concern about the effect on users or on other service providers after changes
It has been suggested that by reducing available HRS funding, other services across the city will see demand increase. This primarily relates to health services but not exclusively. The rationale for this statement suggests that by reducing HRS resources, people will no longer get the support they need and therefore will become unwell and require health services. This view is expressed across different client groups.

Theme 3 – Value of current services received
Specific views have been shared regarding the reassurance the existing services provide. For example, older people have expressed views that the wardens they currently have, paid for by HRS funding, within their sheltered accommodation scheme provides them with security and a sense of safety. Equally, mental health service users have expressed their concern about any loss of services and impact on their wellbeing as a consequence. Respondents have identified how much the services are valued.

Theme 4 – Reduced capacity through the application of the eligibility criteria
Concerns have been raised that the eligibility criteria will mean large numbers of service users will not be able to get support from providers. On the contrary, it has been suggested that most existing Mental Health service users will meet the defined eligibility criteria but the reduced funding will mean that there won't be capacity to cater for them all.

Theme 5 – Lack of understanding about the full impact of the proposal
It has been suggested that some service users do not fully understand or appreciate the impact of the proposals. This has been raised as an issue during service user and provider meetings. It is suggested that the consequence of this is that some people are not able to fully participate in the consultation.

Theme 6 – Consideration of alternatives
Consultation responses have at times proposed alternative ways in which savings can be made. These have included the redesign of existing services to create efficiencies within provider organisations, charging for services and the use of alternative funding streams. In particular, Registered Social Landlords (RSL's) are looking at options for redesigning housing management roles to enable tenants to claim support through Housing Benefit. Whilst not a like for like swap of job roles and support functions, it does enable organisations to access alternative funding streams to provide support to tenants. These suggestions were discussed with Housing Benefit colleagues during the consultation. Some providers feel this is a less favourable option due to previous experiences. However, the general view is that this is now a viable alternative funding source for RSL's to enable people to continue with their tenancies.

Theme 7 – Reduction in funding too high
Views have been shared that suggest the amount of funding to be reduced is too high. Respondents have supported looking for alternative funding sources but if these sources are not available the 60% reduction across all client groups has been suggested to be too high.

17. Following the consultation, what additional equality issues have emerged (if any)?

No additional equality issues have emerged following consultation that weren't already identified as part of this analysis. Additionally, as there have been no substantial changes in service users during the consultation period the analysis has not altered.

Rather, the issues identified have been emphasised and verified during the consultation process. These are included in the key findings of the consultation section above. The issues identified below are qualitative responses that reflect individual perceptions of potential impact and none have been supported with quantitative evidence.

Age
Consultation responses have indicated that reduction in support levels could result in:

- An increase of serious incidents such as falls and deaths.
- Increased social isolation
- Individuals feeling unsafe

A reduction in the preventative nature of the support currently given would mean that less risk assessments and associated actions to tackle identified risks and well-being checks would reduce.

Gender
Some consultation responses indicated that a reduction in mental health services may adversely affect the male population as they are perceived to be less likely to access support services.

Race & Ethnicity
Some consultation responses indicated that a reduction in mental health services may adversely affect certain communities more than others as they are perceived to be less likely to access support services.

Consultation responses have also indicated that a reduction in support levels could mean that less language support is offered to individuals for whom English is not their first language. This could lead to problems receiving correct levels of benefit from mis-understanding benefit forms and not feeling able to make necessary phone calls to make benefit, housing or health appointments.

Disability
A considerable number of the consultation responses referenced the impact that a reduction in support levels could have on people with mental health issues and people with learning disabilities. The responses emphasised the significance of these impacts and often stated that they can impact across a number of the protected groups. Several responses stated the following potential impacts:

- Deterioration in their mental health and a reduced ability to manage it. A number of individuals stated that the consultation itself and the prospect of reduced services in the future has already caused this to happen.
- Increased levels of suicide and self-harm.
- Decreased levels of well-being and quality of life potentially leading to self-neglect.
- Increased risk of financial abuse, hate crime abuse, domestic violence issues, drug and alcohol abuse and engaging in criminal activity.
- Failure of individuals to completely self-manage bills and appointments leading to issues with rent arrears potentially putting themselves at risk of homelessness, indebtedness, use of loan sharks, not securing the right benefits, missing appointments with health services and managing their medication/s and condition/s.
- Individuals and support workers also stated that reduced support levels could result in individuals missing appointments or not attending courses designed to increase their independence, e.g. training courses to progress an individual's ability to secure employment.

- Increased social isolation.

- The remaining support levels may be ineffective at preventing deterioration and the risk of the above occurring. This, in turn, may lead to an increase in the stigma associated with mental ill health and learning disabilities due to less support afforded to individuals to manage their daily lives.

- The reduction in specialist support services led to a number of responses worrying about individuals being dealt with 'inappropriately' i.e. through the Police or Accident and Emergency departments, rather than being able to maintain their independence in the community.

Several consultation responses questioned the criteria which encouraged individual's to seek support from their family network. This was questioned because either support networks may not be in place and/or may not be equipped to deal with the specialist nature of support required by individuals with mental health issues or learning disabilities. This was supported by responses from family carers who questioned their ability to maintain their caring role or family relationship without the level of specialist support currently provided.

A number of consultation responses made reference to the low incomes generally associated with individuals who have mental ill health or learning disabilities and their inability pay for potential rent increases and may face a choice between paying for food or paying for heating.

For these groups there is a reliance on specialist welfare benefits advice which is likely to reduce or cease in order for providers to continue a service following funding reductions. Whilst other services are funded in the City, they are generalist and are currently experiencing significant demand levels due to Welfare Reforms. One response stated that they would not use these services as they wouldn't feel that their condition was understood.

18. Have any of the options, service models etc changed following consultation? If so, please provide details of the changes made:

As the analysis above outlines, the diversity and impact of the proposals across the different Housing Related Support client groups is clear. Therefore, the revised proposals have taken this into consideration and seek to respond to the different needs and circumstances that exist. This will be undertaken in a variety of ways to mitigate the impact as much as possible for service users as outlined below.

Responses to the consultation have indicated that a 12 month transitional period may be too short, therefore it is proposed that the following arrangements will be in place for 18 months. During the transitional period further work will be undertaken with providers and social care professionals to determine more precisely the impact of the changes and to identify the long term requirements in terms of housing related support services.

A draft criterion for access to services was consulted on as part of the consultation process. Responses during the consultation suggested that the professional judgement of providers is a better way of identifying who should receive support in conjunction with the Council. It is therefore proposed that the criteria is not taken forward but that those providers that continue to receive funding through Housing Related Support, in conjunction with the Council, utilise the funds using their professional knowledge and expertise to target them in the most appropriate way.

The following outlines the proposed arrangements for the transitional 18 month period.

Older People
RSL's will be encouraged to access Housing Benefit as an alternative funding stream. Therefore, it is proposed that all Housing Related Support funding currently allocated to RSLs will cease and this activity will continue to be supported through Housing Benefit.

An example of this is demonstrated by one organisation having already undertaken work with Housing Benefit to reallocate existing Housing Related Support funding into housing management activities. This has enabled the organisation to identify how 100% of funding can be claimed through Housing Benefit thus no longer relying on any funding from Housing Related Support.

For the minority of organisations that are not RSL's and who will not be able to make use of Housing Benefit as an alternative funding stream, negotiations will take place to ensure funding reductions are managed and therefore the impact on tenants is reduced/mitigated.

This proposal ensures that savings targets are achieved whilst enabling providers to continue to ensure tenancies are maintained.

Floating support services are not eligible for Housing Benefit funding. Where an Older People's floating support model exists, we will negotiate a transitional arrangement for an 18 month period. The floating support models provide services to individuals in tenancies and private homes, ensuring people are able to remain independent in their homes for longer.

Community Alarms
Unit costs for Community Alarms vary greatly across organisations. In order to bring these costs into line it is proposed that a maximum amount is commissioned. The in-house Monitoring and Response service can provide a community alarm monitoring service for £1.60 per alarm per week. This figure is also approximately a 60% reduction in the market rate across existing Housing Related Support community alarm contracts. It is therefore proposed the Council will negotiate with providers to commission community alarms up to £1.60 per alarm per week.

This funding will be available to all existing service users. New tenants who enter housing schemes will not be eligible.

Learning Disabilities and Mental Health
It is proposed to negotiate agreements with providers for an 18 month period to enable the impact to service users to be more fully understood. During the consultation providers indicated that reductions can be achieved whilst mitigating the greatest impact on service users.

An example of this flexibility is demonstrated by one provider indicating their ability to deliver 47% reductions on existing contracts by moving to a purely floating support model. This would be achieved whilst maintaining safe and effective services for their existing client groups. It is therefore proposed to explore these options further with providers to ensure impacts are mitigated whilst delivering against savings targets.

Home Improvement Agency (HIA)
It is proposed that the service is funded through an alternative funding stream. This will be negotiated with the provider.

Physical and Sensory Impairment (PSI)
It is proposed to negotiate with the provider in order to reduce funding and to ascertain the full impact of these reductions whilst exploring alternative options.

Post Provider Negotiations
Upon completion of negotiations with providers, if any significant concerns are identified in terms of impact on individuals, this will be discussed with the Cabinet Member for Health & Adult Services and the Executive Director for People.

Phasing of funding reductions
Funding reduction will be phased where it is identified appropriate to do so. The timings for phasing will be negotiated with providers.

Equality Impact of Final Option

19. Please confirm below which option has been chosen for implementation.

The option, as outlined in section 18, has been chosen for implementation.

Given that the option has changed further analysis is presented below in order to outline how the revised proposal impacts on protected groups or vulnerable groups.

Age

- The options outlined for Older People services, Alarms and the Home Improvement Agency impact on this protected group.

- For those in sheltered accommodation units, they should experience minimal impact as the proposal is for providers to source equivalent funding through Housing Benefit thereby ensuring that services are maintained. In some cases, service levels may reduce because Housing Benefit can only be used to fund accommodation services and not support services. Some people may have to pay more in service charges if providers choose not to utilise housing benefit and instead charge existing tenants.

- Where specialist support provision is required, funding will be maintained at its current level and therefore this will continue to be delivered through floating support contracts which aren't linked to a single unit of accommodation.

- For individuals who currently have access to an alarm unit due to this funding stream they may have to contribute to the cost of provision as the Council is proposing to only fund up to a capped unit price. The impact will vary across individuals depending on the current costs of provision and what their provider chooses to do, for example, one provider has stated that they will ask those who are eligible to pay to pay the full unit cost but will absorb the financial impact for existing service users who aren't eligible to pay[1].

Disability

- The options outlined for learning disabilities and mental health services impact on this protected group.

- Assuming that a 40% reduction in funding is applied equally across all providers in this cohort this would mean that the City Council would reduce the number of hours it funds

[1] In this context, eligibility to pay is based on whether a service user claims Housing Benefit or not. For example, they aren't eligible to pay if they claim Housing Benefit.

from 1528 to 917. For mental health services this would be a reduction from 1183 hours to 710 hours. For learning disabilities this would be a reduction from 345 hours to 207 hours.

- Providers have not indicated that the number of people they are able to support would reduce. Instead providers have indicated that this would mean less specialist support could be provided, for example, benefits advice. This would mean that people in these services would be expected to access generic services which service users have said is harder to do. There is a risk that individuals would then not access these services which could lead to issues of indebtedness, rent arrears and homelessness.

- One mental health provider has indicated that individuals would be asked to contribute more by increasing individual service charges.

- The option outlined for Physical and Sensory Impairment services also impacts on this group.

- The impact, as outlined by the current service provider, would mean that a weekly two hour session is reduced to monthly. Therefore the number of people that this service would be able to support would reduce from 24 a month to 6 a month. This could mean delays in resolving, for example, benefit and housing queries, which could lead to issues of indebtedness and rent arrears.

- Should demand exceed supply, individuals would be able to call upon the support of the Visual and Hearing impairment Services, Coventry City Council for general advice and information.

Ethnicity and Gender

- No specific impacts have been identified as arising from the revised proposal.

The following table provides an overview of the approaches and comments received by specific providers during the consultation.

Proposal	**Client Group**	**Capacity Change**	**Nature of impact**
1. Retain current model by funding appropriate Intensive Housing Management tasks (IHM) within supported accommodation (provided by Registered Social Landlords) through Housing Benefit. Where appropriate, the tasks will include areas such as managing	Older People (including Home Improvement Agency)	There will be a reduction in the number of units the council funds because one provider has stated that they wish to withdraw from this funding steam. This provider is currently funded to provide 345 units.	For those in sheltered accommodation units, they should experience minimal impact as the proposal is for providers to source equivalent funding through Housing Benefit thereby ensuring that services are maintained. In some cases, service levels may reduce because Housing Benefit can only be used to fund accommodation services and not support services. Increased service charging where providers choose not to utilise

maintenance and repairs, and the safety and security of the buildings. 2. Negotiate with non-RSL providers to reduce funding whilst continuing to provide contributions to support the most vulnerable. 3. Retain current model and funding levels for floating support services. 4. Retain the Home Improvement Agency by finding an alternative funding source. 5. Continue to fund alarm services for existing users to a maximum amount. New service users would no longer receive a subsidy towards this service.			Housing Benefit. Where specialist support provision is required, funding will be maintained at its current level and therefore this will continue to be delivered through floating support contracts which aren't linked to a single unit of accommodation. For individuals who currently have access to an alarm unit due to this funding stream they may have to contribute to the cost of provision as the Council is proposing to only fund up to a capped unit price. The impact will vary across individuals depending on the current costs of provision and what their provider chooses to do. For example, one provider has stated that they will ask those who are eligible to pay to pay the full unit cost but will absorb the financial impact for existing service users who aren't eligible to pay*. Therefore existing service users and new service users could be asked to contribute towards the cost of their service. If service users are eligible for social care services according to the Fair Access to Care Services (FACS) they may also be able to access alarm services through Adult Social Care and be charged according to the 2013-14 charging policy. However those tenants that are not eligible under FACS may have to pay depending on their provider. Future customers and some current customers will receive less support than they would in

			the past; for example the time spent with individuals and/or the frequency of visits they receive may be reduced. These approaches will still allow some flexibility to temporarily increase support to individuals where this is required to prevent crisis or to achieve a better outcome. But this is dependent on the approach taken by the provider. *In this context, eligibility to pay is based on whether a service user claims Housing Benefit or not. For example, they aren't eligible to pay if they claim Housing Benefit.
Negotiate to reduce funding to a minimum of 40%	Learning Disabilities	None (maintained at 46*) Assuming that a 40% reduction in funding is applied equally across all providers in this cohort this would mean that the City Council would reduce the number of hours it funds from 345 hours to 207 hours. *One provider informed the City Council during the consultation process that they are withdrawing from Coventry at the end of the current contract period (31/3/14). This will be managed in accordance with existing commissioning processes. At this time the impact cannot be	1. One provider did not indicate that the number of people they are able to support would reduce. Instead they indicated that this would mean less limited support for access to training and job opportunities which would affect the ability of the individual to achieve long term independent living. They indicated that they would no longer be able to maintain a 7 day a week service or deliver services in a person-centred way (e.g. increasing support when appropriate and flexing individual support hours provided according to need), instead individuals would be allocated a set number of hours in line with the contract. The provider stated this could increase the risk, for service users, of the following: • substance/alcohol abuse. • indebtedness • homelessness

		determined.	• criminal behaviour. 2. One provider indicated that a 60% reduction in funding would mean that the service is no longer viable to run in Coventry. The provider is worried that people with lower level or medium level needs would slip through the net and not get access to support meaning that they could have issues with homelessness, debt, and loan sharks. The provider has looked at reducing the hourly rate, they would want to continue a service based on hourly based support. . 3. One provider has stated that they would have to support fewer people if funding were to be reduced due to the level of support individuals require. The provider would also ensure social care assessments were carried out for all current clients. 4. One provider equated the proposed reduction to reduced hours of support. This would mean losing staff, and might mean that they are not be able to continue to support current individuals with high levels of support needs and would need to find alternatives for people. Reduced funding levels would impact on health and social care services. All individuals are currently FACS eligible and receive direct payments to contribute towards the cost of this service.

Negotiate to reduce funding to a minimum of 40%	Mental Health	None (maintained at 253) Assuming that a 40% reduction in funding is applied equally across all providers in this cohort this would mean that the City Council would reduce from 1183 hours to 710 hours.	1. One provider outlined how the current model could be adapted in order to reduce funding requirements. This would involve switching to a floating support model (from an accommodation based model). The accommodation would be funded through Intensive Housing Management and service charges which means that individuals wouldn't lose their accommodation. Staff benefits and ways of working would also be revised, for example, working with groups rather than on 1:1 basis where appropriate or remotely by using available technology. The impact for service users is reduced levels of support and increases in financial contributions towards the cost of the service. The number of individuals supported would be maintained. 2. One provider suggested achieving the savings by reducing another service that the City Council commissions with them. This would enable resources to be focused on service users with higher levels of need. 3. Another provider suggested that a 40% funding reduction would allow them to keep supporting the same number of service users. The 40% funding reduction would equate to 40% less support provided to each individual, e.g. a

			reduction from 6.18 hours to 3.5 hours. This would mean that the provider would require greater involvement from statutory agencies to monitor, for example, medication. Debt management and budgeting support would no longer be available. The average length of stay may increase due to limited support for access to training and job opportunities which will affect the ability of the individual to achieve long term independent living. All providers and service users stated that any proposed funding reductions would increase the risk of individual's with mental health issues experiencing the following: • deterioration of mental well-being of service user. • self-harm, abuse, and harm to others. • substance/alcohol abuse. • readmission into higher cost services such as hospital, Accident & Emergency. • indebtedness • homelessness • criminal behaviour. • isolation and poor self-esteem.
Negotiate reduction in funding	Physical & Sensory Impairment	Reduced from 6 appointments per week to 6 appointments per	The impact, as outlined by the current service provider, would mean that a weekly two hour session is reduced to monthly. Therefore the number of people

		month	that this service would be able to support would reduce from 24 a month to 6 a month. This could mean delays in resolving, for example, benefit and housing queries, which could lead to issues of indebtedness, rent arrears and homelessness. Should demand exceed supply, individuals would be able to call upon the support of the Visual and Hearing Impairment Services, Coventry City Council for general advice and information.

20. Following consultation, please indicate which of the following best describes the equality impact of this analysis.

☐ There will be no equality impact if the proposed option is implemented.

☐ There will be positive equality impact if the proposed option is implemented.

☒ There will be negative equality impact if the preferred option is implemented, but this can be objectively justified. Please state clearly what this justification is and what steps will be taken to ameliorate the negative impact.

The Council must reduce budgets to meet funding reductions set by Central Government. We can't protect any single area of spend or service from the requirement to make the savings.

Services will continue to be provided for service users who meet the Adult Social Care FACS eligibility criteria. Alternative provision would be discussed and arranged if individual needs were no longer being met for any reason.

Summary of Impact	Protected Group Affected	Justification	Amelioration Steps
Significant reduction of funding by Adult Social Care related budgets for Housing Related Support Services (Older People)	Age, Gender, Ethnicity	The Council must reduce budgets to meet funding reductions set by Central Government. We can't protect any single area of spend or service from the requirement to make the savings. Alternative funding source available for supported	Outline to all providers the process for funding services through Housing Benefit. Continue to fund age-related floating

		accommodation units.	support services. Continue to subsidise pendant/pull-cord (alarm) facilities at a capped rate.
Significant reduction of funding by Adult Social Care related budgets for Housing Related Support Services including specialist benefits advice (Learning Disability, Mental Health and Physical & Sensory Impairment)	Age, Disability, Gender, Ethnicity	A revised funding should allow most providers to maintain support to existing numbers of service users whilst reducing the amount of support provided.	Continue to fund Learning Disability, Mental Health and Physical & Sensory Impairment services but at reduced levels.

21. How will the changes be monitored for equalities over the next 6 – 12 months?

Strategic Commissioning will work closely with the Providers, users and other key stakeholders over the next 6 to 12 months to ascertain the impact these changes will have on users and organisations. This review will help identify any gaps in provision, the impact on statutory or other services and establish whether there are areas of inequality amongst the services. Furthermore this will enable us to understand the service delivery models beyond the transitional period and help inform future commissioning requirements to meet the needs of the most vulnerable. We will expect Providers to support this process and provide adequate performance information through regular engagement and monitoring activity.

New commissioning arrangements would ensure that providers share service user data.

22. What if any will be the impact on the workforce following implementation of the final option? Please make reference to the relevant equality groups (as protected under the Equality Act).

15 out of 23 providers have submitted staffing information since this document was last presented.

The data shows that 135 staff are employed across the 15 organisations, 70% of which are female. In total these staff work over 4000 hours per week, of these hours approximately 2600 hours are directly attributable to funding received by Coventry City Council.

Each provider was originally asked to indicate the impact of the proposal to reduce current funding levels by 60%. Not all providers have been able to and/or chosen to supply this information. Some have indicated that certain posts would cease, others have indicated that changes to terms and conditions would be necessary to continue to deliver services with reduced funding levels.

Due to the incomplete and commercially sensitive nature of this data it will not be presented here. All workforce negotiations will be held by individual providers and it is not for Coventry City Council to direct these.

We do not currently know the impact of the proposals on provider workforces. This will be monitored during the implementation of reduced contact levels.

Social Value

23. Please state how the social value outcomes have been considered in making this decision.

The Public Services (Social Value) Act 2012 places a requirement on commissioners to consider the economic, environmental and social benefits of their approaches to procurement before the process starts.

The nature of this proposal deals solely reducing current contract values and therefore this duty does not apply here.

This would be considered should the services ever be subject to a commissioning process.

Formal decision-making process

Please detail below the committees, boards or panels that have considered this analysis.

Name	Date	Chair	Decision taken

Approval

Approval required from Director and Cabinet Member

Director Name	Signature	Date
(Click here and type)		

Cabinet Member Name	Portfolio	Approval Date
(Click here and type)		

****Note***: *Failure to comply with duties on equalities and consultation will put the Council (and specifically the elected member or officer making the decision) at risk of judicial review.*

Monitoring and Review

This section should be completed 6-12 months after implementation

a) Please summarise below the most up to date monitoring information for the newly implemented service, by reference to relevant protected groups.

(Click and type here)

b) What has been the actual equality impact on service users following implementation?

Analyse current data relating to the service and think about the impact on key protected groups: race, sex, disability, age, sexual orientation, religion or belief, pregnancy or maternity, gender reassignment.

It may help to answer the following questions: Since implementation

- Have there been any areas of low or high take-up by different groups of people?
- Has the newly implemented service affect different groups disproportionately?
- Is the new service disadvantaging people from a particular group?
- Is any part of the new service discriminating unlawfully?

c) What have been the actual equality impacts on the workforce since implementation?

(Click and type here)

Please send a copy of the completed form to your Directorate Corporate Equality Officer and a copy to the Corporate Equalities Team, Room 66, Council House, Earl Street, Coventry CV1 5RR.

Coventry City Council

A Bolder Community Services *Improving the Quality of Housing with Care Accommodation*

1. Proposal consulted upon

It was proposed to cease care provision at internal schemes that do not currently provide what is expected from a modern Housing with Care facility, and support people to move to alternative schemes through working with Whitefriars Housing.

This would be achieved through maximising the use of existing provision of a higher standard and utilising new accommodation as it becomes available.

There were 2 phases to the proposal.

Phase 1

Cease providing care services from two schemes, Jack Ball House and George Rowley House, commencing April 2014, because the accommodation does not meet the minimum standards the Council would expect as it is bed-sit type accommodation. The process and timescale would depend upon suitable alternative placements being available.

Phase 2

When market availability/vacancies allow, cease providing care services from further internal schemes, yet to be identified.

The proposal was designed to:

- Improve the offer of Housing with Care to Coventry's residents through improving the quality of accommodation
- Optimise occupancy of current and future schemes
- Encourage the development of new schemes across the city
- Consider the geographical spread of provision across the city and ensure minimum disruption to tenants

2. Consultation summary

Throughout the consultation a total of 22 meetings were held to specifically discuss the proposal relating to Housing with Care. The meetings were provided to a range of different groups including service users, staff and family carers of Jack Ball House and George Rowley House. In addition meetings were held with the other 10 Housing with Care schemes to ensure everyone had an opportunity to share their views. Whitefriars were present for the majority of these meetings.

Housing with Care hold regular road shows with staff at which Trades Unions were invited and in attendance. During the period of the consultation three road shows were held and at each of these the proposals were discussed and, where available, feedback to date on the proposals was presented. Throughout all these sessions views and comments were collected and are reflected in the following themes.

A total of 284 people attended these consultation meetings.

2.1 Consultation Response Themes

In total 62 responses were received to the Housing with Care proposal, with some of these responses being received on behalf of a number of people as a result of group discussion. Of those responses received 10 indicated agreement with the proposals, 11 disagreed and 24 did not know. A total of 17 chose not to provide a view as to whether they agreed or not. These figures include responses gathered by members of the project team at a number of consultation meetings. During these meetings if no decisive view was shared no agree or disagree response was recorded.

A number of people who responded did not indicate agreement or disagreement to the proposals. When comments/narrative has been provided those comments/narrative have been analysed in order to allow those views to be taken into account. Some feedback refers to activities that were not the subject of the consultation and this is not included within the themes.

The content of meetings and individual responses have been analysed to produce the main themes that are outlined in the following section.

Theme 1 – Concerns about the potential impact on vulnerable people
Concerns were raised about the impact the proposal will have on vulnerable people. A number of existing service users at Jack Ball House and George Rowley House are frail and responses received have suggested that by moving these people their health will deteriorate. In addition concerns have been raised that tenants will lose friendship groups that they rely on for companionship should people move to different schemes.

Theme 2 – Standard of care and existing services
Tenants and family carers have expressed their satisfaction at the standard of care that is provided in both Jack Ball House and George Rowley House. These views are used to question the reasoning for proposing to cease providing care services at the two schemes. Throughout the consultation people have asked whether the buildings could be remodelled to provide more suitable accommodation. Additionally people have asked whether an alternative commissioned provider could provide care.

Theme 3 – Uncertainly regarding phase 2 of the proposal
There has been uncertainty about what Phase 2 of the proposal means. Another consultation would need to be undertaken if further schemes were to close. Therefore Phase 2 appears to add no value to people at this point and only services to cause concern amongst other Housing with Care schemes.

Theme 4 – Better accommodation will be an outcome of the change
Responses have also focused on the positive aspect the proposal offers. People recognise the benefits of relocating tenants to schemes where the facilities and the standard of accommodation is improved.

Theme 5 – Role of Whitefriars
Throughout the consultation Whitefriars have been working with the Council to gather views and comments. At some consultation meetings, tenants and families have taken the opportunity to comment on the current standard of accommodation. Comments have been varied, ranging from routine maintenance issues to possible improvements that could be made to the building layout. In addition some tenants requested information on what support Whitefriars would provide should they move.

Theme 6 - Short term placements

Currently there are 7 short term placements available at Jack Ball House and 6 at George Rowley House. The value of these short term placements has been highlighted during the consultation. Individuals and organisations have expressed a desire to ensure short term placements continue to be available.

Staff and Trades Unions feedback – summary
Trades Unions and staff were keen to ensure good quality care and provision however, it was acknowledged that the standard of accommodation at both Jack Ball House and George Rowley House were poor and therefore the removal of these facilities from provision was understood and agreed with by one Trades Union in particular.

Trades Unions are keen to ensure that redeployment opportunities for displaced staff are fully explored and discussions held about any resulting changes to terms and conditions.

Trades Unions were also keen to understand any future proposals regarding Housing with Care and to ensure appropriate consultation takes place.

3. Proposal to be implemented following Consultation

The potential impact of the proposed changes to Housing with Care is now better understood following the consultation. As demonstrated above there has been a wide range of views and comments gathered throughout the consultation. Although a large number of views have raised concerns about the proposals tenants will continue to receive appropriate support. As a consequence the following proposals are made for implementation.

Phase 1
It is proposed to cease providing care services from both Jack Ball House and George Rowley House. At the time of writing 5 tenants have left Jack Ball House and 1 tenant has left George Rowley House since the consultation began. Additionally 7 people at Jack Ball House have requested social work support to consider their accommodation options. Therefore it is proposed to cease providing care services from Jack Ball House first. It is proposed that Jack Ball House tenants are supported to move to alternative schemes by no later than the end of April 2014. It is proposed that George Rowley House tenants are supported to move to alternative schemes by July 2014.

Phase 2
The original proposal outlined a second phase, which was ceasing care provision from further schemes once market availability allowed. Throughout the consultation there was a significant amount of uncertainty and doubt raised about what schemes would be covered in a second phase. At this time it is not possible to name the schemes that would be covered in a second phase or to identify when a second phase would take place.

Whilst it is recognised that this approach has raised concern levels amongst tenants and their families, it was important for the Council to be transparent about the future of internal Housing with Care schemes.

At such time that it is possible to identify further schemes from which care will be ceased further consultation will take place with affected tenants, staff and family carers.

4. Approach to risk management

Prior to and throughout the consultation a number of risks and considerations have been identified. Risks identified will be managed in accordance with the Councils Corporate Risk Management processes.

Coventry City Council

Equality and Consultation Analysis Template

Context

Name of analysis	Improving the Quality of Housing with Care Accommodation
Officer completing analysis	Gemma Tate
Date	12 December 2013

1 Briefly describe the area of work this analysis relates to:

As part of the A Bolder Community Services Transformation Programme, a series of projects are being undertaken to transform Community services. Improving the Quality of Housing with Care Accommodation is one of these projects and is being reviewed in order to:

- Improve the offer of Housing with Care to Coventry's citizens through increased accommodation standards
- Optimise our usage of current and future schemes
- Encourage the development of new schemes across the city
- Consider the geographical spread of provision across the city and ensure minimum disruption to tenants

Current Service
The Council currently provides 12 internal Housing with Care schemes which provide 373 places. The buildings are owned by Whitefriars Housing and people living in the schemes have their own Whitefriars tenancies. The care at each scheme is provided by the Council (as a registered domiciliary care agency with the Care Quality Commission).

SCHEME	Total Number of Flats
Copthorne Lodge	30
Cottage Farm Lodge	30
Elsie Jones House	28
Farmcote Lodge	30
Frank Walsh House	38+ 6 STT*
George Rowley House	23 + 6 STT
Halford Lodge	29+ 1 STT
Harry Caplan House	32
Jack Ball House	22+ 7 STT
Knightlow Lodge	30
Quinton Lodge	31
Skipton Lodge	30

*STT means Short Term Tenancies

In addition to this the Council commissions 248 places across 6 schemes and there are a further 215 places, available for spot purchasing in the City, giving a total of 836 places.

The Council also has nomination rights over all internal and external block contracted Housing with Care schemes which it commissions and therefore placements can be made by the Council. These are allocated in accordance with need.

Scoping the analysis

2 Who are the key stakeholders, both existing and potential, that could be impacted by this work?

Any reduction in Housing with Care schemes would have an impact on tenants and their families and Council employees

Tenants:
If internal Housing with Care schemes are reduced, tenants may be required to move to alternative accommodation.

Family Carers

Tenants may be relocated further away from family carers dependent upon future accommodation provision.

Employees:
Ceasing care at two schemes would involve a reduction of posts, although there are current vacancies and Early Retirement/ Voluntary Redundancy applications within the service

3 From the list above, which of these constitute protected groups?

Within the tenant population there are protected groups of age, ethnicity, disability and gender. Within the employee group there are protected groups of age, ethnicity, disability and gender. Family/ Informal Carers are also a protected group.

4 Which of the key stakeholders (including representatives of protected groups) will need to be kept informed, consulted or actively involved in this area of work?

Key Stakeholder	Type of Involvement*	Method(s) used
Tenants	Consult	Briefings with Q&A at George Rowley House and Jack Ball House
Employees	Consult	Briefings were held for employees and managers across HwC
Trades Unions	Consulted & Informed	Primarily the Internally Provided Services Trades Unions Forum
Family carers	Involved & Consulted	Letters, newsletters, meetings, advocacy services, websites and surveys

** Information, Consultation or Involvement*

5* Which, if any, parts of the general equality duty is the service relevant to? *Please mark with an 'X'.

☐ **Eliminate discrimination, harassment and victimisation.**

☒ Advance equality of opportunity between people who share relevant protected characteristics and those who do not.

☐ Foster good relations between people who share relevant protected characteristics and those who do not.

6 What information is available to be used as part of this analysis?

Information has been obtained from the Adult Social Care Case Management system Care Director, on tenant demographics and length of services. Census data has been used as a means of comparison.

Feedback was also gathered from initial discussions with tenants at George Rowley House and Jack Ball House (the schemes included in phase one) and a vision group with tenant representatives from across Housing with Care.

Employee briefings were held for managers and staff across Housing with Care.

Members of the project team are having on-going meetings with Whitefriars Housing to ensure they are informed of the project's development and to gather feedback on proposals.

7 What are the information gaps?

The future phases of this project depend on external market availability and future vacancy levels in Housing with Care, both of which are dependent on a number of external factors, which it is not possible to predict within a definite timescale. Therefore it is not possible to assess the full impact of phase 2 of this project at this current time. Further equalities analysis would need to be undertaken as and when the next phase is implemented.

Information is not available at this stage regarding risks to individuals of moving. In the event that the proposals are approved, social workers would work with service users and their family carers to identify any specific risks and mitigate against these.

Data analysis

8 Please summarise below the key issues that your data is telling you.

Data is provided below which illustrates the demographics of the Housing with Care population. As much of the population of Housing with Care is over 55, and tenants have already been identified as having assessed eligible care needs. The population does not reflect the demographics of the general population in Coventry.

The data below has been updated in November 2013 and therefore is different from the consultation version of the Equality and Consultation Analysis. There has been an overall decrease in the number of Housing with Care tenants from 331 in June 2013, to 322 in November 2013. There has been a 25% decrease in the number of permanent tenants living in Jack Ball House and George Rowley House from 44 to 33 people.

Housing with Care (internal)

Ethnicity	client no	percentage	Coventry
African	2	0.5%	4%
Any Other Ethnic Group	4	1%	1%
Caribbean	6	2%	1%
Indian	9	3%	8.80%
Not Yet Obtained	4	1%	0
Other Asian	2	0.5%	2.40%
Other White Background	4	1%	4.90%
White British	276	86%	66.60%
White Irish	15	5%	2.30%
Grand Total	**322**	**100%**	

Jack Ball House and George Rowley House

Ethnicity	client no	percentage	Coventry
Other White Background	1	3%	4.90%
White British	30	91%	66.60%
White Irish	2	6%	2.30%
Grand Total	**33**	**100%**	

Housing with Care (internal)

Age group	client no	percentage	Coventry
			59.2% (20-64)
18-64	33	10%	
65-74	53	17%	7.60%
75-84	97	30%	4.90%
85+	139	43%	2.10%
Grand Total	**322**	**100%**	

Jack Ball House and George Rowley House

Age group	client no	percentage	Coventry
			59.2% (20-64)
18-64	0	0%	
65-74	12	36%	7.60%
75-84	5	15%	4.90%
85+	16	49%	2.10%
Grand Total	**33**	**100%**	

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Housing with Care (internal)

Gender	client no	percentage	Coventry
Female	211	66%	50.30%
Male	111	34%	49.70%
Grand Total	**322**	**100%**	

Jack Ball House and George Rowley House

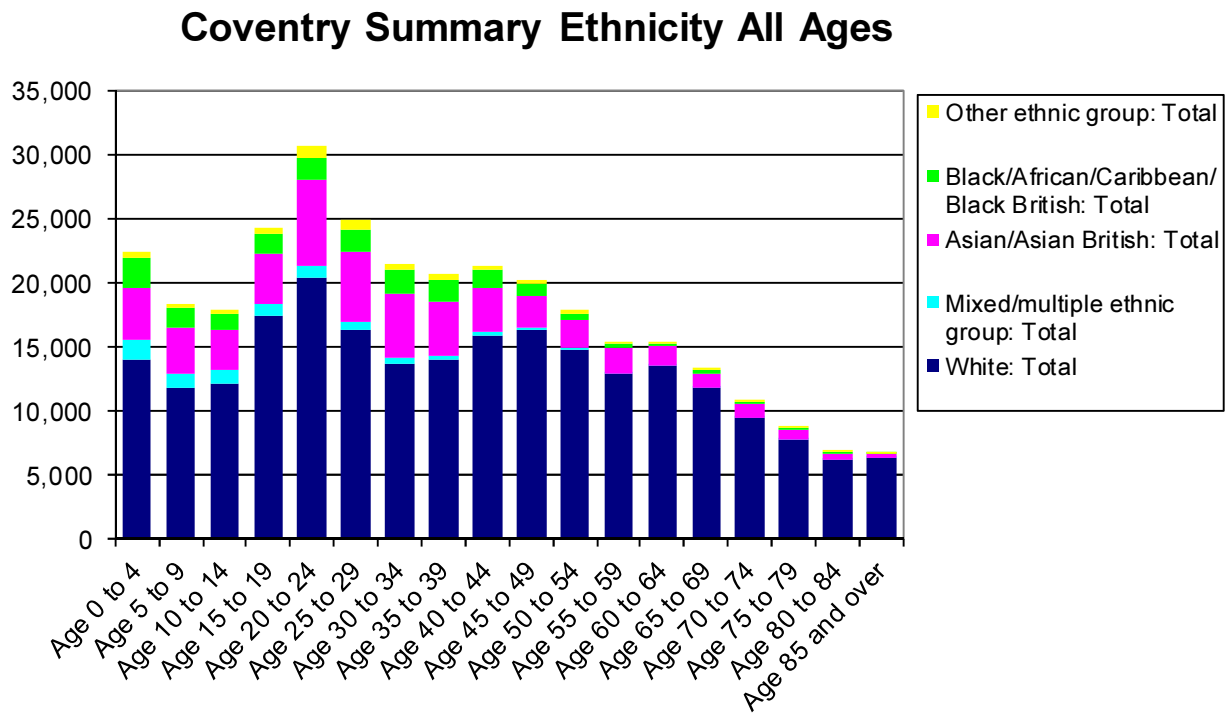
Gender	client no	percentage	Coventry
Female	18	55%	50.30%
Male	15	45%	49.70%
Grand Total	**33**	**100%**	

Ethnicity

The Housing with Care population and in particular the tenants at Jack Ball House and George Rowley House have a higher proportion of White British people than Coventry as a whole. Within both Jack Ball House and George Rowley House the population is categorised by three ethnic groups; White British, White Irish and White other background.

Age and Ethnicity in Coventry's population:

It is important to note that the age profiles of different ethnic groups in the city vary considerably. Non-white populations tend to have a younger profile and far fewer older people particularly in 85+ group. As many of the services that Community Services provide are disproportionately to older people, comparing usage by ethnic groups to the whole Coventry population exaggerates the extent to which non-white population are under-represented as users of social care services.



For example Asian and Asian British people in Coventry represent 18% of the 18-64 age group, but only 8/9% of those aged 65-84 and 4% of those aged 85 and over.

Black, Asian and Minority Ethnic (BAME) groups tend to experience earlier mortality rates due to higher levels of chronic ill health and greater prevalence of particular diseases. There will not be as many social service users from these communities until the age profile for BAME groups more closely matches that of the white population.

Comparing this to the ethnicity and age data for Housing with Care Tenants where 86% are White British and are predominantly over 55, the specific service data is in line with the graph above where the proportion of BAME population diminishes compared to the White population.

Age

The age group in Housing with Care is disproportionately older than the general Coventry average; however this is to be expected as Housing with Care applications are mostly from people over the age of 55. In Jack Ball House and George Rowley House, 49% of people are aged over 85+ this is slightly higher than compared to the overall Housing with Care Population.

Gender

The Housing with Care population is disproportionately female, however given the age profile and that women have a longer life expectancy (81.6 years female, 77.2 years for males) this is to be expected. In Jack Ball House and George Rowley House however the gender split is closer to the Coventry average.

Conclusion impact on tenants

Tenants at Jack Ball House and George Rowley House are directly affected by the first phase of the Housing with Care proposals. The data indicates that 49% of those directly affected by the phase 1 proposal are 85+. The tenants ethnicity background is categorised by three ethnic groups; White British, White Irish and White other background. The gender split is close to the Coventry average.

Overall Workforce Profile:

The workforce profile of Housing with Care staff has been updated in November 2013. As previously the data includes some Older People's Day Opportunities staff due to the way the data is recorded. The overall contract count has decreased by 7 from 333 to 326. In terms of age and gender and ethnicity the workforce has only changed slightly. The Housing with Care and Older People's Day Opportunities workforce is predominately female, White British, and in the 45-54 age bracket. The number of staff with a known disability is 4% of the Housing with Care and Day Opportunities Workforce. The majority of the workforce also work part time.

72% of the workforce are employed on permanent contracts, 9% are employed on temporary contracts and 19% on a causal basis.

Staff working at Jack Ball House and George Rowley House

Staff working at Jack Ball House and George Rowley House are directly affected by phase one of the Housing with Care proposal. Staff working in these Housing with Care schemes broadly reflect the overall staff profile. It is an all-female staff group and the majority are aged 35 to 54. The main differences are that the ethnicity breakdown of the current workforce at Jack Ball House and George Rowley House is more diverse than the overall Housing with Care and Day Opportunities workforce. 11% of staff is of Asian/Asian British origin and 3% of staff is of Chinese origin. The percentage of the workforce with a known disability is slightly higher than the Housing with Care and Older People's Day Opportunities Service but closely matched to the Council wide figure.

Data Tables - Age

	Jack Ball House and George Rowley House	HwC & Day opps	Coventry City Council
Age Band	**Percentage**	**Percentage**	**Percentage**
Up to 24	0%	4 %	5 % (4.78%)
25-34	14%	9%	16 % (15.42%)
35-44	25%	22%	22 % (22.11%)
45-54	33%	37%	33 % (32.88%)
55-64	17%	24%	21% (20.81%)
65-74	11%	4%	4 % (3.59%)
Totals:	**100%**	**100 %**	**100 %**

Data Table – Gender

	Jack Ball House and George Rowley House	HwC & Day opps	Coventry City Council
Gender	**Percentage**	**Percentage**	**Percentage**
F	100%	96.63 %	70.9 % (70.71%)
M	0%	3.37 %	29.1 % (29.29%)
Total	**100%**	**100%**	**100%**

Data Table - Ethnicity

	Jack Ball House and George Rowley House	HwC & Day opps	Coventry City Council
Ethnicity	**Percentage**	**Percentage**	**Percentage**
Asian or Asian British	11%	8.90%	10.67%
Black or Black British	0%	6.13%	3.92%
Chinese	3%	0.31%	0.31%
Mixed	0%	2.76%	1.08%
Other	0%	0.61 %	0.37%
Unknown	14%	4.91 %	7.46%
White British	72%	76.38%	76.21%
Totals:	**100%**	**100.0%**	**100.0%**

Data Table – Disability

	Jack Ball House and George Rowley House	HwC & Day opps	Coventry City Council
Disability	**Percentage**	**Percentage**	**Percentage**
Disabled	6%	4.3%	5.79%
Not Disabled	72%	85.9%	80.19%
Refused	0%	0.6%	0.53%
Unknown	22%	9.2%	13.50%
Totals:	**100%**	**100.0%**	**100.0%**

Data Table – Working Hours

FT/PT	Status	Jack Ball House and George Rowley House Percentage	HwC and Day Opps Percentage	Coventry City Council Percentage
Full Time	Permanent	100%	82.14%	94.28%
	Temporary	0%	17.86%	5.72%
Full Time	**Totals:**	**100%**	**100.00 %**	**100%**
Part Time	Permanent	71%	70.81%	78.91%
	Temporary	11%	8.05%	4.27%
	Casual/Other	18%	21.14%	16.82%
Part Time	**Totals:**	**100%**	**100.00 %**	**100%**
	Totals:	**100%**	**100.00 %**	**100%**

Salary table

The previous salary band table has been updated, as the previous version was incorrect. The table now reflects that 43% of the workforce is in a Grade 3 post.

Salary Band	Total Contract Count	Percentage
Apprentices (less than £12,311)	6	1.84%
Grade 1 (£12,312 – £13,189)	49	15.03%
Grade 2 (13,189 – £15,444)	1	0.31%
Grade 3 (£15,039 – £17,161)	141	43.25%
Grade 4 (£16,830 – £20,198)	59	18.01%
Grade 5 (£19,621 – £24,646)	41	12.58%
Grade 6 (£23,708 – £29,236)	18	5.52%
Grade 7 (£28,636 – £34,549)	2	0.61%
Grade 8 (£33,661 – £39,855)	6	1.84%
Grade 9 (£38,961 – £43,931)	2	0.61%
Grade 10 (£43,128 – £46,276)	1	0.31%
Total	**326**	**100.0%**

Conclusion

The majority of the workforce is female, and works part time, with the largest proportion of workers being part time employees, aged between 45-54 and on lower paid grades.

Therefore any reduction in posts, initially at Jack Ball House and George Rowley House would have the most impact on this group, although this is representative of the care sector in general.

Compared to the wider Council workforce the Housing with Care and Older People's Day Opportunities workforce is similar in most respects but the proportion of females is significantly higher.

Data from engagement

Members of the A Bolder Community Services programme spoke with tenants and their families at Jack Ball House and George Rowley House about the proposals.

Feedback from tenants and their families stressed the importance of remaining as close as possible to the area they are currently in, so they are still able to see family members. Tenants also stressed the desire to remain with friends so friendship groups remained intact. This is important in promoting the wellbeing and mental health of individuals.

Tenants were also concerned that people might be required to move more than once, if further closures were planned.

The data shows that the main concerns of tenants and their families are around minimising the disruption to tenants who are elderly and frail, this is reinforced by the age profile of the group, with 52% over 85.

Employee briefings were held for managers and staff across Housing with Care. Feedback centred around the following:

- Process for staff leaving, ER/ VR application, future staffing structure
- Clarity on the longer term plan, timescales and specifics of which schemes are likely to close and why?
- The high quality of the care service
- Importance of keeping employees and tenants informed and involved
- Are services winding down- could we provide more short term tenancies at the affected schemes?

Generating and evaluating options

9 What are the different options being proposed to stakeholders?

The proposal is to cease care provision at internal schemes that do not currently provide what is expected from a modern Housing with Care facility, and support people to move to alternative schemes by working with Whitefriars Housing.

This would be achieved through maximising the use of existing provision of a higher standard and utilising new accommodation as it becomes available.

There are 2 phases to this proposal.

Phase 1

Cease providing care services from two schemes, Jack Ball House and George Rowley House, commencing April 2014, because the accommodation does not meet the minimum standards the Council would expect as it is bed-sit type accommodation. The process and timescale would depend upon suitable alternative placements being available.

Phase 2

When market availability/vacancies allow, cease providing care services from further internal schemes, yet to be identified.

It is important to note people's assessed needs would continue to be met in any alternative scheme identified.

10 How will the options impact on protected groups or those experiencing deprivation?

The proposal would affect the Housing with Care population which are generally older people, many with a disability. It may impact on people by causing disruption to anyone who has to relocate to another Housing with Care scheme. However the proposal is to move people to better quality accommodation, which would have a positive impact.

As the employee group are predominantly female, the proposal would have a negative impact where posts are affected.

Service users

A number of potential impacts have been identified as follows:

- The relocation of tenants from existing accommodation that they have become familiar with, to new better quality accommodation. Tenants may no longer be accommodated with the same people thus losing friendship groups
- Tenants may be moved further away from family carers dependent upon future accommodation provision
- Tenants may be moved away from local communities they have become familiar and settled in
- New tenants within the schemes may only have been there a short period before they are being asked to move again

The proposals directly affect tenants at Jack Ball House and George Rowley House. From the data available to us the protected characteristics of these tenants will be affected in the following way. This data has been updated in November 2013:

- 91% are from a White British background.
- 100% are people aged between 65-85+.
- Proportionately there is a 55% to 45% split between females and males who will be affected.
- Due to the nature of the client group who access this service a high proportion are likely to have physical and sensory impairments.

The conclusions that can be drawn at this stage are that whilst the gender split is consistent with the general population, white ethnic group aged between 65 and 85 will be disproportionately affected by this proposal when compared to the population of the city as a whole. However, this is consistent with the client group accessing this type of service and is to be expected. So there will be a negative impact upon these protected characteristics however this impact is considered to be mitigated by the fact that these tenants will continue to receive Housing with Care services from an alternative Housing with Care scheme within the city. The direct impact of the move will be mitigated in a number of ways as outlined in section 11.

Family Carers

The potential impacts on family carers have been identified as follows:

- Tenants may be relocated further away from family carers dependent upon future accommodation provision.

There is no direct data held about family carer members. However using the demographic data available the following assumptions are made about the protected characteristics of the cohort:

- Predominately White British.
- A large proportion will be below the age of 65.

The family carers will continue to be able to visit their respective family member at the Housing with Care schemes in which the tenant moves to. The direct impact of the move will be mitigated in a number of ways as outlined in section 11.

Staff

The following table provides a breakdown of the staff profile at Jack Ball House and George Rowley House:

	Vacancies	**Temps**	**Permanent**	**Casual / Relief**	**Total**
Jack Ball House	5	1	14	1	21
George Rowley House	1	3	15	5	24

The potential impact on staff has been identified as follows:

- A total of 45 posts exist at Jack Ball House and George Rowley House, of which 6 are currently vacant. There would be a direct impact on all posts in the first phase of proposals. All posts would cease to exist.
- Staff within all Housing with Care schemes will be required to work city wide in the future creating flexibility to meet demand where required.
- Opportunities exist for releasing staff on Early Retirement and Voluntary Redundancy should they wish to do so.

The data available to us regarding the protected characteristics of the Housing with Care staff relates to overall data for Housing with Care and Day Opportunities staff. This is because HR records record it as such has been updated in November 2013. Therefore the following data relates to the known protected characteristics of Housing with Care staff. The proposals affect the protected characteristics of staff as follows:

- 83% are aged between 35 and 64 years of age
- 97% are female
- 76% are White British
- 86% do not register as having a disability

The direct impact of the proposals will be mitigated in a number of ways as outlined in section 11.

11 Please detail how you could mitigate any negative impacts.

Service users
In order to mitigate the negative impacts outlined in section 10 a number of activities will be undertaken to ensure the service users are supported fully during the changes. This includes the following:

- Providing regular and on-going communication both directly to tenants and to family carers. At all times ensuring the communication is appropriate to the needs of the individual, providing tailored support in the form of easy read materials, different languages and advocacy.

- Providing1:2:1 support where possible and appropriate tailoring to the needs of the tenants.
- Producing moving plans that are tailored to meet the needs of the tenants.
- Providing visits to any new schemes that are proposed to ensure tenants, family carers and social work teams feel that their needs are able to be met.
- Providing support to family carers ensuring their needs are catered for and to ensure they are able to cater to the needs of their relatives.
- Carrying out risk assessments taking into account protected characteristics and the needs of tenants. These will be conducted with tenants, family carers and social work teams.
- Ensuring medication management requirements are met and appropriate to the needs of the tenants.
- Providing settling in periods to ensure adjustment to new environments has taken place and that the protected characteristics of the tenants are considered.
- Working with tenants to identify schemes where they know other people and are able therefore to build and maintain friendship groups.
- Ensuring family carer access continues moving tenants as near as possible to their family carers.

Reasonable adjustments will be made for those that need greater support as identified by their protected characteristics.

Work would be undertaken to ensure minimum disruption to tenants and their family carers. There would be engagement and consultation with tenants and their families prior to any changes. This would be undertaken throughout the activities outlined above.

Family Carers
The activities outlined above will be carried out in conjunction with family carers. The needs and requirements for the protected characteristics of the family carers will be taken into consideration and all reasonable adjustments will be made to cater for these needs.

Advice, support and guidance would be provided to family carers to ensure they are supported and that they can support their family member.

Staff
Every effort would be made to minimise the number of compulsory redundancies required through these proposals.

The majority of staff affected age between 35 to 64 years. Appropriate support will be provided to meet the needs of all age group including 1:2:1 support, regular communications and materials produced to the needs of the members of staff such as large print.

The largest gender cohort of staff affected is female. Support will be provided all staff that want to develop knowledge and skills enabling them to apply for different posts if appropriate to do so.

The largest ethnic cohort of affected staff is White British. Support will be provided to all staff from all ethnic backgrounds to ensure they understand the implications of the proposed changes and how they can be supported through this change.

A total of 44 members of staff across all the Council's internally provided adult social care services have applied for Early Retirement/Voluntary Redundancy.

Internally Provided Services currently operates with approximately 10% staff turnover. Recruitment to posts in Internally Provided Services is only being undertaken on a temporary basis and this would continue for the duration of the project.

Through releasing temporary staff and those who have applied for ER/VR across the whole of Internally Provided Services, and through managing redundancies, it is anticipated a number of staff may be offered suitable alternative employment. Our organisation is committed to equal opportunities. As such we seek to invite candidates with a disability to a selection process if they meet the minimum essential criteria for the role.

12 Identify which contractors or service users would be negatively affected by the options

- Tenants - 33 permanent tenants living in George Rowley House and Jack Ball House (Housing with Care schemes)

- Staff - 45 posts at George Rowley House and Jack Ball House, of which 6 are vacant

An update to the equality assessment will be completed after implementation to assess any equality impacts on both service users and the workforce.

Formal consultation

13 **Who took part in the consultation?** ***Please also specify representatives of any protected groups***

Targeted consultation meetings were held at each of the twelve internal Housing with Care schemes. All current tenants, including those in short term tenancies were invited by letter to attend a face to face consultation meeting where the Project Team were able to outline the proposal in detail and answer any questions they had. All comments made during the meetings were noted and recorded and therefore form part of the consultation analysis. Attendees were also encouraged complete and return surveys, either online or via post using the pre-paid envelopes provided for this purpose. Additional copies of the letters were made available to families, who were also invited to the meeting. Details of date, venue and number of attendees for each session is listed below

The consultation meetings at the two directly affected schemes, Jack Ball House and George Rowley House were held during the 2nd week of the consultation period. At the request of those present, additional consultation meetings was held in October 2013 to enable a further opportunity for people to comment on the proposals, again notes of these meetings were taken and form part of the consultation analysis.

Jack Ball House and George Rowley House

Stakeholder Group	Venue and Date	Number of Attendees	Trade Union Representative Attendance
Staff	Jack Ball House, 4th September, 5pm	7	Yes
Tenants and family carers	Jack Ball House, 4th September, 6pm	21	N/A
Staff	George Rowley House, 5th September, 5pm	10	Yes
Tenants and family carers	George Rowley House, 5th September, 6pm	14	N/A
Staff	Jack Ball House, 22nd October, 5pm	1	Yes
Tenants and family carers	Jack Ball House, 22nd October, 6pm	10	N/A

Staff	George Rowley House, 24 October, 5pm	7	Yes
Tenants and family carers	George Rowley House, 24 October, 5pm	6	N/A

Total numbers attended – Staff 25 – Tenants and families 51

Other Housing with Care Schemes

Stakeholder Group	**Date**	**Venue**	**Number of attendees**
Tenants, family carers and staff	7th October	Halford Lodge	10
Tenants, family carers and staff	7th October	Cottage Farm	11
Tenants, family carers and staff	8th October	Copthorne Lodge	13
Tenants, family carers and staff	8th October	Harry Caplan House	11
Tenants, family carers and staff	9th October	Elsie Jones House	15
Tenants, family carers and staff	9th October	Frank Walsh House	21
Tenants, family carers and staff	14th October	Quinton Lodge	21
Tenants, family carers and staff	14th October	Knightlow Lodge	19
Tenants, family carers and staff	15th October	Skipton Lodge	21
Tenants, family carers and staff	15th October	Farmcote Lodge	12
Total attendees			**154**

Housing with Care – Vision Group

The Housing with Care Vision Group is made up of representatives from all internal Housing with Care schemes. The group meet regularly and are a key enabling the service to improve but also as mechanism for communicating potential changes to the Housing with Care service. The abcs Housing with Care consultation was an agenda item at their meeting on 17th September 2013 and 15 people were in attendance. Notes of the meeting were taken and have formed part of the consultation analysis.

In total 169 tenants and families attended these consultation meetings

Housing with Care Roadshows for staff

In additionally three staff roadshows were held to enable all Housing with Care staff, as a stakeholder in the consultation to express their views. 39 staff attended.

Date	**Venue**	**Number of attendees**	**Trade Union Representative Attendance**
29th August	Cottage Farm	28	Yes
16th September	Cottage Farm	1	No
24th October	Cottage Farm	10	No
Total		39	

Overall 284 people attended targeted consultation meetings.

Additional activities

Staff indirectly impacted by the proposal who may, for example, refer into or support the services impacted, have been consulted with in a variety of ways including Programme Team attendance at Management and Team meetings, staff briefings and general awareness raising to encourage direct participation in, and response to, the consultation through the on-line survey, feedback through line managers or to the Programme Team.

Voluntary sector providers, including service user representative bodies, were invited to participate in the consultation by letter, email and presentations at Partnership Boards and/or Voluntary Sector meetings. This has been managed at a Programme Level. Similar to the project approach, comments were captured and recorded at the time and further written responses and/or completion of the online survey were encouraged and have subsequently been received.

Online / Paper Responses

In addition to the targeted consultation activity, people were encouraged to submit individual responses to the consultation either online or via a printed copy. 62 responses were received in relation to the Housing with Care Proposal.

Trade Unions

Trades Unions had access to the Cabinet Report at the start of the consultation period. Trades Union representatives were invited to attend all staff sessions held. The Interim Consultation Report was sent to Trades Unions and they were kept updated through routine meetings. Trade Union representatives took the opportunity to give us their views on the 6 proposals during the various meetings held, with both Unite and Unison providing written feedback too.

Information on protected groups

The protected groups for Housing with Care Tenants are age, ethnicity, disability and gender.

Whilst the majority of consultation meetings were held in groups, individuals were encouraged to submit individual responses to the consultation where equality monitoring data was requested from respondents. Only 12 people, 19% of those that responded to the consultation completed the quality monitoring questions. From this limited data 58% were over 55. 92% of respondents stated their ethnicity as White British, which is consistent with the internal Housing with Care population and their families. The gender breakdown of respondents shows 67% were female and 33% were male. Again this is representative of the internal Housing with Care population. Only 2 people stated they had a disability which equates to 17% of the respondents who completed the equality monitoring sections of the questionnaire. Disabilities identified were hearing impairment and speech impairment.

In addition to the meetings listed above, 16% of those who submitted an individual consultation response form identified themselves as a family carer or family member or friend of someone receiving support from adult social care.

Respondents were asked what impact the proposal would have on protected groups. Responses concentrated on concerns about the impact on older and frail people. That it would be upsetting for them to move, some of whom could be very disorientated by the change. Social and friendship groups were highlighted as important to older people and that loss of social groups may affect people's physical and mental health.

During the consultation process, it was emphasised that the proposal to cease care at Jack Ball House and George Rowley House were proposals only and were the subject to the current consultation. People were advised that the final recommendations following the outcome of the consultation would be taken by Cabinet in December 2013/ January 2014 for Councillors to make a final decision.

During the consultation process some people directly affected by the proposals asked for information about the process to be followed if they wanted to move from Jack Ball House or George Rowley House before the outcome of the consultation. This information was provided to

those who requested it and was also added to the frequently asked questions for the project which were published on the Council website.

During the consultation process six people have moved out of Jack Ball House or George Rowley House. Three people have moved to other internal Housing with Care schemes and one person has moved into residential care. In addition a further seven other people have requested social work support to consider their accommodation options. Social work support has been provided to those people who have already moved and to those who are considering their future housing options. Family members, where applicable, have been involved in this process. Care and support plans have been developed for those who have moved home. The Care and support plan will include any additional support required during transition process. All care and support plans will be reviewed after the first 6 weeks of the move or sooner if required.

Informal feedback from those people that have moved or their families is that the new accommodation is of better standard than Jack Ball House or George Rowley House. In some cases people have moved closer to their family.

14 What were the key findings of the consultation?

In total 62 responses were received to the Housing with Care proposal, with some of these responses being received on behalf of a number of people as a result of group discussion. Of those responses received 10 indicated agreement with the proposals, 11 disagreed and 24 did not know. A total of 17 chose not to provide a view as to whether they agreed or not. These figures include responses gathered by members of the project team at a number of consultation meetings. During these meetings if no decisive view was shared no agree or disagree response was recorded.

A number of people who responded did not indicate agreement or disagreement to the proposals. When comments/narrative has been provided those comments/narrative have been analysed in order to allow those views to be taken into account. Some feedback refers to activities that were not the subject of the consultation and this is not included within the themes.

Consultation Response Themes

Theme 1 – Concerns about the potential impact on vulnerable people
Concerns were raised about the impact the proposal will have on vulnerable people. A number of existing service users at Jack Ball House and George Rowley House are frail and responses received have suggested that by moving these people their health will deteriorate. In addition concerns have been raised that tenants will lose friendship groups that they rely on for companionship should people move to different schemes.

Theme 2 – Standard of care and existing services
Tenants and family carers have expressed their satisfaction at the standard of care that is provided in both Jack Ball House and George Rowley House. These views are used to question the reasoning for proposing to cease providing care services at the two schemes. In addition staff have asked whether the service could be made more efficient to understand if the two schemes can continue to be operated as a Housing with Care. Throughout the consultation people have asked whether the buildings could be remodelled to provide more suitable accommodation. Additionally people have asked whether an alternative commissioned provider could provide care.

Theme 3 – Uncertainly regarding phase 2 of the proposal
There has been uncertainty about what Phase 2 of the proposal means. Another consultation would need to be undertaken if further schemes were to close. Therefore Phase 2 appears to

add no value to people at this point and only services to cause concern amongst other Housing with Care schemes.

Theme 4 – Better accommodation will be an outcome of the change
Responses have also focused on the positive aspect the proposal offers. People recognise the benefits of relocating tenants to schemes where the facilities and the standard of accommodation is improved.

Theme 5 – Role of Whitefriars
Throughout the consultation Whitefriars have been working with the Council to gather views and comments. At some consultation meetings, tenants and families have taken the opportunity to comment on the current standard of accommodation. Comments have been varied, ranging from routine maintenance issues to possible improvements could be made to the building layout.

Theme 6 - Short term placements
Currently there are 7 short term placements available at Jack Ball House and 6 at George Rowley House. The value of these short term placements has been highlighted during the consultation. Individuals and organisations have expressed a desire to ensure short term placements continue to be available.

15 Are there any gaps in the consultation?

No.

16 Following the consultation, what additional equality issues have emerged?

Throughout the consultation process a number of people raised concerns regarding future need for Housing with Care due to an ageing population in the City. People felt that more, not less, Housing with Care schemes were needed to support the ageing population.

The population of Coventry aged over 55 is expected to increase by 30% between 2010 and 2030, with 64% growth predicted in the population aged over 85. Given the expected increase in older people, key illnesses or disabilities affecting older people (aged 65+) are also expected to increase significantly between 2012 and 2030. In particular there is expected to be a 44% rise in the number of people with dementia and a 30% increase in people with activities affected by previous strokes, falls, hearing impairments and mobility problems.

There is no single statistic that captures the extent of disability in the population.
There are 55,848 people in Coventry with a limiting long term illness, which is around the national and regional average. The proportion of people aged 16-64 with either learning disabilities, moderate or serious physical disabilities or mental health problems is expected to increase by an estimated 21-22% between 2012 and 2030. The fact that people are living longer and the future expected increases in people with disabilities, is likely to have an impact on the number of people with care and support needs and/or requiring specialist accommodation

As of 2011 the population of Coventry for those aged 55 and over according to the Office for National Statistics (ONS) was 76,600. Excluding Supporting People and Shared Lives schemes there were 1,528 people living in accommodation based services within the city, equating to 1.99% of the population aged 55 and over.

The ONS forecast that by 2015 the 55 and over population in Coventry will rise to 79,300 and by 2025 it will be up to 90,000. If demand stays consistent at 1.99% then in 2015 there will be 1,578 people (an increase of 50 people) in accommodation based services and in 2025 this will be 1,791 (an increase of 263 people).

The Council recently consulted on the Coventry Housing and Homelessness Strategy 2013-2018, prior to Cabinet approval in March 2013. The results of this consultation indicated that the housing available to older people in Coventry needs to change as the current provision is out of step with modern aspirations and needs. Much of the former Council owned sheltered accommodation is outdated or is in less desirable locations and is therefore characterised by low demand. All internal Housing with Care accommodation is located in the former sheltered housing accommodation which is characterised by low demand described above.

Theme Four of the Housing and Homelessness Strategy is to encourage balanced, stable and sustainable communities outlines the priority to improve the housing choice for an ageing population by increasing the range of housing suitable to support the needs of older people in a standard of accommodation which meets modern aspirations.

An identified action within the Housing and Homelessness Strategy is for Whitefriars Housing Association to complete an appraisal of existing sheltered housing and Housing with Care to assess if they can be remodelled, by the timescale of April 2018.

The Council will also work with Registered Providers and Adult Social Care Teams in the City to ensure a co-ordinated strategic approach to delivering improved services and specialised housing provision for vulnerable and older people city-wide. This includes housing for older people across a broad range of provision such as purpose built bungalows and where possible larger complexes catering for a variety of care needs and offering on-site facilities. An example of this approach is the Earlsdon Retirement Village scheduled for completion in 2015. This will be in the context of available sites, funding and identified priorities.

The re-use of redundant sites or development on land occupied by existing outdated or unpopular sheltered / supported housing in the social sector, will be encouraged.
This will help to secure the land needed for new purpose designed housing for vulnerable groups or older people. The Council will encourage all new rented homes in the social sector to be designed to Lifetime Homes Standards and for all new homes to be wheelchair accessible.

All these actions will support the City to meet the housing requirements of an increasingly ageing population, some of whom will have care and support needs.

17 Which of the options have changed following consultation and equality analysis, and how?

No options have changed following the consultation and equality analysis.

Equality impact of final option

18 Please confirm below which option has been chosen for implementation.

Phase 1
It is proposed to cease providing care services from both Jack Ball House and George Rowley House. At the time of writing 5 tenants have left Jack Ball House and 1 tenant has left George Rowley House since the consultation began. Additionally 7 people at Jack Ball House have requested social work support to consider their accommodation options. Therefore it is proposed to cease providing care services from Jack Ball House first. It is proposed that Jack Ball House tenants are supported to move to alternative schemes by no later than the end of April 2014. It is proposed that George Rowley House tenants are support to move to alternative schemes by July 2014.

Phase 2
The original proposal outlined a second phase, which was ceasing care provision from further schemes once market availability allowed. Throughout the consultation there was a significant amount of

uncertainty and doubt raised about what schemes would be covered in a second phase. At this time it is not possible to name the schemes that would be covered in a second phase or to identify when a second phase would take place.
Whilst it is recognised that this approach has raised concern levels amongst tenants and their families and for future service users, it was important for the Council to be transparent about the future of internal Housing with Care schemes.

At such time that it is possible to identify further schemes from which care will be ceased further consultation will take place with affected tenants, staff and family carers.

19 Please indicate which of the following best describes the equality impact of this analysis.

☐ **There will be no equality impact if the proposed option is implemented.**

☒ **There will be positive equality impact if the proposed option is implemented.**

☒ **There will be negative equality impact if the preferred option is implemented, but this can be objectively justified.**
Please state clearly what this justification is and what steps will be taken to ameliorate the negative impact.

Summary of Impact	Protected Group Affected	Justification	Amelioration Steps
Moving vulnerable people to new accommodation due to their age, frailty and disability	Age, Disability, Family Carers	The Council must reduce budgets to meet funding reductions set by Central Government. We can't protect any single area of spend or service from the requirement to make the savings. The accommodation does not meet the minimum standards the Council would expect as it is bed-sit type accommodation. Alternative schemes offer a better standard of accommodation	All tenants will have a social care review to reassess their social care needs to determine future accommodation options and support needs. Support plans would be drawn up by social workers in conjunction with tenants, families and Housing with Care staff to ensure that the transition to their new home is as smooth as possible. Where possible and requested by tenants identified friendship groups will be maintained by moving to the same or nearby alternative accommodation.

Although there is a negative impact of the proposed change, the overall outcome will enable a positive equality impact for those affected by the provision of more suitable accommodation to meet their care needs.

How will the changes be monitored over the next 6-12 months?

The Housing with Care Service should ensure that they complete the monitoring and review section of this Equality and Consultation Analysis 6 – 12 months after implementation.

Due to the person centred nature of this type of service delivery, any individual issues which may arise during and immediately following implementation of the proposed changes would be dealt with by the allocated social worker and/or Housing with Care staff to support the individual to settle in their new home and meet the identified outcomes within their care and support plan.

20 Please state how the social value outcomes have been considered in making this decision?

The Public Services (Social Value) Act 2012 places a requirement on commissioners to consider the economic, environmental and social benefits of their approaches to procurement before the process starts.

The nature of this proposal deals solely with the internal provision of Housing with Care and therefore this duty does not apply here.

This would be considered should the service ever be subject to a tender process.

21 **What will be the impact on the workforce following implementation of the final option?** ***Please make reference to relevant equality groups (with protected characteristics under the Equality Act).***

The following table provides a breakdown of the staff profile at Jack Ball House and George Rowley House:

	Vacancies	**Temporary**	**Permanent**	**Casual / Relief**	**Total**
Jack Ball House	5	1	14	1	21
George Rowley House	1	3	15	5	24

There are 45 posts across Housing with Care, with the majority at Jack Ball House and George Rowley, of which 6 are vacant. There would be a direct impact on all posts. However across Internally Provided Services there are currently 44 applications for ER/VR.

Across Internally Provided Services the majority of staff affected by all of the proposals are predominately White British Females. All of the affected employees will have equal access to the provisions of the City Council's Security of Employment Agreement.

Formal decision-making process

Please detail below the committees, boards or panels that have considered this analysis

Name	**Date**	**Chair**	**Decision taken**

Approval

This equality analysis has been completed by:

Officer	Gemma Tate
Service Manager	Anne Rooney

Note: *Failure to comply with duties on equalities and consultation will put the Council (and specifically the elected member or officer making the decision) at risk of judicial review*

Director	
Elected Member	
Date	

Monitoring and review

This section should be completed 6-12 months after implementation

a) Please summarise below the most up to date monitoring information for the newly implemented service, by reference to relevant protected groups.

b) What have been the actual equality impacts on service users following implementation?

Analyse current data relating to the service and think about the impact on key protected groups: race, sex, disability, age, sexual orientation, religion or belief, pregnancy or maternity, gender reassignment.

It may help to answer the following questions: Since implementation

- Have there been any areas of low or high take-up by different groups of people?
- Has the newly implemented service affect different groups disproportionately?
- Is the new service disadvantaging people from a particular group?
- Is any part of the new service discriminating unlawfully?

c) What have been the actual equality impacts on the workforce since implementation?

Equality Analysis and Consultation Template
July 2012 · Version 2.0.1

The latest version of this template can be found at:
http://beacon.coventry.gov.uk/equalityanddiversity/
Please ensure you are using the latest version of the template.

Coventry City Council

A Bolder Community Services *Focusing Day Opportunities and Transport to Promote Independence and support the most vulnerable*

1. Proposal consulted upon

The basis for these proposals was to maximise the use of resources, focus on providing support to the most vulnerable, promote independence and support family carers to continue caring.

The specific proposals in respect of each service area are detailed below:

Older People

Non-specialist day opportunities
The proposal is to reduce the number of internally provided non-specialist day opportunity sites from three to one, and re-locate services currently provided at Frank Walsh House (Milan Day Opportunity) and Risen Christ to Gilbert Richards Centre, which has been identified as the site offering the most suitable provision. The centre's capacity could be increased to provide services for people currently attending all three day opportunities. This service would be provided Monday-Friday. It is also proposed that services are not provided on bank holidays.

Specialist dementia day opportunity
It is proposed that at Maymorn the number of places increases from 25 to 30 Monday-Friday, and that the weekend service ceases. It is also proposed that services are not provided on bank holidays, as is the case with other internally provided adult social care services.

Learning Disabilities

Curriers Close and Watcombe Resource Centre
The proposal is to re-locate Curriers Close and Watcombe Resource Centre to the vacated building at Frank Walsh House, located in the city centre closer to local amenities and activities.

The service would operate in two distinct areas of the building, with one operating as a step towards more independence and employment for individuals, and the second supporting people with more complex needs and behaviours to better access community activities.

Brandon Wood Farm
The proposal is to maximise the unique features that Brandon Wood presents, by developing a specialist facility for people with complex needs and behaviours. This could mean some existing service users would access alternative provision.

It is envisaged that the future service would not include animal husbandry or a full farm environment, but that some animals may be retained as they can be stimulating and therapeutic.

Wilfred Spencer Centre
No changes are anticipated as part of this proposal.

Gosford Community Hub
No changes are anticipated as part of this proposal.

Mental Health

The POD at Lamb Street
No changes are anticipated as part of this proposal.

Transport

The arrangements for transport would also change, promoting independence through a range of travel options.

Decreasing services by 3 locations would reduce the requirement of Council transport. Transport routes would be revised and travel options to support individual independence would be explored with people using the services thereby reducing reliance on council transport.

2. Consultation summary

Throughout the consultation a total of 18 meetings were held to specifically discuss the proposal relating to Day Opportunities and Transport, with in excess of 180 people attending the meetings. Meetings were held with different groups including separate ones for service users, family carers and staff. These meetings included presentations to a variety of sized audiences. For example there were over 40 service users and family carers at Risen Christ and as few as 4 family carers at one Maymorn session. These meetings proved invaluable in gathering the views and comments of affected groups.

In addition we received 82 signed letters before the end of the consultation on the 15th November from Risen Christ. A letter template was produced by the centre and signed by individuals. The letter talks about the concerns people have regarding the proposed relocation of service users to the Gilbert Richards Centre and the subsequent ceasing of day opportunities services at Risen Christ. The letter suggests there will be a detrimental impact on the local community as well as there being increased costs to the Council due to transport arrangements to Gilbert Richards. A copy of the letter can be found at the end of this appendix.

2.1 Consultation Response Themes

In total 76 responses were received to the Day Opportunities and Transport proposal, with some of these responses being received on behalf of a number of people as a result of group discussion. Of those responses received 14 indicated agreement with the proposals, 25 disagreed and 11 did not know. A total of 26 chose not to provide a view as to whether they agreed or not. These figures include responses gathered by members of the project team at a number of consultation meetings. During these meetings if no decisive view was shared no agree or disagree response was recorded.

A number of people who responded did not indicate agreement or disagreement to the proposals. When comments/narrative has been provided those comments/narrative have been analysed in order to allow those views to be taken into account. Some feedback refers to activities that were not the subject of the consultation and this is not included within the themes.

The content of meetings and individual responses have been analysed to produce the main themes that are outlined in the following section.

General themes across all client groups
The following have been identified as general themes raised with regard to the different client groups.

Theme 1 – Concerns with proposed new services
Respondents raised concerns about the potential impact on service users as a result of changing their existing provision. It has been suggested this could lead to social isolation, an impact on family carers and general distress for those involved. During the consultation some services users said they would not be prepared to go elsewhere.

Theme 2 – Impact on carers
The impact on carers has been a constant theme throughout much of the consultation. There have been concerns raised that by changing, or reducing, services the unknown effect on carers will mean they are unable to cope. This is particularly relevant to the Maymorn service however there are implications across all client groups.

Theme 3 – Concerns about the current transport service
Throughout the consultation service users and family carers raised concerns that the existing transport provision was not meeting their current needs. They expressed concerns that reliance on the transport service to alternative day opportunities would mean that they would be unable to attend. One respondent pointed out the existing transport service were unable to collect her from her door due because the driver was not able to leave his vehicle. Therefore alternative transport arrangements had to be made by the day opportunity.

Theme 4 – Financial benefits
Specific views were raised contesting the savings to be made by the proposed changes and the financial benefit these will have. It is perceived that longer travel times and alternative weekend services will reduce any savings it is possible to make.

Theme 5 – Good services currently provided
Across the different client groups and day opportunity services provided, people had very positive things to say about the current services. It was reflected that any changes should not lessen the existing quality, choice and value placed on the services.

Client Group specific themes
The following have been identified as themes specific to client the different groups.

Older Peoples Day Opportunities – Non specialist

Theme 6 – Loss of community connection
Concerns were raised that some of the older peoples' day centres offer community support and a network for local people to access. It has been suggested that by removing services these community connections will be lost.

Theme 7 – Cultural needs and diversity
Day centres provide cultural support to meet the diverse needs of service users. This includes spiritual and multi lingual support. By no longer providing services from these schemes it is perceived that the service users will not be able to have their needs met. In addition dietary requirements are met at some of the schemes. There is a perception that these will no longer be met.

Theme 8 – Impact on Risen Christ luncheon club
Concerns about the potential loss of the Risen Christ luncheon club, as a consequence of the proposal, have been raised during the consultation. Currently Risen Christ receives a grant of £30k to deliver the Day Centre. Some of the grant is used to support the luncheon club. In addition the cook, employed by the Council to prepare meals for the Day Centre, also prepares meals for the luncheon club. Should the day centre cease it is believed the luncheon club that supports upwards of 20 people three times a week will cease. Individuals who attend the luncheon club only are not currently eligible for care services.

Specialist dementia day opportunity

Theme 9 – Weekend and bank holiday provision
Concerns have been raised that the loss of weekend and bank holiday support will adversely affect service users and their family carers. It is suggested that some people rely on this support and benefit from the respite offered.

Learning Disabilities

Theme 10 – The proposals have many positives
A number of responses have been received suggesting the proposal relating to Curriers and Watcombe will have a positive impact on some service users. This is because of the opportunities a city centre location offers promote and support personalisation and independence.

Theme 11 – Independent Travel
Family carers of service users attending learning disability services expressed concerns about increased expectations for individuals to travel independently. Specific concerns were raised regarding the safety of the area between Pool Meadow Bus Station and Frank Walsh House, should service users be expected to walk between the two locations independently.

Staff and Trade Union feedback – summary

A range of views were expressed by staff and Trade Unions in relation to Day Opportunities. There were general concerns about the need to ensure a good quality of service provision and concerns about potential detrimental effects on service users.

The opportunity to move to Frank Walsh House was welcomed as it was acknowledged that previously staff had been working in difficult conditions. Trade Unions were keen to ensure staff are equipped with the necessary skills and experience to provide services at Brandon Wood Farm.

Trade Unions were also keen to understand and have discussions about the potential impact on terms and conditions as a result of the changes, as well as potential impacts in other service areas e.g. Transport.

3. Proposal to be implemented following Consultation

The potential impact of the proposed changes across the different day centres are now better understood following the consultation. As demonstrated above there has been a wide range of views and comments gathered throughout the consultation. Although a large number of views have raised concerns about the proposals, service users and carers will continue to receive appropriate support. As a consequence the following proposals are made for implementation.

<u>Older People</u>

Non-specialist day opportunities

Following the consultation it is proposed that the original proposal is implemented. Although a number of concerns have been raised about the proposed changes, as outlined above, the needs of service users can be met at the Gilbert Richards Centre. Re-assessments of service users will be undertaken to ensure care plans continue to meet the needs of individuals.

In addition Risen Christ is being advised about how they can continue to deliver a luncheon club. This could take the form of a charitable trust or social enterprise. In support of this it is proposed to provide Risen Christ with a one off transition grant. The grant will be used to pay for materials and goods required to deliver a luncheon club. After which the luncheon club will be expected to be self-sufficient.

Specialist dementia day opportunity

Following the consultation it is proposed to withdraw the original proposal and to continue to deliver the weekend provision at Maymorn. The original proposal to cease bank holiday services will continue.

This aligns to evidence supporting the argument that with the increasing diagnosis of dementia and Alzheimer cases there is going to be growing demand for the service over coming years. There are thought to be around 3,600 people living with dementia in Coventry, and by 2016, this is set to rise to approximately 3,900. Coventry's 'Living Well with Dementia Strategy' seeks to make the city more dementia-friendly, and highlight current examples of good practice and gaps in service provision.

Closing at weekends would have a considerable impact on carers. In some cases, it may mean that they are unable to continue to care for the individual at home because people with dementia are extremely reliant on carers to cope with day to day living tasks and to protect them from putting themselves at risk. The practicalities of meeting the needs of individuals with dementia mean that provision should be centre based.

This means that at this time weekday places will remain at 25 per day.

<u>Learning Disabilities</u>

Curriers Close and Watcombe Resource Centre
Following the consultation it is proposed to continue with the original proposal. The majority of views were in support of the relocation of the centres to the more central location that Frank Walsh House offers. Existing service users of Curriers and Watcombe will continue to receive support from Frank Walsh House.

Support will be provided to service users and family carers to ensure they are able to adjust to new environments. This will include regular assessments to ensure the new services are meeting the needs of service users.

Brandon Wood Farm
Following the consultation it is proposed to continue with the original proposal. A more specialist provision will be established for service users with complex behaviours and needs. Existing service users that will not benefit from the changes at Brandon Wood Farm will be assessed and provided with alternative services. Any changes will be discussed with service users and family carers.

Wilfred Spencer Centre
As originally proposed there are no changes anticipated as part of this proposal.

Gosford Community Hub
As originally proposed there are no changes anticipated as part of this proposal.

<u>Mental Health</u>

The POD at Lamb Street

As originally proposed there are no changes anticipated as part of this proposal.

Transport

The arrangements for transport would change as a consequence of implementing the above proposals. Initially a number of routes will be reduced as fewer centres will need to be accessed.

Longer term the new centres offer some individuals the opportunity to increase their independence through a range of travel options. This will further reduce the reliance on transport and provide further savings.

4. Approach to risk management

Prior to and throughout the consultation a number of risks and considerations have been identified. Risks identified will be managed in accordance with the Councils Corporate Risk Management processes.

Letter from Risen Christ

CALUDON PARISH

St Mary Magdalene with the Church of the Risen Christ
Wyken Croft, Wyken, Coventry
024 76612316 **risenchrist3@yahoo.com**

Mr B M Walsh
Director of Community Services
Community Services Directorate
Coventry City Council
Civic Centre 1
Little Park Street
COVENTRY
CV1 5RS

Dear Mr Walsh

We are writing in support of the Risen Christ Day Care Centre in Wyken Croft. We understand that the future of this excellent day centre is under review and that Coventry City Council may decide to close it as part of their cost cutting measures.

We believe most strongly that any such decision would not only have a massive negative social care impact on the local community but is financially flawed. While closure may give an initial saving to the council, any such saving will be significantly reduced by increased transport and additional care costs at another centre or by the more expensive and less satisfactory cost of home care.

We further urge our council to look at ways to keep this centre open. We understand that this may entail a number of unpleasant cost savings but believe that this would be far better than the complete loss of this excellent community resource.

Yours sincerely

(Address)

Date:

Coventry City Council

Equality and Consultation Analysis Template

Context

Name of analysis	Focusing Day Opportunities and Transport to Promote Independence and support the most vulnerable
Officer completing analysis	Clare Storey
Date	10/12/2013

1 Briefly describe the area of work this analysis relates to:

Local Authorities with social care responsibilities are required to provide, whether at centres or elsewhere, facilities for occupational, social, cultural and recreational activities. In Coventry this is currently provided by 10 day opportunities for older people, adults with learning disabilities and people with mental health issues who meet the adult social care eligibility criteria.

Coventry City Council Community Services Directorate continuously works to modernise day opportunities and promote independence for older people, adults with learning disabilities and people with mental health issues. The Council both externally commissions and directly provides a range of services. This analysis only relates to the provision of, and attendance at, those services which the Council directly provides. These are listed below.

There are currently 10 internally provided day opportunities:

- 4 day opportunities for older people
- 5 day opportunities for adults with learning disabilities
- 1 day opportunity for people with mental health issues

Transport is also provided by the Council, through the City Services and Development Directorate.

Services are delivered through a traditional building based model where the majority of people are collected from their home in the morning, and taken home again at the end of the day using council transport. Day Opportunities generally operate between 9.00am or 10am and 4.00pm. Attendance is on a full day basis and the reliance on transport creates little room for flexibility. Individuals can attend for a minimum of 1 day a week, up to a maximum of 5 days a week (or 7 days a week for Maymorn). The frequency of attendance is determined by an individual's assessed eligible needs, which is agreed between a Social Worker, individual and family carers.

Scoping the analysis

2 Who are the key stakeholders, both existing and potential, that could be impacted by this work?

Existing service users (includes older people, people with dementia, people with physical and/or learning disabilities, people with mental health issues)

Family carers of service users are recognised as a protected group and could also have a number of other protected characteristics.

Potential service users and family carers - anyone living in Coventry may be assessed to access, and/or support a family member to use this type of service. Therefore all residents could have an interest in the provision of Adult Social Care services within the City.

Staff of Internally Provided Services, transport, and cleaning.

3 From the list above, which of these constitute protected groups?

- Age, namely older people.
- People with disabilities
- Gender, namely women.
- Family carers

4 Which of the key stakeholders (including representatives of protected groups) will need to be kept informed, consulted or actively involved in this area of work?

Key Stakeholder	Type of Involvement*	Method(s) used
Service users	Involved & Consulted	Letters, newsletters, meetings, advocacy services, websites and surveys
Family carers	Involved & Consulted	Letters, newsletters, meetings, advocacy services, websites and surveys
Staff directly impacted by the proposal (Internally Provided Services, Cleaning and Transport)	Consulted	Letters, emails/newsletters, briefings, websites and surveys
Staff indirectly impacted by the proposal who may, for example, refer into the service (Adult Social Care Managers, Community Mental Health Team, Older People Assessment & Case Management Teams, Community Learning Disability Team, Carers Team, TESS)	Consulted & Informed	Emails, briefings, websites and surveys
Trades Unions	Consulted & Informed	Primarily the Internally Provided Services Trades Unions Forum
Other stakeholders e.g. voluntary sector providers, service user representative bodies	Consulted & Informed	Letters, emails, briefings and surveys
External Stakeholders (Alzheimers Society, Dementia Strategy Board, Young Onset Dementia Focus Group, Church Committee of the Risen Christ, external users of Risen Christ service (e.g. the luncheon club), Work Forward, CIC, external users of Gilbert Richards Centre.	Consulted & Informed	Letters, emails, briefings and surveys

** Information, Consultation or Involvement*

5* Which, if any, parts of the general equality duty is the service relevant to? *Please mark with an 'X'.

☐ **Eliminate discrimination, harassment and victimisation.**

☒ Advance equality of opportunity between people who share relevant protected characteristics and those who do not.

☐ Foster good relations between people who share relevant protected characteristics and those who do not.

6 What information is available to be used as part of this analysis?

Information has been obtained from the Adult Social Care Case Management system Care Director, on service users' age, gender and ethnicity. Comparisons can be made against publically available population data from the latest Census.

All staff are employed on City Council contracts, data is held by the Human Resources department which indicates age, gender and ethnicity. This data will also allow us to understand the proportion of part time and full time workers.

7 What are the information gaps?

Equalities monitoring data is collected as part of the assessment process for Coventry Adults Social Care. However, some fields are not mandatory (religion, sexual orientation, etc) and therefore there are gaps where a significant proportion of information has not been collected.

Whilst it is recognised that service users will have assessed eligible needs in order to access the service, comprehensive data analysis on service users' specific disabilities is not held electronically.

Data is not held on service users who attend the Mental Health day service, The Pod. This data is not essential to this piece of work because the service is unaffected by the current proposals.

Data gaps exist on the protected characteristics of family carers of those attending these services. It is anticipated that the consultation process will provide some of this information.

Data analysis

8 Please summarise below the key issues that your data is telling you.

The data below has been updated at the end of the consultation period (15th November 2013). During the consultation period there have been no significant changes in the data and therefore the conclusions reached. Therefore the commentary did not require updating.

Service user data:

Data from the Adult Social Care database as at 15th November 2013 showed that there are 322 service users across Internally Provided Day Opportunities[2].

The data shows the following breakdown of service users by ethnicity:

	Older People Services		Adult Learning Disabilities Services		City Average Data[3]	
Ethnicity	Count of clients	% of clients	Count of clients	% of clients	Number	%
African	0	0.00%	0	0.00%	12,836	4.00%
Bangladeshi	0	0.00%	1	0.51%	2,951	0.90%

[2] This data relates to service users of day opportunities for Older People and Learning Disabilities. This data does not relate to Mental Health day opportunities.

[3] This data is from the 2011 census. The data does not sum to 100% as the comparison is only against groups within the services analysed rather than the wider city.

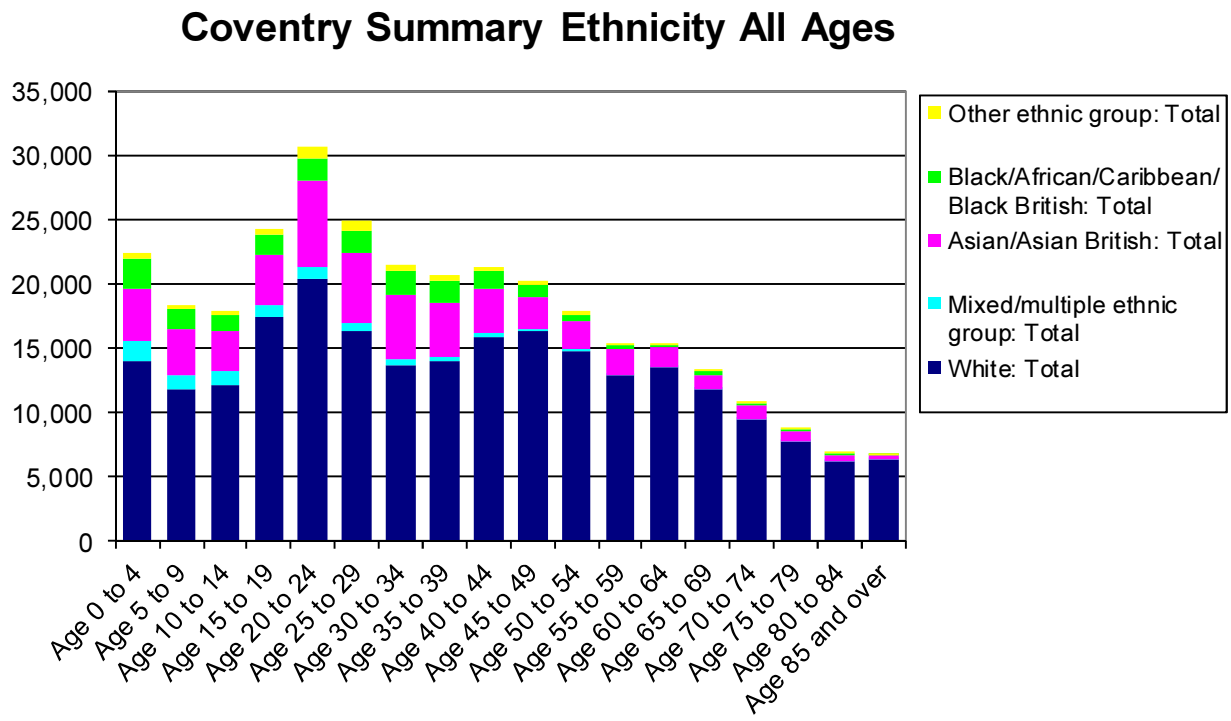
Caribbean	3	2.40%	6	3.05%	3,317	1.00%
Indian	9	7.20%	7	3.55%	27,751	8.80%
Not Yet Obtained	3	2.40%	0	0.00%	-	-
Other Asian	1	0.80%	11	5.58%	7,658	2.40%
Other Black Background	0	0.00%	1	0.51%	1,611	0.50%
Other White Background	4	3.20%	0	0.00%	15,385	4.90%
Other Ethnic Group	0	0.00%	1	0.51%	3,170	1.00%
Pakistani	0	0.00%	4	2.03%	9,510	3.00%
White British	99	79.20%	166	84.26%	211,188	66.60%
White Irish	6	4.80%	0	0.00%	7,305	2.30%
Grand Total	**125**	**100.00%**	**197**	**100.00%**	**N/A**	**N/A**

The data shows the following breakdown of service users by age:

	Older People Services		**Adult Learning Disabilities Services**		**City Average Data**	
Age Group	Count of clients	% of clients	Count of clients	% of clients	Number	%
18-24	0	0.00%	5	2.54%	30,610	9.70%
25-34	0	0.00%	20	10.15%	46,390	14.60%
35-44	0	0.00%	41	20.81%	42,032	13.20%
45-54	1	0.80%	65	32.99%	37,993	12%
55-64	6	4.80%	46	23.35%	30,734	9.70%
65-74	24	19.20%	19	9.64%	24,015	7.60%
75-84	48	38.40%	1	0.51%	15,543	4.90%
85+	46	36.80%	0	0.00%	6,692	2.10%
Grand Total	**125**	**100.00%**	**197**	**100.00%**	**N/A**	**N/A**

Age and Ethnicity in Coventry's population:

It is important to note that the age profiles of different ethnic groups in the city vary considerably. Non-white populations tend to have a younger profile and far fewer older people particularly in 85+ group. As many of the services that Community Services provide are disproportionately to older people, comparing usage by ethnic groups to the whole Coventry population exaggerates the extent to which non-white population are under-represented as users of social care services.



For example, Asian and Asian British people in Coventry represent 18% of the 18-64 age group, but only 8/9% of those aged 65-84 and 4% of those aged 85 and over.

Black, Asian, and Minority Ethnic (BAME) groups tend to experience earlier mortality rates due to higher levels of chronic ill health and greater prevalence of particular diseases. There will not be as many social service users from these communities until the age profile for BAME groups more closely matches that of the white population.

Comparing this to the ethnicity and age data for service users of Day Opportunities for Older People, where 80% of current attendees are White British and are predominantly over 55, the specific service data is in line with the graph above where the proportion of BAME population diminishes compared to the White population.

The data shows the following breakdown of service users by gender:

	Older People Services		**Adult Learning Disabilities Services**		**City Average Data**	
Gender	Count of clients	% of clients	Count of clients	% of clients	Number	%
Female	87	69.60%	96	48.73%	159,339	50.30%
Male	38	30.40%	101	51.27%	157,621	49.70%
Grand Total	**125**	**100%**	**197**	**100%**	**316,960**	**100.00%**

The data shows the number of clients that also receive another service to meet their assessed eligible social care needs:

Other Service	Number of clients	Percentage of clients
Transport	280	87%
Meals	112	90% of people attending Older People's services as this is only available at these services
Home Support	111	34%
Shared Lives	22	11% of people attending adult Learning Disability services as this is only available to people in this cohort
Telecare	12	4%
Housing with Care	14	11% of people attending Older People's services as this is only available to people in this cohort
Direct Payments	13	4%
Residential	7	2%
Inco Laundry	7	2%
Enablement	1	0%

This shows that the majority of attendees, 87%, use Council provided transport to get from their home to the day opportunity and vice versa. A significant number of people attending day opportunities are provided with meals on site. This service is only provided in Older People's day opportunities which equates to 92% of those attending. A number of other services are provided which indicate the range of needs presented by those attending these services.

Summary of Service User data:

Older People

The data above shows that the majority of current attendees are White British (79%). This appears to be higher than the city average but when age is also taken into account, given that most attendees are aged 65 or over, this is in line with what is expected in Coventry. There is a slightly higher proportion of attendees with Indian ethnicity than expected in this age profile.

There are proportionally more females (70%) attending Older People's Day Opportunities than males (30%). This is higher than expected when compared to the city average for all ages, however this is expected for older people due to women generally living longer than men.

Learning Disabilities

The data above shows that current service users are mostly White British (84%), which is higher than Coventry's population average of (66.6%). Compared to Coventry's population averages, there is a slight under-representation of service users with Indian ethnicity (4% compared to 8.8%) and slight over-representation of service users with Other Asian ethnicity (6% compared to 2.4%).

There is a fairly even spread of ages across those currently attending, with over 50% aged between 35 and 54 years. Due to the fact that people with severe learning disabilities have a lower than average life expectancy it is to be expected that there are fewer people aged over 65 attending these services.

The gender split across these services is comparable to the City average.

Council Staff data:

Data[4] is held by Coventry City Council as the employer of staff groups potentially impacted by this proposal. At this point in time the data can be presented across staff employed in Internally Provided Services within Housing with Care and Day Opportunities.

The proposal identifies 145 individuals working across the services concerned. The equality data available is only available by service rather than site. The information available is not limited to the day opportunities as some of the services provide more than one service type. Some individuals also have more than one contract.

The data shows the following breakdown of staff by age:

	Older People Services		Adult Learning Disabilities Services		Coventry City Council Total	
Age Band	**Number of people**	**Percentage**	**Number of people**	**Percentage**	**Total Contract Count**	**Percentage**
Up to 24	2	3%	6	8%	335.	4.78 %
25-34	3	4%	17	22%	1,081.	15.42 %
35-44	23	34%	13	17%	1,550.	22.11 %
45-54	22	33%	24	31%	2,305.	32.88 %
55-64	15	22%	12	15%	1,459.	20.81 %
65-74	2	3%	6	8%	252.	3.59 %
75 and over	0	0%	0	0%	28.	0.40 %
Totals:	**67**	**100%**	**78**	**100%**	**7,010.**	**100.00 %**

The data shows the following breakdown of staff by gender:

	Older People Services		Adult Learning Disabilities Services		Coventry City Council Total	
Gender	**Number of people**	**Percentage**	**Number of people**	**Percentage**	**Total Contract Count**	**Percentage**
F	60	90%	56	72%	4,957.	70.71 %
M	7	10%	22	28%	2,053.	29.29 %
Totals:	**67**	**100%**	**78**	**100%**	**7,010.**	**100.00 %**

The data shows the following breakdown of staff by ethnicity:

	Older People Services		Adult Learning Disabilities Services		Coventry City Council Total	
Ethnicity	**Number of people**	**Percentage**	**Number of people**	**Percentage**	**Total Contract Count**	**Percentage**
Asian or Asian British	11	16%	4	5%	748.	10.67 %
Black or Black British	8	12%	3	4%	275.	3.92 %
Chinese	0	0%	0	0%	20.	0.29 %

[4] Please note that the data may not sum due to rounding.

Mixed	3	4%	0	0%	76.	1.08 %
Other	0	0%	0	0%	26.	0.37 %
Unknown	2	3%	9	12%	523.	7.46 %
White British	43	64%	62	79%	5,342.	76.21 %
Totals:	**67**	**100%**	**78**	**100%**	**7,010.**	**100.00 %**

The data shows the following breakdown of staff by disability:

	Older People Services		Adult Learning Disabilities Services		Coventry City Council Total	
Disability	**Number of people**	**Percentage**	**Number of people**	**Percentage**	**Total Contract Count**	**Percentage**
Disabled	3	4%	2	3%	406.	5.79 %
Not Disabled	59	88%	66	85%	5,621.	80.19 %
Refused	0	0%	0	0%	37.	0.53 %
Unknown	5	7%	10	13%	946.	13.50 %
Totals:	**67**	**100%**	**78**	**100%**	**7,010.**	**100.00 %**

The data shows the following breakdown of staff by employment status:

		Older People Services		Adult Learning Disabilities Services	
FT/PT	**Status**	**Number of People**	**Percentage**	**Number of People**	**Percentage**
Full Time	Permanent	7	88%	12	100%
	Temporary	1	13%	0	0%
Full Time	**Totals:**	**8**	**100%**	**12**	**100%**
Part Time	Permanent	51	86%	61	92%
	Temporary	1	2%	4	6%
	Casual/Other	7	12%	1	2%
Part Time	**Totals:**	**59**	**100%**	**66**	**100%**
	Totals:	**67**	**100%**	**78**	**100%**

The data shows the following breakdown of staff by salary level:

	Older People Services		Adult Learning Disabilities Services	
Salary Band	**Number of People**	**Percentage**	**Number of People**	**Percentage**
Apprentices (less than £12,311)	1	1%	0	0%
Grade 1 (£12,312 – £13,189)	9	13%	2	3%
Grade 2 (£13,189 – £15,444)	1	1%	0	0%
Grade 3 (£15,039 – £17,161)	33	49%	53	68%
Grade 4 (£16,830 – £20,198)	9	13%	5	6%
Grade 5 (£19,621 – £24,646)	10	15%	14	18%

Grade 6 (£23,708 – £29,236)	2	3%	0	0%
Grade 7 (£28,636 – £34,549)	2	3%	3	4%
Grade 8 (£33,661 – £39,855)	0	0%	1	1%
Grade 9 (£38,961 – £43,931)	0	0%	0	0%
Grade 10 (£43,128 – £46,276)	0	0%	0	0%
Totals:	**67**	**100%**	**78**	**100%**

Summary of Council Staff data:

Older People
The data presented above shows that the age profile for staff working in Older People's services is broadly representative of Coventry City Council staff. There is a slight over representation in the 35-44 band and under representation in the 25-34 band.

The staff are predominantly female and this is also reflected across the whole organisation. The staff are predominantly White British with 4% disabled.

The majority are on part-time, permanent contracts with the City Council and on Grades 3 – 5. Therefore lower paid workers are likely to be disproportionately affected by the proposal.

This information also shows that 16% of the Council staff within the Older People Day Opportunities workforce is Asian/Asian British which is considerably higher than the general Council staff population of 10.6%, therefore the proposal disproportionately affects this group.

Learning Disabilities
The data presented above shows that the age profile of the Learning Disabilities Day Opportunity workforce is, on the whole, younger than the general Council staff population.

The workforce has lower levels of ethnic diversity compared to the general Council staff population. It also has less disabled people in comparison.

The majority of staff are on part-time, permanent contracts across Grades 3 – 5.

Generating and evaluating options

9 What are the different options being proposed to stakeholders?

The basis for these proposals is to maximise the use of resources, focus on providing support to the most vulnerable, promote independence and support family carers to continue caring.

The specific proposals in respect of each service area are detailed below:

Older People

Non-specialist day opportunities
The proposal is to reduce the number of internally provided non-specialist day opportunity sites from three to one, and re-locate services currently provided at Frank Walsh House (Milan Day Opportunity) and Risen Christ to Gilbert Richards Centre, which has been identified as the site offering the most suitable provision. The centre's capacity could be increased to provide services for people currently attending all three day opportunities. This service would be provided Monday-Friday. It is also proposed that services are not provided on bank holidays.

Specialist day opportunities
It is proposed that at Maymorn the number of places increases from 25 to 30 Monday-Friday, and that the weekend service ceases. It is also proposed that services are not provided on bank holidays.

Learning Disabilities

Curriers Close and Watcombe Resource Centre
The proposal is to re-locate Curriers Close and Watcombe Resource Centre to the vacated building at Frank Walsh House, located in the city centre closer to local amenities and activities.

The service would operate in two distinct areas of the building, with one operating as a stepping stone towards more independence and employment for individuals, and the second supporting people with more complex needs and behaviours to better access community activities.

Brandon Wood Farm
The proposal is to maximise the unique features that Brandon Wood presents, by developing a specialist facility for people with complex needs and behaviours. This could mean some existing service users would access alternative provision.

It is envisaged that the future service would not include animal husbandry or a full farm environment, but that some animals may be retained as they can be stimulating and therapeutic.

Wilfred Spencer Centre
No changes are anticipated as part of this proposal.

Gosford Community Hub
No changes are anticipated as part of this proposal.

Mental Health

The POD at Lamb Street
No changes are anticipated as part of this proposal.

Transport

The arrangements for transport would also change, promoting independence through a range of travel options.

Decreasing services by 3 locations would reduce the requirement of Council transport. Transport routes would be revised and travel options to support individual independence would be explored with people using the services thereby reducing reliance on council transport.

Staff

Across Day Opportunities, it is proposed that the number of overall posts would reduce from 130 to 122. These posts that have been identified are all within Older People's Day Opportunities. For some people the proposals would mean changes to terms and conditions, including loss of weekend and bank holiday enhancements.

The proposals do not currently identify a reduction in staff numbers across Learning Disability Day Opportunities.

The impact on transport and cleaning staff cannot be identified at this point in time. It is expected that reduced numbers would be required if these proposals are implemented. Any changes would be subject to a separate staff consultation.

10 How will the options impact on protected groups or those experiencing deprivation?

The number of service users potentially affected by the proposals are as follows[5]:

- 32 people attend Risen Christ and Frank Walsh House Older People Day Opportunities
- 91 people attend Curriers Close and Watcombe Resource Centre
- 51 people attend Brandon Wood Farm

Age

- **Service Users (Older People's services)** - the age profile of the Older People Day Opportunity service user group shows that 94% are aged 65 or over, meaning that the proposal disproportionately affects older people. Changes in routines for individuals who have become accustomed and familiar with settings could be unsettling for some service users. The capacity of Gilbert Richards Centre, would ensure that sufficient places are available therefore mitigating any potential impact.
- **Service Users (Adult Learning Disabilities services)** – the age profile of the Learning Disabilities Day Opportunity service user group shows that 77% are aged between 35 and 64. Suitable provision would be retained therefore the proposal would not disproportionately affect these service users.

- **Council Staff (Older Peoples' services)** – the age profile of the staff group shows that 67% of staff are aged between 35 and 54. Approximately 55% of the overall Council staff group is within this age band, meaning that this age group is over represented in the affected Older People Day Opportunities staff group.
- **Council Staff (Adult Learning Disabilities services)** – no specific impacts have been identified.

Race & Ethnicity

- **Service Users (Older People's services)** – 79% of this service user group identify as White British. When compared to the city's population overall (74% identify as White), the group is over-represented. However, when compared to the data looking at age and ethnicity it is broadly representative. There is a slightly higher proportion of attendees with Indian ethnicity than expected in this age profile.
- **Service Users (Adult Learning Disabilities services)** – The data shows that current service users are mostly White British (84%), which is higher than Coventry's population average of (66.6%). Compared to the Coventry's population averages, there is a slight under-representation of service users with Indian ethnicity (4% compared to 8.8%) and slight over-representation of service users with Other Asian ethnicity (6% compared to 2.4%).

- **Council Staff (Older People's services)** – This information also shows that 16% of the Council staff within the Older People Day Opportunities workforce is Asian/Asian British which is considerably higher than the general Council staff population of 10.6%, therefore disproportionately affecting this staff group.
- **Council Staff (Adult Learning Disabilities services)** – no specific impacts have been identified.

[5] Data correct as at 15th November 2013

Religion and Belief

- **Service Users (Older People's services)** – Service users feel that the Milan Day Opportunity at Frank Walsh House caters for specific cultural needs and are worried that if this ceases to exist as a separate service then many activities that they value would be lost.
- **Service Users (Adult Learning Disabilities services)** – no specific impacts have been identified.

- **Council Staff (Older People's services)** – no specific impacts have been identified.
- **Council Staff (Adult Learning Disabilities services)** – no specific impacts have been identified.

Gender

- **Service Users (Older People's services)** – Women disproportionately attend Older People's Day Opportunities and would therefore be disproportionately impacted by the proposal. It is expected that this is the case due to women generally living longer than men, and by default living alone more than men. Older women are therefore likely to require more support. The capacity of Gilbert Richards Centre would ensure that sufficient places are available therefore mitigating any potential impact. Should people choose not to attend, alternative support would be identified.
- **Service Users (Adult Learning Disabilities services)** – no specific impacts have been identified.

- **Council Staff (Older People's services)** – The vast majority of the staff impacted by the proposal are women. This reflects the general trend in employees within the care sector.
- **Council Staff (Adult Learning Disabilities services)** – no specific impacts have been identified.

Disability

- **Service Users (Older People's services)** – no specific impacts have been identified.
- **Service Users (Adult Learning Disabilities services)** – Changes in routines for individuals who have become accustomed and familiar with settings could be unsettling for some service users. A greater opportunity to participate in a range of building and community based activities to achieve their desired outcomes, for example, develop life and social skills. People attending the new location for learning disabilities would be able to more easily access the city centre. The new provision would promote people's independence through the development of life and social skills.

  There may be negative impacts if people chose not to attend remodelled day opportunities. Should this occur, work would take place to identify suitable alternatives.

  The potential for longer travelling times could have a significant impact on service users, particularly people with learning disabilities with challenging behaviour and other service users travelling with them. The fact that such a high proportion of service users (87%) also use the transport service suggests that any changes would impact a number of people. The average differences in travel times are not currently known but work will take place to understand any impact during consultation, some individuals may see a reduction in their travel time.

- **Council Staff (Older People's services)** – no specific impacts have been identified.
- **Council Staff (Adult Learning Disabilities services)** – no specific impacts have been identified.

Pregnancy/Maternity

- **Service users -** no specific impacts have been identified.
- **Council Staff -** Staff who are pregnant or on maternity leave during the consultation and implementation phase would be communicated with appropriately and would have opportunity to contribute during the staff consultation. Staff with this protected characteristic would not be disproportionately affected by the proposal and would be protected by the City Council's maternity provisions and Security of Employment Agreement.

Sexual Orientation; Gender reassignment:

- No specific impacts have been identified.

Family Carers

A number of potential impacts have been identified as follows:

- If a service user is no longer attending a day service on a certain day this could impact on family members in terms of caring responsibilities, work or family activities
- The need to work with family members to support the individual and the family through change
- Being able to do more community based activities with their family members
- Decreased reliance on family members due to increased independence.

Staff with knowledge of the person would support them through the change process, communicating with families to minimise the impact.

Some families and carers would see little or no impact as some service provision would not change.

There could be an impact on transport and cleaning staff if the proposal is implemented. The precise nature of this is not currently known but this would be determined as part of a separate consultation exercise.

11 Please detail how you could mitigate any negative impacts

In order to mitigate the negative impacts identified in section 10 the following mitigation activities have been identified.

Service user mitigation:

Where provision is proposed to cease or significantly change this would be explored on an individual basis with the person, their families and the appropriate Social Work team.

Negative impacts could range from no longer wishing to attend a day provision and instead receiving support at home which could lead to social isolation. This is a particular worry amongst the older people's client group as this is a significant reason for people attending this type of service. This would be mitigated on an individual basis by the responsible social worker looking to explore other potential services that would best suit the individual's assessed eligible need. Mitigation activities include:

- Providing regular and on-going communication both directly to service users and family carers. At all times ensuring the communication is tailored to the recipient using appropriate techniques such as easy read materials.
- Providing visits to proposed new centres, enabling service users to become familiar with settings.

- Providing relocation plans and timescales so service users understand what will be happening and when, to ensure they feel fully informed throughout any changes.
- Where possible, and requested, to enable existing friendship groups to remain together.
- Provide support to family carers ensuring they are fully briefed on the proposed changes and are kept fully informed throughout the changes. This support would be tailored to meet the needs of the audiences using appropriate communication techniques such as easy read materials.
- Ensuring family carers are made aware of available support services in Coventry.
- Carry out risk assessments of the service users, taking into account the protected characteristics and needs of those affected by the proposed changes.

Staff with knowledge of the person would support them through the change process, communicating with families to minimise the impact.

Some families and carers would see little or no impact as some service provision would not change.

All transport route changes would comply with the existing policy that people will not travel for longer than an hour. The Independent Travel Training Team can provide support for people to travel independently.

Consideration will need to be given to any specific BME needs that service users currently feel are being met through the Milan Day Opportunity at Frank Walsh House in any new service model. It would need to be considered how the groups could make best use of Gilbert Richards Centre in a cohesive way.

Council Staff mitigation:
Every effort would be made to minimise the number of compulsory redundancies required through these proposals.

The majority of staff affected age between 35 to 54 years. Appropriate support will be provided to meet the needs of all age groups. This will include 1:2:1 support, regular communications and materials produced to meet the needs of the members of staff as appropriate. This could include materials such as large print and written language in plain English.

The largest cohort of staff affected is female. Support will be provided to all staff who want to develop knowledge and skills enabling them to apply for different posts if appropriate to do so.

The largest cohort of affected staff is White British. Support will be provided to all staff from all ethnic backgrounds to ensure they understand the implications of the proposed changes and how they can be supported through this change.

A total of 44 members of staff across all of the Council's internally provided adult social care services have applied for Early Retirement/Voluntary Redundancy.

Internally Provided Services currently operates with approximately 10% staff turnover. Recruitment to posts in Internally Provided Services is only being undertaken on a temporary basis and this would continue for the duration of the project.

Through releasing temporary staff and those who have applied for ER/VR across the whole of Internally Provided Services and through managing redundancies a number of staff may be offered suitable alternative employment. Our organisation is committed to equal opportunities. As such we seek to invite candidates with a disability to a selection process should they meet the minimum essential criteria for the role.

12 Identify which contractors or service users would be negatively affected by the options

- Any current attendees at Curriers and Watcombe who choose not to attend the new provision. Should this occur, work would take place to identify suitable alternatives.
- Any current attendees at Frank Walsh House Day Opportunity and Risen Christ Day Opportunity who choose not to attend the provision at Gilbert Richards Centre. Should this occur, work would take place to identify suitable alternatives.
- Risen Christ Church Committee
- There could be an impact on employees that provide transport services for Adult Social Care service users and employees that provide cleaning services to buildings where provision may reduce or cease. The precise nature of this is not known now but once determined would be subject to a separate staff consultation.
- 8 out of 130 posts within Internally Provided Services, Adult Social Care would cease to exist. These posts are all within Older People's Day Opportunities.

An update to the equality assessment will be completed after implementation to assess any equality impacts on both service users and the workforce.

Formal consultation

13 Who took part in the consultation? ***Please also specify representatives of any protected groups.***

Date meeting attended	Name and purpose of meeting	Stakeholder attendees (numbers)
28th August 9.45am	Curriers Centre staff	9
28th August 3pm	Brandon Wood Farm staff	10
29th August 1.15pm	Watcombe Resource Centre staff	6
2nd September 4pm	1st Maymorn staff briefing	5 (including 1 Trade Union representative)
2nd September 6pm	1st Maymorn family carer briefing	4
3rd September 8.30am	Older People Staff Briefing	11 (including 1 Trade Union representative)
3rd September 4pm	2nd Maymorn staff briefing	4
4th September 1-3pm	Risen Christ service user and family carer briefing	40
5th September 12pm	1st Learning Disability service user/family carer briefing	13
5th September 6pm	2nd Learning Disability service user/family carer briefing	2

6th September 12pm	3rd Learning Disability service user/family carer briefing	17 (family carers) 21 (service users)
13th September 12.30pm	2nd Maymorn family carer briefing	3
18th September, 12 pm	Brandon Wood Farm - Service Users	27
18th September 2pm	Frank Walsh service user/family carer briefing	4
7th October	Gilbert Richards Staff Briefing	8
9th October	Risen Christ Staff Briefing	3
10th October 2pm	1st Gilbert Richards service user/family carer briefing	24
10th October 6pm	2nd Gilbert Richards service user/family carer briefing	0

The above table demonstrates that key stakeholders including service users, family carers, staff and trade unions have been consulted with. All groups were informed of the consultation dates and how to get involved by letter at the start of the consultation. These letters invited individuals to attend face-to-face meetings where the Project Team were able to outline the proposal in detail and answer any questions they had. All comments made during the meetings were noted and recorded and therefore form part of the consultation analysis. Attendees were also encouraged to complete and return surveys, either online or via post using the pre-paid envelopes provided for this purpose.

Consultation has taken a different approach at Watcombe due to the extra support needs of service users. A social worker has been working with individuals and small groups to explore what they like about Watcombe, what they want to retain and what they would rather have.

Trades Unions had access to the Cabinet Report at the start of the consultation period. Trades Union representatives were invited to attend all staff sessions held. The Interim Consultation Report was sent to Trades Unions and they were kept updated through routine meetings. Trades Unions representatives took the opportunity to give us their views on the 6 proposals during the various meetings held, with both Unite and Unison providing written feedback too.

Additional activities

Staff indirectly impacted by the proposal who may, for example, refer into or support the services impacted, have been consulted with in a variety of ways including Programme Team attendance at Management and Team meetings, staff briefings and general awareness raising to encourage direct participation in, and response to, the consultation through the on-line survey, feedback through line managers or to the Programme Team.

Voluntary sector providers, including service user representative bodies, were invited to participate in the consultation by letter, email and presentations at Partnership Boards and/or Voluntary Sector meetings. This has been managed at a Programme Level. Similar to the project approach, comments were captured and recorded at the time and further written responses and/or completion of the online survey were encouraged and have subsequently been received. This includes the external stakeholders Alzheimer's Society, Dementia Strategy Board and

Young Onset Dementia Strategy Group the A Bolder Community Services Year 2 Programme, of which this proposal is 1 of 6, but no issues were raised during the meeting.

External stakeholders have been consulted with on an individual basis. Meetings took place with the Church Committee of the Risen Christ, external users of Risen Christ were invited to the meeting held at Risen Christ and to submit written responses to the survey. A meeting took place with WorkForward CIC and the Learning Disabilities Day Opportunities Manager to notify them of the proposal and to inform them about how they could participate in the consultation.

From the survey responses received an average of 13 people chose to provide some equality data about themselves. For those who did provide their data we know that there was an even spread of age ranges. The majority were female, of White British ethnicity and 46% of individuals identified themselves as disabled.

The quality of the data relating to relatives and/or family carers is not richer as the result of consultation because responses have been generalised therefore it is not possible to look at responses in line with protected characteristics.

14 What were the key findings of the consultation?

Throughout the consultation a total of 18 meetings were held to specifically discuss the proposal relating to Day Opportunities and Transport, with in excess of 180 people attending the meetings. The meetings were provided to a range of different groups including service users, staff and family carers. These meetings included presentations to a variety of sized audiences such as over 40 at Risen Christ and as few as 4 family carers at one Maymorn session. These meetings proved invaluable in gathering the views and comments of affected groups.

In addition we received 82 signed letters before the end of the consultation on the 15th November from Risen Christ. A letter template was produced by the centre and signed by individuals. The letter talks about the concerns people have regarding the proposed relocation of service users to the Gilbert Richards Centre and the subsequent ceasing of day opportunities services at Risen Christ. The letter suggests there will be a detrimental impact on the local community as well as there being increased costs to the Council due to transport arrangements to Gilbert Richards. A copy of the letter can be found at the end of this appendix.

Consultation Response Themes

In total 76 responses were received to the Day Opportunities and Transport proposal, with some of these responses being received on behalf of a number of people as a result of group discussion. Of those responses received 14 indicated agreement with the proposals, 25 disagreed and 11 did not know. A total of 26 chose not to provide a view as to whether they agreed or not. These figures include responses gathered by members of the project team at a number of consultation meetings. During these meetings if no decisive view was shared no agree or disagree response was recorded.

A number of people who responded did not indicate agreement or disagreement to the proposals. When comments/narrative has been provided those comments/narrative have been analysed in order to allow those views to be taken into account. Some feedback refers to activities that were not the subject of the consultation and this is not included within the themes.

The content of meetings and individual responses have been analysed to produce the main themes that are outlined in the following section.

General themes across all client groups
The following have been identified as general themes raised with regard to the different client groups.

Theme 1 – Concerns with proposed new services
Respondents raised concerns about the potential impact on service users as a result of changing their existing provision. It has been suggested this could lead to social isolation, an impact on family carers and general distress for those involved. During the consultation some services users said they would not be prepared to go elsewhere.

Theme 2 – Impact on carers
The impact on carers has been a constant theme throughout much of the consultation. There have been concerns raised that by changing, or reducing, services the unknown effect on carers will mean they are unable to cope. This is particularly relevant to the Maymorn service however there are implications across all client groups.

Theme 3 – Concerns about the current transport service
Throughout the consultation service users and family carers raised concerns that the existing transport provision was not meeting their current needs. They expressed concerns that reliance on the transport service to alternative day opportunities would mean that they would be unable to attend. One respondent pointed out the existing transport service were unable to collect her from her door due because the driver was not able to leave his vehicle. Therefore alternative transport arrangements had to be made by the day opportunity.

Theme 4 – Financial benefits
Specific views were raised contesting the savings to be made by the proposed changes and the financial benefit these will have. It is perceived that longer travel times and alternative weekend services will reduce any savings it is possible to make.

Theme 5 – Good services currently provided
Across the different client groups and day opportunity services provided, people had very positive things to say about the current services. It was reflected that any changes should not lessen the existing quality, choice and value placed on the services.

Client Group specific themes
The following have been identified as themes specific to client the different groups.

Older Peoples Day Opportunities – Non specialist

Theme 6 – Loss of community connection
Concerns were raised that some of the older peoples' day centres offer community support and a network for local people to access. It has been suggested that by removing services these community connections will be lost.

Theme 7 – Cultural needs and diversity
Day centres provide cultural support to meet the diverse needs of service users. This includes spiritual and multi lingual support. By no longer providing services from these schemes it is perceived that the service users will not be able to have their needs met. In addition dietary requirements are met at some of the schemes. There is a perception that these will no longer be met.

Theme 8 – Impact on Risen Christ luncheon club
Concerns about the potential loss of the Risen Christ luncheon club, as a consequence of the proposal, have been raised during the consultation. Currently Risen Christ receives a grant of £30k to deliver the Day Centre. Some of the grant is used to support the luncheon club. In

addition the cook, employed by the Council to prepare meals for the Day Centre, also prepares meals for the luncheon club. Should the day centre cease it is believed the luncheon club that supports upwards of 20 people three times a week will cease. Individuals who attend the luncheon club only are not currently eligible for care services.

Specialist dementia day opportunity

Theme 9 – Weekend and bank holiday provision
Concerns have been raised that the loss of weekend and bank holiday support will adversely affect service users and their family carers. It is suggested that some people rely on this support and benefit from the respite offered.

Learning Disabilities

Theme 10 – The proposals have many positives
A number of responses have been received suggesting the proposal relating to Curriers and Watcombe will have a positive impact on some service users. This is because of the opportunities a city centre location offers promote and support personalisation and independence.

Theme 11 – Independent Travel
Family carers of service users attending learning disability services expressed concerns about increased expectations for individuals to travel independently. Specific concerns were raised regarding the safety of the area between Pool Meadow Bus Station and Frank Walsh House, should service users be expected to walk between the two locations independently.

15 Are there any gaps in the consultation?

Transport & Cleaning staff - There could be an impact on transport and cleaning staff if the proposal is implemented. The precise nature of this is not currently known but this would be determined as part of a separate consultation exercise.

External users of Gilbert Richards Centre were not consulted with as part of this exercise. Latter considerations meant that there was no identifiable impact to this group.

The average differences in travel times were not known prior to consultation and it was stated that work would take place to understand any impact during consultation. This has not taken place because it would pre-empt formal social work assessments that would need to take place in order to determine the most suitable support provision for the individuals concerned. Only once the outcomes of assessments are determined could route planning take place.

16 Following the consultation, what additional equality issues have emerged?

No additional equality issues have emerged following consultation that weren't already identified as part of this analysis. Additionally, as there have been no substantial changes in service users and staff members during the consultation period the analysis has not altered.

Rather, the issues identified have been emphasised and verified during the consultation process. For example, service users and family carers feel that the Milan Day Opportunity at Frank Walsh House caters for specific cultural and dietary needs and are worried that if this ceases to exist as a separate service then many activities that they value would be lost.

Service users of Risen Christ Day Opportunity have stated that they currently value the spiritual support offered through the Church of the Risen Christ (at who's building the day opportunity is currently delivered) and therefore would be impacted should this no longer be available.

The potential for longer travelling times was emphasised by service users in Older People's non-specialist day opportunities. They feel that the proposal to concentrate provision in one area of the city disproportionately affects those who do not live on the western side of the City.

Family carers of service users attending learning disability services expressed concerns about increased expectations for individuals to travel independently. They are specifically worried about the safety of the area between Pool Meadow Bus Station and Frank Walsh House.

Family carers of individuals with dementia have expressed concern about the proposal to cease weekend provision and have stated that this could threaten their ability to continue to care for their family member at home.

17 Which of the options have changed following consultation and equality analysis, and how?

Following the consultation it is proposed to change the proposal and to continue to deliver the weekend provision at Maymorn and to cease bank holiday provision.

This aligns to evidence supporting the argument that with the increasing diagnosis of dementia and Alzheimer cases there is going to be growing demand for the service over coming years. There are thought to be around 3,600 people living with dementia in Coventry, and by 2016, this is set to rise to approximately 3,900. Coventry's 'Living Well with Dementia Strategy' seeks to make the city more dementia-friendly, and highlight current examples of good practice and gaps in service provision.

Closing at weekends would have a considerable impact on carers. In some cases, it may mean that they are unable to continue to care for the individual at home because people with dementia are extremely reliant on carers to cope with day to day living tasks and to protect them from putting themselves at risk. The practicalities of meeting the needs of individuals with dementia mean that provision should be centre based.

This means that at this time weekday places will remain at 25 per day.

None of the other options outlined in section 9 have changed following consultation and subsequent equality analysis.

Details regarding implementation of the changes have been submitted within consultation responses and these have been referenced above in section 16.

Equality impact of final option

18 Please confirm below which option has been chosen for implementation.

The potential impact of the proposed changes across the different day centres are now better understood following the consultation. As demonstrated above there has been a wide range of views and comments gathered throughout the consultation. Although a large number of views have raised concerns about the proposals, service users and carers will continue to receive appropriate support. As a consequence the following proposals are made for implementation.

<u>Older People</u>

Non-specialist day opportunities
Following the consultation it is proposed that the original proposal is implemented. Although a number of concerns have been raised about the proposed changes, as outlined above, the

needs of service users can be met at the Gilbert Richards Centre. Re-assessments of service users will be undertaken to ensure care plans continue to meet the needs of individuals.

In addition Risen Christ is being advised about how they can continue to deliver a luncheon club. This could take the form of a charitable trust or social enterprise. In support of this it is proposed to provide Risen Christ with a one off transition grant. The grant will be used to pay for materials and goods required to deliver a luncheon club. After which the luncheon club will be expected to be self-sufficient.

Specialist dementia day opportunity
Following the consultation it is proposed to withdraw the original proposal and to continue to deliver the weekend provision at Maymorn. The original proposal to cease bank holiday services will continue.

This aligns to evidence supporting the argument that with the increasing diagnosis of dementia and Alzheimer cases there is going to be growing demand for the service over coming years. There are thought to be around 3,600 people living with dementia in Coventry, and by 2016, this is set to rise to approximately 3,900. Coventry's 'Living Well with Dementia Strategy' seeks to make the city more dementia-friendly, and highlight current examples of good practice and gaps in service provision.

Closing at weekends would have a considerable impact on carers. In some cases, it may mean that they are unable to continue to care for the individual at home because people with dementia are extremely reliant on carers to cope with day to day living tasks and to protect them from putting themselves at risk. The practicalities of meeting the needs of individuals with dementia mean that provision should be centre based.

This means that at this time weekday places will remain at 25 per day.

Learning Disabilities

Curriers Close and Watcombe Resource Centre
Following the consultation it is proposed to continue with the original proposal. The majority of views were in support of the relocation of the centres to the more central location that Frank Walsh House offers. Existing service users of Curriers and Watcombe will continue to receive support from Frank Walsh House.

Support will be provided to service users and family carers to ensure they are able to adjust to new environments. This will include regular assessments to ensure the new services are meeting the needs of service users.

Brandon Wood Farm
Following the consultation it is proposed to continue with the original proposal. A more specialist provision will be established for service users with complex behaviours and needs. Existing service users that will not benefit from the changes at Brandon Wood Farm will be assessed and provided with alternative services. Any changes will be discussed with service users and family carers.

Wilfred Spencer Centre
As originally proposed there are no changes anticipated as part of this proposal.

Gosford Community Hub
As originally proposed there are no changes anticipated as part of this proposal.

Mental Health

The POD at Lamb Street
As originally proposed there are no changes anticipated as part of this proposal.

Transport

The arrangements for transport would change as a consequence of implementing the above proposals. Initially a number of routes will be reduced as fewer centres will need to be accessed.

Longer term the new centres offer some individuals the opportunity to increase their independence through a range of travel options. This will further reduce the reliance on transport and provide further savings.

19 Please indicate which of the following best describes the equality impact of this analysis.

☐ **There will be no equality impact if the proposed option is implemented.**

☐ There will be **positive equality impact** if the proposed option is implemented.

☒ There will be **negative equality impact** if the preferred option is implemented, but this can be objectively justified. *Please state clearly what this justification is and what steps will be taken to ameliorate the negative impact.*

There will be a negative equality impact if the preferred option is implemented, but this can be objectively justified. Many of the mitigations outlined in section 11 still apply to the proposal recommended for implementation.

The Council must reduce budgets to meet funding reductions set by Central Government. We can't protect any single area of spend or service from the requirement to make the savings.

Any changes to provision would be re-assessed by Social Workers, with service users and their family carers. The Council would continue to meet assessed eligible need for service users and family carers. Alternative provision would be arranged where this can no longer be met through a day opportunity.

Summary of Impact	Protected Group Affected	Justification	Amelioration Steps
Cultural and dietary needs of South Asian service users	Religion and Belief	This requirement can be accommodated within the proposed location. The project plan will be amended to take account of any accommodation requirements.	Consideration will need to be given to any specific BME needs that service users currently feel are being met through the Milan Day Opportunity at Frank Walsh House in any new service model. It would need to be considered how the groups could make best use of Gilbert Richards Centre in a cohesive way.

			Staff will support service users in their new settings in a way that best suits individual needs.
Spiritual needs of service users	Religion and Belief	This requirement can be accommodated within the proposed location.	Spiritual support can be provided in this venue and arrangements can be made to support this need when requested. Staff will support service users in their new settings in a way that best suits individual needs.
Longer travel times	Age, Disability	This impact would be limited and would not exceed the acceptable time as outlined in the current policy.	All transport route changes would comply with the existing policy that people will not travel for longer than an hour.
Safety of independent travel options	Disability	Individuals would only be encouraged to travel independently where support and social workers identify it as a suitable option (for example where it is known that an individual travels independently at weekends or at the individual's request) and appropriate support can be provided.	The Independent Travel Training Team can provide support for people to travel independently. Increasing the provision of Travel Buddies.

20 How will the changes be monitored for equalities over the next 6 – 12 months?

Each service, Older People's Day Opportunities and Learning Disabilities Day Opportunities should ensure that they complete the monitoring and review section of this Equality and Consultation Analysis 6 – 12 months after implementation.

Due to the person centred nature of this type of service delivery, any individual issues which may arise during and immediately following implementation of the proposed changes would be dealt with by the support workers who support the individual to achieve desired and stated outcomes when attending day opportunities.

21 Please state how the social value outcomes have been considered in making this decision.

The Public Services (Social Value) Act 2012 places a requirement on commissioners to consider the economic, environmental and social benefits of their approaches to procurement before the process starts.

The nature of this proposal deals solely with the internal provision of day services and therefore this duty does not apply here.

This would be considered should the service ever be subject to a tender process.

22 What will be the impact on the workforce following implementation of the final option? *Please make reference to relevant equality groups (with protected characteristics under the Equality Act).*

- 10 out of 130 posts within Internally Provided Services (Day Opportunities), Adult Social Care would cease to exist. There are currently 6 individuals in the posts identified. These posts are all within Older People's Day Opportunities. 1 post would be created as a result of the proposed changes, therefore the net reduction in posts would be 9.
- The change in number of posts affected (8 were identified pre-consultation) is due to the change relating to Maymorn and that Older People's Day Opportunities (non-specialist) is planning for a capacity of 50 when pre-consultation is was planned for 58. If necessary it will be possible to recruit at a later date.
- It is envisaged that staff in Internally Provided Services would be issued with city wide contracts resulting in them being able to work from different locations, rather than work from a single location all the time.
- There would be an impact on employees that provide transport services for Adult Social Care service users and employees that provide cleaning services to buildings where provision may reduce or cease. The precise nature of this is not known now but once determined would be subject to a separate staff consultation.
- Across Internally Provided Services the majority of staff affected by all of the proposals are predominately White British Females. All of the affected employees will have equal access to the provisions of the City Council's Security of Employment Agreement.

The approach outlined in section 11 (Council Staff mitigation) continues to apply to the affected group.

A total of 44 members of staff across all of the Council's internally provided adult social care services have applied for Early Retirement/Voluntary Redundancy.

Formal decision-making process

Please detail below the committees, boards or panels that have considered this analysis

Name	Date	Chair	Decision taken

Approval

This equality analysis has been completed by:

Officer	
Service Manager	

Note: *Failure to comply with duties on equalities and consultation will put the Council (and specifically the elected member or officer making the decision) at risk of judicial review*

Director	
Elected Member	
Date	

Monitoring and review

This section should be completed 6-12 months after implementation

a) Please summarise below the most up to date monitoring information for the newly implemented service, by reference to relevant protected groups.

[Click **here** and type]

b) What have been the actual equality impacts on service users following implementation?

Analyse current data relating to the service and think about the impact on key protected groups: race, sex, disability, age, sexual orientation, religion or belief, pregnancy or maternity, gender reassignment.

It may help to answer the following questions: Since implementation

- Have there been any areas of low or high take-up by different groups of people?
- Has the newly implemented service affect different groups disproportionately?
- Is the new service disadvantaging people from a particular group?
- Is any part of the new service discriminating unlawfully?

[Click **here** and type]

c) What have been the actual equality impacts on the workforce since implementation?

[Click **here** and type]

Coventry City Council

A Bolder Community Services

Targeting Adult Social Care Information, Advice and Support

1. Proposal consulted upon

The proposals for consultation relating to each organisation and some of the specific impacts identified prior to consultation with mitigations are as follows:

Age UK Coventry

Proposal 4.1 – Contact and Connect

- To reduce the number of hours provided by the Outreach Workers within Contact and Connect by 10.5%.
- Reduction in the number of staff in the Communications & Administration Team.

Proposal 4.2 – Information and Advice

- To reduce capacity in information and advice services.

Alzheimer's Society

Proposal 4.3 – Carers' Education and Information Service and Resource Library

- Apply the majority of the funding reduction to the Carers' Education and Information Service.
- The resource library would cease and the Alzheimer's Society would look to gain other funding sources for their newsletter and other central support costs.

Carers' Centre

Proposal 4.4

To offer a Specialist Universal Carers' Support Service for all mainly through a telephone helpline, drop in service and centre based appointments.

Grapevine

Proposal 4.5 – Quality Checking Service and the Self Advocacy and User Involvement Service

The Quality Checking service will be reduced, as will the Self-Advocacy and User Involvement service.

2. Consultation Summary

Throughout the consultation, a range of methods were used to consult with those who may be affected by the Targeting Adult Social Care, Information, Advice and Support proposal, including workshop sessions at partnership meetings; Learning Disabilities Partnership Board, Older Peoples

Partnership and Physical and Sensory Impairment Partnership, an extraordinary Carers Forum to encourage views from family/informal carers and a meeting of Voluntary Action Coventry (VAC) members.

The four providers who would potentially be affected by this proposal were also invited during the consultation process to provide individual organisational responses to the consultation and for this to be made publically available during on-going consultation activity. In addition, providers were asked to encourage those people that they support or have contact with, to respond to the consultation in one of the many ways available to them. Consultation meetings, that were additional to those already planned, were arranged with family carers from the Black and Minority Ethnic (BME) Group community and Coventry Older Voices (COV) following requests from providers.

Consultation responses were received from each of the organisations potentially affected by this Proposal. Responses received are attached in Documents A to E at the end of this appendix. Representatives of the organisations also attended the various meetings held during the consultation period where the proposals were discussed and people's views sought.

In addition, a petition was received in relation to the proposed reduction to Age UK Coventry (proposals 4.1 and 4.2) and Carers Centre Information, Advice and Support funding (proposal 4.4), also attached as Document G. The petition was available electronically and in paper form. There were 458 signatures recorded on the written petition. At the time of writing there were 316 signatories have received on the electronic petition. The electronic petition is due to close on 5 January 2014. At the time of writing a total of 774 signatures have been received for both written and e-petitions.

A number of letters, 184 in total, have also been received by the Council with reference to Age UK Coventry proposals 4.1 (174 letters) and 4.2 (10 letters). Unsigned copies of these letters are attached as Document F for reference and all state a disagreement with the proposals.

2.1 Consultation Response Themes

A number of generic themes that apply across all Information, Advice and Support proposals have been identified during the consultation process, as follows:

- Respondents' perception that there will not be an impact on them but there may be in the future.
- Proposals will negatively impact on the most vulnerable through failure to meet the needs of vulnerable people and reduced access to Information, Advice and Support
- These proposals will lead to increased pressure on GPs and other health services
- Minority groups will be negatively affected, including those with protected characteristics – Black and Minority Ethnic Groups, older people, females and people with a disability.
- Preventative services save money and allow people to remain independent
- Concerns over funding cut priorities and that this proposal will not save the City Council money in the long term
- Reduced services will result in a negative impact on the quality of life of service users, and families

More detailed information about the themes emerging from consultation on each of the different elements of this proposal is provided below.

207 responses were captured within the on-line survey relating to the five Information, Advice and Support proposals. Of the 207 responses received, not all provided views on all five proposals. Some people chose to skip some of the sections and only completed questions regarding proposals that are relevant to them and their situations.

Proposal 4.1

In total 104 responses were received to the Age UK, Contact and Connect proposal, with some of these responses being received on behalf of a number of people as a result of group discussion. Of those responses received 6 indicated agreement with the proposals, 90 disagreed and 8 did not know. A total of 103 chose not to provide a view as to whether they agreed or not. These figures include responses gathered by members of the project team at a number of consultation meetings. During these meetings if no decisive view was shared no agree or disagree response was recorded.

A number of people who completed the survey did not indicate agreement or disagreement to the proposals, however where a narrative/ comment has been provided these are included in the analysis in order to allow those views to be taken into account. Some feedback refers to activities that were not the subject of the consultation and this is not included within the themes.

The content of all meetings and individual responses have been analysed to produce the themes that are outlined in the following section.

Theme 1 – Ability to meet the needs of vulnerable people
Respondents raised concerns about the ability for the Council to meet the needs of vulnerable people if services are reduced. It has been suggested this could lead to social isolation and an impact on family carers, with older people not knowing where to go for help, advice or support.

Theme 2 – Impact on Health Services
Respondents raised concerns that implementation of this proposal may result in increased demand for health services and people becoming more dependent more quickly.

Theme 3 – Council's spending priorities
Respondents are concerned that the Council's spending priorities are wrong and that by reducing the provision of information, advice and support services this will result in increased expenditure for the Council in the future.

Theme 4 – Impact on independence
Respondents commented that people may not remain living independently in their own home for as long, if they are unable to access this service because of reductions in provision. People feel that older people need more direct contact, not less.

Theme 5 – Access to timely information, advice and support
Respondents raised concerns that people need to be able to access support in a timely way and have access to someone that they can talk to, when they need to. People are concerned that reductions in provision will lead to longer waiting times for support or people reaching crisis point before they are able to access support.

Theme 6 – Impact in the future
A number of respondents acknowledged that any reductions may not affect them now but they would be concerned about the potential impact of reduced service provision and the impact that this may have on them in the future.

Theme 7 – Negative impact on the Quality of Life of service users and families
People feel that reductions in the provision of this support would result in a poorer quality of life for older people, leading to social isolation and financial difficulties.

A copy of Age UK Coventry's response to the consultation is attached as Document B.

Proposal 4.2

In total 81 responses were received to the Age UK, Information and Advice proposal, with some of these responses being received on behalf of a number of people as a result of group discussion. Of those responses received 8 indicated agreement with the proposals, 67 disagreed and 6 did not know. A total of 126 chose not to provide a view as to whether they agreed or not. These figures include responses gathered by members of the project team at a number of consultation meetings. During these meetings if no decisive view was shared no agree or disagree response was recorded.

A number of people who responded did not indicate agreement or disagreement to the proposals, where a narrative/ comment has otherwise been provided those comments/narrative are included in order to allow those views to be taken into account. Some feedback refers to activities that were not the subject of the consultation and this is not included within the themes.

The content of all meetings and individual responses have been analysed to produce the themes that are outlined in the following section.

Theme 1 – Overlap and duplication
Some respondents indicated that they do not understand the difference between this service and information and advice provision, particularly relating to welfare benefits, that is provided elsewhere.

Theme 2 – Ability to meet the needs of vulnerable people
Respondents raised concerns about the ability for the Council to meet the needs of vulnerable people if services are reduced. It has been suggested this could lead to social isolation, increased stress levels, an impact on family carers and people not being able to remain independent for as long or claim the benefits that they may be entitled to.

Theme 3 – Alternative information and advice provision for older people
Respondents are concerned that Age UK's vital role in providing advice and support is important and that people will not know where to go if it reduces. People suggested that as people get older it becomes more difficult to cope with paperwork and changes and that this services helps people to live independently.

Theme 4 – Impact in the future
A number of respondents acknowledged that any reductions may not affect them now but they would be concerned about the potential impact of reduced service provision and the impact that this may have on them in the future.

A copy of Age UK Coventry's response to the consultation is attached as Document B.

Proposal 4.3

In total 78 responses were received to the Alzheimer's Society Advice proposal, with some of these responses being received on behalf of a number of people as a result of group discussion. Of those responses received 7 indicated agreement with the proposals, 62 disagreed and 9 did not know. A total of 129 chose not to provide a view as to whether they agreed or not. These figures include responses gathered by members of the project team at a number of consultation meetings. During these meetings if no decisive view was shared no agree or disagree response was recorded.

A number of people who responded did not indicate agreement or disagreement to the proposals, where a narrative/ comment has otherwise been provided those comments/narrative are included in order to allow those views to be taken into account. Some feedback refers to activities that were not the subject of the consultation and this is not included within the themes.

The content of all meetings and individual responses have been analysed to produce the themes that are outlined in the following section.

Theme 1 – Increasing numbers of people with dementia
Respondents are concerned that the Council is proposing to reduce support for people with dementia when the numbers of people who have dementia are increasing and there is already insufficient support available. People are concerned that reduced service provision for people with dementia would impact on their quality of life and the life of their carer/s'.

Theme 2 – Impact on family carers
Respondents are concerned about the potential impact on family carers if this proposal is implemented. Respondents have stated that family carers' save the Council, and other organisations money. People are concerned that these services help carers to continue caring for as long as possible.

Theme 3 – Reduced availability of training for carers
Respondents are concerned that reduced availability of training for family carers would have a negative impact, with people unable to understand how to support the person that they care for or ensure that they can appropriately manage the individuals' condition at home.

Theme 4 – Overlap and duplication
Some respondents raised questions about possible overlap in provision of training for family carers and highlighted the need to avoid this.

Theme 5 - Councils spending priorities
Respondents are concerned that the Councils spending priorities are wrong and that support for people with dementia should not be reduced, particularly as numbers of people with dementia are increasing rather than reducing.

Theme 6 - Impact in the future
A number of respondents acknowledged that any reductions may not affect them or their relative now but they would be concerned about the potential impact of reduced service provision and the impact that this may have on them in the future.

Theme 7 - Impact on other Services
Respondents raised concerns that implementation of this proposal may result in increased demand for health and other services and people becoming more dependent more quickly.

A copy of the Alzheimer's' Society response to the consultation is attached as Document C.

Proposal 4.4

In total 152 responses were received to the Carers' Centre proposal, with some of these responses being received on behalf of a number of people as a result of group discussion. Of those responses received 11 indicated agreement with the proposals, 131 disagreed and 10 did not know. A total of 55 chose not to provide a view as to whether they agreed or not. These figures include responses gathered by members of the project team at a number of consultation meetings. During these meetings if no decisive view was shared no agree or disagree response was recorded.

A number of people who responded did not indicate agreement or disagreement to the proposals, where a narrative/ comment has otherwise been provided those comments/narrative are included in order to allow those views to be taken into account. Some feedback refers to activities that were not the subject of the consultation and this is not included within the themes.

The content of all meetings and individual responses have been analysed to produce the themes that are outlined in the following section.

Theme 1 – Carers Centre location
Respondents would be concerned if the Carers' Centre had to relocate from the City Centre. Some respondents indicated the importance of the Centre being located centrally, others highlighted the need for the Centre to remain accessible and on a bus route.

Theme 2 – Reduced specialist support
Respondents are concerned about the potential reduction of specialist support currently provided e.g. outreach provision, 1 to 1's and specialist support for carers from the Black and Minority Ethnic group community, and the impact that this may have. People are concerned that they would become isolated and would not be able to access the support that they need if services were reduced.

Theme 3 – Importance of support provided by the Carers' Centre
Respondents were supportive of the services provided by the Carers' Centre and stressed the need for specialist support for family carers to enable them to continue caring. Respondents are concerned that a reduction to the Carers' Centre service will mean that carers' are unable to access the support that they need.

Theme 4 - Councils spending priorities
Respondents are concerned that the Councils spending priorities are wrong and that by reducing the provision of information, advice and support services this will result in increased expenditure for the Council in the future.

Theme 5 – Impact family carers' and the people that they care for
Respondents raised a concern that carers' need care themselves in order for them to care properly and that without this support, increased stress and other negative impacts are experienced by the carer and the person that they care for. Respondents are concerned that carers are undervalued and what they do is not appreciated or properly understood.

Theme 6 – Ability to meet the needs of vulnerable people
Respondents raised concerns about the ability for the Council to meet the needs of vulnerable people if services are reduced including those who are harder to reach e.g. the BME community.

Theme 7 – Wide impact
Respondents feel that many groups of people would be affected by this proposal because the nature of caring for someone is broad and involves and affects different people from different age groups, ethnic groups and backgrounds in different ways.

A copy of the Carers' Centre response to the consultation is attached as Document D.

Proposal 4.5

In total 74 responses were received to the Grapevine proposal, with some of these responses being received on behalf of a number of people as a result of group discussion. Of those responses received 14 indicated agreement with the proposals, 42 disagreed and 18 did not know. A total of 133 chose not to provide a view as to whether they agreed or not. These figures include responses gathered by members of the project team at a number of consultation meetings. During these meetings if no decisive view was shared no agree or disagree response was recorded.

A number of people who responded did not indicate agreement or disagreement to the proposals, where a narrative/ comment has otherwise been provided those comments/narrative are included in order to allow those views to be taken into account. Some feedback refers to activities that were not the subject of the consultation and this is not included within the themes.

The content of all meetings and individual responses have been analysed to produce the themes that are outlined in the following section.

Theme 1 – Reduction in service provision
Respondents are concerned about the impact of reducing services. People are concerned that these services play an important role in supporting people with learning disabilities.

Theme 2 - Ability to meet the needs of vulnerable people
Respondents raised concerns about the ability for the Council to meet the needs of vulnerable people, and their carers' if services are reduced.

Theme 3 - Impact on other services
Respondents raised concerns that implementation of this proposal may result in increased demand for support from the Council or other organisations. People are concerned about who will be there to support them and that longer term there will be an impact on health services.

Theme 4 - Overlap and duplication
Some respondents raised questions about possible overlap in provision of the support that is included within this proposal, for example monitoring the quality of care home provision and suggested that duplication of effort should be avoided.

Theme 5 – Impact on people with Learning Disabilities
Respondents are concerned about the impact of reducing support for people with a learning disability, for example reducing the number of people who are supported by Grapevine to have a voice at various events and during consultation. People are concerned that this will lead to the contribution that people with learning disabilities make being undermined.

A copy of the Grapevine's response to the consultation is attached as Document E.

3. Proposal to be implemented following consultation

The potential impacts of funding reductions across the four providers who will be affected by this proposal are now better understood. Whilst the consultation process has identified that reductions in the provision of information, advice and support may negatively impact service users and their carers it has proved difficult to evidence.

It is proposed that current funding allocated to Age UK Coventry, Alzheimer's Society, Coventry Carers' Centre and Grapevine in respect of the services described in the tables on pages 3 and 4 of this document is therefore reduced by 22.5% with effect from 1st April 2014, resulting in an overall saving to the Council of approximately £120k.

Proposals relating to Age UK Coventry, Alzheimer's Society, Carers' Centre and Grapevine are as follows:

4.1 Age UK Contact & Connect

- To reduce the number of hours provided by the Outreach Workers within Contact and Connect by 10.5%.

- Reduction in the number of staff in the Communications & Administration Team.

4.2 Age UK Coventry Information & Advice

- To reduce capacity in information and advice services

4.3 Alzheimer's Society

- Apply the majority of the funding reduction to the Carers' Education and Information Service.

- The resource library would cease and Alzheimer's Society would look to gain other funding sources for their newsletter and other central support costs.

4.4 Coventry Carers' Centre

- Provide a reduced Specialist Carer Support service mainly through a telephone helpline, drop in service and Centre based Appointments.
  (**Note:** proposal wording has been changed to reflect feedback from the provider during the consultation. Proposed funding reduction remains unchanged).

4.5 Grapevine

- The Quality Checking service will be reduced, as will the Self-Advocacy and User Involvement service.

All services potentially affected by this proposal will continue, albeit at a reduced capacity, and only one will cease completely (see Proposal 4.3).

Feedback received during the consultation period will be used to inform implementation of the proposals to ensure that on-going funding is appropriately targeted in line with Council priorities and focuses on supporting those who are most vulnerable/at risk.

Council Officers will work closely with the organisations to ensure appropriate targeting of on-going funding.

During discussions, prior to the consultation, providers indicated a clear preference to enter into long term agreements with the City Council in respect of future service delivery and funding arrangements. Subject to necessary approvals, it is proposed that the City Council enters into agreements of a minimum period of 3 years with clear agreed outcomes and processes for monitoring.

With the impending implementation of the Care Bill and taking into account the Council's current budgetary position, it will be necessary for the Council to continue to review its offer of Information and Advice services. The provision of Adult Social Care focused Information, Advice and Support forms a part of this. Any new service agreements with providers will include provisions that will enable on-going flexibility in approach to ensure that the Councils priorities can be met. Close communication with Health partners in regards to joint commissioning will remain a priority.

4. Approach to Risk Management

Prior to and throughout the consultation a number of risks and considerations have been identified. Risks identified will be managed in accordance with the Councils Corporate Risk Management processes.

Supporting Documents
Equality and Consultation Analysis – Appendix Eight

Provider responses to consultation
Document A – Age UK Coventry Response to Proposal 4.1
Document B – Age UK Coventry Response to Proposal 4.2
Document C – Alzheimer's Society Response to Proposal 4.3
Document D – Coventry Carers Centre Response to Proposal 4.4
Document E – Grapevine Response to Proposal 4.5
Document F - Age UK letters – 4.1 and 4.2
Document G - Petition – Age UK and Carers Centre

Provider Responses to Consultation

Document A – Proposal 4.1: Age UK Coventry (AUKC) – Contact & Connect Service

Overall Summary:

- Contact & Connect is a unique highly cost effective pioneering early intervention and prevention Partnership service, funded by 4 partner organisations, with the NHS, Fire Service, City Council and Age UK Coventry all funding the joint service, and 9 partner organisations delivering it.

- Three separate independent evaluations have shown it to be providing outstanding impact and outcomes for vulnerable older people and actually saves the Council and NHS money.

- It is the best example and an excellent model of joined up cost effective partnership working in Coventry across the Statutory and Voluntary sector, and should not be cut at the exact time when it is going to be most beneficial to vulnerable older people and to the efficiency improvements that the Council is seeking to achieve. It has the strong support of the Older People's Partnership.

We urge this budget to be protected for 4 key reasons (with key supporting evidence below)

1. **The proposed reduction in funding for Contact & Connect is small in cash terms (£18,037 p/a), but it will have a massive negative impact.** The resultant service cut will have a disproportionate impact and reduce direct, preventative work with vulnerable and often frail older people at a time when this is needed more than ever. It will also reduce newly claimed benefits income to the city, which older people spend on maintaining their health, well-being and independence.

2. **Contact & Connect has been repeatedly and consistently shown to be an exemplary cost effective service providing huge benefits to vulnerable older people and with significant efficiency and reduced cost benefits to all the partner organisations, via joined up working.**

    - Evaluations : University of Warwick (2007), Coventry University (2009)

    - Review and Cost Benefit analysis (2010): by City Council Older People's Partnership Manager, recommending "that Contact & Connect is continued as a key part of delivering early-intervention and prevention to older people in Coventry"

    - Contact & Connect was highlighted by the Audit Commission's audit report in Coventry for "efficiency and joined up working", and was a key contributor to increasing the Council's star rating at the time. Contact & Connect has also been recognised as delivering high-quality service both regionally (by the Joint Improvement Partnership) and by 2 regulatory bodies(CQC and the Audit Commission)

    - Contact & Connect scored top of the scale on all measures in a recent Council review: for cost effectiveness and strategic fit against Council priorities, including social isolation, and supporting independent living. It is also one of a very few services to have received a special commendation in Coventry's Compact Awards.

- Annual service user feedback reports and lots of individual case studies.

.

3. **The service provides very significant outcomes for older people, improving their quality of life, health and wellbeing, and importantly keeps large numbers of older people living independently and safely at home for longer. Thus saving the Council money.**

   Client Surveys and the University evaluations paint a very consistent picture showing very significant outcomes for the people who receive the service:

   - 58% clients reporting positive impact on their quality of life
   - 60% clients reporting health and general wellbeing had improved
   - 58% clients reporting day to day life had improved
   - 50% clients reporting it helped them remain living in their own home

   - For the Council and other Partner Agencies, Contact & Connect provides a simple " one stop shop" joined up adaptable tool for cost effectively identifying, referring and addressing the needs of vulnerable older people by assessing need and directly linking older people efficiently to appropriate services and support from a wide range of providers, in a smooth joined up efficient manner.

4. **The service saves money for the Council and the NHS, and we are concerned that reducing the service whilst other support is being reduced and demand is escalating will actually cost the Council money, rather than saving it** (and we really do understand that the Council must make big savings in its overall budget, but there must to be less damaging places in an £8 million savings plan to find eighteen thousand pounds).

How the proposed change will affect the service for older people in Coventry

- Last year, the service helped 2,073 older people by enabling and supporting seamless connections to 3,910 different services (including: benefit entitlement checks, smoke alarm and fire safety, home safety and falls prevention, practical help in the home, carers support, trusted trades-people, outreach and social isolation/loneliness support) and has annually enabled older people to secure over £2 million in additional and previously unclaimed benefits - helping them stay independent of other Council support for longer. A reduction in funding will reduce not only connections with preventative services but also benefits income to be spent in the city, as summarised below.

- The proposed 22.5% cut in Council funding would reduce Contact & Connect's overall income by 10.5%, (assuming other funders do not follow the Council in making cuts). In order to cover this ongoing cut we would need to reduce the paid staff hours and hence overall service delivery by about this amount, whilst seeking to increase volunteer support in the office where practical.

- A 10% cut in service would mean:-

  1. Last year, Contact and Connect Outreach workers made 1078 home visits to 555 different clients, so a 10% cut would mean 110 fewer home visits and around 50 fewer older people supported in this way. Most of these clients are the most vulnerable and with complex and multiple needs, and as a consequence there would be additional demand on Social Care who would need to visit some of these clients to help them remain living at home.

2. Last year, Contact & Connect office staff made 3,910 referrals to join the 2,073 clients up with the support services they needed to remain living independently and safely for longer. So a 10% cut, partially offset by increased use of volunteers, would mean circa 300 fewer service referrals and circa 200 fewer older people connected to the support they need.

3. A loss of circa £200,000 each year to around 200 vulnerable frail elderly people in the city, who will not be enabled to identify and claim their unclaimed benefit entitlements, mainly attendance allowances, which is new money coming into the city from Central Government funds.

4. A significantly reduced quality of life, health, wellbeing and independence for circa 200 vulnerable and frail older people, as outlined by the above summary data and detailed further in Annual and Quarterly reports submitted to Council Officers for the past 8 years.

- The Pension Service has recently withdrawn its proactive outreach programme to encourage benefits uptake among older people and is now focusing on online systems for benefit applications. This is very inappropriate for many older people, most of who are not computer literate, don't use the internet and so rely on help from others (like Contact & Connect and Age UK) to both understand what benefits they are entitled to and then to apply for these benefits. Any cut in funding for Contact & Connect will result in fewer older people receiving the benefits they are entitled to, as other agencies do not have the capacity for the necessary proactive work with these older people.

- The proposed reduction in funding for housing related support (Proposal 1) will place additional strain on Contact & Connect, which currently refers older people into Whitefriars' Housing support service for intensive casework. This will need either to be picked up by Contact & Connect Outreach workers or else vulnerable older people left at risk until their condition deteriorates sufficiently for them to become eligible for social care services.

- Reports produced for the Contact & Connect Steering Group show that the service is successfully keeping 95+% of service users out of Adult Social Care, many of whom are on the cusp of needing Council funded support. Contact & Connect also provides helpful cost effective complementary support to those older people already in receipt of Adult Social Care. A reduction in funding will reduce the level of this preventative contribution to reducing demand on statutory services.

- In closing, I attach the easy and quick to read summary of findings reports/leaflets from the last 4 years evaluations that really bring the service to life with service user quotes and outcomes, with a few extracted below. I urge people considering the budget cuts to take a quick look at these attached leaflets to more fully understand the real impact that this service is having, and the real damage that the modest £18,000 cut will do.

- We really do understand that the Council must make big savings in its overall budget, but there must to be less damaging places in an £8 million savings plan to find eighteen thousand pounds.

"It helps me in every way, keeping warm, eating better and keeping my house and garden reasonable. I dread going into a home but I'm managing better now"

"The outreach worker helped and assisted me, when I needed it. I appreciate all he has done for me to help me remain independent and at home"

Age UK Coventry response
14th November 2013

Document B – Proposal 4.2: Age UK Coventry (AUKC) – Information & Advice Service

Overall Summary: Whilst the proposed 22.5% cut in funding is extremely small in cash savings to the City Council (£14,789 a year), it will have a massive negative impact, and actually cost the Council money. We strongly recommend that this budget reduction be found elsewhere.

We urge this revision for 4 key reasons, (with further supporting evidence provided beneath)**:-**

1. Whilst the proposed 22.5% cut in funding is extremely small in cash savings to the City Council (£14,789 a year), it will have a massive negative impact. This includes directly causing a loss of circa £400,000 each year to circa 400 vulnerable frail elderly people in the city, who will not be enabled to identify and claim their unclaimed benefit entitlements, mainly attendance allowances, which is new money coming into the city from Central Government funds.

2. The quality of life, wellbeing and independence of these 400 vulnerable older people will be significantly damaged and with less funded support from outside they will not be able to remain as independent as possible for as long as possible from Council funded services. Thus costing not saving Council funds.

3. The Council's recent, separate and rigorous two year long Advice Services review addressed the key issue of how to best respond to rapidly escalating demand without increasing overall Council spend. The review recognised the importance of maintaining funding for specialist advice services across the city at the present time with demand escalating fast due to the effects of the prolonged recession, an ageing population and the impact of upcoming Welfare Reforms. The Advice Review concluded that a specialist advice service for older people, provided by Age UK Coventry, was an essential element in the city wide service redesign, so to cut it now goes against the wider review findings, and is not justified. Especially when we estimate that nearly 50% of people affected by welfare reform are aged 50-65, many of whom are coming to us as their place of choice for expert advice and help, and other advice agencies do not have any spare capacity.

4. Age UK is the recognised, trusted and leading charity brand that older people naturally turn to for information, advice and help in Coventry. Last year we responded to around 14,000 enquiries in the year, from circa 9,000 different people, of which 3,323 used our service for the first time. A 22.5% cut in Council funding would result in us turning more people away, with around 1,650 fewer people assisted per year, of which approximately 900 fewer people would have been advised about social care, health, housing and issues around maintaining independence at home.

Additional supporting evidence

Impact of less nationally funded benefits income for older people in Coventry

- Last year Age UK Coventry's I&A advisors worked with clients to identify an additional £2.3 million worth of unclaimed benefits that they were entitled to, thus helping to significantly increase their quality of life. Monitoring data provided to the Council reports numbers of older people assisted via current Council funding. A 22.5% cut in council funding will mean a commensurate reduction in our front line advisor hours and in the number of older people assisted each year: around 1,650 fewer people a year. This

would indicate a reduction in around £400,000 worth of benefits claimed and over 900 fewer people advised about health, social care, housing and issues around maintaining independence at home.

- Many of these people are on the cusp of needing extra support from the Council, and around 400 older people that would have received Attendance Allowance or other welfare benefits will not now do so, thus seriously increasing the probability that they will require and qualify earlier for much more expensive social care support. Research and user feedback (e.g. DWP, Age UK, Contact & Connect) demonstrates that older people generally spend additional benefits income to improve their health, well-being and maintain independence (e.g. food, fuel, taxi's, disability equipment, help around the home).

How the proposed change will affect the service for older people in Coventry

- Our service is always under pressure and we cannot promote it, provide home visits nor reach out proactively to those likely to be most in need (e.g. to access unclaimed benefits). We have recently relocated the service into temporary rent free premises at Cathedral Lanes as this provides a better environment for clients. This increased visibility has increased demand from 'younger older' people (50 up to retirement age). We are also finding that older people are being frequently directed to AUKC from CAB, which cannot meet the demand for face to face advice for people 50+ in the city centre.

- We have worked closely over many years with our partner Advice providers in Advice Services Coventry. Through various ASC projects, such as Systems Thinking (Lean); time analysis and Website development we have improved our efficiency and eliminated duplication with other Advice providers. Such work also demonstrated that, for various reasons, AUKC's I&A service was significantly cheaper per hour than that of other Advice providers. All of this illustrates that we could not provide a quality service to the same number of people as currently with reduced funding.

- As an organisation we recognise the priority I&A needs to be given, as it is consistently the service that older people ask for the most. We are increasingly using trained volunteers to bolster capacity and maximise efficiency, but we still struggle to meet demand reactively, let alone undertake proactive work to reach those most in need (e.g. by home visit).

- For these demand and older people needs' reasons, we have allocated a significant amount from our independent fundraising efforts into our I&A service, to add to the Council funding. In 2012/13 this represented around £35,000 and we see the need to continue this level of investment in the current year and possibly beyond. However given all the other challenges that AUKC is facing, and the efficiency improvements already secured, any grant reduction from the Council will mean we have to cut our I&A service from its planned level by the amount of the Council cut.

The Council's recent, separate and rigorous two year long Advice Services review

- The Council's recent rigorous Advice Services Review, in which AUKC was a participant, addressed the key issue of how to best respond to rapidly escalating demand without increasing (or decreasing) overall Council spend.

- The review considered and built on many years of collaborative work by the city's leading specialist advice agencies (CAB, Age UK Coventry, and Coventry Law Centre) and proposed a new city wide integrated information and advice system /delivery framework to achieve maximum cost effectiveness.

- The Advice Review identified and recommended that specialist older people's advice provision, delivered by AUKC, should be a key component of the new service design and we welcomed this. This was identified after a series of workshops with stakeholders and current providers, which also highlighted the need to maximise front line delivery; support self-help and increase preventative work to ensure the earliest intervention. The review also recognises Age UK's quality systems, trusted brand, citywide reach and beneficial working arrangements with Age UK nationally.

- To separately now consider cutting the provision of specialist Advice for older people goes against the wider review findings, and is not justified.

Impact of Welfare Reform: our I&A service works with a considerable number of older people (50+) of working age

- Many people 50+ choose to come to AUKC rather than another advice agency, due to our specialism with older people. For example, funded by E.ON, we have recently started a small benefits uptake project and in its first few weeks 62% of these non-targeted people provided with the benefits service were aged under 65.

- People 50+ of working age are frequently signposted to AUKC from Jobcentre Plus for advice and practical help such as food vouchers.

- There is emerging evidence that older people are being disproportionately affected by recent changes to welfare :the move from Incapacity Benefit to the much more stringently administered Employment Support Allowance; the transfer from Disability Living Allowance to Personal Independence Payments, a process that the Government has been very open in admitting is primarily about reducing the number of claimants.

- Older people that lose their Incapacity Benefit /ESA are forced onto the less generous Jobseekers Allowance or the upcoming Universal Credit. Many will remain on this until they reach state pension age, as they are much less likely to find employment because of the combination of age discrimination against older jobseekers, the length of time they have spent out of the workforce and the health issues or disabilities that they have. Thus the right advice at the right time is needed to reduce this impact, e.g. supporting older people to make successful PIP and ESA claims.

- We do not currently have all of the detailed figures for Coventry, but the following Lancaster statistics are likely to be similar and demonstrate the need for advice for this age group

Benefit	**% of all claimants**
Working age benefits – overall (Lancaster)	Aged 50 up to retirement age **34%**
Incapacity Benefit/ Employment Support Allowance (Lancaster)	Aged 50 up to retirement age **53%**
Disability Living Allowance (Lancaster)	Aged 50 up to retirement age **59%**
Under Occupancy reduction (Coventry)	55–65: **21%** 45-55:**38%** Total aged 45+:**59%.**

What impact do you think the proposal could have for different groups of people?

The proposed 22.5% cut will disproportionately and adversely affect many older people.

- The Advice Services review recognised that older people have specific advice needs and this is well evidenced by national Age UK research. People in older age face just as many, and probably more, life changing transitions than younger adults, such as loss of mental or physical health, onset of disability, bereavement and cognitive decline.

- Older people do not always identify their problems in terms of advice needs, thus may not approach agencies such as CAB. There needs to be specific recognition and sound understanding of older people's transition points and CAB or other generalist Advice agencies are not always best suited to address older people's advice needs in a holistic way.

- People over 60 Female/65Male form 21% of Coventry's total adult population. AUKC only receives 7% of Council spend on Advice services, so given that I&A for older people is already under-funded, it does not seem sensible or reasonable to target this group for a cut.

- We recognise that new ways of working are being developed, e.g. increase of self-help; IT based services, but these will help the most able, not the most vulnerable. Over 70% of people aged over 75 and over 40% of those aged 65 – 74 have never used the internet.

- The proposal will increase poverty among older people, by reducing their access to good quality accessible advice. Certain groups of BME older people are affected even more – see Age UK data below.

National statistics from Age UK highlights key data about older people: and we know that poverty and deprivation is higher in Coventry than the National picture, so the need is even greater here.

•1.6m pensioners (14%) live below the poverty line, with incomes less than £215 per week after housing costs (AHC) for couples and £125 for single-person households.
•Of these, 1m (8%) live in severe poverty (below the 50% median line AHC).
•9% of pensioners aged 65+ (about 800,000) in the UK are materially deprived. That is, they do not have certain goods, services, or experiences because of financial, health-related, or social isolation barriers.
•Between £3.7and £5.5 billion of means-tested benefits that should rightfully go to older people went unclaimed (2009-10)
•1.5 m (35%) older people in GB eligible for Pension Credit are not taking up their entitlement. This equates to missing out on a (mean) average of £33.
•8% of pensioners are in persistent poverty (below the poverty line for at least 3 out of the last 4 years in GB).
•If all means-tested benefit entitlements were taken up, pensioner poverty in 2011 would have been 9 per cent, rather than 15 per cent.
•Lack of access to essential services (e.g. insurance, internet and transport and, increasingly for this age group, care and help in the home) accompanies poverty-level income.
•20% of people aged 60+ in Great Britain (2.8 million people) owe money. 7% (nearly 1 million) have outstanding mortgage debt, 12% (nearly 1.7 million) owe money on credit cards, and 3% (about 400,000) have a bank loan.
•Pensioners from black and minority ethnic (BME) groups are more likely to be in poverty than white pensioners. This is especially true of Pakistani and Bangladeshi pensioners –38%of whom are in poverty.

In Conclusion

- We really do understand that the Council must make big savings in its overall budget, but there must to be less damaging places in an £8 million savings plan to find fourteen thousand pounds.

I'll close with a couple of recent service user quotes, to help highlight the importance of this essential service:-

- 'A darn sight more help than the DWP, Spire House and the Council all together!"
- 'Service excellent as usual, God help many people if you weren't there'.
- "I had lots of problems and had seen other advisers, but none had been able to sort it out. Age UK Coventry was able to spend time with me and things are now much better"

Age UK Coventry response; 14th November 2013

Document C - Proposal 4.3: Alzheimer's Society – Carers Education & Information

As an organisation we would be disappointed to see a reduction in any services that are provided to people with dementia and their families. Here are just a few quick comments.

As an organisation we have been asked to make a reduction in the information service that we provide and although this does not have a huge impact on the wide range of other services that we provide it is not ideal at a time when the numbers of people with dementia are increasing. We have also been asked to reduce the number of carer education sessions that we deliver and this will obviously impact on the carers who require educating in this very complex topic of dementia. Educating carers does help reduce the burden on carers who otherwise might turn to statutory services for support and so it may be short-sighted in the long term. We also work closely with other organisations such as Age UK and Coventry Carers' who provide generic services to both people with dementia and their carers and any reduction in their services could also have an impact on the support that people get. Any reduction in the services that other organisations provide may well have an impact on us.

It has been suggested that advice and information be available from places such as libraries - whilst this is acceptable for general information what reassurance is there that the staff who are giving the information are suitably trained in the relevant issues. Many people who are asking for information often need more detailed information and advice and so I would need reassurance that the library staff would have the skills and knowledge to recognise the issues that people with dementia and their carers face and would ask the right questions that may lead them into more intensive support. I suspect that they will signpost people to our organisations anyway so why not give us the resources to deal with the enquiries as the first port of call.

Document D - Proposal 4.4 - Coventry Carers' Centre - funding reduced by 22.5%

10. Do you agree or disagree with the proposal?

Disagree

We are concerned by the large number of respondents who did not answer this question, as reported in the Interim Report, and have reason to believe that this was due to it being unclear what was being agreed or disagreed to. As put, the proposal was to continue with the Centre's services, albeit at a reduced level; carers against the proposed cut have told us they were unclear whether to tick the agree or disagree option.

Comments

As the Centre's landlord, the City Council could reduce the reduction to the Centre's services by providing our accommodation rent free.

Reducing support for family carers conflicts with the Council's strategic priorities, in particular that 'People will be expected to do more for themselves' and 'People will be supported to be as independent as possible for as long as possible.'
Reducing support for carers at a time when they will be required to do more due both to reductions in Social Care services and increased life expectancy, especially for those people with disabilities and long term medical conditions such as dementia, will achieve the opposite. In the Centre's Carers' Survey 2013, despite 64% of carers reporting that they cared for 50+ hours per week, 73% were receiving support only from the Carers' Centre, therefore increasing self-reliance and reducing resort to statutory services by both the cared for and carers.

Carers have the potential to play a major part in achieving the Marmot City aims - support for carers has been shown to increase health and well-being outcomes for those with care needs.

The suggestion that libraries or the other organisations cited could undertake more than a fraction of the service currently provided by the Centre is strongly disputed due to lack of specialist knowledge, lack of capacity, lack of facilities, and the fact that they are all part of the statutory services and so not independent. In fact, greater awareness of the Centre's services at these locations will increase the work of the Centre due to more referrals being made. The services available in Primary Health Care are currently provided by the Carers' Centre, mainly from funding from the Big Lottery.

The results of the City Council's Carers' Survey 2012 show that Specialist Information and Advice is one of the top 5 services used by those carers in touch with Social Services. It is often only through access to the Centre's Specialist Carers Support service that carers become aware of, and are supported to access, the rest of the top 5 services, not all of which are provided by Social Services. When given the choice of provider, 91% said they wanted their support services to be provided by the Carers' Centre; this is not surprising bearing in mind that research shows that carers want independent information, advice and support.

The £61,000 proposed reduction in the Centre's funding represents less than 0.3% of the Council's funding reduction target; a tiny amount for a potentially huge adverse effect on a service that has met all its contractual requirements, and more, for many years. The Centre's achievement in improving carers' lives and thus help them to carry on caring has never been questioned.
The proposal to reduce the Centre's services will cost more the amount saved:

Of the 32,000 carers in Coventry on census day 2011, 8,000 were caring for over 50 hours per week. Since that time about 25,000 people will have become new carers. Research by University

of York and Carers UK shows the value of the care provided to be £500,000,000 in Coventry. It is in the Council's economic interest to ensure carers are supported to be able to carry on caring, which the Centre is currently contracted to achieve - 78% reported this in the 2013 survey.

The Centre's service enables people to support themselves and thus reduces resort to statutory services, in line with the ABCS aims. Only 10% of the Centre's 1:1 support contacts with carers led to a referral to Social Services in the 12 months to September 13. In other words, the Centre was able to deal with carers' needs 90% of the time.

The Centre has secured large amounts of other funding from outside Coventry - over £1,000,000 in the last 3 years; a reduction in the Centre's overall service and capacity will reduce its ability to attract this funding in the future. In money terms, our proven track record of success in securing money from other sources means that every year, for every £1 secured from the City Council, the Centre has over £2 to spend on carer support services. The value of the work undertaken by volunteers increases this ratio.

Baker Tilley undertook a comprehensive study of the Social Return on Investment of Carers' Centres. From this work it can be calculated that for every £1 invested in the Carers' Centre, there is a £17 return on investment for adult services. A reduction of the magnitude proposed therefore represents over £1,000,000 lost to Coventry.

11. Please tell us how the proposed change would affect you

Adverse Impact on Carers

Our main concern is not the adverse effect on the Centre but the adverse impact the reduction in service will have on family carers in Coventry, putting them at greater risk of experiencing financial disadvantage, social isolation and ill health as a result of their caring role and so not being able to carry on caring. This is what the City Council is currently contracting the Centre to achieve although this is not made clear in either the Cabinet report or consultation document.

Carer quotes:

"When I first made contact with the Carers' Centre I was extremely stressed and at the end of my tether. The help and support I got from your staff and the support you put me in touch with has been a lifeline. Thank you so much."

"At the time when I was having great difficulties the Carers' Centre was there for me.
It helped me considerably and made my life more bearable. I feel I can ask any questions and they will help what is facing me."

"I enjoy coming to the Milan Asian Carers' Group it gives me time to meet other carers. I go to see my wife every day in a nursing home so I don't get much time to meet other people. Also I learn about other services and changes by attending the meeting. The staff help me and support me with the issues I have with my wife's care at the home and explain things in my language."

The adverse effects of caring if carers are not supported are shown by a wealth of research, for example:

Carers UK showed that 75% of carers were worse off as a result of caring. Carers' financial hardship can also be detrimental to their health; 70% reported being worried about their finances.

Those caring for 50+ hours a week are twice as likely to be in poor health compared with non-carers. This is due to a range of factors including stress and physical injury. Over half of carers caring for 20+ hours a week are likely to sustain a physical injury such as back strain. Evidence

of comparative poor health of carers include studies showing that carers reporting feelings of strain had a 63% higher likelihood of death than non-carers or carers not reporting strain; carers providing high levels of care were associated with a 23% higher risk of stroke; 52% providing substantial care were being treated for stress-related disorders; and more than 80% of carers said that their caring role had damaged their health.

The combined effects of poverty and ill-health, and the needs of the cared for person, leads to social isolation for carers. Stigma associated with the condition of the cared for person exacerbates this. Carers reported social isolation in the HSCIS survey, 2010.

Further research has shown the vital importance of the early identification of carers and ensuring they receive timely specialist information, advice and support in helping them to avoid these adverse effects. A significant number of people with caring responsibilities do not readily identify themselves as carers. Understandably they see themselves primarily as a parent, spouse, son, daughter, partner, friend or neighbour. The concept of caring is assumed but not recognised in some families in ethnic minority communities.

The above is acknowledged in all recent national policies including successive National Carers' Strategies, the Dilnot report 2011, Caring for Our Future White Paper 2012 and the Care Bill 2013, in which Local Authorities will have a new legal duty to provide carers with local information and advice.

A significant proportion of the work of the Centre involves ensuring that 'hidden' carers are identified. An analysis of the new carers identified by the Carers' Centre each year shows there is an on-going and increasing need for our service. The number of newly identified carers was 1,316 in 2012/13 compared with 724 in 2006/7

A large proportion of carers are unaware of the services available, have difficulty in accessing information and do not understand the health and social care system. Carers report that the difficulties of their caring situation are reduced when they feel well informed, adequately supported and that their own needs are taken into account. Of the Centre's 4,990 one to one contacts with 2,149 carers in the 12 months to September 2013, 55% were for local/national information, 44% for emotional support and 32% for financial advice.
Our 2013 Carers' Surveys showed that 84% reported reduced social isolation, 85% reduced stress, and 78% were more able to carry on caring and 54% an improved financial position.

Adverse Impact on the Provision of Carer Support Services

Despite the Centre doing all it can to mitigate the adverse effects of reduced funding, the proposed cut will not be able to be borne without a reduction in the carer support service provided, which will mean a reduction in the number of carers identified and supported. In turn this will increase the number of carers who experience adverse effects of caring and so are no longer able to continue caring.

The specific reductions to the service provided will need to be subject to consultation with carers and the City Council but could mean:

Reduced cover for the telephone helpline. 49% of 1:1 support contacts with carers for were through the telephone helpline. This both enables access to the service to those unable to come to the Centre or one of our outreach Carer Clinics and over a longer period as it is manned from 8.30am. While an important source of contacting the carer support service, the nature of many carers' high needs means that they prefer face to face contact.

Reduced access to the service if the Centre has to relocate to less expensive, out of town premises: The Centre is currently located in fully accessible premises, which are only one bus

ride away for most people. 28% of 1:1 support contacts in the 12 month period to September 2013 were undertaken at the Centre; 6% of the new carers identified knew of the Centre because of its location. In our Carers' Survey, 67% wanted us to provide a drop in service at the Centre; a change to a fewer drop in sessions and/or a change to an appointments based system will reduce the ease of access to the service.

Reduced access if the Centre reduces its outreach activity: 16% of the 1:1 support contacts with carers were undertaken in an outreach setting. Our outreach work is also a very important way of identifying new carers who can then be supported either at an outreach location or at the Centre - 10% of new carers were identified as a result of our outreach work at UHCW. We currently undertake a number of outreach Carer Clinics at a variety of locations in the City including religious and community venues, UHCW, the Caludon Centre and GP surgeries. In the past, we have undertaken Carer Clinics in community libraries but have had difficulty providing the level of 1:1 support required due to the lack of facilities at these locations to enable us adequately to support carers, who can often be in considerable distress.

Reduced access by other means: The Centre provides a limited out of hours service, in particular home visits, if carers are unable to access the service in normal working hours. Pilots have been undertaken with respect to providing services at the weekends and evenings but the low uptake meant these were not cost effective. This is likely to be due to the fact that support for the person with care needs provided by Social Care services often takes place during the day in normal working hours, thus giving carers the ability to undertake other tasks, including accessing the Centre's services.

Reduced targeted support for carers from hard to reach groups or with high support needs:
The funding from the City Council currently enables targeted support to BAME communities, carers of people with learning disabilities and carers of people with physical or sensory impairments. This has enabled us to support more carers with high needs and this work would have to be reduced if funding was reduced. The Centre currently has fluent speakers in a large number of BAME community languages including Hindi, Gujarati, Urdu, Punjabi, Pashto, Dari, Persian (Farsi), French, Polish and Chinese, this assists with access for carers from BAME communities.

The Carers' Centre not only provides 1:1 support for carers, which is based on meeting carers' individual needs and empowering them to cope with their caring situation, it also helps carers to help themselves through:
Peer support groups

Social and leisure activities

Access to discounted therapies

A free counselling service

All these additional support services require capacity to organise and facilitate and thus are at risk with reduced funding.

The Centre also currently assists carers to become involved with policy and service developments, thus assisting the statutory services with their duty to involve service users. Again, this requires capacity to undertake and is at risk with reduced funding.

12. What Impact do you think the proposal could have for different groups of people (please consider age, disability, gender reassignment, pregnancy and maternity, race/ethnicity, religion and belief, sex/gender, and sexual orientation

The data collected by the Centre related to the age, sex, disability, gender reassignment, race, religion/belief, sexual orientation and post code indicates that the Centre is providing a service to the whole of the diverse community in Coventry.
Our ability to achieve this exemplary record will be adversely effected by reduced funding.

Carers of people with care needs are protected from direct discrimination by the Equality Act under the rule of “discrimination by association”.

Carers experience significant inequalities and reduced support will exacerbate these. For example:

1. Carers can be worse off financially as a result of taking on caring responsibilities.

2. Carers face difficulties accessing education and employment that fits around caring.

3. Carers are often unable to hold down a job or attend or undertake education courses as a direct result of their caring responsibilities.

4. Carers are at risk of health inequalities:

   a. Most experience stress, anxiety and depression

   b. Those providing high levels of care are twice as likely to be permanently sick or disabled

   c. The health impact is worse amongst BAME carers

   d. Carers are more prone to social exclusion, which leads to poor mental health and wellbeing.

5. Carers living in socio-economically deprived areas are more likely to be high level carers. Studies of morbidity in Coventry indicate that the length of time carers will need to undertake this role is greater in socio-economically deprived areas.

6. Carers are a hard to reach group as they do not recognise themselves as carers. Caring

Responsibilities - both direct and indirect discrimination

7. Sex - most carers are women

8. Disability - reduced support for people with disabilities as a result of reduced carer support. Some carers are themselves disabled.

9. Race/Ethnic origin - BAME groups have higher support needs due to greater lack of recognition of carers, stigmatisation of cared for’s condition, language barriers and lack of culturally sensitive services. BAME elders also expect their immediate family to support them despite the fact that they may have jobs and other responsibilities; support is vital for these working age carers. The many new communities coming to Coventry means that the cultural needs of carers requires on-going development. Carers UK showed that BAME carers were more likely to be caring and cared for longer. Studies of morbidity in Coventry indicate that the length of time carers will need to undertake this role is greater in those areas with a high proportion of people from Black and Minority Ethnic Groups.

10. Religion – some religious beliefs lead to an increase risk of disabilities, for example, first cousin marriages, this increases the need for family carers to care and thus the disadvantages they experience.

Document E – Proposal 4.5: Grapevine

I wanted to make a final contribution to the consultation and outline the impact of a reduction in funding in the ABC consultation for Grapevine.

Self-Advocacy and the Quality Audit Project will be reduced in staff hours which will mean a reduction in capacity.

The Quality Audit project currently employs a member of staff who has experience in working in a range of care settings and a member of staff who has a learning disability and who is an expert by experience having spent his entire life in various housing and day services. We currently audit 30 services a year as well as reporting directly to Commissioning and the Partnership Board. The Quality team presented at the Safeguarding conference this week and have been asked to present to the local CQC team who are keen to find out more about the quality of life approach they use.

The Winterbourne View Concordat stated that 'Regulation and inspection of providers will be tightened: CQC will use existing powers to seek assurance that providers have regard to national guidance and good models of care. CQC will continue to make unannounced inspections of providers of learning disability and mental health services, employing people who use services and family carers as vital parts of the team when relevant and appropriate to do so.

Because of various scandals and subsequent reports from '6 Lives' to Winterbourne View, good quality services and inspection regimes that inspect the right areas are more in demand than ever. This project has ensured that Coventry stays ahead of the game in aiming to get this right.
A Care Quality Commission (CQC) programme of inspections of services for people with learning disabilities found that there was a one in two chance of people being in a service that did not meet the required standards. CQC Review of Learning Disability Services 2012

We think this will reduce capacity to 22-24 inspections annually and will not leave spare capacity to for extra work in terms of promotion of the service and sharing information.
The reduction in self-advocacy staff hours will mean that we will not be able to deliver the amount of work we do at the present time. The cut will reduce the service by 1 day a week. We currently deliver over and above our service spec but this will mean there will not be the capacity to step up when a consultation is suddenly called for or where we are spending a lot of time on a piece of work to ensure it can be truly called co-produced – for example the recent Self Assessment Framework – we have filled in returns but we also devised a questionnaire with self-advocates and provided pre meeting and meeting support for the self-advocate to attend the Scrutiny meeting.

Another key area that will be reduced is the involvement of people with higher support needs – any self-advocacy support for this group is extremely labour intensive. Essentially any reduction in support will lead to a reduction in the voices of people with learning disabilities being heard.
People with PMLD have very complex needs and most don't use words, signs or symbols. Because of this they are unable to 'speak up' for themselves on Partnership Boards in the way many other people with a learning disability can. Partnership Boards need to make sure there are other ways the 'voices' of people with PMLD can be heard. (Quote from Raising our Sights Report)
We have tried by changing the way we deliver self-advocacy to include this group and share their views back to the Partnership Board but will not have capacity to do this type of work in any depth.

Recommendation 3.
Local health and social care commissioners should commission the development of independent advocacy arrangements suitable to represent the interests of people with PMLD. They should

include funding for continued advocacy in the package of self-directed services for adults with PMLD. (Raising our Sights)

I hope that this will be of interest and if you need any more information I will be happy to provide it. There is a lot of research evidence supporting self-advocacy and service user led inspections linking with good quality service provision and the promotion of equality for people with learning disabilities by helping them to be heard.

Document F – Age UK letters – 4.1 and 4.2

Community Services funding reductions (proposal 4.1)

Dear Coventry City Council

I do not agree with the proposed cut to Age UK Coventry's Contact & Connect Service. Contact & Connect is a really valuable service for older people. It has helped me to get the support I need to live independently in my home. I am worried about what will happen to people like me if this service is cut. The service reaches out to those who need it the most by visiting you at home if required and making sure you get the support you need. This is a unique service that cannot be replaced by other organisations.

Contact & Connect ask a number of questions to make sure you are getting the money you are entitled to and supports you to access a number of services depending on your needs. Contact & Connect were there for me from start to finish.

It can be difficult to know where to go or find out who you are supposed to contact to get help; Contact & Connect did all of that for me. I hope the Council reconsiders this proposal because it has helped me and I think it should be there for other people to use in the future as well.

Yours faithfully

Name:

Address:

Community Services funding reductions (proposal 4.2)

Dear Coventry City Council

I do not agree with the proposal to cut the funding for Age UK Coventry's Information and Advice Service. The Age UK Coventry Information and Advice Service in High Street / Warwick Row gave me the help I needed. It is in the city centre which is convenient and easy to access.

I believe that this service makes a real difference to older people and helps deliver savings to the council. If this service is reduced, I don't know how older people will get the advice they need. I trust Age UK Coventry to provide advice and would use the service again if I needed it.

Yours faithfully

Name:

Address

Document G – Petition – Age UK and Carers' Centre

Opposition to Community Service Review Proposal 4.1, 4.2 and 4.4

"We the undersigned request Coventry City Council to consider the long term impact to vulnerable people caused by the proposed cuts to Age UK Coventry and the Carers' Centre in the Community Services Review.

We believe that the proposed cut to Contact & Connect, the Information and Advice Service for older people, and support for carers will leave more people in crisis and increase overall costs for the council. We therefore urge the council not to make the proposed cuts to these services."

Coventry City Council

Equality and Consultation Analysis Template

Context

Name of analysis	**Targeting Adult Social Care Information, Advice and Support**
Officer completing analysis	Etain McDermott
Date	November 2013

1 Briefly describe the area of work this analysis relates to:

The People Directorate both provides and commissions a range of information, advice and support services that support Adult Social Care generally. This is either commissioned from the third sector through organisations such as the Carers' Centre, Age UK Coventry, Grapevine and the Alzheimer's Society or provided through the Council's Library and Information Service and specialist teams such as the Carers' Assessment Team. Although some of the commissioned support is more specialist in nature, some is also more general.

Information, Advice and Support services are provided through a number of different organisations and outlets. There is additional provision through social care staff, websites, libraries and signposting to/from external providers that is not measurable.

The People Directorate is committed to supporting people to do more for themselves. The provision of appropriately targeted information, advice and support will support the realisation of this commitment.

Scoping the analysis

2 Who are the key stakeholders, both existing and potential, that could be impacted by this work?

Groups of people who may be affected by this review include:

- People with disabilities aged 16 and over (including physical and learning disabilities and sensory impairments)
- Older people over 50
- Individuals with parental responsibility for disabled children or children in need
- Carers providing regular and substantial care to a person aged over 18
- Members of the Black and Minority Ethnic community

Organisations and their staff who may be affected by this review include:

- Voluntary sector management, trustees, employees and volunteers
- Independent management, trustees, employees and volunteers
- Private sector management, trustees, employees and volunteers
- Any other contracted providers to the City Council

During the consultation we will further identify impacts of potential options on organisations and their staff.

Other stakeholders affected by this review will include:

- Library staff
- Elected members
- Coventry and Rugby Clinical Commissioning Group (CRCCG)

3 From the list above, which of these constitute protected groups?

- People with disabilities aged 16 and over (including physical and learning disabilities and sensory impairments)
- Older people
- Individuals with parental responsibility for disabled children or children in need
- Carers providing regular and substantial care to a person aged over 18
- People from Black and Minority Ethnic (BME) community

4 Which of the key stakeholders (including representatives of protected groups) will need to be kept informed, consulted or actively involved in this area of work?

Key Stakeholder	Type of Involvement*	Method(s) used
Individuals with mental health support needs in receipt of information, advice and support	Inform, consult, involve	Information, questionnaire, website and focus groups
Carers of people with mental health support needs in receipt of information, advice and support	Inform, consult, involve	Information, questionnaire, website and focus groups
People with learning disability in receipt of information, advice and support	Inform, consult, involve	Information, questionnaire, website and focus groups
Carers of people with learning disability in receipt of information, advice and support	Inform, consult, involve	Information, questionnaire, website and focus groups
Older People in receipt of information, advice and support	Inform, consult, involve	Information, questionnaire, website and focus groups
Carers of Older People with learning disability in receipt of information, advice and support	Inform, consult, involve	Information, questionnaire, website and focus groups
Organisations and their staff who provide information, advice and support. Including but not exclusively Age UK Coventry, Alzheimer's Society,	Inform, consult, involve	Information, questionnaire, website and focus groups

Grapevine and Coventry Carers' Centre		
Individuals who may need information, advice and support	Inform, consult, involve	Information, questionnaire, website and focus groups
Carers of individuals who may need information, advice and support	Inform, consult, involve	Information, questionnaire, website and focus groups

** Information, Consultation or Involvement*

5 **Which, if any, parts of the general equality duty is the service relevant to?** ***Please mark with an 'X'.***

X	Eliminate discrimination, harassment and victimisation.
X	Advance equality of opportunity between people who share relevant protected characteristics and those who do not.
X	Foster good relations between people who share relevant protected characteristics and those who do not.

6 What information is available to be used as part of this analysis?

- Feedback from provider engagement workshops that took place in April and May 2013
- The results from provider meetings held during April 2013 and May 2013
- Views from internal stakeholders
- Feedback from Adult Social Care Surveys (2012 and 2013) and Carers' Survey 2012 – 2013
- Feedback from NHS Coventry and Rugby Clinical Commissioning Groups Public and Patient Involvement event on 18 September 2013.
- Feedback from Coventry Older Voices forum on 23 September 2013, attended by 10 older people.
- The Council held a carers forum to specifically gain feedback from carers and professionals regarding the impacts of the proposals on family carers, on 23 September 2013, attended by over 50 carers.
- Two staff briefings were held throughout the consultation, attended by 19 council staff.
- Feedback from recent public meetings including the Learning Disabilities Partnership Board, Older Peoples' Partnership and the Physical and Sensory Impairment Partnership held on 26 September 2013, 7 and 9 October 2013. Attendances included a mix of professionals from statutory services and the voluntary sector, older people, self–advocates with a learning disability, individuals with a Physical and Sensory Impairment, Informal Carers and Health colleagues, 60 people in total.
- The results of a 12 week consultation which took place from August 2013 to November 2013. 207 responses were specifically to the Targeting Adult Social Care Information, Advice and Support proposal.
- Feedback from questionnaires sent to members of the public who may be affected by this review

- Open drop in sessions for the public to input into the consultation were held on 10 September 2013, 3 October 2013 and 23 October 2013, attended by 40 people.
- Feedback from a programme of engagement at external provider fora, including Healthwatch on 7 November attended by 15 individuals.
- Feedback received through social media
- The Council is in receipt of an e-petition on behalf of Age UK Coventry (Proposals 4.1 and 4.2) and Carers' Centre (Proposal 4.4)
- A number of letters, 194 in total, have also been received by the Council with reference to Age UK Coventry proposals 4.1 (184 letters) and 4.2 (10 letters).
- A formal response submitted by West Midlands Fire Service regarding Contact and Connect.

7 What are the information gaps?

Some data is not quantifiable i.e. information, advice and support provision that is not monitored such as that given by staff as part of daily job roles, website searches, contact telephone calls and provision by other contracted providers whose primary function is not related to information and advice. There are also a number of other information outlets in the City such as Coventry Direct, reception areas and GP surgeries where information and advice provision is not measureable.

Some providers submit comprehensive data whilst others less so, therefore in some cases data is incomplete.

Some of the data collated by agencies is not comparable (e.g. differing age bands utilised and differing ethnic groups).

Due to the range of ways in which people access and use information, advice and support it is acknowledged here that not all information will be available.

Data analysis

8 Please summarise below the key issues that your data is telling you.

All provision within this review is provided directly by voluntary sector organisations. The current voluntary sector provision funded by the City Council is based on long standing arrangements with key providers.

Current provision is mixed in terms of numbers of people supported and ability to measure the quality of services offered; there is a fragmented approach to quality assurance, and a variety of methods for collection of data and case recording. This has made it difficult to test value for money or consistency of services.

Most provision is face to face, through drop in and by telephone. It is only available during office hours with little or no service available during evenings or weekends. An analysis of the means by which family carers accessed the Carers' Centre 1:1 support service in 2012-13 (total 4,633) shows 48% were by telephone and 24% were through the city centre based drop in.

Recent surveys have found that individuals value direct support more than indirect support. This was highlighted in the recent Carers' Survey 2012 – 2013. Carers identified the value they place on direct support, such as short breaks, more than general information and advice.

Most of the provider venues are city centre based. This may mean that individuals who live on the outskirts of the City or those who have reduced mobility and access to transport have less access to face to face information and advice.

Some of the data collated by agencies is not comparable (e.g. differing age bands utilised and differing ethnic groups).
The Corporate Advice Services Review found that:

- A relatively high proportion of BME communities (compared to Coventry demographic data) access services. The Benefits Advice Line has an Asian Language line and delivers outreach to Asian support service organisations. Additionally, Age UK Coventry has a dedicated ethnic minority language speaker.

- Around 45% (from data provided by advice agencies) of those that access advice have described themselves as having a disability.

- Over 70% of people who accessed services were of working age.

- Local data shows that the majority of people accessing services are from disadvantaged neighbourhoods, often within a half mile radius of the advice provider's location.

- There is little or no outreach service to cover wider disadvantaged areas.

- Data is not currently collected to evidence sexual orientation, religion or belief, looked after child status or pregnancy.

- Some of the data collated by agencies is not comparable (e.g. differing age bands utilised and differing ethnic groups).

Carers Survey 2012-13

15% of carers told us they found information and advice easy to find, 49% found it fairly easy, 25% told us they found it fairly difficult to find and 11% found it very difficult.

Of those carers who accessed information and advice, 32% found it very helpful and 58% found it quite helpful, 8% told us they found it quite unhelpful and 3% found it very unhelpful.

Key issues resulting in impacts on service users have been submitted by providers as part of their formal responses to the consultation and are included later in the document.

Generating and evaluating options

9 What are the different options being proposed to stakeholders

The proposal is to work with providers to identify ways of delivering support to service users with reduced funding. The utilisation of existing resources, such as Libraries, Neighbourhood Centres and GP surgeries is important in enabling people to access appropriate information, advice and support city wide.

The savings target attached to this review is approximately £120k out of a total existing budget of £538k.

The initial proposal was to commission information, advice and support for specialist activities only, on the basis that other, more general requirements could be met through other channels such as the Library and Information Service and Neighbourhood Centres, thereby achieving a saving of approximately £120,000. However, the four voluntary organisations involved, instead expressed a preference to provide an individual response to the requirement to reduce expenditure. If each organisation reduced spend by approximately 22.5%, the overall £120k savings target would be achieved. This individual response was strongly preferred by the providers as it meant that each could identify savings tailored according to the different client bases and services that they offer.

Table 9.1 – Summary of Proposals

Provider	**Contract**	**Proposal**
Age UK Coventry	Contact and Connect	To reduce the number of hours provided by the Outreach Workers within Contact and Connect by 10.5%. Reduction in the number of staff in the Communications and Administration Team.
Provider	**Contract**	**Proposal**
Age UK Coventry	Information and Advice	To reduce capacity in information and advice services.
Provider	**Contract**	**Proposal**
Alzheimer's Society	Carers' Education and Information Service and Resource Library Dementia Support	Apply the majority of the funding reduction to the Carers' Education and Information Service. The resource library would cease and the Alzheimer's Society would look to gain other funding sources for their newsletter and other central support costs.
Provider	**Contract**	**Proposal**
Carers' Centre	Core Funding Asian / African Caribbean Worker Hospital Discharge	Provide a Specialist Carer Support service mainly through a telephone helpline, drop in service and centre-based appointments.

	Physical and Sensory Impairment (PSI) Worker Moving Forward	
Provider	**Contract**	**Proposal**
Grapevine	Support Service	The Quality Checking service will be reduced, as will the Self-Advocacy and User Involvement service.

10 How will the options impact on protected groups or those experiencing deprivation?

Age

One of the providers specifically supports older people. The Contact and Connect Service supports the over 60s to develop and sustain an individual's capacity to live independently and safely in their own home for longer. In 2012/13 2803 people were referred into Contact and Connect, with 3910 referrals being made to other support agencies. The provider Age UK Coventry indicated prior to consultation that the potential impact would equate to 110 fewer home visits and 40 fewer older people supported.

Older adults referred to Contact and Connect may receive a benefit check. Age UK Coventry estimates that as a result of the proposed 22.5% reduction, circa 400 older people will not be enabled to identify and claim their unclaimed benefit entitlements to improve wellbeing and quality of life, thus potentially affecting their ability to maintain their independence.

Family / Informal Carers

Carers will be affected by the proposed funding reduction to the Carers' Centre and the Alzheimer's Society Dementia Carer Education and Information programme. The Carers' Centre has indicated that there would be reduced outreach and one to one carer support. In 2012/13 there were 4,774 one to one support contacts with 2,248 individual carers. In addition, through group activities, there were 2,633 contacts with 455 adult carers and 890 contacts with 163 young carers.

Awareness raising activity which supports the early identification of carers to enable that carers do not experience significant disadvantage due to their caring role would be reduced. In 2012/13 a total of 1,316 new carers were identified and supported.

Gender

Information, Advice and Support services are available to all. In 2013/13, 66% of newly identified carers supported by the Carers' Centre were women.

Ethnicity

The ethnicity breakdown of those people who have been referred to Contact and Connect between April 2013 and October 2013 is broadly representative of the ethnicity breakdown of Coventry, although the Black and Minority Ethnic (BME) Community is slightly under represented.

As result of the proposal, there would be reduced targeted activity for carers from BME communities who require tailored support to meet their needs. Carers' Centre statistics indicate that 31% of newly identified Carers were from BME communities.

Disability

Grapevine supports people with a learning disability with self-advocacy and user involvement services. User involvement activities would reduce to 4 days a week; this will affect the volume of work undertaken and potentially impact the number of people with complex needs who would not be able to take part, reducing the opportunity for their voices to be heard.

11 Please detail how you could mitigate any negative impacts.

Providers submitted mitigations as part of their formal responses. The Library and Information Service also contributed to these mitigations.

It is important to note that it may not be possible to mitigate against all negative impacts. As a result of reduced funding there will be some loss of service and reduced accessibility to users.

Age UK Coventry

- With effective volunteer recruitment Contact and Connect estimate they could cover half of the lost output, leaving an overall 15% reduction in Communications and Administrative capacity.
- The proposed level of funding will still enable Contact and Connect to fulfil its primary role to keep people independent and not to require ongoing social care services.

Alzheimer's Society

- The Alzheimer's Society would provide guidance to library staff on what information and learning aids (books/DVDs etc) would be appropriate to add to their Health and Wellbeing collections in libraries. As long as the books and DVDS are available to order from library suppliers they would be able to add books and DVDS but would be cautious about the phrase learning aids as they would not be able to support other tools/aids that are outside the Libraries acquisitions policy e.g. books that people can fill in or very specialist academic materials would not be suitable.
- The Alzheimer's Society could cease the natural refreshing of the material they hold on the basis that equivalent resources are provided by library services. The Library and Information Services always aim to maintain up to date materials and are happy to be advised about any publications but would want to ensure that they are suitable for a public library so may not be able to provide "all equivalent resources".
- Newsletter and other central support – the Alzheimer's Society could look to gain other sources of funding for this.
- The Alzheimer's Society publishes a number of factsheets and other supportive literature nationally that would continue to be available to Coventry residents and professionals. The library service has limited display capacity but would be able to guide people to appropriate resources.
- The Alzheimer's Society would provide guidance to library staff on what information and learning aids (books/DVDs etc) would be appropriate to add to their Health and Wellbeing collections in libraries.
- The Alzheimer's Society services are supplementary services and do not provide direct and ongoing care services. The proposal includes a reduction in budget, not a total cut of

the service; therefore access to appropriate information, advice and support will still be available to people with dementia and their carers/families in Coventry.

- The Carer Education and Information Programme will still continue. If the number of sessions per course were reduced, carers could still receive generic training on carer wellbeing from other providers. Within the last six months the Carer Education and Information Programme has not operated to full capacity. The average number of attendees completing each set of courses over the last 6 months has varied between six and ten with an average of eight.

Coventry Carers Centre:

- The current financial projections for 2014/15 indicate that a reduced specialist universal carers support service could be maintained despite the funding cut proposed, mainly through the telephone helpline, the Centre's drop in service and centre based appointments.
- An analysis of the means by which family carers accessed the centres 1:1 support service in 2012/13 (total 4,633) shows 48% were by telephone and 24% were through the City centre based drop in. It is proposed that these services should be considered as priorities for the foreseeable future. In addition the Centre will endeavour to provide limited other means of access such as outreach carer clinics and home visits as well as further developing other means including Skype, Facebook, text and email.

Grapevine:

- The proposal includes a reduction in budget not a total cut of the service.
- Resources will be prioritised to target areas of highest risk.
- The Council monitors the quality of care home provision through its commissioning processes.

Additional Mitigation:

It is important to note that it may not be possible to mitigate against negative impacts. As a result of reduced funding there will be loss of service and reduced accessibility to users.

However there is the potential to mitigate against some potential impacts through:

- A budget, albeit at a reduced level, for provision will remain across a number of providers including Age UK Coventry, Grapevine, Coventry Carers' Centre and the Alzheimer's Society.
- An undertaking from the City Council to provide security of future funding for provider organisations within this review would include the potential for three year grant agreements to be implemented for all providers affected by these proposals.
- There will continue to be City wide access to information, advice and support from external agencies and Council provision; however these services are significantly stretched and are currently working to full capacity.
- Organisations receiving funding for information and advice services will be expected to work constructively with Healthwatch Coventry, the new independent consumer champion, promoting better outcomes in health and social care to mitigate impacts and avoid duplication.
- The role of libraries may be able to lessen this impact through information and signposting and some support with computers but will by no means replace any loss to voluntary sector provision.
- There are currently a number of national bodies available to provide information and advice such as the Direct.gov website.

- Ongoing monitoring of services as part of the commissioning process will enable early identification of impacts, including risks and equality issues.

12 Identify which contractors or service users would be negatively affected by the options

There will be negative impacts on contracted providers of Information, Advice and Support in the form of reduced budgets. Providers may be required to reduce provision or reduce staffing. Contractors who are affected include;

Age UK Coventry
Grapevine
Coventry Carers' Centre
Alzheimer's Society

The aim of this review will be to minimise the impact on service users. It is likely that whilst information and advice is still accessible in a variety of settings using a range of methods, some individuals may experience decreased access due to services as capacity decreases.

Current and future service users affected will include;

- People aged 55 years and over, many of which are vulnerable and with complex and multiple needs.
- Older people with a diagnosis of dementia or Alzheimer's and their carers. There are around 3,500 people in Coventry over 65 years of age, estimated to have dementia; almost half of them (1,612) are over 85 years of age; more than half of them are women (2,222).
- Self-Advocates who have a learning disability from a variety of ages (over 18), race and gender.
- Carers, of which many have protected characteristics, including;
    - Gender – most carers are women
    - Disability – reduced support for people with disabilities as a result of reduced carer support
    - Race – Black and Minority Ethnic (BME) groups have higher support needs due to greater lack of recognition of carers, stigmatisation of the cared for's condition, language barriers and lack of culturally sensitive services. The many new communities coming to Coventry means that the cultural needs of carers needs ongoing development.

An update to the equality assessment will be completed after implementation to assess any equality impacts on service users and providers.

Formal consultation

13 Who took part in the consultation? *Please also specify representatives of any protected groups.*

A range of meetings were held at a programme level to discuss all abcs proposals. At all these meetings the Information, Advice and Support proposals were discussed.

People were encouraged to submit individual responses to the either online or via a printed copy of the consultation response form. Overall 207 responses were received, not all provided views on all five proposals.

Some people chose to skip some of the sections and only completed questions regarding proposals that are relevant to them and their situations.

Partnership Boards and Carer's Meetings

Date of meeting	Name and purpose of meeting	Stakeholder attendees*
23rd September 2013	Carer's Forum	50
26th September 2013	Learning Disability Partnership Board Meeting	10 (excluding CCC staff)
7th October 2013	Older People's Partnership	40
9th October 2013	Physical and Sensory Impairment Partnership	10
18th October 2013	Milan Carers Forum	50
Total		**160**

Number of stakeholder attendees is an approximation

Public Drop in Sessions

Date of meeting	Name and purpose of meeting	Stakeholder attendees*
10th September 4pm-8pm	Open public meeting (Drop in session)	5
3rd October 2pm – 6pm	Open public meeting (Drop in session)	10
23rd October 12 noon – 2pm	Open public meeting (Drop in session)	25
Total		**40**

Number of stakeholder attendees is an approximation

Other Meetings

Date of meeting	Name and purpose of meeting	Stakeholder attendees*
28th August 2013	GP Commissioning Forum	40
18th September 2013	NHS Coventry and Rugby CCG PPI Event	50
23rd September 2013	Coventry Older Voices	10
3rd October 2013	VAC Voluntary Sector Forum	5
3rd October 2013	Woodlands Ward Forum	15
15th October 2013	Dementia Strategy Board	15
6th November 2013	Health and Social Care Scrutiny Board (5)	10
7th November 2013	Healthwatch Meeting	15
Total		**160**

Number of stakeholder attendees is an approximation

Council Staff Briefings

Date of meeting	Name and purpose of meeting	Stakeholder attendees*
24h September 2013	abcs Staff Briefing	10
11th October 2013	abcs Staff Briefing	10
Total		**20**

Number of stakeholder attendees is an approximation

A total of 380 people attended these meetings.

The above table demonstrates that key stakeholders including people in receipt of information, advice and support and carers have been consulted with. Notes were taken at each of these meetings and have formed part of the analysis.

In addition, a petition was received in relation to the proposed reduction to Age UK Coventry (proposals 4.1 and 4.2) and Carers Centre Information, Advice and Support funding (proposal 4.4), also attached in Appendix 3. The petition was available electronically and in paper form. There were 458 signatures recorded on the written petition. At the time of writing there were 316 signatories have received on the electronic petition. The electronic petition is due to close on the 5th January 2014. At the time of writing a total of 774 signatures have been received for both written and e-petitions.

All current providers were informed of the consultation dates and how to get involved by email at the start of the consultation. All providers were encouraged to send the details of the consultation to people on their mailing lists.

All four providers submitted formal consultation responses and stated their disagreement with the proposals. The responses are summarised below. All copies of the responses are available within the Cabinet Report.

Age UK Coventry – Contact and Connect (Proposal 4.1)

The proposed reduction in funding for Contact and Connect is small in cash terms (£18,037 p/a), but it will have a massive negative impact. The resultant service cut will have a disproportionate impact and reduce direct, preventative work with vulnerable and often frail older people at a time when this is needed more than ever. It will also reduce newly claimed benefits income to the city, which older people spend on maintaining their health, well-being and independence.

How the proposed change will affect the service for older people in Coventry

Last year, the service helped 2,073 older people by enabling and supporting seamless connections to 3,910 different services (including: benefit entitlement checks, smoke alarm and fire safety, home safety and falls prevention, practical help in the home, carers support, trusted trades-people, outreach and social isolation/loneliness support) and has annually enabled older people to secure over £2 million in additional and previously unclaimed benefits - helping them stay independent of other Council support for longer. A reduction in funding will reduce not only connections with preventative services but also benefits income to be spent in the city, as summarised below.

The proposed 22.5% cut in Council funding would reduce Contact and Connect's overall income by 10.5%, (assuming other funders do not follow the Council in making cuts). In order to cover this ongoing cut we would need to reduce the paid staff hours and hence overall service delivery by about this amount, whilst seeking to increase volunteer support in the office where practical.

A 10% cut in service would mean:-

1. Last year, Contact and Connect Outreach workers made 1078 home visits to 555 different clients, so a 10% cut would mean 110 fewer home visits and around 50 fewer older people supported in this way. Most of these clients are the most vulnerable and with complex and multiple needs, and as a consequence there would be additional demand on Social Care who would need to visit some of these clients to help them remain living at home.

2. Last year, Contact and Connect office staff made 3,910 referrals to join the 2,073 clients up with the support services they needed to remain living independently and safely for longer. Therefore a 10% cut, partially offset by increased use of volunteers, would mean circa 300 fewer service referrals and circa 200 fewer older people connected to the support they need.

3. A loss of circa £200,000 each year to around 200 vulnerable frail elderly people in the city, who will not be enabled to identify and claim their unclaimed benefit entitlements, mainly attendance allowances, which is new money coming into the city from Central Government funds.

4. A significantly reduced quality of life, health, wellbeing and independence for circa 200 vulnerable and frail older people, as outlined by the above summary data and detailed further in Annual and Quarterly reports submitted to Council Officers for the past 8 years.

Age UK Coventry – Information and Advice Service (Proposal 4.2)

Whilst the proposed 22.5% cut in funding is extremely small in cash savings to the City Council (£14,789 a year), it will have a massive negative impact. This includes directly causing a loss of circa £400,000 each year to circa 400 vulnerable frail elderly people in the city, who will not be enabled to identify and claim their unclaimed benefit entitlements, mainly attendance allowances, which is new money coming into the city from Central Government funds.

The quality of life, wellbeing and independence of these 400 vulnerable older people will be significantly damaged and with less funded support from outside they will not be able to remain as independent as possible for as long as possible from Council funded services. Thus costing, not saving Council funds.

Last year we responded to around 14,000 enquiries in the year, from circa 9,000 different people, of which 3,323 used our service for the first time. A 22.5% cut in Council funding would result in us turning more people away, with around 1,650 fewer people assisted per year, of which approximately 900 fewer people would have been advised about social care, health, housing and issues around maintaining independence at home.

Our service is always under pressure and we cannot promote it, provide home visits nor reach out proactively to those likely to be most in need (e.g. to access unclaimed benefits). We have recently relocated the service into temporary rent free premises at Cathedral Lanes as this provides a better environment for clients. This increased visibility has increased demand from ‘younger older’ people (50 up to retirement age). We are also finding that older people are being frequently directed to Age UK Coventry from CAB, which cannot meet the demand for face to face advice for people 50+ in the city centre.

The proposed 22.5% cut will disproportionately and adversely affect many older people.

The Advice Services review recognised that older people have specific advice needs and this is well evidenced by national Age UK research. People in older age face just as many, and

probably more, life changing transitions than younger adults, such as loss of mental or physical health, onset of disability, bereavement and cognitive decline.

Older people do not always identify their problems in terms of advice needs, thus may not approach agencies such as CAB. There needs to be specific recognition and sound understanding of older people's transition points and CAB or other generalist advice agencies are not always best suited to address older people's advice needs in a holistic way.
People over 60 Female/65 Male form 21% of Coventry's total adult population. Age UK Coventry only receives 7% of Council spend on Advice services, so given that Information and Advice for older people is already under-funded, it does not seem sensible or reasonable to target this group for a cut.

We recognise that new ways of working are being developed, e.g. increase of self-help; IT based services, but these will help the most able, not the most vulnerable. Over 70% of people aged over 75 and over 40% of those aged 65 – 74 have never used the internet.

The proposal will increase poverty among older people, by reducing their access to good quality accessible advice. Certain groups of BME older people are affected even more – see Age UK data below.

Alzheimer's Society (Proposal 4.3)

As an organisation we would be disappointed to see a reduction in any services that are provided to people with dementia and their families. Here are just a few quick comments.

As an organisation we have been asked to make a reduction in the information service that we provide and although this does not have a huge impact on the wide range of other services that we provide it is not ideal at a time when the numbers of people with dementia are increasing. We have also been asked to reduce the number of carer education sessions that we deliver and this will obviously impact on the carers who require educating in this very complex topic of dementia. Educating carers does help reduce the burden on carers who otherwise might turn to statutory services for support and so it may be short-sighted in the long term. We also work closely with other organisations such as Age UK and Coventry Carers' who provide generic services to both people with dementia and their carers and any reduction in their services could also have an impact on the support that people get. Any reduction in the services that other organisations provide may well have an impact on us.

It has been suggested that advice and information be available from places such as libraries - whilst this is acceptable for general information what reassurance is there that the staff who are giving the information are suitably trained in the relevant issues. Many people who are asking for information often need more detailed information and advice and so I would need reassurance that the library staff would have the skills and knowledge to recognise the issues that people with dementia and their carers face and would ask the right questions that may lead them into more intensive support. I suspect that they will signpost people to our organisations anyway so why not give us the resources to deal with the enquiries as the first port of call.

Carers' Centre (Proposal 4.4)

Reducing support for family carers conflicts with the Council's strategic priorities, in particular that 'People will be expected to do more for themselves' and 'People will be supported to be as independent as possible for as long as possible.' Reducing support for carers at a time when they will be required to do more due both to reductions in Social Care services and increased life expectancy, especially for those people with disabilities and long term medical conditions such as dementia, will achieve the opposite. In the Centre's Carers' Survey 2013, despite 64% of carers reporting that they cared for 50+ hours per week, 73% were receiving support only from the

Carers' Centre, therefore increasing self-reliance and reducing resort to statutory services by both the cared for and carers.

The results of the City Council's Carers' Survey 2012 show that Specialist Information and Advice is one of the top 5 services used by those carers in touch with Social Services. It is often only through access to the Centre's Specialist Carers Support service that carers become aware of, and are supported to access, the rest of the top 5 services, not all of which are provided by Social Services. When given the choice of provider, 91% said they wanted their support services to be provided by the Carers' Centre; this is not surprising bearing in mind that research shows that carers want independent information, advice and support.

A large proportion of carers are unaware of the services available, have difficulty in accessing information and do not understand the health and social care system. Carers report that the difficulties of their caring situation are reduced when they feel well informed, adequately supported and that their own needs are taken into account. Of the Centre's 4,990 one to one contacts with 2,149 carers in the 12 months to September 2013, 55% were for local/national information, 44% for emotional support and 32% for financial advice.

Our 2013 Carers' Surveys showed that 84% reported reduced social isolation, 85% reduced stress, and 78% were more able to carry on caring and 54% an improved financial position.

The specific reductions to the service provided will need to be subject to consultation with carers and the City Council but could mean:

Reduced cover for the telephone helpline. 49% of 1:1 support contacts with carers were through the telephone helpline. This both enables access to the service to those unable to come to the Centre or one of our outreach Carer Clinics and over a longer period as it is manned from 8.30am. While an important source of contacting the carer support service, the nature of many carers' high needs means that they prefer face to face contact.

Reduced access to the service if the Centre has to relocate to less expensive, out of town premises: The Centre is currently located in fully accessible premises, which are only one bus ride away for most people. 28% of 1:1 support contacts in the 12 month period to September 2013 were undertaken at the Centre; 6% of the new carers identified knew of the Centre because of its location. In our Carers' Survey, 67% wanted us to provide a drop in service at the Centre; a change to a fewer drop in sessions and/or a change to an appointments based system will reduce the ease of access to the service.

Reduced access if the Centre reduces its outreach activity: 16% of the 1:1 support contacts with carers were undertaken in an outreach setting. Our outreach work is also a very important way of identifying new carers who can then be supported either at an outreach location or at the Centre - 10% of new carers were identified as a result of our outreach work at UHCW. We currently undertake a number of outreach Carer Clinics at a variety of locations in the City including religious and community venues, UHCW, the Caludon Centre and GP surgeries. In the past, we have undertaken Carer Clinics in community libraries but have had difficulty providing the level of 1:1 support required due to the lack of facilities at these locations to enable us adequately to support carers, who can often be in considerable distress.

Reduced access by other means: The Centre provides a limited out of hour's service, in particular home visits, if carers are unable to access the service in normal working hours. Pilots have been undertaken with respect to providing services at the weekends and evenings but the low uptake meant these were not cost effective. This is likely to be due to the fact that support for the person with care needs provided by Social Care services often takes place during the day in normal working hours, thus giving carers the ability to undertake other tasks, including accessing the Centre's services.

Reduced targeted support for carers from hard to reach groups or with high support needs: The funding from the City Council currently enables targeted support to BME communities, carers of people with learning disabilities and carers of people with physical or sensory impairments. This has enabled us to support more carers with high needs and this work would have to be reduced if funding was reduced. The Centre currently has fluent speakers in a large number of BME community languages including Hindi, Gujarati, Urdu, Punjabi, Pashto, Dari, Persian (Farsi), French, Polish and Chinese, this assists with access for carers from BME communities.

Grapevine (Proposal 4.5)

Self-Advocacy and the Quality Audit Project will be reduced in staff hours which will mean a reduction in capacity.

The Quality Audit project currently employs a member of staff who has experience in working in a range of care settings and a member of staff who has a learning disability and who is an expert by experience having spent their entire life in various housing and day services. We currently audit 30 services a year as well as reporting directly to Commissioning and the Partnership Board.

Because of various scandals and subsequent reports from '6 Lives' to Winterbourne View, good quality services and inspection regimes that inspect the right areas are more in demand than ever. This project has ensured that Coventry stays ahead of the game in aiming to get this right. A Care Quality Commission (CQC) programme of inspections of services for people with learning disabilities found that there was a one in two chance of people being in a service that did not meet the required standards (CQC Review of Learning Disability Services, 2012)

We think this will reduce capacity to 22-24 inspections annually and will not leave spare capacity to for extra work in terms of promotion of the service and sharing information.

The reduction in self-advocacy staff hours will mean that we will not be able to deliver the amount of work we do at the present time. The cut will reduce the service by 1 day a week. We currently deliver over and above our service specification but this will mean there will not be the capacity to step up when a consultation is suddenly called for or where we are spending a lot of time on a piece of work to ensure it can be truly called co-produced.

Another key area that will be reduced is the involvement of people with higher support needs – any self-advocacy support for this group is extremely labour intensive. Essentially any reduction in support will lead to a reduction in the voices of people with learning disabilities being heard. People with Profound and Multiple Learning Disabilities (PMLD) have very complex needs and most don't use words, signs or symbols. Because of this they are unable to 'speak up' for themselves in the way many other people with a learning disability can.

Protected Characteristics

Whilst the majority of consultation meetings were held in groups, individuals were encouraged to submit individual responses to the consultation where equality monitoring data was requested from respondents. 114 people, 55% of those that responded to the consultation completed all or part of the quality monitoring questions. From this data 82% were over 55. 72% of respondents stated their ethnicity as White British. The gender breakdown of respondents shows 70% were female and 30% were male. 67% identified themselves as a family carer or informal carer. 26% of people who completed the equality monitoring questions considered themselves to be disabled.

14 What were the key findings of the consultation?

A number of generic themes that apply across all Information, Advice and Support proposals have been identified during the consultation process, as follows:

- Respondents' perception that there will not be an impact on them but there may be in the future
- Proposals will negatively impact on the most vulnerable through failure to meet the needs of vulnerable people and reduced access to Information, Advice and Support
- These proposals will lead to increased pressure on GPs and other health services
- Those with protected characteristics will be affected – Black and Minority Ethnic Groups, older people, females and people with a disability
- Preventative services save money and allow people to remain independent
- Concerns over funding cut priorities and that this proposal will not save the City Council money in the long term
- Reduced services will result in a negative impact on the quality of life of service users, and families

207 responses were captured within the on-line survey relating to the five Information, Advice and Support proposals. Of the 207 responses received, not all provided views on all five proposals. Some people chose to skip some of the sections and only completed questions regarding proposals that are relevant to them and their situations.

Proposal 4.1 – Age UK Coventry – Contact and Connect

In total 104 responses were received to the Age UK, Contact and Connect proposal, with some of these responses being received on behalf of a number of people as a result of group discussion. Of those responses received 6 indicated agreement with the proposals, 90 disagreed and 8 did not know. A total of 103 chose not to provide a view as to whether they agreed or not. These figures include responses gathered by members of the project team at a number of consultation meetings. During these meetings if no decisive view was shared no agree or disagree response was recorded. All narrative has been analysed to ascertain views of respondents.

Theme 1 – Ability to meet the needs of vulnerable people
Respondents raised concerns about the ability for the Council to meet the needs of vulnerable people if services are reduced. It has been suggested this could lead to social isolation and an impact on family carers, with older people not knowing where to go for help, advice or support.

Theme 2 – Impact on Health Services
Respondents raised concerns that implementation of this proposal may result in increased demand for health services and people becoming more dependent more quickly.

Theme 3 – Councils spending priorities
Respondents are concerned that the Councils spending priorities are wrong and that by reducing the provision of information, advice and support services this will result in increased expenditure for the Council in the future.

Theme 4 – Impact on independence
Respondents commented that people may not remain living independently in their own home for as long, if they are unable to access this service because of reductions in provision. People feel that older people need more direct contact, not less.

Theme 5 – Access to timely information, advice and support
Respondents raised concerns that people need to be able to access support in a timely way and have access to someone that they can talk to, when they need to. People are concerned that reductions in provision will lead to longer waiting times for support or people reaching crisis point before they are able to access support.

Theme 6 – Impact in the future
A number of respondents acknowledged that any reductions may not affect them now but they would be concerned about the potential impact of reduced service provision and the impact that this may have on them in the future.

Theme 7 – Negative impact on the Quality of Life of service users and families
People feel that reductions in the provision of this support would result in a poorer quality of life for older people, leading to social isolation and financial difficulties.

Proposal 4.2 – Age UK Coventry – Information and Advice Proposal

In total 81 responses were received to the Age UK, Information and Advice proposal, with some of these responses being received on behalf of a number of people as a result of group discussion. Of those responses received 8 indicated agreement with the proposals, 67 disagreed and 6 did not know. A total of 126 chose not to provide a view as to whether they agreed or not. These figures include responses gathered by members of the project team at a number of consultation meetings. During these meetings if no decisive view was shared no agree or disagree response was recorded. All narrative has been analysed to ascertain views of respondents.

Theme 1 – Overlap and duplication
Some respondents indicated that they do not understand the difference between this service and information and advice provision, particularly relating to welfare benefits that are provided elsewhere.

Theme 2 – Ability to meet the needs of vulnerable people
Respondents raised concerns about the ability for the Council to meet the needs of vulnerable people if services are reduced. It has been suggested this could lead to social isolation, increased stress levels, an impact on family carers and people not being able to remain independent for as long or claim the benefits that they may be entitled to.
Theme 3 – Alternative information and advice provision for older people
Respondents are concerned that Age UK's vital role in providing advice and support is important and that people will not know where to go if it reduces. People suggested that as people get older it becomes more difficult to cope with paperwork and changes and that this services helps people to live independently.

Theme 4 – Impact in the future
A number of respondents acknowledged that any reductions may not affect them now but they would be concerned about the potential impact of reduced service provision and the impact that this may have on them in the future.

Proposal 4.3 - Alzheimer's Society - Carers' Education and Information Service and Resource Library

In total 78 responses were received to the Alzheimer's Society Advice proposal, with some of these responses being received on behalf of a number of people as a result of group discussion. Of those responses received 7 indicated agreement with the proposals, 62 disagreed and 9 did not know. A total of 129 chose not to provide a view as to whether they agreed or not. These figures include responses gathered by members of the project team at a number of consultation

meetings. During these meetings if no decisive view was shared no agree or disagree response was recorded. All narrative has been analysed to ascertain views of respondents.

Theme 1 – Increasing numbers of people with dementia
Respondents are concerned that the Council is proposing to reduce support for people with dementia when the numbers of people who have dementia are increasing and there is already insufficient support available. People are concerned that reduced service provision for people with dementia would impact on their quality of life and the life of their carer/s'.

Theme 2 – Impact on family carers
Respondents are concerned about the potential impact on family carers if this proposal is implemented. Respondents have stated that family carers' save the Council, and other organisations money. People are concerned that these services help carers to continue caring for as long as possible.

Theme 3 – Reduced availability of training for carers
Respondents are concerned that reduced availability of training for family carers would have a negative impact, with people unable to understand how to support the person that they care for or ensure that they can appropriately manage the individuals' condition at home.

Theme 4 – Overlap and duplication
Some respondents raised questions about possible overlap in provision of training for family carers and highlighted the need to avoid this.

Theme 5 – Councils spending priorities
Respondents are concerned that the Councils spending priorities are wrong and that support for people with dementia should not be reduced, particularly as numbers of people with dementia are increasing rather than reducing.

Theme 6 – Impact in the future
A number of respondents acknowledged that any reductions may not affect them or their relative now but they would be concerned about the potential impact of reduced service provision and the impact that this may have on them in the future.

Theme 7 – Impact on other Services
Respondents raised concerns that implementation of this proposal may result in increased demand for health and other services and people becoming more dependent more quickly.

Proposal 4.4 - Carers' Centre

In total 152 responses were received to the Carers' Centre proposal, with some of these responses being received on behalf of a number of people as a result of group discussion. Of those responses received 11 indicated agreement with the proposals, 131 disagreed and 10 did not know. A total of 55 chose not to provide a view as to whether they agreed or not. These figures include responses gathered by members of the project team at a number of consultation meetings. During these meetings if no decisive view was shared no agree or disagree response was recorded. All narrative has been analysed to ascertain views of respondents.

Theme 1 – Carers Centre location
Respondents would be concerned if the Carers' Centre had to relocate from the City Centre. Some respondents indicated the importance of the Centre being located centrally; others highlighted the need for the Centre to remain accessible and on a bus route.

Theme 2 – Reduced specialist support
Respondents are concerned about the potential reduction of specialist support currently provided e.g. outreach provision, 1 to 1's and specialist support for carers from the Black and Minority Ethnic group community, and the impact that this may have. People are concerned that they would become isolated and would not be able to access the support that they need if services were reduced.

Theme 3 – Importance of support provided by the Carers' Centre
Respondents were supportive of the services provided by the Carers' Centre and stressed the need for specialist support for family carers to enable them to continue caring. Respondents are concerned that a reduction to the Carers' Centre service will mean that carers' are unable to access the support that they need.

Theme 4 - Councils spending priorities
Respondents are concerned that the Councils spending priorities are wrong and that by reducing the provision of information, advice and support services this will result in increased expenditure for the Council in the future.

Theme 5 – Impact family carers' and the people that they care for
Respondents raised a concern that carers' need care themselves in order for them to care properly and that without this support, increased stress and other negative impacts are experienced by the carer and the person that they care for. Respondents are concerned that carers are undervalued and what they do is not appreciated or properly understood.

Theme 6 – Ability to meet the needs of vulnerable people
Respondents raised concerns about the ability for the Council to meet the needs of vulnerable people if services are reduced including those who are harder to reach e.g. the BME community.

Theme 7 – Wide impact
Respondents feel that many groups of people would be affected by this proposal because the nature of caring for someone is broad and involves and affects different people from different age groups, ethnic groups and backgrounds in different ways.

Proposal 4.5 – Grapevine - Quality Checking Service and the Self Advocacy and User Involvement Service

In total 74 responses were received to the Grapevine proposal, with some of these responses being received on behalf of a number of people as a result of group discussion. Of those responses received 14 indicated agreement with the proposals, 42 disagreed and 18 did not know. A total of 133 chose not to provide a view as to whether they agreed or not. These figures include responses gathered by members of the project team at a number of consultation meetings. During these meetings if no decisive view was shared no agree or disagree response was recorded. All narrative has been analysed to ascertain views of respondents.

Theme 1 – Reduction in service provision
Respondents are concerned about the impact of reducing services. People are concerned that these services play an important role in supporting people with learning disabilities.

Theme 2 - Ability to meet the needs of vulnerable people
Respondents raised concerns about the ability for the Council to meet the needs of vulnerable people and their carers' if services are reduced.

Theme 3 - Impact on other services
Respondents raised concerns that implementation of this proposal may result in increased demand for support from the Council or other organisations. People are concerned about who will be there to support them and that longer term there will be an impact on health services.

Theme 4 - Overlap and duplication
Some respondents raised questions about possible overlap in provision of the support that is included within this proposal, for example monitoring the quality of care home provision and suggested that duplication of effort should be avoided.

Theme 5 – Impact on people with Learning Disabilities
Respondents are concerned about the impact of reducing support for people with a learning disability, for example reducing the number of people who are supported by Grapevine to have a voice at various events and during consultation. People are concerned that this will lead to the contribution that people with learning disabilities make being undermined.

15 Are there any gaps in the consultation?

No.

16 Following the consultation, what additional equality issues have emerged?

(Note: These additional equality impacts are covered in the mitigation section (Section 11) above. It is important to note that it may not be possible to mitigate against negative impacts. As a result of reduced funding there will be a reduction in services and reduced accessibility to users.

- Comments regarding the potential impact on BME communities were included in some of the consultation responses to the proposals. It was mentioned that face to face support is needed with translation services to support individuals to fill out forms, book appointments and access information.
- The proposals as a whole suggest a greater reliance on carers to manage the care of people with dementia.
- Carers come from all age groups, ethnicities, religions, genders etc, and the cut in funding, resulting in a reduction in services, will impact on all of these carers.
- The cut in funding will, in this case, specifically disadvantage carers of people with a Physical and Sensory Impairment, BME carers, carers of those about to be discharged from hospital and carers of people with a Learning Disability.
- Big effect on women who are the main caring group. Their health is adversely affected and their income and they are trying to also support their children/grandchildren.

17 Which of the options have changed following consultation and equality analysis, and how?

None

Equality impact of final option

18 Please confirm below which option has been chosen for implementation.

The consultation process has identified nothing of such significance to warrant a change to the original proposal.

It is proposed that current funding allocated to Age UK Coventry, Alzheimer's Society, Coventry Carers' Centre and Grapevine is therefore reduced by 22.5% with effect from 1st April 2014, resulting in an overall saving to the Council of approximately £120k.

Proposals relating to Age UK Coventry, Alzheimer's Society, Carers' Centre and Grapevine are as follows:

4.1 Age UK Contact and Connect

- To reduce the number of hours provided by the Outreach Workers within Contact and Connect by 10.5%.

- Reduction in the number of staff in the Communications and Administration Team.

4.2 Age UK Coventry Information and Advice

- To reduce capacity in information and advice services

4.3 Alzheimer's Society

- Apply the majority of the funding reduction to the Carers' Education and Information Service.

- The resource library would cease and Alzheimer's Society would look to gain other funding sources for their newsletter and other central support costs.

4.4 Coventry Carers' Centre

- Provide a reduced Specialist Carer Support service mainly through a telephone helpline, drop in service and centre-based appointments.

(**Note:** proposal wording has been changed to reflect feedback from the provider during the consultation. Proposed funding reduction remains unchanged).

4.5 Grapevine

- The Quality Checking service will be reduced, as will the Self-Advocacy and User Involvement service.

All services potentially affected by this proposal will continue, albeit at a reduced capacity, and only one will cease completely (see Proposal 4.3).

Feedback received during the consultation period will be used to inform implementation of the proposals to ensure that ongoing funding is appropriately targeted in line with Council priorities and focuses on supporting those who are most vulnerable/at risk.

Council Officers will work closely with the organisations to ensure appropriate targeting of ongoing funding.

During discussions, prior to the consultation, providers indicated a clear preference to enter into long term agreements with the City Council in respect of future service delivery and funding arrangements. Subject to necessary approvals, it is proposed that the City Council enters into agreements of a minimum period of 3 years with clear agreed outcomes and processes for monitoring.

19 Please indicate which of the following best describes the equality impact of this analysis.

☐ **There will be no equality impact if the proposed option is implemented.**

☐ There will be **positive equality impact** if the proposed option is implemented.

X There will be **negative equality impact** if the preferred option is implemented, but this can be objectively justified. *Please state clearly what this justification is and what steps will be taken to ameliorate the negative impact.*

Summary of Impact	Protected Group Affected	Justification	Amelioration Steps
Fewer home visits and 40 fewer older people supported. Reduced numbers of older people claiming benefit entitlements	Age	The Council must reduce budgets to meet funding reductions set by Central Government. We can't protect any single area of spend or service from the requirement to make the savings. All four organisations will continue to operate and deliver services by a reduced amount.	With effective volunteer recruitment Contact and Connect estimate they could cover half of the lost output. The proposed level of funding will still enable Contact and Connect to fulfil its primary role.
Reduced outreach and one to one carer support Awareness raising activity which supports the early identification of carers.	Family / Informal Carers	The Council must reduce budgets to meet funding reductions set by Central Government. We can't protect any single area of spend or service from the requirement to make the savings. All four organisations will continue to operate and deliver services by a reduced amount.	Cease the natural refreshing of material on the basis that equivalent resources are provided by library services. National supportive literature would continue to be available to Coventry residents and professionals. The Carer Education and Information Programme will still continue. The services are supplementary and do not provide direct and on-going care services. The proposal includes a reduction in budget, not a total cut to carers services. A reduced specialist universal carers support service will be maintained. Prioritise telephone support and drop in sessions and continue to provide limited other means of access.

In 2013/13, 66% of newly identified carers supported by the Carers' Centre were women.	Gender	The Council must reduce budgets to meet funding reductions set by Central Government. We can't protect any single area of spend or service from the requirement to make the savings. All four organisations will continue to operate and deliver services by a reduced amount.	New monitoring and evaluation processes that will include key areas such as Equalities monitoring. Support providers to switch funding and re-focus resources to target vulnerable groups in the most appropriate manner.
Reduced targeted activity for carers from BME communities.	Ethnicity	The Council must reduce budgets to meet funding reductions set by Central Government. We can't protect any single area of spend or service from the requirement to make the savings. All four organisations will continue to operate and deliver services by a reduced amount.	A reduced specialist universal carers support service could be maintained despite the funding cut proposed, mainly through the telephone helpline, the Centre's drop in service and Centre based appointments.
Reduced support to people with complex needs.	Disability	The Council must reduce budgets to meet funding reductions set by Central Government. We can't protect any single area of spend or service from the requirement to make the savings. All four organisations will continue to operate and deliver services by a reduced amount.	The provider requested that funding to support services remain as the impact of a cut to self-advocates would be too great. The provider has identified that there is little impact on self-advocates from a reduction to advocacy services.

How will the changes be monitored for equalities over the next 6 – 12 months?

New grant agreements as a result of these proposals will be implemented along with new monitoring and evaluation processes that will include key areas such as Equalities monitoring.

Future provision of information, advice and support will be monitored through standard commissioning processes such as self-assessments, quarterly and annual monitoring visits.

Please state how the social value outcomes have been considered in making this decision?

The Public Services (Social Value) Act 2012 places a requirement on commissioners to consider the economic, environmental and social benefits of their approaches to procurement before the process starts.

The nature of this proposal deals solely with reducing current contract values and therefore this duty does not apply here.

What will be the impact on the workforce following implementation of the final option? Please make reference to relevant equality groups (with protected characteristics under the Equality Act).

Each provider has been asked to indicate the impact of the proposal to reduce current funding levels by 22.5%. Not all providers have been able to and/or chosen to supply this information. Some have indicated that certain posts would cease, others have indicated that changes to terms and conditions would be necessary to continue to deliver services with reduced funding levels.

Due to the incomplete and commercially sensitive nature of this data it will not be presented here. All workforce negotiations will be held by individual providers and it is not for Coventry City Council to direct these.

We do not currently know the impact of the proposals on provider workforces. This will be monitored during the implementation of reduced contact levels.

Formal decision-making process

Please detail below the committees, boards or panels that have considered this analysis

Name	Date	Chair	Decision taken

Approval

This equality analysis has been completed by:

Officer	
Service Manager	

Note: *Failure to comply with duties on equalities and consultation will put the Council (and specifically the elected member or officer making the decision) at risk of judicial review*

Director	
Elected Member	
Date	

Monitoring and review

This section should be completed 6-12 months after implementation

a) Please summarise below the most up to date monitoring information for the newly implemented service, by reference to relevant protected groups

b) What have been the actual equality impacts on service users following implementation?

Analyse current data relating to the service and think about the impact on key protected groups: race, sex, disability, age, sexual orientation, religion or belief, pregnancy or maternity, gender reassignment.

It may help to answer the following questions: Since implementation

- Have there been any areas of low or high take-up by different groups of people?
- Has the newly implemented service affect different groups disproportionately?
- Is the new service disadvantaging people from a particular group?
- Is any part of the new service discriminating unlawfully?

c) What have been the actual equality impacts on the workforce since implementation?

Coventry City Council

A Bolder Community Services

The Aylesford within a joint approach to reablement

1. Proposal Consulted Upon

It was proposed:

1) To formally consult with the Coventry and Rugby Clinical Commissioning Group regarding responsibilities for the funding of services provided at the Aylesford.

2) To consult with stakeholders on closure of the Aylesford so that the impacts of closure are fully understood.

2. Consultation summary

Throughout the consultation a total of 3 meetings were held to specifically discuss the proposal relating to the Aylesford Centre.

This included 2 staff consultation meetings held at the Aylesford Centre with a total of 23 attendees. A Trade Union representative was present at both of the sessions. Staff also submitted numerous copies of thank you cards and letters received from service users and their family/informal carers.

In addition, a consultation session was held for people who had previously stayed or were currently staying at the Aylesford Centre and their family/informal carers. 14 people attended this session. Copies of the proposal response form were taken to the meetings to ensure that those who were not able to attend the session on the day also had the opportunity to share their views on the proposal. Staff working at the Aylesford Centre were encouraged to involve people that they support and others, in responding to the consultation in one of the many ways available to them.

Consultation with the Coventry and Rugby Clinical Commissioning Group was also completed during the same period through existing joint health and social care working arrangements.

2.1. Consultation Response Themes

In total 44 responses were received to the Aylesford proposal. Feedback gathered at each staff and service user session was recorded as a single response rather than individual responses. Of those responses received 5 indicated agreement with the proposals, 21 disagreed and 4 did not know. A total of 14 chose not to provide a view as to whether they agreed or not. These figures include responses gathered by members of the project team at a number of consultation meetings. During these meetings if no decisive view was shared no agree or disagree response was recorded.

A number of people who responded did not indicate agreement or disagreement to the proposals, where a narrative/ comment has otherwise been provided those comments/narrative are included in order to allow those views to be taken into account. Some feedback refers to activities that were not the subject of the consultation and this is not included within the themes.

The content of all meetings and individual responses have been analysed to produce the themes that are outlined in the following section.

Theme 1 – Failure to meet the needs of vulnerable people
Respondents raised concerns about the ability for the Council to meet the needs of vulnerable people if the services at the Aylesford Centre were to cease. It has been suggested this could lead to social isolation and loss of confidence. Respondents were keen to understand where people would go instead. This supports the dialogue underway between the Council and health partners to ensure an integrated approach to support exists.

Theme 2 – Positive feedback about service provided at Aylesford and staff care
There were numerous positive comments about both the staff and the services provided at the Aylesford Centre. Feedback from some service users shows the gratitude they have for being given the opportunity to develop their skills and increase their independence during their stay at the Aylesford. Staff also submitted numerous copies of thank you cards and letters received from service users and family/informal carers showing the appreciation for both the care provided at the Aylesford and the staff working there.

Theme 3 – Impact on Health Services
Feedback received from the consultation highlighted that there could be an increase in demand for additional funding and support needed from other service areas if the Aylesford Centre were to close, thus resulting in a 'false economy'. Various concerns have been raised that there could be an increased number of hospital admissions, people remaining in hospital 'bed blocking' or finding themselves being discharged from hospital too early and then re-admitted; if the Aylesford Centre were to close. These concerns align to work underway between the Council and health partners to ensure services are meeting the needs of the population resulting in people being less reliant on longer term health and social care support.

Theme 4 – Alternative Funding Options
The original position of the Council was to request health solely pay for the Aylesford. Responses supported this position as they do not want the Aylesford to close. Suggestions were also made by respondents to consider charging for certain services at the Aylesford Centre e.g. meals.

Theme 5 – Closer Links with Health Service
Respondents suggested that closer links with the Health Service are needed. People felt that the Council should not look at things in isolation but take a joined-up approach with health and other areas. These views again align to the broader strategic approach being taken by the Council and health partners in relation to the Integrated Transition Fund and other initiatives that aim to support people in the community.

Theme 6 – Loss of Jobs
Feedback received from staff highlighted their concerns about potentially losing their jobs at the Aylesford Centre.

Staff and Trade Union feedback – summary
There is concern amongst staff and Trade Unions in relation to the potential closure and the resulting impact on families, carers and the NHS. Concerns have also been raised about the potential loss of jobs for council staff.

Whilst aware of discussions with Coventry and Rugby Clinical Commissioning Group regarding the funding of services provided at The Aylesford staff and Trades Unions are anxious to understand the outcome. Trade Unions have requested a potential further period of consultation once this information is available so that they are able to understand the impact on their members.

3. Proposal to be implemented following Consultation

In response to the identified impact on health and social care it is proposed that the balance of previous years' S256 Winter Pressure/Reablement funding being held by the Council is used to fund the Aylesford Centre for a 6 month period, commencing from 1st April 2014.

As a result of formal consultation with Coventry and Rugby Clinical Commissioning Group, their Governing Body has agreed that this funding is used as described above.

The agreement is subject to a timeline for work being undertaken to develop a joint Health and Social Care Strategy that incorporates the undertaking of service modelling to specify what is required from joint service/s that promote & maintain independence, avoid unnecessary hospital admissions and reduce the need for long term residential care. This work will be completed by 31st March 2014 and involves a wide range of professionals from both sectors. This solution recognises that further work is required to develop longer term solutions and aligns to strategic activities already underway across health and social care, such as the Integrated Transition Fund.

Decisions about the longer term future of the Aylesford Centre will be made during April to September 2014 when both organisations will jointly identify the required service model for the city and determine whether a residential unit is needed as part of these requirements.

In the interim, and with effect from November 2013, joint access and referral arrangements have been implemented.

Further consultation may be required dependent on the outcome of actions described above.

4. Approach to risk management

Prior to and throughout the consultation a number of risks and considerations have been identified. Risks identified will be managed in accordance with the Councils Corporate Risk Management processes. As there are joint impacts across health and social care risks will also be managed through the Adult Joint Commissioning Board.

Coventry City Council

Equality and Consultation Analysis Template

Context

Name of analysis	Reablement – The Aylesford
Officer completing analysis	Vanessa Millar
Date	17/12/2013
Version	V0.17

1 Briefly describe the area of work this analysis relates to:

The Aylesford Centre located in Hillfields is a City Council owned residential facility. The service primarily provides people with a short term bedded reablement package, usually following a period of stay at University Hospitals Coventry and Warwickshire. The service focuses on promoting an individual's independence through joint work with NHS commissioned therapy teams, where appropriate, with the aim of reducing people's ongoing care and support needs.

The service is directly accessed by Coventry City Council and University Hospitals Coventry and Warwickshire which enables swift access to a residential reablement facility as a part of transition from hospital and, in some cases, to prevent hospital admission.

The facility is currently wholly funded by Coventry City Council at a cost of £900k per year thus presenting a unit cost of £100 per bed place per night.

The cost of an inpatient hospital bed in an acute hospital facility is approximately £2,100 per week or £300 per night. The cost of a residential bed is approximately £400 per week gross.

The Aylesford is run at full capacity by University Hospitals Coventry & Warwickshire, with Coventry City Council also referring to the Aylesford for periods of assessment. Aylesford is a 25 person bedded facility and operates with a waiting list which is managed by Aylesford.

Similar provision is available within Coventry where beds are purchased from a number of providers. However, funding arrangements vary from scheme to scheme.

Scoping the analysis

2 Who are the key stakeholders, both existing and potential, that could be impacted by this work?

Key stakeholders, both existing and potential, who may be affected by this work include:

- Adults aged over 18 who are being discharged from a stay in hospital or who need residential support to avoid a hospital admission or ongoing care and support.

- Carers and families of individuals discharged from hospital (UHCW) that need intensive support within short term residential care.

Organisations and their staff who may be affected by this review include:

- Coventry City Council's Internally Provided Services employees, specifically the 45 staff employed within the Aylesford
- Other Community Services teams:
  - START Hospital and Community Teams
  - Promoting Independence
- Health partners:
  - Coventry & Rugby Clinical Commissioning Group (CCG)
  - Coventry & Warwickshire Partnership NHS Trust (CWPT)
  - University Hospitals Coventry & Warwickshire (UHCW)

Other stakeholders affected by this review will include:

- Trade Unions
- Care Quality Commission (CQC)

3 From the list above, which of these constitute protected groups?

Of the service users in the Aylesford who may be affected by a reduction in intermediate care beds, 91% of people in the Aylesford over the last 12 months have a physical and sensory impairment, and are frail, therefore are within the protected group of disability.

96% of service users at the Aylesford are over 65 years of age, and therefore are a protected group due to their age.

4 Which of the key stakeholders (including representatives of protected groups) will need to be kept informed, consulted or actively involved in this area of work?

Key Stakeholder	**Type of Involvement***	**Method(s) used**
Adults aged over 18 who are being discharged from a stay in hospital or who need support in short term residential to avoid a hospital admission or ongoing care and support.	Consult – existing service users	Existing service users can be surveyed regarding their care.
45 staff employed within the Aylesford	**Consult** with 45 Aylesford staff members. **Inform** IPS staff group.	Formal staff consultation, supported by HR
Other Community Services teams: o START Hospital and Community Teams o Promoting Independence	**Involve**	The implications of closing the Aylesford and losing 25 short term reablement beds from the system would need to be discussed.
Health partners: Clinical Commissioning Group (CCG)	**Involve**	Discussions regarding funding are underway
Health partners: University Hospitals Coventry and Warwickshire (UHCW)	**Involve**	The implications of closing the Aylesford and losing 25 short term reablement beds

		from the system would need to be discussed.
Trade Unions	**Consult**	Formal Staff Consultation Process
Care Quality Commission (CQC)	**Inform**	Once a decision has been taken the CQC would need to be informed if it involved changes to the service.

** Information, Consultation or Involvement*

5 **Which, if any, parts of the general equality duty is the service relevant to?** ***Please mark with an 'X'.***

☐ Eliminate discrimination, harassment and victimisation.

☒ Advance equality of opportunity between people who share relevant protected characteristics and those who do not.

☐ Foster good relations between people who share relevant protected characteristics and those who do not.

6 What information is available to be used as part of this analysis?

- Analysis of client record information on the Adult Social Care database relating to service users who have been in receipt of the Aylesford in 2012/13.
- Analysis of the Staff Establishment and equalities data held by Human Resources.

7 What are the information gaps?

The Adult Social Care database does not hold information on service user's sexual orientation, religion or belief, and whether they have had or are going through gender reassignment. Human Resources do not hold information on staff regarding these protected characteristics.

Analysis of level of need and complexity for service users of the Aylesford.

Data analysis

8 Please summarise below the key issues that your data is telling you.

People who use the service – The service is a short term reabling service where individuals are supported in short term residential care to regain their independence following a stay in hospital or to avoid a hospital admission.
Therefore all people who access the service receive it for a short period of time (usually up to six weeks) and there is not a consistent group of service users.

However, an extract from the Adult Social Care database of service users who have received a service from Aylesford in the year 2012/13 shows that:

- 96% of people who used the service were aged 65 or over
- 90% were White British
- 74% were female

Age range	Number of people	Gender	Number of People
18-64	9	Female	187
65-74	22	Male	60
75-84	82	**Grand Total**	**247**
85+	134		
Grand Total	**247**		

Ethnicity	Number of People	Service User Groups	Number of People
Caribbean	1	Learning Disabilities	2
Indian	1	Mental Health	2
Not Yet Obtained	8	Physical & Sensory Impairment/Frailty	224
Other Asian	1	Vulnerable People	1
Other White Background	3	Blank	18
Refused	1	**Grand Total**	**247**
White British	223		
White Irish	9		
Grand Total	**247**		

If the Aylesford was to close it is therefore likely to affect a higher proportion of women, a higher proportion of people over the age of 65 and a higher proportion of 'White British' people. It is also shown that there is a larger proportion of people at the Aylesford who have physical and sensory impairments/frailties, based upon the data available for the year 2012/13.

Please note that the service user data has not been updated since the earlier version of the Equality and Consultation Analysis in July 2013 as the data shown is for the year 2012/13 which is the most current data available.

Staff – The staff employed within Aylesford are all City Council employees and therefore information is available from HR, Information Management (all figures correct at time of writing).

Employee Headcount	Total Contract Count	Total FTE
45.	54.	27.12

Age Band	Total Contract Count	Aylesford Percentage	CCC Staff Percentage
Up to 24	5	9.26%	4.78%
25-34	10	18.52%	15.42%
35-44	11	20.37%	22.11%
45-54	17	31.48%	32.88%
55-64	8	14.81%	20.81%
65-74	3	5.56%	3.59%
75 and Over	-	-	0.40%
Totals:	**54**	**100.00%**	**100.00%**

Gender	Total Contract Count	Aylesford Percentage	CCC Staff Percentage
Female	50	92.59%	70.71%
Male	4	7.41%	29.29%
Totals:	**54**	**100.00%**	**100.00%**

Ethnicity	Total Contract Count	Aylesford Percentage	CCC Staff Percentage
Asian or Asian British	1	1.85%	10.67%
Black or Black British	4	7.41%	3.92%
Unknown	8	14.81%	7.46%
White	41	75.93%	76.21%
Other	-	-	1.74%
Totals:	**54**	**100.00%**	**100.00%**

Disability	Total Contract Count	Aylesford Percentage	CCC Staff Percentage
Disabled	4	7.41%	5.79%
Not Disabled	37	68.52%	80.19%
Unknown	13	24.07%	13.50%
Refused	-	-	0.53%
Totals:	**54**	**100.00%**	**100.00%**

Length of Service	Total Contract Count	Aylesford Percentage	CCC Staff Percentage
Less Than 2 Years	23	42.59%	17.10%
2-5 Years	4	7.41%	14.98%
5-10 Years	11	20.37%	26.62%
10-15 Years	5	9.26%	15.35%
15 Years and Over	11	20.37%	25.95%
Totals:	**54**	**100.00%**	**100.00%**

Salary Band	Total Contract Count	Aylesford Percentage
13,189 – 15,039	6	11.11%
15,040 – 16,830	22	40.74%
16,831 – 19,621	15	27.78%
19,622 – 23,708	5	9.26%
23,709 – 28,636	4	7.41%
28,637 – 33,661	1	1.85%
33,662 – 38,961	1	1.85%
Totals:	**54**	**100.00%**

This information tells us that:

The majority of the workforce at the Aylesford is female and White British, with 7% of staff identifying themselves as disabled. 43% of the workforce has worked for less than 2 years. The majority of the staff are on a salary band of £15,040 – 16,830, with 11% of the total workforce on a salary band of 13,189 – 15,039. Therefore lower paid workers are likely to be disproportionately affected by the review.

This information also shows that 7% of the Council staff within the Aylesford workforce is Black/Black British which is higher than the general Council staff population for the same group (4%), therefore disproportionately affecting this group.

Please note that the data on pages 5 and 6 has been updated to reflect the current workforce composition at the time of writing.

Generating and evaluating options

9 What are the different options being proposed to stakeholders?

Initial discussions have commenced with Coventry and Rugby Clinical Commissioning Group regarding the funding of the Aylesford service and the City Council's intention to cease funding responsibilities.

In response to the proposal, the Coventry and Rugby Clinical Commissioning Group has suggested that a piece of work is conducted to explore different ways to provide reablement in the City either at reduced capacity or through new arrangements.

Proposal:

1) To formally consult with the Coventry and Rugby Clinical Commissioning Group regarding responsibilities for the funding of services provided at the Aylesford.

2) To consult with stakeholders on closure of the Aylesford so that the impacts of closure are fully understood.

10 How will the options impact on protected groups or those experiencing deprivation?

The original proposal impacted on both Aylesford staff and service users and the impact was considered against the following protected characteristics:

Age

- **Service users** – The age profile of the Aylesford service user group shows that 96% are aged 65 or over. 54% of service users are over 85. The impact for this protected group would be minimal as anyone receiving a service would continue to receive it if the service at the Aylesford were to be gradually reduced and then stopped.

- **Council Staff -** The age profile of the staff group shows that 20% of Aylesford staff are aged 55 or over. Approximately 25% of the overall Council staff group is aged 55 or over, meaning that this age group is slightly under-represented within the group of staff affected by the proposal. 28% of staff are aged 34 or under which is considerably higher than the overall staff ratio within Coventry City Council of 20%. All Council staff affected would have the opportunity through Security of Employment to be re-deployed within the city council, or take Voluntary Redundancy.

Race & Ethnicity

- **Service users** – 90% of the Aylesford service user group identify as White British. When compared to the City's population overall (74% identify as White), the group is over-represented. 0.5% identify as Asian/Asian British and are under-represented when compared to the City's overall population (16%). 0.5% identify as Black/African/Caribbean/Black British and are again under-represented when compared to the city's overall population (6%). 3.6% identify as White Irish and are over-represented when compared to the City's overall population (2.3%)
  For service users there was a high percentage at 6% where their ethnicity was not obtained or they refused to give it.

- **Council Staff -** 76% of the staff group identify as White British. This is representative of the Council's staff group as a whole. 7% of Council staff within the Aylesford are Black/Black British which is slightly higher than the general Council staff population of 4%, therefore disproportionately affecting this group. All Council staff affected would have the opportunity through Security of Employment to be re-deployed within the city council, or take Voluntary Redundancy/Early Retirement.

Disability

- **Service users –** 91% of the Aylesford service user group have physical or sensory impairments and/or are frail. 1% of service users have learning disabilities. When discharged to a reablement bed whether it is in the Aylesford or within another facility individuals will receive the right level of support to support them to be as independent as possible for as long as possible.

- **Council Staff** - 7% of the staff group have been identified as having a disability. This is higher than the Council's staff group as a whole. Council staff will be covered under the Security of Employment and will have the opportunity to be redeployed. For any disabled staff all reasonable adjustments in process and role would be made therefore not disadvantaging someone with a protected characteristic.

Gender

- **Service users** – 74% of the Aylesford's service users are female, meaning females are over-represented when compared to the city's overall population (50% female). All potential service users will be discharged to other reablement beds therefore more women are likely to access these beds instead of the Aylesford.

- **Council Staff** - 93% of the staff group are female. Coventry City Council's workforce overall is 71% female, therefore females are substantially over-represented in the affected Aylesford staff group. All Council staff will be covered by Security of Employment and have the opportunity to be redeployed, or take Voluntary Redundancy/Early Retirement.

Pregnancy/Maternity

- **Service users –** no specific impacts identified.

- **Council Staff -** Staff who are pregnant or on maternity leave during the consultation and implementation phase would be communicated with appropriately and would have opportunity to contribute during the staff consultation. Staff with this protected characteristic would not be disproportionately affected by the proposal and would be

protected by the City Council's maternity provisions and Security of Employment Agreement.

Sexual Orientation, Religion/Belief, Gender reassignment

- No specific issues were identified for these protected groups.

11 Please detail how you could mitigate any negative impacts.

The original proposal, in respect of the Aylesford, has now changed as alternative funding has been secured up until the end of September 2014. In advance of the expiry of that agreement a further proposal will be made. Further consultation may be required should Health not agree to maintain the funding beyond the end of September 2014.

12 Identify which contractors or service users would be negatively affected by the options

Service users will not be negatively affected following implementation of the final proposed option. As described in Q11, alternative funding has now been secured up until the end of September 2014 and the service will continue as usual.

An update to the equality assessment will be completed after implementation to assess any equality impacts on both service users and the workforce.

Formal consultation

13 Who took part in the consultation? *Please also specify representatives of any protected groups.*

Consultation on the proposal was carried out between 27th August and 15th November 2013 and as part of this process meetings were arranged with key stakeholders including both existing service users and staff members.

The following meetings were held as follows:

Date	Stakeholder Group	In Attendance
13th September 2013	Staff Briefing/Consultation	15 (including TU Representative)
18th September 2013	Staff Briefing/Consultation	8 (including TU Representative)
25th October 2013	Service User Session	14 Service Users/Family Carers

All staff were written to during the consultation period, thus ensuring awareness of the proposal and encouraging participation in the consultation process. Staff briefing sessions were held in September to consult with the staff employed within the Aylesford. A Trade Union representative was present at both of the sessions. Comments were noted and have formed part of the final consultation report.

In addition, staff also sent through copies of cards and letters received from service users and their family/informal carers. A letter was also sent to the Cabinet Member for Health and Adult Services from a staff member at the Aylesford, outlining the value of the services provided.

The short term nature of the services provided at the Aylesford means that there is not a static and ongoing group of service users. However, a letter was sent to existing service users part way through the consultation period inviting them (and/ or family carers and other members of their families) to attend a service user consultation session regarding the proposal. Copies of the proposal response form were taken along to the Aylesford to ensure that those who were not

able to attend the session on the day also had the opportunity to share their views on the proposal.

There has also been engagement with the wider public at drop-in sessions held over the 12 week period (10th September, 3rd October and 23rd October) and opportunities to feed in via an online response form, telephoning the consultation hotline or emailing the team dealing with the consultation responses directly.

Trade Unions had access to the Cabinet Report at the start of the consultation period. Trade Union representatives were invited to attend all staff sessions held. The Interim Consultation Report was sent to Trade Unions and they were kept updated through routine meetings. Trade Union representatives took the opportunity to give us their views on the 6 proposals during the various meetings held, with both Unite and Unison providing written feedback too.

Consultation with the Coventry and Rugby Clinical Commissioning Group was also completed during the same period.

Health

Coventry and Rugby Clinical Commissioning Group (CCG) and Coventry and Warwickshire Partnership Trust (CWPT) are members of the ABCS Programme Board. They are key partner organisations to the City Council and their membership of this Board has ensured that at a high level, they fully understand the financial challenges faced by the City Council and the approach being taken to identify and realise savings.

Both organisations submitted formal responses to the consultation in respect of the whole programme. In addition, targeted consultation took place with the CCG relating to two proposals – “Realigning Reablement Responsibilities” (Aylesford Centre) and “Remodelling Home Support Reablement in Coventry and ceasing in-house provision” (HSSTS).

Consultation with the CCG to negotiate funding arrangements for both the Aylesford Centre and HSSTS was progressed through existing Adult Joint Commissioning Board arrangements. This included both formal and informal meetings and discussion involving senior representatives of each organisation. The outcome of these negotiations was agreed through the CCG’s Governing Body.

Additional Activities

Staff indirectly impacted by the proposal who may, for example, refer into or support the services impacted, have been consulted with in a variety of ways including Programme Team attendance at Management and Team meetings, staff briefings and general awareness raising to encourage direct participation in, and response to, the consultation through the on-line survey, feedback through line managers or to the Programme Team.

Voluntary sector providers, including service user representative bodies, were invited to participate in the consultation by letter, email and presentations at Partnership Boards and/or Voluntary Sector meetings. This has been managed at a Programme Level. Similar to the project approach, comments were captured and recorded at the time and further written responses and/or completion of the online survey were encouraged and have subsequently been received.

Information on Protected Groups

Whilst the consultation meetings were held in groups, individuals were encouraged to submit individual responses to the consultation where equality monitoring data was requested from respondents. Only 16 people, 36% of those that responded to the consultation completed the

quality monitoring questions. From this limited data 50% were over 55. Out of the 16 people who completed the quality monitoring questions, 69% of respondents stated their ethnicity as White British. The gender breakdown of respondents shows 71% were female and 29% were male. This is representative of the service users attending the Aylesford. Only 1 person stated they had a disability which equates to 8% of the respondents who completed the equality monitoring sections of the questionnaire.

Of those that answered the question, 24% of the consultation responses regarding the Aylesford proposal were from Coventry City Council employees. A proportion of consultation feedback from staff was obtained in group meetings, although staff members were encouraged to submit individual responses to the consultation. 6 out of the 9 people who identified themselves as Coventry City Council employees completed the ethnicity monitoring questions.

Respondents were asked what impact the proposal would have on protected groups. Responses raised concerns about the impact on vulnerable people and the need for future reablement. Comments were made that potential closure could lead people to social isolation and loss of confidence with respondents questioning where people (service users) would have gone instead.

14 What were the key findings of the consultation?

In total 44 responses were received to the Aylesford proposal. Feedback gathered at each staff and service user session was recorded as a single response rather than individual responses. Of those responses received 5 indicated agreement with the proposals, 21 disagreed and 4 did not know. A total of 14 chose not to provide a view as to whether they agreed or not. These figures include responses gathered by members of the project team at a number of consultation meetings. During these meetings if no decisive view was shared no agree or disagree response was recorded.

A number of people who responded did not indicate agreement or disagreement to the proposals, where a narrative/ comment has otherwise been provided those comments/narrative are included in order to allow those views to be taken into account. Some feedback refers to activities that were not the subject of the consultation and this is not included within the themes.

The content of all meetings and individual responses have been analysed to produce the themes that are outlined in the following section.

Theme 1 – Failure to meet the needs of vulnerable people
Respondents raised concerns about the ability for the Council to meet the needs of vulnerable people if the services at the Aylesford Centre were to cease. It has been suggested this could lead to social isolation and loss of confidence. Respondents were keen to understand where people would go instead. This supports the dialogue underway between the Council and health partners to ensure an integrated approach to support exists.

Theme 2 – Positive feedback about service provided at Aylesford and staff care
There were numerous positive comments about both the staff and the services provided at the Aylesford Centre. Feedback from some service users shows the gratitude they have for being given the opportunity to develop their skills and increase their independence during their stay at the Aylesford. Staff also submitted numerous copies of thank you cards and letters received from service users and family/informal carers showing the appreciation for both the care provided at the Aylesford and the staff working there.

Theme 3 – Impact on Health Services
Feedback received from the consultation highlighted that there could be an increase in demand for additional funding and support needed from other service areas if the Aylesford Centre were to close, thus resulting in a 'false economy'. Various concerns have been raised that there could be an increased number of hospital admissions, people remaining in hospital 'bed blocking' or finding themselves being discharged from hospital too early and then re-admitted; if the Aylesford Centre were to close. These concerns align to work underway between the Council and health partners to ensure services are meeting the needs of the population resulting in people being less reliant on longer term health and social care support.

Theme 4 – Alternative Funding Options
The original position of the Council was to request health solely pay for the Aylesford. Responses supported this position as they do not want the Aylesford to close. Suggestions were also made by respondents to consider charging for certain services at the Aylesford Centre e.g. meals.

Theme 5 – Closer Links with Health Service
Respondents suggested that closer links with the Health Service are needed. People felt that the Council should not look at things in isolation but take a joined-up approach with health and other areas. These views again align to the broader strategic approach being taken by the Council and health partners in relation to the Integrated Transition Fund and other initiatives that aim to support people in the community.

Theme 6 – Loss of Jobs
Feedback received from staff highlighted their concerns about potentially losing their jobs at the Aylesford Centre.

National Context
According to a recent news article, statistics published by NHS England show that the number of days being lost while patients wait to be discharged from hospital is at the highest level in three years. In October 2013, 78,424 hospital bed days were lost due to bed blocking – a rise of nearly 8,000 compared to the previous year. It is known that the Government has released an extra £150m to alleviate the problem and has stated that they are committed to tackling this issue, however the latest figures show that there is still a large problem in this area. According to the report, 690 NHS patients had to stay longer in hospital while they waited for the next stage of their care (non-emergency). Government cuts to Councils were highlighted as one of the reasons for the delays.

A recent report, produced by the Department of Health, highlights that there is an increasing number of people in England who have health problems requiring both health and social care. The report confirms there is a growing population of older people and in the next 20 years, the percentage of people over 85 is expected to double. According to 2012/13 data for the Aylesford, the average service user age was 83. It is therefore highly likely that there would be even more people with 'complex health needs' requiring reablement support provided at facilities such as the Aylesford.

15 Are there any gaps in the consultation?

No.

16 Following the consultation, what additional equality issues have emerged?

No additional equality issues have been identified following the consultation. Due to the time-limited nature of the proposed final option, any decisions taken about the approach after the initial 6 months of funding has passed would need to include a revised assessment of the Equality and Consultation Analysis document. This will help to ensure that any future decisions

do not have an adverse impact on the most vulnerable and those groups with protected characteristics.

17 Which of the options have changed following consultation and equality analysis, and how?

During recent months there has been formal consultation with the Coventry and Rugby Clinical Commissioning Group regarding responsibilities for the funding of services provided at the Aylesford. At the same time, there has been consultation with stakeholders on closure of the Aylesford so that the impacts of closure were fully understood.

It is now proposed that the Coventry and Rugby Clinical Commissioning Group fund the services provided at the Aylesford for a period of 6 months, from 1st April 2014, and that during this timeframe both the Council and the Clinical Commissioning Group work together to jointly identify the required reablement services in the city (further detail is provided on the final option in Q18).

In the interim period, and with effect from November 2013, joint access and referral arrangements have been implemented, with Coventry City Council now referring to the Aylesford for periods of assessment.

Equality impact of final option

18 Please confirm below which option has been chosen for implementation.

As a result of formal consultation with Coventry and Rugby Clinical Commissioning Group, their Governing Body has agreed that the balance of previous years' S256 Winter Pressure/Reablement funding being held by the Council may be used to fund the Aylesford Centre for a 6 month period, commencing from 1st April 2014. This agreement will be subject to agreed Terms of Reference.

The agreement is also subject to a timeline for work being undertaken to develop a joint Health and Social Care Reablement Strategy that incorporates the undertaking of service modelling to specify what is required from a joint reablement pathway and service. This work will be completed by 31st March 2014 and involves a wide range of professionals from both sectors.

Two new posts have been created (one at the Coventry and Rugby Clinical Commissioning Group and one at Coventry City Council) to support key elements of the reablement programme including contract and performance management of service provision and support in developing new services as part of the reablement review. A key element of their work will be to review the current service models, stakeholder resources and responsibilities, provision of direct services and pathways in order to determine future changes and improvements to the whole system.

Decisions about the longer term future of the Aylesford Centre will be made during April to September 2014 when both organisations will jointly identify the required reablement services in the city and determine whether a residential unit is needed as part of these requirements.

There is currently a key focus on progressing new service specifications for home-based reablement services which will support the evolution towards a more focussed and targeted service model as part of the reablement pathway (and as part of the integration across health and social care).

19 Please indicate which of the following best describes the equality impact of this analysis.

☒ **There will be no equality impact if the proposed option is implemented.**

☐ There will be **positive equality impact** if the proposed option is implemented.

☐ There will be **negative equality impact** if the preferred option is implemented, but this can be objectively justified.
Please state clearly what this justification is and what steps will be taken to ameliorate the negative impact.

There will be no equality impact if the final option is implemented as the only differing factor relates to the change in funder and the service itself will continue as normal. However, negotiations have only resulted in an arrangement to date whereby the Clinical Commissioning Group would fund for a period of 6 months, commencing in April 2014. A further equality assessment would therefore be needed at that point to assess the actual equality impacts, if any, on both service users and the workforce following implementation and the impact of any proposed future arrangements.

How will the changes be monitored for equalities over the next 6 – 12 months?

Coventry and Rugby Clinical Commissioning Group and Coventry City Council will jointly undertake a review of the impact of changes to funding and referral arrangements for the Aylesford Centre to inform further discussions. A revised assessment of the Equality and Consultation Analysis document will be needed after the initial implementation period of 6 months to determine the actual equality impacts on both service users and the workforce following implementation and the potential impacts of any proposed future arrangements.

Please state how the social value outcomes have been considered in making this decision.

The Public Services (Social Value) Act 2012 places a requirement on commissioners to consider the economic, environmental and social benefits of their approaches to procurement before the process starts.

The nature of this proposal deals solely with the internal provision of day services and therefore this duty does not apply here.

This would be considered should the service ever be subject to a tender process.

20 **What will be the impact on the workforce following implementation of the final option?** ***Please make reference to relevant equality groups (with protected characteristics under the Equality Act).***

There will be no impact on the workforce following implementation of the final proposed option as the only differing factor relates to the change in funder. As mentioned earlier, a revised assessment of the Equality and Consultation Analysis document will be needed after the initial implementation period of 6 months to determine the impact of arrangements beyond this point.

Formal decision-making process

Please detail below the committees, boards or panels that have considered this analysis

Name	Date	Chair	Decision taken

Approval

This equality analysis has been completed by:

Officer	Vanessa Millar
Service Manager	

Note: *Failure to comply with duties on equalities and consultation will put the Council (and specifically the elected member or officer making the decision) at risk of judicial review*

Director	
Elected Member	
Date	

Monitoring and review

This section should be completed 6-12 months after implementation

a) Please summarise below the most up to date monitoring information for the newly implemented service, by reference to relevant protected groups.

[Click **here** and type]

b) What have been the actual equality impacts on service users following implementation?

Analyse current data relating to the service and think about the impact on key protected groups: race, sex, disability, age, sexual orientation, religion or belief, pregnancy or maternity, gender reassignment.

It may help to answer the following questions: Since implementation

- Have there been any areas of low or high take-up by different groups of people?
- Has the newly implemented service affect different groups disproportionately?
- Is the new service disadvantaging people from a particular group?
- Is any part of the new service discriminating unlawfully?

[Click **here** and type]

c) What have been the actual equality impacts on the workforce since implementation?

[Click **here** and type]

Equality Analysis and Consultation Template
August 2012 · Version 2.0.2

The latest version of this template can be found at:
http://beacon.coventry.gov.uk/equalityanddiversity/
Please ensure you are using the latest version of the template.

Coventry City Council

A Bolder Community Services

Remodelling Home Support Reablement in Coventry and ceasing in-house provision

1. Proposal Consulted Upon

It was proposed:

1) To remodel the home support reablement service for the city. The service currently provided by in-house Home Support Short Term Service (HSSTS) and the existing externally commissioned services would cease and, following a tender process, be provided by a number of external only providers.

2. Consultation summary

The Home Support Short Term Service (HSSTS) does not support a static group of service users. It is also not possible to accurately identify potential future users of the service.

However, a consultation session was arranged for 6th November for previous and current users of the service, and their carers, with 70 people (plus their carers) being invited. Unfortunately no-one chose to attend. Following this, telephone contact was made with 30 previous users of the service to invite them to take part in the consultation and 8 people took part. Feedback from these calls has been included within the consultation analysis.

A total of eight consultation sessions were held with staff during the consultation period, with a total of 55 attendees and trade union representatives in attendance.

Consultation with the Coventry and Rugby Clinical Commissioning Group was also completed during the same period through existing joint health and social care working arrangements.

2.1 Consultation Response Themes

In total 31 responses were received to the HSSTS proposal, with some of these responses being received on behalf of a number of people as a result of group discussion. Of those responses received 3 indicated agreement with the proposals, 11 disagreed and 2 did not know. A total of 15 chose not to provide a view as to whether they agreed or not. These figures include responses gathered by members of the project team at a number of consultation meetings. During these meetings if no decisive view was shared no agree or disagree response was recorded.

A number of people who responded did not indicate agreement or disagreement to the proposals, where a narrative/ comment has otherwise been provided those comments/narrative are included in order to allow those views to be taken into account. Some feedback refers to activities that were not the subject of the consultation and this is not included within the themes.

The content of all meetings and individual responses have been analysed to produce the themes that are outlined in the following section.

Theme 1 – Restructuring the existing City Council service
Staff responding to the consultation on this proposal have asked that consideration be given to restructuring the current internally provided service. A number of suggestions were made about potential changes including; reducing numbers of staff that walk between care calls, restructuring

management, providing a long term care service, changing the scheduling of visits, looking at distances travelled between calls and combining long and short term services.

Theme 2 – Staff jobs
Staff responding to the consultation on this proposal are concerned that they may lose their jobs if the proposal were to be implemented and existing internal provision be purchased from the independent sector. Staff are concerned about the impact on them and that it would be difficult to find another job.

Theme 3 – Impact on vulnerable people and their carers
Respondents are concerned that people who use the service and their carers will be negatively affected by the implementation of this proposal, with pressure on carers increasing and service users experiencing increased stress and poor health.

Theme 4 – Quality of current City Council provision
Respondents provided positive feedback about the current internally provided service and quality of staff that provide this because of training provided etc.

Theme 5 – Commissioning home support enablement service from the independent sector
Respondents raised concerns about the impact of the independent sector providing a home support enablement service. People are concerned that the level of quality will not be the same because of the current skill and expertise of Council staff. Respondents are concerned that any commissioning and contract arrangements must enable the quality of provision to be carefully monitored.

Theme 6 – Service charging
Respondents indicated a level of willingness to pay for elements of service provision if needed or suggested that the Council considers this.

Staff and Trade Union feedback – summary

As outlined above (Themes 1 and 2), there is considerable concern amongst staff and Trade Unions in relation to future service provision and loss of jobs. As a consequence alternative proposals were submitted by staff and Trade Unions as outlined below.

Alternative proposals

The alternative proposals are summarised as follows:

Proposal 1 - summarises the issues with the current service ranging from inflexible rotas, lone working policy, regrading of support staff and reviewing travel arrangements including proactively recruiting support workers who can drive. This proposal also suggests reviewing mandatory training (especially for part-time staff) and upgrading the IT system, In addition a slightly revised staffing structure was proposed.

Proposal 2 - contains 3 proposed revised structures, but also suggests expanding the remit of the service to provide dementia/memory support. This also includes suggested changes to rotas and grades of support staff and management structure, travel arrangements and options to recruit drivers only.

A series of suggestions made by staff (with similar themes to the above) were also received and have been considered.

The common theme across all of these proposals was a restructure of the existing service. Work has been undertaken to explore the overall potential savings of the proposals and changes

suggested. This work looked at costing the most cost effective combination of proposals including paying staff the living wage (equivalent to the bottom of a City Council Grade 3 salary range) in preference to current rates, reducing management structure, not paying travel time and not including sick pay. Even factoring in these changes, the cost is still significantly higher than the original proposal to commission from the independent sector.
None of these alternative proposals would achieve the level of savings required.

3. Proposal following consultation

Work is currently being undertaken to develop a joint Health and Social Care Reablement Strategy that incorporates the undertaking of service modelling to specify what is required from a joint reablement pathway and service. This work will be completed by 31st March 2014 and involves a wide range of professionals from both sectors.

A new service specification for home based reablement services is being developed, as part of this work, to enable the provision of a more focussed and targeted service model at a reduced cost.

It is therefore proposed:

- to remodel the home support reablement service for the city, and externally commission the required service from the independent sector using the new service specification for home based reablement services .

The service currently provided by in-house HSSTS and the existing externally commissioned services will cease and, following a mini tender process through the Councils existing Framework Agreement for Home Support, be provided by a number of external only providers. This will enable the reablement strategy work in completed and longer decision made about reablement service in Coventry.

4. Approach to risk management

Prior to and throughout the consultation a number of risks and considerations have been identified. Risks identified will be managed in accordance with the Councils Corporate Risk Management processes. As there are joint impacts across health and social care risks will also be managed through the Adult Joint Commissioning Board.

Coventry City Council

Equality and Consultation Analysis Template

Context

Name of analysis	Remodelling Home Support Reablement in Coventry and ceasing in-house provision
Officer completing analysis	Isobel Hills
Date	16/12/13

1 Briefly describe the area of work this analysis relates to:

The reablement pathway provides people with an intensive short-term, home support package, following a period of stay at University Hospital Coventry and Warwickshire (UHCW) or as a step up provision to avoid a hospital admission or on-going social care support.

The home support reablement pathway currently consists of:

- The City Council's in-house reablement Home Support Short Term Service (HSSTS), delivering 850 -1,000 hours of home support per week.

- An additional 850 hours of home support per week commissioned from external providers along with further capacity to deal with demand as required.

The pathway focuses on enabling people to go home from hospital and, in some cases, to prevent hospital admissions, and regain skills and abilities so that they can be as independent as possible.

Scoping the analysis

2 Who are the key stakeholders, both existing and potential, that could be impacted by this work?

Key stakeholders, both existing and potential, who may be affected by this work include:

- Adults aged over 18 who need reablement support at home following a stay in hospital, or in some cases to prevent hospital admission or on-going social care support.
- Family carers

Organisations and their staff who may be affected by this review include:

- Coventry City Council's Internally Provided Services employees, specifically the 102 staff employed within HSSTS
- Independent sector home care providers in the city, including those currently contracted to provide Reablement home care:
- Other Community Services teams:
  - START Hospital and Community Teams
  - Promoting Independence
- Business Services Staff (Customer & Workforce Services)
- Health partners:
  - Coventry & Rugby Clinical Commissioning Group (CCG)
  - Coventry & Warwickshire Partnership NHS Trust (CWPT)
  - University Hospitals Coventry & Warwickshire (UHCW)

Other stakeholders affected by this review will include:

- Trade Unions
- Care Quality Commission (CQC)

3 From the list above, which of these constitute protected groups?

None of the key stakeholder groups constitute a protected group in their entirety. Service users and the staff group (both Council-employed staff and external provider staff) will contain individuals with protected characteristics.

94% of Service Users are over 65 years of age and therefore are a protected group by their age.

4 Which of the key stakeholders (including representatives of protected groups) will need to be kept informed, consulted or actively involved in this area of work?

Key Stakeholder	Type of Involvement*	Method(s) used
Adults aged over 18 who need reablement support at home following a stay in hospital, or in some cases to prevent hospital admission or on-going social care support. Who receive(d) a service from HSSTS Who received(d) a service from an external provider	Future users of the service are not identifiable; therefore consultation with potential future users of the service would not take place. **Involve -** Past service users would be engaged as part of the consultation process	Focus groups
Family carers Of people who receive(d) a service from HSSTS Of people who received(d) a service from an external provider	**Involve –** Family carers of past service users would be engaged as part of the consultation process	Focus groups
102 staff employed within HSSTS	**Consult** with 102 HSSTS staff members. **Inform** IPS staff group.	Formal consultation Intranet – project pages
Other Community Services teams: o START Hospital and Community Teams o Promoting Independence	**Involve -** Commissioning process to involve staff in development of the new tender specification	Focus groups
Business Services Staff	**Inform**	Staff briefing
Health partners: CCG	**Involve -** Commissioning process to involve in development of new provider tender specification	Joint commissioning process

Key Stakeholder	Type of Involvement*	Method(s) used
Health partners: CWPT (as administrator of the pathway)	**Inform/involve**	Joint commissioning process via CCG
Health partners: UHCW	**Involve**	Joint commissioning process
Independent sector home care providers in the city, including those currently contracted to provide reablement home care	**Inform/consult**	Formal consultation process
Trades Unions	**Consult**	Formal consultation process
CQC	**Inform**	If service ceases and is de-registered

5 **Which, if any, parts of the general equality duty is the service relevant to?** ***Please mark with an 'X'.***

☐ Eliminate discrimination, harassment and victimisation.

☒ Advance equality of opportunity between people who share relevant protected characteristics and those who do not.

☐ Foster good relations between people who share relevant protected characteristics and those who do not.

6 What information is available to be used as part of this analysis?

- Analysis of client record information on Care Director relating to service users who have been in receipt of HSSTS in 2012/13 (Nov 12 – Oct 13).
- Analysis of the Council's Staff Establishment and equalities data held by Human Resources (as at 19th November 13).
- Census 2011 data

7 What are the information gaps?

In-house HSSTS has only recently started recording on Care Director (the Council's Adult Social Care electronic record system) and information is limited.

The data held relates only to service users who received their home support reablement service from in-house HSSTS and at this stage does not include data about service users who received their service from external providers.

Information is not held about the workforce employed by external providers. It is likely to be similar to the workforce profile of the Council-employed staff.

Some information about Council employed staff group is incomplete, for example, some ethnic origin fields are incomplete or unknown (2%).

Levels of needs and complexity of those who access the service.

Data analysis

8 Please summarise below the key issues that your data is telling you.

People who use the service – The service is a short term reablement service where individuals are supported in their own home to regain their independence following a stay in hospital or in some cases to avoid hospital admission or on-going social care support. Therefore all people who access the service receive it for a short period of time (usually up to six weeks) meaning there is not a stable group of users.

Approximately 50% of all service users receive their service from in-house HSSTS and 50% receive their service from current external providers. Service users are allocated to a particular provider based on the provider's capacity to deliver a service and not on any other criteria (i.e. a specialist need, quality etc.).

An extract from Care Director of service users who have received a service from HSSTS in 2012/13 (Nov 12 – Oct 13) shows that:

- 94% of people who used the service were aged 65 or over - out of those over 65, 47% were aged 85 or over and 36% were aged 75-84
- 76% were White British
- 63% were female.

During the period November 2012 – October 2013, 802 service users are recorded on Care Director as receiving a service from HSSTS. The breakdown of these service users is provided in the table below.

Age Category	Number of service users	Ethnicity													
		African	Bangladeshi	Caribbean	Indian	Other Asian	Other Black Background	Other White Background	Traveller of Irish Heritage	White British	White Asian	White Irish	White Caribbean	Any other ethnic group	Not yet obtained
18-64	**47 (6%)**	**1**	**1**	**0**	**7**	**1**	**0**	**1**	**0**	**31**	**1**	**1**	**0**	**1**	**2**
Male	18	0	0	0	2	0	0	1	0	11	0	1	0	1	2
Female	29	1	1	0	5	1	0	0	0	20	1	0	0	0	0
65-74	**91 (11%)**	**0**	**0**	**0**	**8**	**1**	**0**	**1**	**0**	**66**	**2**	**4**	**0**	**0**	**9**
Male	30	0	0	0	3	1	0	0	0	22	0	1	0	0	3
Female	61	0	0	0	5	0	0	1	0	44	2	3	0	0	6
75-84	**285 (36%)**	**2**	**1**	**5**	**13**	**1**	**1**	**2**	**1**	**201**	**1**	**23**	**2**	**0**	**32**
Male	107	2	1	1	6	1	1	0	1	72	0	9	1	0	12
Female	178	0	0	4	7	0	0	2	0	129	1	14	1	0	20
85+	**379 (47%)**	**0**	**0**	**0**	**9**	**2**	**0**	**9**	**0**	**308**	**0**	**12**	**0**	**1**	**38**
Male	144	0	0	0	6	0	0	4	0	113	0	2	0	0	19
Female	235	0	0	0	3	2	0	5	0	195	0	10	0	1	19
Total	**802**	**3**	**2**	**5**	**37**	**5**	**1**	**13**	**1**	**606**	**4**	**40**	**2**	**2**	**81**

Council Staff – The staff employed within HSSTS are all City Council employees and therefore information is available from HR, Information Management. This information tells us that:

- The workforce is largely female and White British
- 47% of the workforce is aged 55 or over.

The breakdown of the current (at 19th November 2013) 102 staff members in post is provided in the tables below.

Position Status			
Full Time	**Part Time**	**Permanent**	**Temporary**
7%	93%	90%	10%

Age					
16-24	25-34	35-44	45-54	55-64	65-74
2%	6%	13%	32%	35%	12%

Gender	
Male	Female
2%	98%

Ethnicity							
Asian Indian	Asian Pakistani	Black African	Other Asian Background	Other White Background	Unknown	White British	White Irish
7%	1%	3%	1%	1%	2%	84%	1%

Age Category	No. of staff	F/T	P/T	Perm	Temp	Asian Indian	Asian Pakistani	Black African	Other Asian Background	Other White Background	Unknown	White British	White Irish
16-24	**2**	**0**	**2**	**0**	**2**	**0**	**0**	**0**	**0**	**0**	**0**	**2**	**0**
Male	0	0	0	0	0	0	0	0	0	0	0	0	0
Female	2	0	2	0	2	0	0	0	0	0	0	2	0
25-34	**6**	**2**	**4**	**2**	**4**	**1**	**0**	**1**	**0**	**0**	**0**	**4**	**0**
Male	0	0	0	0	0	0	0	0	0	0	0	0	0
Female	6	2	4	2	4	1	0	1	0	0	0	4	0
35-44	**13**	**1**	**12**	**9**	**4**	**1**	**1**	**1**	**0**	**1**	**1**	**8**	**0**
Male	0	0	0	0	0	0	0	0	0	0	0	0	0
Female	13	1	12	9	4	1	1	1	0	1	1	8	0
45-54	**33**	**3**	**30**	**33**	**0**	**2**	**0**	**0**	**0**	**0**	**1**	**30**	**0**
Male	2	1	1	2	0	0	0	0	0	0	0	2	0
Female	31	2	29	31	0	2	0	0	0	0	1	28	0
55-64	**36**	**1**	**35**	**36**	**0**	**3**	**0**	**0**	**1**	**0**	**0**	**32**	**0**
Male	0	0	0	0	0	0	0	0	0	0	0	0	0
Female	36	1	35	36	0	3	0	0	1	0	0	32	0
65-74	**12**	**0**	**12**	**12**	**0**	**0**	**0**	**1**	**0**	**0**	**0**	**10**	**1**
Male	0	0	0	0	0	0	0	0	0	0	0	0	0
Female	12	0	12	12	0	0	0	1	0	0	0	10	1
Total	**102**	**7**	**95**	**92**	**10**	**7**	**1**	**3**	**1**	**1**	**2**	**86**	**1**

Generating and evaluating options

9 What are the different options being proposed to stakeholders?

The original proposal to externalise the internal provision (HSSTS) was, following a series of briefing sessions held in March 2013 with affected staff and partners, broadened to look at remodelling all home support reablement in Coventry.

Proposal:

1) **To remodel the home support reablement service for the city. The service currently provided by in-house HSSTS and the existing externally commissioned services would cease and, following a tender process, be provided by a number of external only providers.**

This means that:

- The Council's in-house HSSTS would cease and this would affect 113 posts.
- Existing external providers' short term contracts would not be renewed, but such providers would be able to tender for the new service.
- The same level of service would be available with minimal impact on the service user or key stakeholders.
- This would deliver better value for money and achieve savings for the Council.
- A consultation would take place regarding a remodelled home support reablement service. As a result of the consultation it is expected that there would be clearer expectations on the new providers to achieve better outcomes for individuals, reduce the average length of support provided, and with scope to include increased demand for specialist services (for example, bariatric, dementia).

10 How will the options impact on protected groups or those experiencing deprivation?

The proposal impacts on Council staff, staff employed by current external providers of the service and service users. From the information held, the impacts on protected groups are:

Age

- **Service users** – the age profile of the HSSTS service user group shows that 94% are aged 65 or over, meaning that the proposal disproportionately affects older people. They would though continue to receive a service within their own home, just not provided by the City Council, but by an external provider.

- **Council Staff -** The age profile of the staff group shows that 47% of HSSTS staff are aged 55 or over. Approximately 25% of the overall Council staff group is aged 55 or over, meaning that this age group is over-represented within the group of staff affected by the proposal.

Race and Ethnicity

- **Service users** – 82% of the HSSTS service user group identifies as White. When compared to the city's population overall (74% identify as White), the group is over-represented. However, when analysed by age group and race & ethnicity HSSTS service users closely represent the city's age/ethnicity make up. For example, 90% of people aged 75-84 identify as white and 80% of HSSTS service users aged 75-84 identify as white.

  5% of the HSSTS service user group identifies as Asian/Asian British and are under-represented when compared to the city's overall population (16%), but numbers are

representative across age groups 65-74 and 75-84. People who use the service and identify as Asian/Asian British and are aged over 85 (3%) are under-represented within the service when compared with the city's overall population (4%). There are higher levels of chronic ill health within the Asian/Asian British community which could be affecting the levels of people accessing services after age 85+.

1% of the HSSTS service user group identifies as Black/African/Caribbean/Black British and are again under-represented when compared to the city's overall population (6%). When data is analysed by age group and race & ethnicity, service users who identify as Black/African/Caribbean/Black British are under-represented in most age groups (16-64, 65-74 and 85 and over). There is no information available at this point in time to explain why this is the case.

Within the 75-84 age group people who identify as Black/African/Caribbean/Black British (3%) are over-represented within the service when compared with the city's overall population (2%).

All potential service users will continue to receive a home-based short term reablement service, but provided by external providers only. Access to the service is based on need only; consequently, any discrimination of protected characteristics should be eliminated, ensuring equality of opportunity to access the service as is currently the situation.

- **Council Staff -** 84% of the staff group identify as White British. This is approximately 8% more than the Council's overall staff group.

Disability

- **Service users –** Comprehensive data analysis on service users' specific disabilities is not held. As people using the service are being supported upon discharge from hospital they do have a physical or sensory impairment, and/or are frail. Therefore disabled service users would continue to be supported by the new home support reablement provided by external providers.

- **Council Staff** - 5% of the staff group identify as disabled. This is representative of the Council's overall staff group. 85% represent as not disabled and for 10% their disability status is unknown.

Gender

- **Service users –** 63% of HSSTS service users are female, meaning females are over-represented when compared to the city's overall population (50% female). The new service will continue to support all service users who need it, regardless of gender.

- **Council Staff** - 98% of the staff group are female. The Council's workforce overall is 71% female, therefore females are over-represented in the affected HSSTS staff group. It is likely that where staff do find other employment in the care and support sector that it will be at a lower salary.

Pregnancy/Maternity

- **Service users –** no specific impacts identified.
- **Council Staff -** Staff who are pregnant or on maternity leave during the consultation and implementation phase would be communicated with appropriately and would have opportunity to contribute during the staff consultation. Staff with this protected characteristic would not be disproportionately affected by the proposal and would be protected by the City Council's maternity provisions and Security of Employment Agreement.

Sexual Orientation, Religion & Belief, Gender reassignment, Marriage & Civil Partnership: No specific issues were identified for these protected groups.

11 Please detail how you could mitigate any negative impacts.

People who use the service – The remodelling of home support reablement in the city should have a positive impact for service users and family carers through improved outcomes for individuals though establishing clearer goals for individual reablement plans.

The remodelling process will be managed so that service users receiving a service at the time of transfer would remain with one provider for the duration of their short term reablement service. Existing providers will complete the service with the group of service users they are supporting at the time and all new referrals will be taken on by the new providers. Therefore any potential negative impact on service users and family carers would be mitigated.

The distribution of future service users is likely to be similar to the present distribution therefore there will continue to be people supported who have the protected characteristics of age, gender, disability, and ethnicity whilst ensuring equality of access to the service, as it is based on need.

Any future commissioning process will take into account and protect against inequality of any protected group. It will ensure that new providers are able to demonstrate their commitment to ensuring equality in the provision of their service. This is part of the tender specification, and Pre-Qualification Questionnaire, ensuring companies have equalities policies and are aware of the needs of future service users as part of the commissioning process. Contract monitoring occurs afterwards ensuring the service is meeting people's needs, regardless of their protected characteristics.

Council Staff – Every effort would be made to minimise the number of redundancies resulting from these proposals.

A total of 44 members of staff across all of the Adult Social Care services have applied for Early Retirement/Voluntary Redundancy and a proportion of these will create a suitable alternative post opportunity for redundant employees, through the Council's Bumped Redundancy process.

Internally Provided Services currently operates with approximately 10% staff turnover. Recruitment to posts in Internally Provided Services continues to be undertaken on a temporary basis and this will continue for the duration of the project.

Through releasing temporary staff and those who have applied for ER/VR across the whole of Internally Provided Services, a number of staff may be offered suitable alternative employment.

For disabled staff looking to be redeployed, reasonable adjustments that are necessary would be made to the role and the process in order to mitigate against any disadvantage.

12 Identify which contractors or service users would be negatively affected by the options

People who use the service would be unlikely to be negatively affected by the proposal due to the mitigating factors outlined above. The outcome for service users is likely to be positive.

Contractors: The current contractual position with the external market consists of rolling three month arrangements. However, the reablement services provided are only part of each organisations' business and not the core element, therefore presenting minimal impact to staff.

An update to the equality assessment will be completed after implementation to assess any equality impacts on both service users and contractors.

Formal consultation

13 Who took part in the consultation? ***Please also specify representatives of any protected groups.***

- Staff - 8 consultation sessions were held attended by 55 members of staff
- Trades Unions - had access to the Cabinet Report at the start of the consultation period. Trades Union representatives were invited to attend all staff sessions held. The Interim Consultation Report was sent to Trades Unions and they were kept updated through routine meetings. Trade Union representatives took the opportunity to give us their views on the proposal during the various meetings held, with both Unite and Unison providing written feedback too.
- Service Users (inc. family carers) – A service user and their carers session was arranged. Despite 70 letter invites being issued no one attended. As a follow-up, 30 telephone calls were made of which 8 service users participated.
- Health Partners (inc. UHCW, CCG, CWPT)

Additional activities
Staff indirectly impacted by the proposal who may, for example, refer into or support the services impacted, have been consulted with in a variety of ways including Programme Team attendance at Management and Team meetings, staff briefings and general awareness raising to encourage direct participation in, and response to, the consultation through the on-line survey, feedback through line managers or to the Programme Team.

Information on protected groups

The protected groups for HSSTS service users are age, ethnicity, disability and gender. Within the employee group the protected groups are age, ethnicity, disability and gender.

Individuals were encouraged to submit individual responses to the consultation where equality monitoring data was requested from respondents. Only 5 people, 19% of those that responded to the consultation completed the quality monitoring questions. From this limited data 60% were over 55. 100% of those responding stated their ethnicity as White British. The gender breakdown of respondents shows 80% were female and 20% were male. Out of the 5 people only 4 responded to the disability question. Of these, 1 person stated they had a disability. Disabilities identified were hearing impairment.

38% of the consultation responses regarding the HSSTS Proposals identified themselves as a Coventry City Council employee. The majority of consultation feedback from staff was obtained in group meetings, although staff members were encouraged to submit individual responses to the consultation.

Respondents were asked what impact the proposal would have on protected groups. Responses concentrated on concerns about the impact on increased stress, health etc. if this support is not available or of a reduced quality. There was also a concern about re-admission and injury of older and frail people.

Health

Coventry and Rugby Clinical Commissioning Group (CCG) and Coventry and Warwickshire Partnership Trust (CWPT) are members of the ABCS Programme Board. They are key partner

organisations to the City Council and their membership of this Board has ensured that at a high level, they fully understand the financial challenges faced by the City Council and the approach being taken to identify and realise savings.

Both organisations submitted formal responses to the consultation in respect of the whole programme. In addition, targeted consultation took place with the CCG relating to two proposals – "Realigning Reablement Responsibilities" (Aylesford Centre) and "Remodelling Home Support Reablement in Coventry and ceasing in-house provision" (HSSTS).

Consultation with the CCG to negotiate funding arrangements for both the Aylesford Centre and HSSTS was progressed through existing Adult Joint Commissioning Board arrangements. This included both formal and informal meetings and discussion involving senior representatives of each organisation. The outcome of these negotiations was agreed through the CCG's Governing Body.

14 What were the key findings of the consultation?

In total 31 responses were received to the HSSTS proposal, with some of these responses being received on behalf of a number of people as a result of group discussion. Of those responses received 3 indicated agreement with the proposals, 11 disagreed and 2 did not know. A total of 15 chose not to provide a view as to whether they agreed or not. These figures include responses gathered by members of the project team at a number of consultation meetings. During these meetings if no decisive view was shared no agree or disagree response was recorded.

A number of people who responded did not indicate agreement or disagreement to the proposals, where a narrative/ comment has otherwise been provided those comments/narrative are included in order to allow those views to be taken into account. Some feedback refers to activities that were not the subject of the consultation and this is not included within the themes.

The content of all meetings and individual responses have been analysed to produce the themes that are outlined in the following section.

Consultation Response Themes

Theme 1 – Restructuring the existing City Council service
Staff responding to the consultation on this proposal have asked that consideration be given to restructuring the current internally provided service. A number of suggestions were made about potential changes including; reducing numbers of staff that walk between care calls, restructuring management, providing a long term care service, changing the scheduling of visits, looking at distances travelled between calls and combining long and short term services.

Theme 2 – Staff jobs
Staff responding to the consultation on this proposal are concerned that they may lose their jobs if the proposal were to be implemented and existing internal provision be purchased from the independent sector. Staff are concerned about the impact on them and that it would be difficult to find another job.

Theme 3 – Impact on vulnerable people and their carers
Respondents are concerned that people who use the service and their carers will be negatively affected by the implementation of this proposal, with pressure on carers increasing and service users experiencing increased stress and poor health.

Theme 4 – Quality of current City Council provision
Respondents provided positive feedback about the current internally provided service and quality of staff that provide this because of training provided etc.

Theme 5 – Commissioning home support enablement service from the independent sector
Respondents raised concerns about the impact of the independent sector providing a home support enablement service. People are concerned that the level of quality will not be the same because of the current skill and expertise of Council staff. Respondents are concerned that any commissioning and contract arrangements must enable the quality of provision to be carefully monitored.

Theme 6 – Service charging
Respondents indicated a level of willingness to pay for elements of service provision if needed or suggested that the Council considers this.

15 Overall, staff and trade unions disagreed with the proposal. Are there any gaps in the consultation?

No

16 Following the consultation, what additional equality issues have emerged?

No additional equality issues have emerged following consultation

17 Which of the options have changed following consultation and equality analysis, and how?

Following consultation and equality analysis the option has not changed.

Equality impact of final option

18 Please confirm below which option has been chosen for implementation.

The proposal is still to externalise the service.
Two new posts have been created (one at CCG and one at CCC) to support key elements of the reablement programme including contract and performance management of service provision and support in developing new services as part of the reablement review. A key element of their work will be to review the current service models, stakeholder resources and responsibilities, provision of direct services and pathways in order to determine future changes and improvements to the whole system.

There is currently a key focus on progressing new service specifications for home based reablement services which will support the evolution towards a more focussed and targeted service model as part of the reablement pathway (and as part of the integration across health and social care)

19 Please indicate which of the following best describes the equality impact of this analysis.

☐ **There will be no equality impact if the proposed option is implemented.**

☐ There will be **positive equality impact** if the proposed option is implemented.

✓ There will be **negative equality impact** if the preferred option is implemented, but this can be objectively justified.
Please state clearly what this justification is and what steps will be taken to ameliorate the negative impact.

Summary of Impact	Protected Group Affected	Justification	Amelioration Steps
Loss of HSSTS job roles	Council Staff	The Council must reduce budgets to meet funding reductions set by Central Government. We can't protect any single area of spend or service from the requirement to make the savings. The Council will be providing a remodelled service in line with wider changes to reablement support, working in partnership with health colleagues.	There is an element of pay protection as part of the Security of Employment Agreement which would apply if staff take a lower grade of post. We will do all we can to prevent any redundancies through the Council's ER/VR programme and bumped redundancy and redeployee opportunities. Internally Provided Services currently operates with approximately 10% staff turnover. Recruitment to posts in Internally Provided Services continues to be undertaken on a temporary basis and this will continue for the duration of the project. Through releasing temporary staff and those who have applied for ER/VR across the whole of Internally Provided Services, a number of staff may be offered suitable alternative employment. For disabled staff looking to be redeployed, reasonable adjustments that are necessary would be made to the role and the process in order to mitigate against any disadvantage.

How will the changes be monitored for equalities over the next 6 – 12 months?

Commissioning to external providers will include close monitoring of the contract including equalities, not only for the next 6 – 12 months but throughout the lifetime of the contract(s).

Please state how the social value outcomes have been considered in making this decision.

The Public Services (Social Value) Act 2012 places a requirement on commissioners to consider the economic, environmental and social benefits of their approaches to procurement before the process starts.

Any externally commissioned services will be conducted in observance to Public Contract Regulations 2006 and The Social Value Act 2012.

20 **What will be the impact on the workforce following implementation of the final option?** ***Please make reference to relevant equality groups (with protected characteristics under the Equality Act).***

Across Internally Provided Services the majority of staff affected by all of the proposals are predominately White British Females. All of the affected employees will have equal access to the provisions of the City Council's Security of Employment Agreement.

The workforce is largely female and White British and 47% of the workforce is aged 55 or over.

There is an impact on this group of workers who are predominantly Grade 4 as there are fewer opportunities at this grading than lower gradings

There is an element of pay protection as part of the Security of Employment Agreement which would apply if staff take a lower grade of post.

Formal decision-making process

Please detail below the committees, boards or panels that have considered this analysis

Name	Date	Chair	Decision taken

Approval

This equality analysis has been completed by:

Officer	
Service Manager	

Note: *Failure to comply with duties on equalities and consultation will put the Council (and specifically the elected member or officer making the decision) at risk of judicial review*

Director	
Elected Member	
Date	

Monitoring and review

This section should be completed 6-12 months after implementation

d) Please summarise below the most up to date monitoring information for the newly implemented service, by reference to relevant protected groups.

[Click **here** and type]

e) What have been the actual equality impacts on service users following implementation?

Analyse current data relating to the service and think about the impact on key protected groups: race, sex, disability, age, sexual orientation, religion or belief, pregnancy or maternity, gender reassignment.

It may help to answer the following questions: Since implementation

- Have there been any areas of low or high take-up by different groups of people?
- Has the newly implemented service affect different groups disproportionately?
- Is the new service disadvantaging people from a particular group?
- Is any part of the new service discriminating unlawfully?

[Click **here** and type]

f) What have been the actual equality impacts on the workforce since implementation?

[Click **here** and type]

ABCS Programme – Summary Impact of Implementation on people with protected characteristics and Council staff

The potential impact of implementation of each of the proposals described is provided in detail in the Equality Consultation Analysis documents in Appendices 2, 4, 6, 8, 10 and 12 of this Report.

Protected Characteristics	Impact	Mitigation
Age (older people)	All 6 of the proposals will have an impact on Older People. Older People are the main recipients of the services described in each of the proposals. Consultation responses reflect a concern that the implementation of proposals will: 1) Impact on the ability of older people to remain as independent as possible for as long as possible. 2) Lead to an increase in the need for assessed services across Health and Social Care. 3) Reduce the numbers of older people in Coventry receiving support of all types. 4) Older people becoming increasingly frail and dependent	The implementation of proposals will result in a reduction in available services but older people who currently receive care and support as a result of meeting the Councils FACS eligibility criteria will continue to be supported. A phased approach to reductions and changes will be completed in order to provide well planned support to those facing changes. Proposal implementation plans will take into account transitional arrangements (e.g. current service users would continue to receive existing support whilst new service users would follow new arrangements) and known future plans for existing service users.
Gender	Population statistics for Coventry suggest that there are 55 % women over 65 and 45 % men over 65. Consultation responses reflect a general theme that: 1) Females will be disproportionately affected by implementation of the proposals because more females, than males, utilise existing services and the City Councils workforce (that will be affected) is made up of more	This impact cannot be mitigated against. None of the proposals use gender as criteria for service review.

	females than males. 71% of the total workforce are female, compared to 29% male. 2) Family carers are affected by the proposals and in the main tend to be female	
Ethnicity	Data confirming the ethnicity of current service users is not available for all proposals. In some instances projected figures have been used based on data we do have. Consultation responses identify that the proposals will: 1) impact on people from black and minority ethnic communities as they have specific needs that current services are tailored to meet 2) impact on large numbers of White British people as they dominate the service user group across the 6 proposals (based upon available data)	Where services are currently tailored to meet the specific needs of people from the BME community, consideration will be given to individual circumstances to ensure that needs are appropriately met. In some circumstances, services will be reduced and result in services being available in fewer locations across the city. Those people assessed as being eligible for care and support will continue to receive services Planned reductions in services will take account of the specific needs of minority groups throughout implementation planning and review processes.
People with disabilities 16+	Population data suggests that 17.7 % of all people in Coventry are living with a disability or life limiting illness. The percentage of disabled people who will be affected by implementation of the 6 proposals will be much greater than the average 17.7 %. All 6 of the proposals will have an impact on people with disabilities. This user group includes people with physical and sensory impairment, learning disabilities or people with mental ill health. Adult Social Care services are provided to people who meet the Council's FACS criteria and have critical or substantial care needs. It is likely that the implementation of these proposals will therefore affect	The implementation of proposals will result in a reduction in available services but people with disabilities who currently receive care and support as a result of meeting the Councils FACS eligibility criteria will continue to be supported. In some circumstances, services will be reduced and result in services being available in fewer locations across the city. Those people assessed as being eligible for care and support will continue to receive services. Ongoing work will be completed, through implementation and existing work programmes to understand the collective impact of reductions in

	higher numbers of people from these groups. Consultation responses reflected particular concern about: 1) Reduced access to services that support people to maintain independence for as long as possible 2) The specific needs of people with dementia and its rising prevalence in the population 3) Reducing budgets by supporting less people and making reductions to preventative support and the impact of this on people with disabilities. 4) The withdrawal of services or increased charges for this group of people resulting in increased poverty or isolation	service provision on people with disabilities Some proposals have been updated in response to the consultation, to take account of concerns raised and where the potential impact of implementation had been identified as being different to that originally understood.
Individuals with parental responsibility for disabled children and children in need	There are minimal effects for this group as the 6 proposals focus on Adult Social Care Services. A generic impact may be experienced as a result of the reduction in the availability of information, advice and support but no data or response suggested this would be felt to a greater extent for this population, than any other.	In some circumstances, services will be reduced and result in services being available in fewer locations across the city. Those people assessed as being eligible for care and support will continue to receive services.
Carers providing regular and substantive care to over 16's	All 6 of the proposals may have an impact on family carers, where a family carer is part of an individual's support network. The consultation raised concerns about the impact on family carers that include: 1) Carers are predominantly female.	This impact cannot be mitigated against. None of the proposals use gender as criteria for service review. Throughout the consultation responses reflect a concern that implementation may further compound the difficult situation people may already be in.

	2) Carers financial position tending to be more difficult as a result of caring responsibilities. 3) The notion that other social problems are compounded by caring including unemployment, sickness and poverty 4) The possibility that carers themselves might become sick or disabled and in need of services. 5) The enhanced levels of social isolation and decreasing mental wellbeing carers face 6) The particular cultural factors that carers in BME communities experience.	Proposals will be implemented in a way that ensures that those facing hardship are identified and supported. The impact of Welfare reform and Care Bill implementation will be monitored alongside the impact of service changes at regular intervals. Coventry's Multi-Agency Carers Strategy will be reviewed and updated to take a wide and cross organisational view of the range of support available to carers. The needs of family carers will be taken into account where service users are transitioning or facing reduced services as a result of implementation of proposals. Carers assessments will be offered /completed as required. Where services are meeting the needs of people from the BME community, consideration will be given to individual circumstances to ensure that needs are appropriately met.

NOTE:
Not all impacts can be mitigated against.

People who currently receive care and support as a result of meeting the Council's Fair Access to Care Services (FACS) eligibility criteria will continue to be supported.

Impact on Staff (only relevant for proposals 2, 3, 5 & 6)

- The workforce is largely female, with the largest proportion of workers being White British. The majority of workers are listed as not being disabled.

- Compared to the wider Council workforce the sections of the workforce listed in proposals 2, 3 and 6 have similar trends for the protected characteristics in most respects, however the proportion of females in these areas is significantly higher than the Council workforce as a whole.

Protected Characteristic	**Proposal 2** Housing with Care – 39 staff (Jack Ball House & George Rowley House)	**Proposal 3** Day Opportunities & Transport – 145 staff across all service areas	**Proposal 6** HSSTS – 101 staff	**Council Wide** (excluding schools)
Gender				
Female	100%	80%	98%	71%
Male	0%	20%	2%	29%
Age				
Up to 24	0%	5%	2%	5%
25-34	14%	14%	6%	15%
35-44	25%	25%	13%	22%
45-54	33%	32%	32%	33%
55-64	17%	19%	35%	21%
65-74	11%	5%	12%	4%

Ethnicity				
White British	72%	72%	84%	76%
Asian or Asian British	11%	10%	9%	11%
Unknown	14%	8%	2%	7%
Chinese	3%	0%	0%	<1%
Black or Black British	0%	8%	3%	4%
Other	0%	0%	2%	<1%
Mixed	0%	2%	0%	1%

Disability				
Disabled	6%	3%	5%	6%
Not disabled	72%	86%	85%	80%
Unknown (or Refused)	22%	10%	10%	14%

Please note - data correct at time of analysis. Numbers may differ slightly due to rounding.

Structural Impact on Posts (as at 17th December 2013)

Proposal	Proposed reduction in posts	Number of staff affected
Proposal 2 – Housing with Care	45	39
Proposal 3 – Day Opportunities & Transport	9	6
Proposal 6 – HSSTS	113	101
Total	**167**	**146**

Mitigation

It is not possible to mitigate against all impacts. Throughout the consultation we have been very open and transparent about this..

A number of strategies will be put in place in order to mitigate the impact of post deletions on staff. For example 44 Early Retirement/Voluntary Redundancy (ER/VR) applicants already exist within Internally Provided Services and Adult Social Care as a result of the Council's previous ER/VR programmes. In addition there are potentially a further 8 to 10 redeployment opportunities which exist on the Council's wider bumped opportunities list all of which would create redeployment opportunities for a number of staff displaced by these proposals.

A further round of ER/VR applications will be offered should proposals be approved.

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Coventry City Council

Briefing note

To: Cabinet **7th January 2014**

Subject:
Health and Social Care Scrutiny Board (5) consideration of A Bolder Community Services – Outcome of Consultation on Service Changes.

1 Purpose of the Note

1.1 This briefing note is intended to provide Cabinet with the outcomes of consideration by the Health and Social Care Scrutiny Board of the A Bolder Community Services consultation and proposals.

2 Recommendations

2.1 Cabinet are recommended to note the Scrutiny Board's support for the proposals developed following the recent public consultation.

2.2 Cabinet are further requested to note that the Scrutiny Board has requested further reports from the Assistant Director (Commissioning and Transformation) on the development of a Reablement Strategy and the implementation of the proposals outlined in the Cabinet Report.

3 Information/Background

3.1 The Scrutiny Board considered a detailed presentation on the A Bolder Community Services proposals at Board's 6th November meeting. At this meeting the Board requested a briefing on the results of the consultation and on the conclusions drawn from it.

3.2 This briefing was presented to the Board on 18th December. Members were advised of the breadth of the consultation exercise undertaken, the numbers and type of responses received and on the revised proposals and implications for staff and service users emanating from these proposals.

3.3 In general terms the Board was pleased with the consultation undertaken and the efforts that officers had gone to consult widely and with a large variety of different groups and localities.

3.4 The Board raised a number of issues with officers including the impact of funding reductions to voluntary organisations as well as arrangements which would be made for supporting service users affected by any of the changes proposed. The Board also noted that there were a number of significant changes to the original proposals which reflected the manner in which consultation responses had been considered. These changes included plans for the Council to develop a Reablement Strategy in partnership with Coventry and Rugby Clinical Commissioning Group. In the meantime, health partners have agreed to fund the Aylesford for a period of 6 months from 1st April 2014 to allow time for the strategy to be developed. Due to the significance of this for the health and social care economy Members requested a further report outlining plans for integrated reablement provision to be presented to a future meeting.

3.5 Finally the Board noted that the plans for service changes were to be implemented over a period between April and July 2014. Recognising the importance of these changes being made in a planned and measured way the Board requested an implementation update to be provided to a future meeting (provisionally April 2014).

BRIEFING NOTE AUTHOR:

Peter Barnett
Head of Health Overview and Wellbeing
People Directorate
Tel: 02476 831145, email: peter.barnett@coventry.gov.uk

Thursday 19th December 2014.

Coventry City Council

Public report
Cabinet

Cabinet 7th January 2014

Name of Cabinet Member:
Cabinet Member (Business, Enterprise and Employment) - Councillor Kelly
Cabinet Member (Housing and Heritage) Councillor Ruane

Director Approving Submission of the report:
Executive Directors – Place & Resources

Ward(s) affected:
All Council wards

Title: Whitefriars Housing Group - Proposed changes to enable new investment in Coventry homes, a viable Spirit Quarters development to proceed and for the Council to implement service change proposals

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Is this a key decision?
Yes – The proposals contained in the report, in particular the refinancing of Whitefriars Housing Group will affect all wards in the City because of the intention to reinvest in their housing stock and have potential financial implications in excess of £500k per annum. The changes in respect of the Spirit Quarters masterplan will have implications for Henley Ward.

Executive Summary:

This report brings together a number of initiatives with Whitefriars Housing Group (Whitefriars) requiring the Councils formal approval.

The Councils approval is sought to Whitefriars debt refinancing which will see £50 million invested in refurbishing and improving 7,500 homes in Coventry over five years and £34 million invested in providing an extra 340 homes in Coventry. To enable the refinancing arrangements to be concluded the Council is required to forego Right to Buy receipts. In return Whitefriars will reinvest an equivalent sum, together with the Whitefriars' own share of net Right to Buy Receipts into a shared fund for improvements to roads and footpaths on Whitefriars estates that have transferred back under case law to the Council as a result of the 'Guliksen' ruling. The Council in partnership with Whitefriars will manage this fund. It is also proposed to release two small sites for new house building to Whitefriars to build 18 dwellings to rent.

Whitefriars are the lead partner in bringing forward the Spirit Quarters redevelopment in the former NDC area of Wood End, Henley and Manor Farm. The Council, Moat House Community Trust, the Homes and Community Agency (HCA) and Bovis, Keepmoat and Westbury Homes (BKW) are the other partners and stakeholders. The current phase of development is selling very well and the build programme has been accelerated to cope with demand. However, given the scale of the proposed redevelopment, the timescale it will take to deliver the whole scheme and the availability of the additional funding released by refinancing, the viability of the proposals has been reassessed by the partners and revised proposals put forward to conclude work in the area earlier but on a lesser scale.

Elsewhere on your agenda today is a report on the outcome of consultation on service changes on the Bolder Community Services proposals which recommends that care is ceased at Jack Ball and George Rowley House and the relocation of day care services for Adults with Learning Difficulties to Frank Walsh House. The Council occupies a small annex of each of these 'Houses' by way of long lease from Whitefriars. Whitefriars have agreed, subject to Board Approval to accept a surrender of the leases of the annexes to Jack Ball and George Rowley House and any necessary change of use for the Frank Walsh House proposals to proceed at no cost to the Council.

Recommendations:

Cabinet is recommended to

(1) Approve the Council foregoing Right to Buy receipts receivable as part of the original stock transfer agreement, to enable Whitefriars to refinance its debt thus releasing new resources for investment in Coventry homes.

(2) Approve receiving a sum equivalent to 'Right to Buy' receipts from Whitefriars, together with Whitefriars own share of net Right to Buy receipts, in order to meet highway repair obligations that have transferred to the Council as a result of the 'Guliksen' ruling and that these resources form a shared fund within the annual highway maintenance programme to address neighbourhood priorities, prioritised in conjunction with Whitefriars on the same basis (worst first) as the allocation of existing highway repair resources.

(3) Approve a reduced Spirit Quarters scheme for consultation with local residents and delegate authority to the Spirit Quarters Project Board, in consultation with the Cabinet Members (Business, Enterprise and Employment) and (Housing and Heritage), to agree the level of investment and support in the Manor Farm estate and to approve homes no longer being redeveloped.

(4) Subject to Whitefriars Board approval, approve the surrender of leases at Jack Ball House and George Rowley House and any necessary changes to the lease at Frank Walsh House at no cost to the Council to enable the Council to implement its proposals for service change contained in the Bolder Community Services report elsewhere on your agenda.

(5) Delegate authority to the Executive Director, Resources to complete any necessary changes to existing legal agreements and any new legal agreements necessary to give force to the changes above and to achieve this in a tax efficient manner.

(6) Subject to recommendation (1) and (2), approve the addition of the works to the Council's capital programme for the purposes described, delegating authority to the Executive Director, Resources and Executive Director, Place in consultation with the relevant Cabinet Members to determine the exact value of joint Council and Whitefriars investment in 2013/14.

List of Appendices included:

Appendix 1: Structure of the Legal Agreements (Spirit Quarters)

Appendix 2: Revised Masterplan Proposals

Other useful background papers:

Cabinet report- Wood End, Henley Green and Manor Farm – New Deal for Communities (WEHM –NDC) Regeneartion proposals – Henley Ward 20 March 2007 I:\ProjectChampions\02 Projects\NDC WEHM\Masterplanning\Cabinet Report

Cabinet report –WEHM NDC Masterplan Development Phase – Henley Ward 15 December 2009. I:\ProjectChampions\02 Projects\NDC WEHM\Masterplanning\Cabinet Report

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

Whitefriars Housing Group - Proposed changes to enable new investment in Coventry homes, a viable Spirit Quarters development to proceed and for the Council to implement service change proposals

1. Context (or background)

1.1 This report brings together a number of initiatives with Whitefriars Housing Group (Whitefriars) requiring the Council's formal approval.

1.2 The Council transferred it social housing stock to Whitefriars in September 2000. In early 2013 Whitefriars refinanced their group debt and in so doing secured £100 million of additional funds for reinvestment in existing and new stock in Coventry and Solihull. The refinancing requires the Council's formal approval because it amends one of the financial conditions of the transfer, that a proportion of Right to Buy receipts received by Whitefriars are paid to the Council. In addition, since the 'Guliksen' ruling, the Council have had the legal responsibility for maintaining roads and footpaths in the stock transfer area, where responsibility had transferred to Whitefriars because these roads and footpaths were not adopted. Formal approval is required to achieve a financial settlement with Whitefriars to fund these maintenance responsibilities ongoing. As part of the funds released the Council has worked with Whitefriars to identify sites for some new social housing and approval is sought to transfer two sites to Whitefriars for new social housing construction.

1.3 As part of their development responsibilities at the Spirit Quarters (NDC) area, Whitefriars have led all parties in a review of the development proposals, to a revised and smaller scheme for implementation. The Council's approval to these changes is required because it is a contractual partner to the delivery of the scheme.

1.4 Finally, as part of the Bolder Community Services programme that the Council is progressing and is reported elsewhere on your agenda, it is proposed to vacate building annexes leased to the Council and forming part of housing blocks owned by Whitefriars. Council approval is sought to secure options to surrender these annexes to Whitefriars and vary the terms of one lease so that it is consistent with the proposed service delivery model.

2. Options considered and recommended proposal

2.1 **Whitefriars refinancing**.

2.2 Only one option is proposed in respect of Whitefriars refinancing and that is set out in paras 2.3 – 2.4 below as this provides new significant investment into the City for the benefit of Coventry residents.

2.3 When the Council transferred its social housing stock to Whitefriars in 2000, one of the terms of transfer, was that a percentage of future Right to Buy (RTB) receipts were paid to the Council. In Early 2013 Whitefriars refinanced their group debt to release further funds of £100 million for developing and improving their housing stock in Coventry and Solihull. The refinancing agreement requires the Council to forgo RTB receipts from 2012/13 onwards. The Council's share of RTB receipts has averaged £0.5 million per annum over the past three years. This was provisionally agreed with Whitefriars ahead of the refinancing on the basis that Whitefriars contribute a sum equivalent to the Council's RTB receipts forgone, together with Whitefriars own net annual disposal proceeds into a shared fund for the purposes of repair and maintenance of previously unadopted roads and footpaths that had transferred to Whitefriars but were subsequently affected by the

'Guliksen' ruling. This ruling made the Highway Authority responsible for maintaining those roads and footpaths that were public rights of way. The Council also wanted to ensure that the additional bond finance would significantly benefit Coventry since it was mainly, but not exclusively, raised against housing stock in Coventry.

2.4 Whitefriars have agreed to contribute a sum equivalent to the Council's share of RTB receipts to fund the new highway and footpath responsibilities transferring as a result of the Guliksen ruling. The Council as Highway Authority and Whitefriars are working through each area transferred to identify and agree those footpaths and highways where responsibility has transferred. Whitefriars will make a payment each year based on the RTB receipts foregone by the Council, together with their own share of net RTB disposal receipts into this fund. The Council will prepare a maintenance programme based on its current policy of 'worst first' and the anticipated joint funds available. If resources allow a greater programme this will be directed to estates where Whitefriars are undertaking improvements to ensure maximum benefit on those estates and a joined up approach to the programme in order to achieve value for money.

2.5 Whitefriars have also agreed to fund a £50 million investment programme in refurbishing and improving existing housing stock in Coventry. This will be phased over 5 years and add £10million per annum to Whitefriars existing programme of £14 million per annum in estate improvement. Whitefriars priorities for this additional investment which will benefit 7,500 homes directly is to

- Make homes warmer by addressing fuel poverty through external wall insulation
- Improvements to Tower Blocks
- Environmental improvements to estates
- Improving bathing facilities at sheltered accommodation
- Investment in refurbishment at Wood End and Henley Green
- Improvement to Manor Farm (see Spirit Quarters below)

2.6 Whitefriars are also directing £50 million into the provision of 500 new residential accommodation units to rent, and expect 68% of these new units (342 units and £34million of investment) to be in Coventry. Council officers have been working with Whitefriars to identify possible sites for development and sites at Kele Road and Whitworth Avenue have been identified. These sites have capacity for 18 new family homes and it is proposed to transfer the sites at nil value in this case.

2.7 Spirit Quarters (NDC)

2.8 The consortium developer, Bovis, Keepmoat and Westbury Homes (BKW), were contracted in 2007 to deliver the outputs of the Master Development Agreement covering the areas of Wood End, Henley Green and Manor Farm. Outputs included the following:

- Delivery of 3,328 new homes – 2,198 open market sale and 1,130 affordable
- Improved public realm and open space including 7 play areas
- Improved retail provision
- Improved transport links
- Increased employment and training opportunities for local people and businesses
- Creation of a mixed tenure and sustainable community

2.9 By 2010 the economy had declined significantly making Phase 1 of the development unviable. To progress the scheme and reduce the risk to the developer it was agreed to develop on a sectional basis and legal agreements were exchanged in March 2010 for the first section of development which delivered 154 new homes (known as Phase 1A1). A further sectional development was agreed and the developer is currently building out a

further 230 homes due for completion by March 2015 (Phase 1A2). The final section of Phase 1A is being negotiated currently and subject to the discharge of reserved planning matters will commence on site in the autumn of 2014 to deliver a further 238 new homes and, subject to successful negotiation with existing retailers, a new retail offer. In association with the build programme improvements have been made to the Sowe valley and new play areas developed as set out in the S106 agreement. The scheme has benefited from significant amounts of Homes and Communities Agency funding, which given the pressure on public finances will not continue into the future.

2.10 It is recognised by all stakeholders that the current economic market remains challenging and the remainder of Phase 1 and Phase 2 as defined in the Master Development agreement remain unviable. Despite the housing market recovering to some extent over the last 12 months the housing development programme has suffered from the impact of falling prices and the difficulty potential buyers had getting mortgages. These factors have contributed to a lower level of new housing provision than envisaged and this is a situation which is replicated across the country. Other aspects of the regeneration programme have been successfully delivered, such as Moat House and Castlewood schools and the Moat House Leisure & Neighbourhood Centre all of which have made a major contribution to the area and its citizens. In addition the developer consortium have provided training and employment opportunities through a construction apprenticeship scheme.

2.11 The Coventry partners (CCC, Whitefriars and Moat House Community Trust) and the Homes and Community Agency who are party to the Stakeholder Agreement, know that despite the success of the current phase of development, the developers will not be in a position to build out the projected number of houses within the original masterplan timescale.

2.12 To enable the continuation of the build programme, and provide clarity for residents it is necessary to reassess the scale of development going forward on the basis of viability and practicality. Consequently changes to the masterplan will affect residents living within the regeneration area.

2.13 The options considered in response to this change in viability is to do nothing or revise the masterplan development area and agree a sectional development approach.

2.14 Do nothing:

If the Coventry Partners choose to do nothing the developer consortium (BKW) will continue to have the right to develop land defined by the ‘redline’ in the Master Development Agreement to deliver the original objectives. BKW can choose to develop on a section by section basis at a minimum build out rate of 50 units per annum, until such time the whole of Phase 1 or Phase 2 is deemed viable. As such it could take between 30-40 years to complete the scheme.This would result in residents being left with no assurances of if and when their properties would be required for the scheme.

2.15 Revise the masterplan development area and agree a sectional development approach:

To look at the viability of the remaining areas of development on a section by section basis to allow the current positive momentum of the development to continue and to seek to increase the financial viability of the scheme by including some areas of refurbishment rather than demolition and rebuild. The development to date has noticeably changed the visual appearance and ‘feel’ of the Wood End neighbourhood. The reputation of the area has been lifted and people are actively looking to relocate there. The project team wish to see this positive approach continued and to that effect have looked at creating potential

development areas, based on viability, practicality and buildability. Areas which have already benefited from the Carbon Emissions Saving Programme works (CESP), mainly Whitefriars stock, are recommended to be removed from the development. Whitefriars have committed to utilising a proportion of their £50m refurbishment bond money to refurbish the existing stock in Manor Farm. The scale and content of this refurbishment scheme will be determined after consultation with local residents. It is proposed to delegate to the Spirit Quarters Project Board in consultation with Cabinet Members (Business, Enterprise and Employment, and Housing and Heritage) agreement of this scheme of refurbishment. Whitefriars have also agreed a further investment of £3m into the Wood End and Henley Green areas to improve the standard of homes to be retained, including thermal insulation, and associated environmental improvement works from the resources released by the bond. The mixed tenure nature of the scheme will continue to ensure delivery of a sustainable community in line with the outline planning permission.

Approval to the revised masterplan will result in the following key changes to the scheme outputs:

Key elements	**Original masterplan**	**Proposed masterplan**
Land for redevelopment (figures approximate.)	CCC -27% of land to be redeveloped Whitefriars – 73% of land to be redeveloped	CCC- 23% of land to be redeveloped Whitefriars – 77% of land to be redeveloped
Homes to be demolished	1722 homes	688 homes
New homes	3328 homes	1382 homes
Tenure mix (prior to regeneration 18% private, 82% rented)	58% private; 42% rented	41% private; 59% rented
Retail	New retail in Wood End; Refurb of Broad Park shops	New retail in Wood End
Planning contribution	£600 per unit (x 3328)	£600 per unit (x1382)

To enable material changes to the scheme whilst ensuring the governing principles of the regeneration scheme are adhered to, and risk to the Council is reduced, it is proposed to vary the legal documentation for the purposes of:

- Obligating BKW to use best endeavours to provide new retail provision within Wood End
- To remove any obligation on the Council to provide any land for development outside of that identified within the revised masterplan including the provision of land to offset the value of the land within the boundary of phase 2 as identified in the original masterplan, which was designated as village green.

It is this option which is recommended to progress the scheme.

2.16 A Bolder Community Services

2.17 The Council has been out to consultation on its Bolder Community Services package (Cabinet 13th August) and is due to report back its recommendations for approval. Part of these proposals involve the Council withdrawing care services from 2 buildings (George Rowley House and Jack Ball House) and consolidating some, day services for Adults with Learning Difficulties into a third,(Frank Walsh House), all of which are leased from Whitefriars for the residue of 150 year leases granted in 2000. The buildings are integral to and comprise small annexes of larger Whitefriars residential buildings.

2.18 Subject to the Council agreeing to withdraw and consolidate services from these buildings, Whitefriars have agreed that the Council can include an option to surrender their interests in the buildings and vary the user so that they reflect the proposed uses.

2.19 The alternative option would be to seek to dispose of parts of a building that is intrinsically linked to a larger site used for residential purposes by Whitefriars with restricted user clauses. This is not considered viable and could frustrate subsequent development of the larger Whitefriars buildings and sites at a later date by introducing a third party into ownership.

3. Results of consultation undertaken

3.1 Whitefriars refinancing

3.2 In principle support was given to the Whitefriars proposal to refinance its debt with the Council relinquishing its RTB receipts in return for an equivalent contribution to Highway and footpath maintenance arising because of the Guliksen findings. Whitefriars have committed to spending a significant proportion of the new bond financed proceeds raised for investment in Coventry and have concluded the refinancing.

3.3 Spirit Quarters (NDC)

3.4 The Spirit Quarters Strategic Core team, made up of representatives from the City Council, Whitefriars Housing Group, HCA, Moat House Trust, Bovis, Keepmoat and Westbury Homes have worked in partnership to agree the proposals as set out in this report. The proposals have been agreed in principal by the Spirit Quarters Board (March 2013), by Whitefriars Housing Board of Management (Sept 2013) and by Moat House Community Trust (May 2013). BKW have also confirmed that they have secured their own internal approvals to the proposals.

3.5 On approval of the recommendations the Project Director, in association with the developer consortium, will consult and engage residents to make them aware of the changes and the impact that arises from them. As well as utilising the residents group which is already active, a special newsletter will be produced to detail the plans early in the New Year.

3.6 A Bolder Community Services

3.7 The service proposals contained in the Bolder Community Services proposals have been subject to a separate extensive consultation exercise. The proposals contained here allow the proposals to be implemented and for the Council to exit its property responsibilities, should Council accept recommendations to implement these proposals.

4. Timetable for implementing this decision

4.1 Whitefriars Refinancing

4.2 The Council and Whitefriars will need to complete agreed legal documents to reflect these change proposals. Both parties intend to have these completed by the end of the Current Financial year.

4.3 Spirit Quarters (NDC)

4.4 Residents within the masterplan area will be engaged with as soon as recommendations are approved to make them aware of the proposed changes. Whitefriars Housing Group

have committed to investing £3m into refurbishing retained housing stock within the Wood End and Henley Green areas and will seek to start works to improve the thermal insulation of the properties during 2014/15. Similarly architects are being commissioned to draw up proposals for Manor Farm, and subject to approvals being in place, will start work by the end of February 2014.

4.5 Coventry partners will seek to draw up any required legal and planning alterations required to vary the masterplan with a view to having all negotiations completed by April 2014.

4.6 A Bolder Community Services

4.7 The Council and Whitefriars will need to complete agreed legal documents to reflect these change proposals. Both parties intend to have these completed by the end of the Current Financial year.

5. Comments from Executive Director, Resources

5.1 Financial implications

5.2 Whitefriars Refinancing

5.2.1 The level of Right to Buy receipts have been diminishing in recent years and have been a capital resource used in the overall funding of the Council's Capital programme. The Council will need to ringfence these resources going forward for the purposes of addressing highway maintenance issues for which the Council has responsibility. Over the past 3 years the Council's share ofRTB receipts has averaged £0.5 million per annum.

5.2.2 The Guliksen ruling places an additional liability and financial pressure on the Council for the ongoing maintenance of unadopted roads and footpaths in the stock transfer area. This pressure is a continuing obligation that the Council would have had to resource and will be a pressure on the wider Highway maintenance budget as and when receipts dwindle below the obligations inherited.

5.4 This new pressure will be mitigated by Whitefriars agreeing to make a revenue contribution towards the costs incurred by the Council as Highway Authority, equivalent to the sum that would have been received by the Council under the previous arrangement for Right to Buy sales. In addition, Whitefriars will also contribute its share of future annual net 'Right to Buy' receipts into a shared fund for the purpose of improving and maintaining roads and footpaths previously in the stock transfer plus Whitefriar's obligations, thus ensuring a joined up approach to works and optimum value for money.

5.5 The level of Coventry receipts that will have accumulated for 12/13 and 13/14 is c£1.1 million, This, together with Whitefriars own share of accumulated receipts of around £0.75 million, will result in a shared fund of up to £1.85m to help fund this liability and the capital programme up to 2013/14. Further annual contributions will be made by Whitefriars to reflect levels of actual RTB receipts. It is possible that some of this funding could be spent during 2013/14 once the programme has been finalised and therefore this report recommends adding this to the Council's capital programme. In future years, the budget setting process will include the implications of the programme arising from this report.

5.6 The tax position of the proposed future transaction is currently being investigated to determine whether, in Value Added Tax (VAT) terms, it constitutes a 'taxable supply' to Whitefriars. Should this be the case, the overall level of resources available for the

purposes of investment in such works would need to be reduced, to reflect the level of VAT payable to HMRC.

5.7 Spirit Quarters (NDC)

5.8 There are no new specific financial implications associated with the proposal to revise the masterplan. As previously endorsed the Council will be expected to continue to commit to a level of project management cost as a contribution to Whitefriars management of the programme on an annual basis. The current level of contribution budgeted for is £104k for 2013/14 dropping to £85k in 2014/15, £87k in 2015/16 and £88k in 2016/17.

5.9 There is still a desire to develop a new retail provision within the Wood End area as originally envisaged within the masterplan and ultimately this will replace the Dr Phillips Centre. As previously agreed this will mean the loss of approximately £15k in rental per annum.

5.10 The S106 agreement associated with the outline planning application obligates the developer to deliver elements of environmental works as part of the housing development. Similarly the developer is obligated to pay a commuted sum of £600 per property developed. The revised masterplan will deliver approximately 1382 new homes and a significantly reduced associated commuted sum of £829,200 which will be utilised for the maintenance of the open spaces within the neighbourhoods.

5.9 **A Bolder Community Services**

5.10 The proposals will limit the Councils on going liabilities for Property it no longer requires in service delivery. Annual property savings are minimal and any identified will contribute to the Strategic Property Review target.

5.11 **Legal implications**

5.12 The refinancing proposals require the existing stock transfer agreement to be amended and the agreement on funding highway responsibilities documenting.

5.13 The Council has legal powers under the General Consent Order 2003 made pursuant to the Local Government Act 1972 to release land at Kele Road and Whitworth Avenue at less than best consideration. The value of the land is in the region of £250,000 and does fall within the provisions of the General Consent Order as it is less than £2 million in value.

5.14 The Spirit Quarters proposals require the existing documents to which the Council is party amending to reflect the proposals after consultation with local residents. Amendments will aslo be required to remove the obligation on the Council to provide any land outside of the newly defined masterplan area to offset land designated as village green.

5.15 The existing leases of the 'Houses' are for 150 years from the 25th September 2000 and restricted in use to residential accommodation with ancillary office and communal space and formal transfer or surrender back to Whitefriars will be put in place in order to obtain a release from the lease obligations.

5.16 The Council as part of the stock transfer intended that the responsibility for all the roads and footpaths that were not adopted to transfer to Whitefriars. The case of Guliksen v Pembrokeshire County Council (2002) is a Court of Appeal Decision which has established that where an Authority has constructed a housing estate under the Housing Act 1957 or the Housing Act 1985 (which is the case here in Coventry) and which

includes roads and footpaths, then these roads and footpaths (i.e. which the Council believed were private) under common law are classed as highways by deemed dedication. This means that those highways fall within the Highways Act 1980 and are highways maintainable at the public expense. This meant the stock transfer did not achieve the release of responsibility for those housing roads and footpaths. Work has been undertaken to establish that those footpaths and roads which only provide access to property within a development such as a house or garage will remain the responsibility of Whitefriars as was intended by the stock transfer. The Council will take responsibility for those roads and footpaths that are clearly for public access to property or to the public highway network so that a member of the public on foot or driving a car would not have to walk or drive over land that is privately owned

6 Other implications

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

The Whitefriars refinancing agreement will facilitate housing refurbishment, estate improvement and new housing in Coventry. The benefits of the refinancing agreement is an estimated additional £84 million investment in Coventry's housing stock benefitting approximately 7500 existing homes and some 342 new homes for rent. Undertaking thermal insulation works to housing stock which is to be retained will have a positive impact on the environment and reduce energy, heat and maintenance costs for tenants and address issues of fuel poverty. Some of the reinvestment resources will be made available to improve Manor Farm, Henley Green and Wood End as a result of the proposal to scale back the investment in the Spirit Quarters project. In addition resources will be released to meet new responsibilities for maintaining footpaths and highways on Whitefriars estates thought to have transferred with the stock transfer.

The Spirit Quarters project was designed to facilitate economic growth in Coventry by enabling the transformation of one of the City's most deprived areas. Coventry is an identified Growth Point for the region and housing development in the area has been supported by the Homes and Community Agency. By March 2015, 384 new homes will have been delivered, with a further 248 planned for commencement by September 2014. Work will continue to take place to improve the local environment with the creation of new shops, green spaces and play areas although the scale will be reduced from that envisaged through the original masterplan. As originally devised the scheme will still provide a mix of social, affordable and privately owned housing stock however the number of new units built will reduce from approximately 3328 to 1382 consisting of 303 homes for rent, 16 local cost ownership,39 guaranteed purchase, 20 shared ownership and 1004 private. The investment in new and refurbished housing is alongside the two schools (Moat House and Castlewood) and the Moat House Leisure and Neighbourhood Centre that were part of the social infrastructure of the masterplan and largely funded by New Deal for Communities (predecessor to Moat House Community Trust).

The Bolder Community Services proposals will enable the Council to concentrate its services on the most vulnerable residents in Coventry.

6.2 How is risk being managed?

The most significant risk with the refinancing agreement is to agree the responsibilities for footpaths and roads transferring to the Council. A joint working group is working through the estate plans to agree which responsibilities transfer to the Council.

On the Spirit Quarters project a programme wide risk register is held and monitored by the Project Director in Whitefriars on behalf of the Coventry partners. Exceptions are reported to the Project Board comprising strategic representatives from CCC, MHCT, Whitefriars and the Homes and Communities Agency.

The most pertinent risks to the delivery of the proposed masterplan are as follows:

- To date each section of development has required additional funding from the partners to ensure viability. At this time no further funding is identified to subsidise any future sections of development past the build out of phase 1A3.
- The proposals as financially appraised in March 2013 may still prove to be unviable in the future if market conditions do not improve as predicted.
- Agreement to the proposed amendments to the legal documents is not forthcoming from the developer consortium
- There is a risk that despite a commitment to invest in improving the structural and aesthetic condition of the properties within Manor Farm that the issues associated with the radbourne layout of the estate remain.
- Residents expectations will require careful management. Regular resident meetings are held to keep the community abreast of progress and issues and a newsletter is regularly produced to provide news and updates.

The Bolder Community Services programme is managed by the People Directorate. The monitoring of risks and actions to mitigate takes place through the ABCS Programme Board.

6.3 What is the impact on the organisation?

The main impact on the organisation resulting from the Whitefriars refinancing is the loss of future Right to Buy Receipts rebates to the Council to fund general capital activities of the Council, and the provision of equivalent resources to discharge new maintenance responsibilities under the Guliksen case. Future repair and maintenance responsibilities for Guliksen highways on Whitefriars estates will be prepared on a worst first basis as part of the annual programme of Highways repairs.

The main impact on the organisation of the Spirit Quarters proposals is the reduced land input into the scheme by the Council, the reduced expenditure available to the Council through the section 106 agreement for environmental improvements; the commitment by BKW to provide retail provision to replace the Dr Philips Centre; the removal of the intention to refurbish Broad Park shops and the release back to the Council of buildings originally included in the Masterplan and now no longer required (2-12 Honiley Way and Binswood Close flats)

The Bolder Community Services proposals impact on the organisation is covered in the report elsewhere on the agenda.

6.4 Equalities / EIA

The Spirit Quarters regeneration scheme aims to provide a sustainable mixed community in an area of deprivation. Although it is the intention to scale back the level of development the principals behind the scheme remain. Extensive community engagement has been undertaken to date and will continue throughout the life of the project. Where areas are proposed for removal from the overall development alternative treatments will be considered to ensure that properties are improved and that fuel poverty is addressed. In relation to homeowners Whitefriars will ensure that they can access and benefit from the Energy Company Obligation deals that will be put into place. No equality impact

assessment has been undertaken as the recommendations do not constitute a change in policy or service.

6.5 Implications for (or impact on) the environment

The identification of resources for the repair and maintenance of highways on housing estates will provide a new resource for a new responsibility. This will lead to an annual programme of repair and maintenance on Housing estates which should improve local environments.

The release of refurbishment funds will improve the local environment through appearance and reduced energy consumption. Part of these improvement funds will be targeted at the Spirit Quarters project to mitigate the scaling back of investment on this scheme. In particular £3m has been identified for investment in the Wood End and Henley Green areas which will include funds to improve the general environment around properties to be retained. Works will include investment in front gardens, boundary treatments, communal areas and open spaces.
Overall 7500 homes are expected to benefit from the investment in refurbishment which subject to continued availability of ECO grant, includes external wall insulation to a further 2500 homes across the City vy April 2005 to help reduce fuel poverty including443 homes in the Henley Green and Wood End area.

The Spirit Quarters outline planning permission obligates the developer to improve the local environment and contribute £600 for each new home built and these obligations will remain. The commuted sum has been identified for maintenance of the improved green spaces within the Sowe Valley and open spaces developed as part of the new housing layout. The proposed masterplan will result in a commuted sum of £829,200 being received by CCC against an original expectation of £1.99m. Greenspace improvements will be reduced in scale to match the available budget.

Individual impacts on the environment arising from the refinancing funds available for new development will be assessed as part of the planning applications brought forward by Whitefriars at the time.

6.6 Implications for partner organisations?

The proposals contained in this report impact on Whitefriars as described throughout the report.

With regard to the Spirit Quarters development, where Whitefriars is the lead partner, other partners are affected. All partners to the scheme are in agreement with the proposals to downsize the development and remove Manor Farm from the Regeneration Area. Whitefriars are committed to investing in the area but as yet the level of, and nature of the investment is not yet known. Architects are being commissioned to look at options, in consultation with the community, to find sustainable solutions to address the poor property construction and estate layout issues.

The developers, BKW, will be required to consult with residents through the forum of the established Resident Action Team which meet on a regular basis. Whitefriars have underwritten to repay if required monies provided by Moat House Community Trust for advanced demolitions on elements of the project which are not going ahead.

To enable the continuation of the build programme, it is necessary to reassess the scale of development going forward on the basis of viability and practicality and this affects the number of units to be delivered and any associated environmental improvements. Consequently changes to the masterplan will affect residents living within the regeneration area who are expecting wholesale redevelopment.

Report author(s):

Name and job title:
Nigel Clews, Assistant Director – Property Asset Management

Directorate:
Place Directorate

Tel and email contact:
nigel.clews@coventry.gov.uk 024 7683 1320

Enquiries should be directed to the above person.

Contributor/approver name	Title	Directorate or organisation	Date doc sent out	Date response received or approved
Contributors:				
Lara Knight	Governance Services Team Leader	Resources	09/12/13	11/12/13
Lucy Hobbs	Community Regeneration Manager	Place	10/12/13	10/12/12
Peter Fahy	Assistant Director, Commissioning and Transformation	People	12/12/13	12/12/13
Kevin Roach	Director of Regeneration,	Whitefriars Housing Group	10/12/13	18/12/13
Colin Knight	Assistant Director	Place	10/12/13	18/12/13
Andrew Walster	Assistant Director	Place	10/12/13	12/12/13
Mark Williams	Lead Accountant	Resources	10/12/13	18/12/13
Lisa Commane	Assistant Director – Major Projects and Transformation	Resources	10/12/13	18/12/13
Names of approvers for submission: (officers and Members)				
Legal: Clarissa Evans	Commercial Team Manager, Legal Services	Resources	10/12/13	12/12/13
Finance: Phil Helm	Finance Manager	Resources	09/12/13	19/12/13
Director: Martin Yardley	Executive Director	Place	09/12/13	18/12/13
Director: Chris West	Executive Director	Resources	09/12/13	18/12/13
Members: Councillor Kelly	Cabinet Member	Business, Enterprise and Employment	12/13/13	13/12/13
Members: Councillor Ruane	Cabinet Member	Housing and Heritage	12/13/13	13/12/13

Appendix 1: Structure of the Legal Agreements (Spirit Quarters)

1.1 **Master Development Agreement (MDA)** between Whitefriars and BKW is the overarching agreement, which sets out the conditions to be satisfied and the terms upon which the phased construction takes place followed by the land transfers – the conditions relate to planning and compulsory purchase to achieve vacant possession.

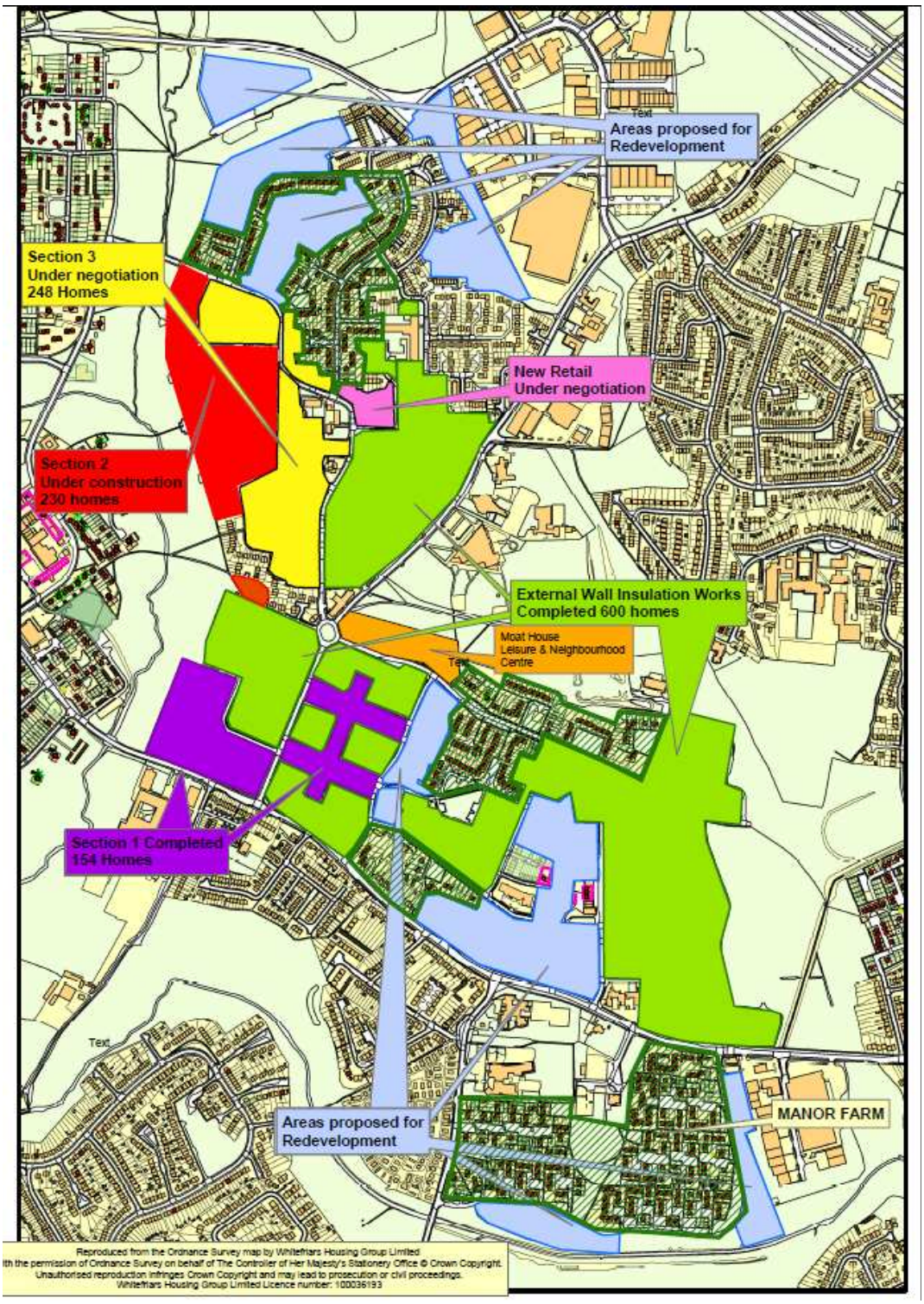
1.2 **Phased Development Agreement (PDA)** between Whitefriars and BKW is the agreement will be entered into for the particular phase once the conditions are satisfied.

1.3 **Stakeholders Agreement (SHA)** between the CCC, Whitefriars, NDC (predecessor to Moat House Community Trust) and the HCA, contains the obligations of CCC and Whitefriars for the transfer of land to BKW as and when the affordable housing units are constructed, the decanting of tenants by Whitefriars, approval of any changes to the agreed scheme and management of the project by Whitefriars. It also includes the overages provisions between the three parties.

1.4 **Direct Agreement (DA)** between the CCCl and BKW contains the obligations to comply with the MDA and SHA, the transfer of land and the sale of Deedmore Site, the Wyken Slough flood plain solution and the obligation to obtain approval to make a Compulsory Purchase Order for Phase 1.

1.5 **Compulsory Purchase Agreement Indemnity Deed (CPO deed)** between CCC and BKW is a conditional agreement to make a compulsory purchase order for Phase 1. The agreement obliges BKW to pay the administration costs up to a cap of £250,000 and all the acquisition costs for the properties involved, including any Blight arising from the CPO.

Appendix 2 Revised Masterplan Proposals



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Coventry City Council

Public report
Cabinet Report

Cabinet 7th January 2014

Name of Cabinet Member:
Cabinet Member (Strategic Finance and Resources) – Councillor Gannon

Director approving submission of the report:
Executive Director, Resources

Ward(s) affected:
City Wide

Title:
The 2014/15 Council Tax Base and Business Rates Estimate

Is this a key decision?
Yes – this report deals with income in excess of £500,000

Executive summary:

The main purpose of this report is to establish the 2014/15 Council tax base for tax setting purposes.

In addition, following the localisation of Business Rates in April 2013, it is necessary for each authority to estimate the amount of business rates to be collected in the forthcoming financial year. This report recommends delegating the authority for determining this estimate to the Executive Director, Resources in consultation with the Cabinet Member (Strategic Finance and Resources).

Recommendations:

Cabinet is recommended to approve:

1. That the Council Tax collection rate for 2014/15 be set at 98.5%

2. That, in accordance with the Local Authorities (Calculation of Tax Base) Regulations 2012, the amounts calculated by the City Council for 2014/15 shall be:

a net tax base of **73,201.0** for the whole of the City Council area made up as follows:

Allesley Parish	298.3
Keresley Parish	208.9
All Other Coventry City Council Wards	72,693.8
TOTAL	**73,201.0**

3. That the following grant payments should be made to parish councils to reflect the impact in 2014/15 of Council Tax reductions on their tax bases.

Allesley Parish	£730
Keresley Parish	£409
TOTAL	**£1,139**

4. That the Executive Director, Resources, in consultation with the Cabinet Member (Strategic Finance and Resources), is given delegated authority to determine an estimate of the business rates for the forthcoming financial year (completing the National Non Domestic Rates 1 (NNDR1) form), prior to submission to government.

5. That the Executive Director, Resources is given on-going delegated authority to determine annually the business rates estimate, in consultation with the Cabinet Member (Strategic Finance and Resources) and that he exercises his delegated power to amend the Scheme of Delegation for Employees (Part 3 of the Constitution) accordingly.

List of Appendices included:

Appendix A Tax Base Calculation for 2014/15 Tax Setting (Coventry)
Appendix B Tax Base Calculation for 2014/15 Tax Setting (Allesley)
Appendix C Tax Base Calculation for 2014/15 Tax Setting (Keresley)
Appendix D Grant payments to parish councils

Other useful background papers:
None

Has it or will it be considered by scrutiny?
No

Has it, or will it be considered by any other council committee, advisory panel or other body?
No

Will this report go to Council?
No

Report title:
The 2014/15 Council Tax Base and Business Rates Estimate

1. Context (or background)

1.1 Council tax base

1.1.1 The Council tax base is the measure of the taxable capacity of an area, for the purpose of calculating an authority's Council Tax. It represents the estimated number of Band D equivalent chargeable dwellings for the year. It also takes into account the authority's estimated Council Tax collection rate.

1.1.2 This report makes the necessary calculations in accordance with the Local Authorities (Calculation of Council tax base) Regulations 2012 to establish the Council tax base for the City Council and its parishes. These regulations apply to financial years beginning 1 April 2013 onwards, and include the impact of the change from awarding Council Tax benefit to the introduction of a Council Tax Reduction Scheme.

1.1.3 Under the Reduction Scheme, the Council Tax base is reduced according to the amount of reductions awarded under the scheme, as the authority will be foregoing the relevant Council Tax income and instead will receive grant income outside of the Council Tax arrangements. These reductions are reflected in the calculation of the Council tax base, in order to calculate the correct amount of band D Council Tax for the billing authority (Coventry City Council), the major precepting authorities (West Midlands Police and Crime Commissioner and the West Midlands Fire and Rescue Authority), and the local precepting authorities (Allesley Parish Council and Keresley Parish Council)

1.1.4 It is estimated that the effect on the tax base of the Reduction Scheme will be to reduce it by 20.87%. The financial impact of the reduction in tax base will be partially offset by a grant from central government.

1.1.5 The tax bases for the parishes of Allesley and Keresley will also be reduced by 20.87% as a result of the Council Tax Reduction Scheme. It is proposed that the Council transfers an element of the grant described above to offset the impact of the reduced tax base on tax income for the parish councils. Recommendation 3 proposes that Allesley and Keresley receive payments of £730 and £409 respectively to offset the effect of the tax base reduction. These payments have been calculated to offset 90% of the effect of the tax base reduction, in keeping with the approach adopted nationally. The details of the calculations are provided in appendix D.

1.1.6 This report does not set the actual level of Council Tax in Coventry; that will be set by Council on the 25th February 2014. The determination of the tax base is one part of the process and must occur before 31st January each year.

1.1.7 The technical nature of this report reflects the fact that the tax base calculation is prescribed by statute. The tax base measures all properties in an area, relative to a band D property even though this is not representative of the typical domestic property in Coventry. In fact 88% of properties in Coventry fall into bands A to C, which attract lower bills than Band D properties.

1.2 Business Rates

1.2.1 The 2012 Local Government Finance Act changed the method of allocating the revenue obtained from Business Rates. Local authorities retain a proportion of their business rates and, in addition, are either charged a tariff or, as is the case for Coventry City Council, receive a top-up in order to maintain funding at levels similar to those received historically. It will also mean that the authority's future resources will be impacted by 49% of any increase or decrease in business rates. Central government will be affected by 50% of any change, and the West Midlands Fire and Rescue Authority will experience the remaining 1% effect. West Midlands Police will not be affected by changes in business rates.

1.2.2 Regulations now require the Council to formally set an estimate of the business rates for the area for the forthcoming financial year by 31st January at the latest. This estimate is subject to a number of variable components and new financial regulations that require technical interpretation. Therefore, it is recommended that the Director of Finance and Legal Services is given delegated authority to agree the business rates estimate in consultation with the Cabinet Member (Strategic Finance and Resources) both for 2014/15 and on an on-going basis. The Scheme of Delegation for Employees (in Part 3 of the Constitution) would need to be amended to reflect this new delegation. The Executive Director, Resources has delegated powers under paragraph 3.7 of the Constitution to make changes to the Scheme of Delegation to ensure that all delegated powers are assigned to relevant employees and would exercise this power to amend the Constitution accordingly.

2. Options considered and recommended proposal

2.1 Calculation of the Council tax base

2.1.1 The regulations specify in detail the calculations required. The basic formula is AxB, where:

- '**A**' is the number of "Band D equivalent" properties estimated to be applicable for the forthcoming financial year. This is referred to as the 'gross tax base'. The calculation and exact definition is explained in section 2.1.3 below.
- '**B**' is the City Council's estimate of the Council Tax collection rate for those Band D equivalent properties as explained in section 2.2 below.

2.1.2 The calculation of the number of Band D equivalent properties is set out in full in appendix A. This provides a gross tax base figure (**A**) of 74,315.7 for the City of Coventry.

2.1.3 The gross tax base is derived for each band by taking the valuation list as at the 30th November in the current financial year, adjusted for the effect of exemptions, discounts and reliefs actually claimed on that day, as well as estimated changes throughout the year. The tax base is also adjusted for the estimated effect of reductions that have replaced the previous Council Tax benefits. The calculation of each band is then weighted to the equivalent of a Band D property and added together to give the gross tax base.

2.1.4 Calculation of the gross tax base takes into account an estimate of the change in tax base that is likely to occur during the forthcoming financial year. This includes the anticipated effect of retrospective amendments. The majority of these amendments

relate to properties that are exempt from Council Tax (e.g. student accommodation), where the exemption is only made known to the Council at a later date.

2.1.5 For the purposes of calculating the 2014/15 tax base, an adjustment of -1.00**%** has been made, based on existing experience, to take into account the anticipated effect of these amendments. This compares with an adjustment of -1.56% for the 2013/14 tax-base.

2.2 The Calculation of the Collection Rate

2.2.1 The City Council also has to estimate the likely rate of collection of Council Tax (referred to as '**B**' in 2.1.1 above). This determines the amount of tax due which the Council believes it can collect after allowing for bankruptcies, absconders and other non-collectable sums. The collection rate is applied to the gross tax base to give the net tax base, used for the purpose of setting Council Tax.

2.2.2 Reductions or increases in the collection rate lower or raise the net tax base and hence the amount of Council Tax available to fund services. A 0.25% variation in the collection rate would reduce or increase the amount of Council Tax to meet the budget requirement by approximately £250,000.

2.2.3 Balancing recent arrears collection performance and the pattern of write offs, it is recommended that an assumed eventual collection rate of **98.5%** is adopted for 2014/15. This maintains the same level used in setting the 2013/14 Council tax base, Analysis of collection rates across the age profile of debts suggests that an eventual collection rate of 98.5% remains realistic and prudent in the current economic climate. Collection performance will be monitored throughout the forthcoming year and the rate reviewed as part of the determination of 2015/16 tax base.

2.2.4 Multiplying the gross tax base (A) of 74,315.7 by the collection rate (B) of 98.5% gives a recommended net tax base of **73,201.0** for the City Council.

2.3 Calculation of Tax Base for the Parish Councils

2.3.1 The City Council is also required to calculate a tax base for each part of its area on which parish precepts are to be levied. Accordingly, the net tax bases for Allesley (Appendix B) and Keresley (Appendix C) parishes have been calculated as 298.3 and 208.9 respectively.

3. Results of consultation undertaken

None

4. Timetable for implementing this decision

The tax base assumed within this report relates to financial year 2014/15.

5. Comments from the Executive Director, Resources

5.1 Financial Implications

5.1.1 The contents of this report are driven by a statutory framework and as such we are governed by this framework in relation to the contents of the report. Council Tax collection performance is the key area that will dictate whether the Council achieves the eventual collection rate of 98.5% assumed within this report. This matter is subject to regular performance monitoring.

5.1.3 The net tax base directly influences the level of Council Tax levied and therefore the resources available to the City Council. This will be dealt with as part of the Tax setting and Budget Requirement Report that will be considered by Council on 25th February 2014.

5.2 Legal Implications

5.2.1 As stated in section 1 above, the tax base calculations for a particular financial year must comply with the Local Authorities (Calculation of Council tax base) Regulations 2012, and be determined by no later than 31st January in the preceding financial year. These regulations have been made under the Local Government Finance Act 1992, as amended (LGFA 1992).

5.2.2 The Local Government Finance Act 2012 (LGFA 2012) includes a number of amendments to the LGFA 1992 that affect the calculation of the Council tax base. These amendments require councils to operate a Council Tax reduction scheme (as a replacement of Council Tax benefit) and gave powers to determine further discounts and set premiums.

5.2.4 The Tax Base for the City Council will be used by the West Midlands Police and Crime Commissioner and the West Midlands Fire and Rescue Authority, when setting their 2014/15 precepts in February 2014. It will also be used to set the City Council's element of the Council Tax for 2014/15, at the full Council meeting on 25th February 2014.

6. Other implications

6.1 How will this contribute to achievement of the council's key objectives / corporate priorities (corporate plan/scorecard) / organisational blueprint / LAA (or Coventry SCS)?

This report is technical in nature and its implications do not have any direct bearing on these matters.

6.2 How is risk being managed?

Regular monitoring of performance will ensure that we can take appropriate management action in the area of Council Tax collection.

6.3 What is the impact on the organisation?

The report affects the potential Council Tax resources available to the City Council and, as such, impacts on the 2014/15 budget setting process.

6.4 Equalities / EIA

None.

6.5 Implications for (or impact on) the environment

No impact

6.6 Implications for partner organisations?

The Council tax base for the City Council will be used by the by the West Midlands Police and Crime Commissioner and the West Midlands Fire and Rescue Authority when setting their 2014/15 precept.

Report author(s):
Name and job title:
Phil Baggott, Lead Accountant
Directorate:
Resources
Tel and email contact:
024 7683 3815
phil.baggott@coventry.gov.uk

Contributor/approver name	Title	Directorate or organisation	Date doc sent out	Date response received or approved
Contributors:				
Paul Jennings	Finance Manager (Corporate Finance)	Resources	11.12.13	11.12.13
Names of approvers: (officers and members)				
Carol Bradford	Legal Officer	Resources	26.11.13	4.12.13
Lara Knight	Governance Services Officer	Resources	4.12.13	4.12.13
Finance: Barry Hastie	Assistant Director Financial Management	Resources	11.12.13	11.12.13
Director: Chris West	Executive Director, Resources	Resources	11.12.13	11.12.13

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

Appendix A Tax Base Calculation for 2014/15 Tax Setting (COVENTRY)

Band		A Entitled To Disabled Relief	A	B	C	D	E	F	G	H	TOTAL
Properties on Valuation List			56,113	40,701	22,451	8,842	4,386	2,263	1,375	166	**136,297**
Percentage of Total			41.1%	29.9%	16.5%	6.5%	3.2%	1.7%	1.0%	0.1%	**100.0%**
Adjustments:											
Exempt Dwellings (B to W)			(2,765)	(1,436)	(724)	(245)	(69)	(57)	(36)	(55)	**(5,387)**
Disabled Persons Relief	Additions	125	228	182	80	52	38	26	15		**746**
Disabled Persons Relief	Deletions		(125)	(228)	(182)	(80)	(52)	(38)	(26)	(15)	**(746)**
Number of Chargeable Dwellings on Valuation List	I	125	53,451	39,219	21,625	8,569	4,303	2,194	1,328	96	**130,910**
Percentage of Total		0.1%	40.7%	30.0%	16.5%	6.5%	3.3%	1.8%	1.0%	0.1%	**100.0%**
25% Discounts											
Single Person Discount (25%)		26	27,456	13,512	6,160	2,009	756	329	157	7	**50,412**
Dwellings entitled to 25% discount due to all but one resident being disregarded for council tax purposes		2	678	591	295	118	47	18	10	0	**1,759**
Total no. of dwellings with 25% discount	II	28	28,134	14,103	6,455	2,127	803	347	167	7	**52,171**
50% Discounts											
Dwellings entitled to 50% discount due to all residents being disregarded for council tax purposes		3	76	38	24	25	25	18	20	11	**240**
Dwellings classed as empty homes and entitled to 50% discount			3	3	0	0	0	0	0	0	**6**
Total no. of dwellings with 50% discount	III	3	79	41	24	25	25	18	20	11	**246**
Total equivalent number of chargeable dwellings after discounts, exemptions and disabled persons relief [Calculation: I-(II x 0.25) - (III x 0.5)]	IV	116.50	46,378.00	35,672.75	19,999.25	8,024.75	4,089.75	2,098.25	1,276.25	88.75	**117,744.25**
Anticipated change in taxbase during the year including the effect of retrospective amendments											**-1.00%**
Change in equivalent number of chargeable dwellings as a result of estimated tax base change during the year	V	(1.17)	(463.78)	(356.73)	(199.99)	(80.25)	(40.90)	(20.98)	(12.76)	(0.89)	**(1,177.45)**
Total equivalent number of dwellings after accounting for retorspective amendments [Calculation: IV + V]	VI	115.33	45,914.22	35,316.02	19,799.26	7,944.50	4,048.85	2,077.27	1,263.49	87.86	**116,566.80**
Estimated Effect of Council Tax Support Scheme											**-20.87%**
Change in equivalent number of chargeable dwellings as a result of estimated Effect of Council Tax Reduction scheme	VII	(24.07)	(9,582.30)	(7,370.45)	(4,132.11)	(1,658.02)	(844.99)	(433.53)	(263.69)	(18.34)	**(24,327.49)**
Total equivalent number of dwellings after accounting for retrospective amendments [Calculation: VI + VII]		91.26	36,331.92	27,945.57	15,667.15	6,286.48	3,203.86	1,643.74	999.80	69.52	**92,239.31**
Ratio of Band to Band D (where Band D = 9)		5	6	7	8	9	11	13	15	18	
Gross Tax Base *(to 1 decimal place)*		50.7	24,221.3	21,735.4	13,926.4	6,286.5	3,915.8	2,374.3	1,666.3	139.0	**74,315.7**
Collection Rate											**98.50%**
Net Tax Base *(to 1 decimal place)*											73,201.0

Appendix B Tax Base Calculation for 2014/15 Tax Setting (ALLESLEY)

Band			A Entitled To Disabled Relief	A	B	C	D	E	F	G	H	TOTAL
Properties on Valuation List				36	6	8	34	58	89	82	3	**316**
Percentage of Total				11.4%	1.9%	2.5%	10.8%	18.4%	28.2%	25.9%	0.9%	**100.0%**
Adjustments:												
Exempt Dwellings (A to W)				0	0	0	0	(1)	0	(1)	0	**(2)**
Disabled Persons Relief	Additions		0	0	0	0	1	0	3	1	0	**5**
Disabled Persons Relief	Deletions			0	0	0	0	(1)	0	(3)	(1)	**(5)**
Number of Chargeable Dwellings on Valuation List		I	0	36	6	8	35	56	92	79	2	**314**
Percentage of Total			0.0%	11.5%	1.9%	2.5%	11.1%	17.8%	29.4%	25.2%	0.6%	**100.0%**
25% Discounts												
Single Person Discount (25%)			0	15	2	2	3	11	21	10	0	**64**
Dwellings entitled to 25% discount due to all but one resident being disregarded for council tax purposes			0	0	0	0	0	0	0	0	0	**0**
Total no. of dwellings with 25% discount		II	0	15	2	2	3	11	21	10	0	**64**
50% Discounts												
Dwellings entitled to 50% discount due to all residents being disregarded for council tax purposes			0	0	0	0	0	0	0	1	1	**2**
Dwellings classed as empty homes and entitled to 50% discount				0	0	0	0	0	0	0	0	**0**
Total no. of dwellings with 50% discount		III	0	0	0	0	0	0	0	1	1	**2**
Total equivalent number of chargeable dwellings after discounts, exemptions and disabled persons relief [Calculation: I-(II x 0.25) - (III x 0.5)]		IV	0.00	32.25	5.50	7.50	34.25	53.25	86.75	76.00	1.50	**297.00**
Anticipated change in taxbase during the year including the effect of retrospective amendments												**-1.00%**
Change in equivalent number of chargeable dwellings as a result of estimated tax base change during the year		V	0.00	(0.32)	(0.06)	(0.08)	(0.34)	(0.53)	(0.87)	(0.76)	(0.02)	**(2.98)**
Total equivalent number of dwellings after accounting for retorspective amendments [Calculation: IV + V]		VI	0.00	31.93	5.44	7.42	33.91	52.72	85.88	75.24	1.48	**294.02**
Estimated Effect of Council Tax Support Scheme												**-20.87%**
Change in equivalent number of chargeable dwellings as a result of estimated Effect of Council Tax Reduction scheme		VII	0.00	(6.66)	(1.14)	(1.55)	(7.08)	(11.00)	(17.92)	(15.70)	(0.31)	**(61.36)**
Total equivalent number of dwellings after accounting for retorspective amendments [Calculation: VI + VII]			0.00	25.27	4.30	5.87	26.83	41.72	67.96	59.54	1.17	**232.66**
Ratio of Band to Band D (where Band D = 9)			5	6	7	8	9	11	13	15	18	
Gross Tax Base *(to 1 decimal place)*			0.0	16.8	3.3	5.2	26.8	51.0	98.2	99.2	2.3	**302.8**
Collection Rate												**98.50%**
Net Tax Base *(to 1 decimal place)*												298.3

Appendix C Tax Base Calculation for 2014/15 Tax Setting (KERESLEY)

Band			A Entitled To Disabled Relief	A	B	C	D	E	F	G	H	TOTAL
Properties on Valuation List				95	43	106	39	27	10	8	5	**333**
Percentage of Total				28.5%	12.9%	31.9%	11.7%	8.1%	3.0%	2.4%	1.5%	**100.0%**
Adjustments:												
Exempt Dwellings (A to W)				(3)	(2)	0	0	(1)	0	0	0	**(6)**
Disabled Persons Relief	Additions		0	0	2	1	0	0	0	0	0	**3**
Disabled Persons Relief	Deletions			0	0	(2)	(1)	0	0	0	0	**(3)**
Number of Chargeable Dwellings on Valuation List		I	0	92	43	105	38	26	10	8	5	**327**
Percentage of Total			0.0%	28.1%	13.1%	32.2%	11.6%	8.0%	3.1%	2.4%	1.5%	**100.0%**
25% Discounts												
Single Person Discount (25%)			0	47	24	29	8	5	0	0	0	**113**
Dwellings entitled to 25% discount due to all but one resident being disregarded for council tax purposes			0	0	1	2	1	0	0	0	0	**4**
Total no. of dwellings with 25% discount		II	0	47	25	31	9	5	0	0	0	**117**
50% Discounts												
Dwellings entitled to 50% discount due to all residents being disregarded for council tax purposes			0	0	1	0	0	0	0	0	1	**2**
Dwellings classed as empty homes and entitled to 50% discount				0	0	0	0	0	0	0	0	**0**
Total no. of dwellings with 50% discount		III	0	0	1	0	0	0	0	0	1	**2**
Total equivalent number of chargeable dwellings after discounts, exemptions and disabled persons relief [Calculation: I-(II x 0.25) - (III x 0.5)]		IV	0.00	80.25	36.25	97.25	35.75	24.75	10.00	8.00	4.50	**296.75**
Anticipated change in taxbase during the year including the effect of retrospective amendments												**-1.00%**
Change in equivalent number of chargeable dwellings as a result of estimated tax base change during the year		V	0.00	(0.80)	(0.36)	(0.97)	(0.36)	(0.25)	(0.10)	(0.08)	(0.05)	**(2.97)**
Total equivalent number of dwellings after accounting for retorspective amendments [Calculation: IV + V]		VI	0.00	79.45	35.89	96.28	35.39	24.50	9.90	7.92	4.45	**293.78**
Estimated Effect of Council Tax Support Scheme												**-20.87%**
Change in equivalent number of chargeable dwellings as a result of estimated Effect of Council Tax Reduction scheme		VII	0.00	(16.58)	(7.49)	(20.09)	(7.39)	(5.11)	(2.07)	(1.65)	(0.93)	**(61.31)**
Total equivalent number of dwellings after accounting for retorspective amendments [Calculation: VI + VII]			0.00	62.87	28.40	76.19	28.00	19.39	7.83	6.27	3.52	**232.47**
Ratio of Band to Band D (where Band D = 9)			5	6	7	8	9	11	13	15	18	
Gross Tax Base *(to 1 decimal place)*			0.0	41.9	22.1	67.7	28.0	23.7	11.3	10.4	7.0	**212.1**
Collection Rate												**98.50%**
Net Tax Base *(to 1 decimal place)*												208.9

Appendix D - Grant payment to Parish Councils

			Allesley	Keresley
a	Tax Base 2014/15 without the effect of Council Tax reductions		377.0	264.0
b	Effect of Council Tax reductions		-20.87%	-20.87%
c	Tax Base change as a result of Council Tax reductions	a x b	(78.7)	(55.1)
d	Tax Base 2014/15	a + c	298.3	208.9
e	Band D parish precept 2013/14		£10.31	£8.25
f	Loss of Income from Council Tax reductions	c x e	-£811	-£455
g	**Grant payment** (90% of lost income)	f x 90%	**£730**	**£409**

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Coventry City Council

Public report
Cabinet Report

Cabinet 7th January 2014
Council 14th January 2014

Name of Cabinet Member:
Acting Cabinet Member (Education) - Councillor Chater
Director Approving Submission of the report:
Director of Education and Inclusion

Ward(s) affected: Bablake, Cheylesmore, Longford Park, Sherbourne, Willenhall & Woodlands

Title:
Increasing Pupil Places Programme 2014 Phase 2 : Corpus Christi, Hollyfast, Little Heath, Park Hill & Whitley Abbey Primary Schools.

Is this a key decision?
Yes
This matter affects more than 2 electoral wards and proposes expenditure of over £500,000 in one year

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Executive Summary:

The Increasing Pupil Places Programme 2014 involves ten schools. The first five schools were approved by Cabinet as Phase 1 in June 2013. These schools were Aldermoor Farm Primary School, Broad Heath Primary School, Clifford Bridge Primary School, Coundon Primary School and Frederick Bird Primary School. This report seeks approval to the proposals and capital funding of a further five schools under phase 2 of the programme: Corpus Christi, Hollyfast, Little Heath, Park Hill & Whitley Abbey Primary Schools. An Official Journal of the European Community (OJEU) tender process was carried out Feb – May 2013 to select a consultant design team and partnering contractor. Associated Architects (lead consultants) and Wates Construction (partnering contractor) have developed the extension proposals in collaboration with key stakeholders. Planning applications have been submitted for all five schools in October 2013. Enabling works will be completed in time for the schools to increase their intake capacity from September 2014 and the main construction works completed for January 2015.

The estimated total costs based on the scheme design proposals is £12,326,157 (see 5.1.1). This is to be funded by a mixture of existing & future Central Government allocations & other grants (see 5.1.2).

Recommendations:

Cabinet is requested to recommend that Council:

1. Approve plans for the extensions and modifications to Corpus Christi, Hollyfast, Little Heath, Park Hill and Whitley Abbey Primary Schools in line with the proposals included in this report.

2. Approve the programme of £12,326,157 by the City Council to include expenditure for the extensions and modifications to Corpus Christi, Hollyfast, Little Heath, Park Hill and Whitley Abbey Primary Schools and Park Hill Play Group as set out in Table 5.1.2.

Council is requested to:

1. Approve plans for the extensions and modifications to Corpus Christi, Hollyfast, Little Heath, Park Hill and Whitley Abbey Primary Schools in line with the proposals included in this report.

2. Approve the programme of £12,326,157 by the City Council to include expenditure for the extensions and modifications to Corpus Christi, Hollyfast, Little Heath, Park Hill and Whitley Abbey Primary Schools and Park Hill Play Group as set out in Table 5.1.2.

List of Appendices included:

Appendix 1 – Corpus Christi Catholic Primary School Proposals
Appendix 2 – Hollyfast Primary School Proposals
Appendix 3 – Little Heath Primary School Proposals
Appendix 4 – Park Hill Primary School Proposals
Appendix 5 – Whitley Abbey Primary School Proposals

Background papers:

Nil
Other useful documents:

a) 26th February 2013 - Report on the 2013/2014 CLYP Capital Programme to Council
b) 9th October 2012 – Report to Cabinet on Proposed Expansions of Primary School Places 2014/15
c) 11th December 2012 – Report to Cabinet on Outcomes of Consultations on Proposed Expansions of Primary School Places 2014/15
d) 5th March 2013 Report to Cabinet: Proposed Expansions to Changes in Admissions Numbers for 12 primary schools for September 2014.
e) 18th June 2013 – Report to Cabinet on Increasing Pupil Places 2014 (Phase 1)

All of the above are available from the Council's website:

http://moderngov.coventry.gov.uk/ieListMeetings.aspx?CommitteeId=124

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: Increasing Pupil Places Programme 2014 Phase 2: Corpus Christi, Hollyfast, Little Heath, Park Hill & Whitley Abbey Primary Schools.

1. Context (or background)

1.1 In October 2012 the City Council reported on consultation arrangements and authorised procurement to commence for extending primary schools to meet the requirements of the Increasing Pupil Places Programme 2014. Following OJEU notices for a partnering design team, five architect-lead teams were invited to submit tenders. Headteachers formed part of the interviewing panel to select the successful team. Associated Architects (lead consultants) were appointed in May 2013. A partnering contractor was also selected following an OJEU notice and invitation to five contractors to submit tenders. Head teachers took part in the interview process and Wates Construction Ltd were appointed in June 2013. The design team have developed the proposals for each school following consultation with the school, governors, staff, pupils and the community. Details of the accommodation to be provided, room sizes and how they interconnect with the existing accommodation were agreed by the partnering team in accordance with DfE Building Bulletin 99 briefing framework for Primary School Projects and area guidelines for schools.

2. Recommended proposals

2.1 Corpus Christi Catholic Primary School is to increase from a 1FE (admission number of 30) to 2FE (admission number of 60). After dialogue with the Diocese, the school, the Local Authority and the design team a number of options were considered and a single design has been taken forward. A single storey teaching block is proposed which will incorporate 5 additional classrooms together with resource areas, group rooms, toilets and stores. A further single storey extension to the rear of the school to provide a further classroom along with toilets and group room is also proposed, this allows for improved year group pairings across the school. The proposals are illustrated in Appendix 1.

2.2 There will also be an element of remodelling to the existing school to provide suitable staff facilities and improved circulation. External works involve landscaping and new off-site parking arrangements. The proposals are illustrated in Appendix 1.

2.3 Hollyfast Primary School is to increase from a 2FE (admission number of 60) to 3FE (admission number of 90). A two storey teaching block is proposed to the north of the site which will incorporate six new classrooms with resource areas, ICT, Library, group rooms, toilets and stores. There will also be a single storey extension to the west of the site incorporating 3 new reception classrooms to which the school has contributed. The additional 2 reception classrooms are being provided because the school's current provision is a standalone block remote from the main buildings. Cost exercises were carried out at feasibility stage and it is more cost effective to build an additional 2 classrooms rather than extend and refurbish the existing block. External works involve a car park extension and extensions to the reception playground. The proposals are illustrated in Appendix 2.

2.4 Little Heath Primary School is to increase from a 1FE (admission number of 30) to 2FE (admission number of 60). A two storey teaching block is proposed to the north of the site which will incorporate eight new classrooms and associated group rooms, admin, welfare and studio hall facilities. There will also be an element of remodelling to the existing school to resolve circulation and year group pairing issues. External works involve additional parking spaces and a new KS 2 Playground. The proposals are illustrated in Appendix 3.

2.5 Park Hill Primary School is to increase in size from 1.5FE (admission number of 45) to 2FE (admission number of 60). A single storey teaching block is proposed to the north-east of the site which will incorporate 4 new classrooms with resource areas, group rooms and welfare accommodation. This will link the current standalone early years building to the main school buildings. There will also be remodelling to the existing school to allow for better circulation. Relocation of the Playgroup from its isolated position to within the main school buildings has been funded separately External works involve an additional overflow car park to the south of the site and the forming of a new pedestrian entrance to the east of the site and associated landscaping. The proposals are illustrated in Appendix 4.

2.6 Whitley Abbey Primary School is to increase in size from 1FE (admission number of 30) to 2FE (admission number of 60). A two storey teaching block is proposed to the east of the site which will incorporate six new classrooms with resource areas, group rooms, welfare facilities, hall space and family room facility, with a further extension to the existing reception classroom space. The family room has been provided to replace the existing one which requires demolition and is currently in the area of the proposed new build. External works involve additional playground space. The proposals are illustrated in Appendix 5.

3. Results of consultation undertaken

3.1 The responses to consultation to extend these five schools were set out in the 11th December 2012 report on Outcomes of Consultations on Proposed Expansions of Primary School Places 2014/15. Subsequent to this consultation process, a statutory notice period took place from 17th January 2013 to February 2013. No objections were raised.

3.2 Further consultations have been carried out in respect of the individual designs and the planning application process. Design observations were considered as part of the planning process.

4. Timetable for implementing this decision

4.1 Subject to the approval of this report and the planning applications, it is envisaged that the construction works will be timetabled as follows:

- Start on site at all sites – March/April 2014
- Enabling works for reception class intake completed by September start of Autumn term 2014
- Complete and handover all sites– January 2015

4.2 Planning permission has been granted for all five schools.

5. Comments from Director of Finance and Legal Services

5.1 Financial implications

5.1.1 The initial costs for this programme were shown and approved in the corporate 5 year capital programme (Budget Setting Report to Council 26th February 2013). In 2013, it was announced that the Council had been successful in obtaining funding contributions from the Government's Targeted Basic Need towards the cost of Corpus Christi, Hollyfast, Little Heath and Whitley Abbey. In addition two schools, Park Hill and Hollyfast have identified additional works that the schools are funding through other routes. Officers will be in dialogue with the Diocese to seek further funding avenues through LCVAP once the national allocations have been set. The estimated costs based on the scheme design proposals are outlined as follows:

School	Construction Cost	Fees, Surveys & Contingencies	Total Cost
	(£)	(£)	(£)
Corpus Christi	1,811,417	388,583	2,200,000
Hollyfast	2,391,282	508,718	2,900,000
Little Heath	2,162,271	437,729	2,600,000
Park Hill	1,639,283	286,874	1,926,157
Whitley Abbey	2,248,839	451,161	2,700,000
TOTAL COSTS	**10,253,092**	**2,073,065**	**12,326,157**

5.1.2 The funding streams for the programme of works is set out below:

Capital Funding:			Per school
Targeted Basic need funding	£	7,377,428	£1,844,357
Section 106 (Park Hill and Whitley Abbey)	£	131,313	
Early years allocation (Park Hill Playgroup)	£	200,000	
Schools contributions (Hollyfast)	£	120,000	
Grant funding (Basic Need)	£	3,378,860	
Basic need CCR funds	£	1,118,555	
Total Capital Funding	**£**	**12,326,157**	

The expected spend profile is:

School	Total Cost	2013/14	2014/15
	(£)	(£)	(£)
Corpus Christi	2,200,000	655,000	1,545,000
Hollyfast	2,900,000	655,000	2,245,000
Little Heath	2,600,000	655,000	1,945,000
Park Hill	1,926,157	470,000	1,456,157
Whitley Abbey	2,700,000	655,000	2,045,000
Totals	**12,326,157**	**3,090,000**	**9,236,157**

5.1.3 The Local Authority currently receive annual revenue funding for schools, and school-related services (i.e. funding for employee costs, running costs etc), based on the level of city wide pupil numbers at the relevant count date. This funding will therefore reflect increases/decreases in city wide pupil numbers. Funding is delegated to schools via the Fair Funding Formula, approximately 75% of this is based on pupil numbers.

5.2 Legal implications

5.2.1 The Council has undertaken procurement under the Public Contracts Regulations 2006 to select the contractor for the works as required under the rules for contracts. As referred to earlier in this report Wates Construction has been selected.

5.2.2 The Council has a duty to provide sufficient schools that are sufficient in number, character and equipment to provide for all pupils the opportunity of appropriate education [Education Act 1996 s14]

6. Other implications

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

6.1.1 Local Authorities have a statutory duty to ensure sufficient school places are available to meet local needs. The implementation of these extensions will increase the places for reception pupils by an additional 135 places for September 2014. .

6.2 How is risk being managed?

6.2.1 The construction costs included in this report are based on scheme design stage information and until the target cost is agreed on the detailed design information there is a risk that they may increase. A design contingency is included to manage this. Project risk registers are in place for the duration of the design development and construction.

6.3 What is the impact on the organisation?

6.3.1 The Schools that are being extended will plan to recruit additional staff as pupil numbers increase each year until they reach maximum capacity.

6.4 Equalities / EIA

6.4.1 The client and design team's decisions and solutions have taken inclusive design seriously right from conception through to occupation. Each school has been assessed thoroughly in line with the Disability Discrimination Act 2004' and meet the requirements of the Building Regulations and relevant British Standards including BS 8300 2009. Specific provisions of inclusion for wheelchair users; hard of hearing and visually impaired have been included in the designs. It will become an effective building management tool ensuring long term accessibility.

6.4.2 An access statement is provided for each school to act as an on-going live document. It documents the initial building approach for the new build and becomes an effective building management tool for the users to ensuring long term accessibility.

6.5 Implications for (or impact on) the environment

6.5.1 Best practices and principles of BREEAM Building Research Establishment Environmental Assessment Method) will be followed. Areas of measurement are

management, energy use, health and wellbeing, pollution, transport, land use, ecology, materials and water. The schemes will incorporate solar shading, high levels of natural light, control of internal lights to minimise usage, use of materials and components with zero Volatile Organic Compound's and no CFC's, high levels of insulation.

6.6 Implications for partner organisations?

6.6.1 The provision of improved facilities and the continuation of community rooms will enable schools to continue and potentially extend their offers they already make to parents and the wider community.

Report author(s):

Name and job title:
Martin Purdue, Project Manager, Project Delivery Team

Directorate:
Place Directorate

Tel and email contact:
024 7683 2857
martin.purdue@coventry.gov.uk

Enquiries should be directed to the above person.

Contributor/approver name	Title	Directorate or organisation	Date doc sent out	Date response received or approved
Contributors:				
Kate Ireland	Strategic Lead Learning And Achievement	People	2.12.13	5.12.13
Andy Pepper	Assistant Director, Children's Social Care and Early Intervention	People	2.12.13	
Judith Applegarth	Assistant Capital Programme Manager	People	2.12.13	2.12.13
Robin Baker	Assistant Primary Capital Programme Manager	People	2.12.13	4.12.13
David Mitchell	Manager – Project Delivery Team	Place	2.12.13	4.12.13
Richard Sykes	Team Leader - Development Management	Place	2.12.13	5.12.13
Ian Brindley	Lead Accountant	Resources	2.12.13	4.12.13
Neelesh Sutaria	HR Manager	Resources	2.12.13	3.12.13
Kevin Palmer	Energy Manager	Place	2.12.13	5.12.13
Lara Knight	Governance Services Team Leader	Resources	2.12.13	4.12.13
Rosalyn Lilley	Senior Solicitor	Resources	2.12.13	3.12.13
Names of approvers for submission: (officers and members)				
David Haley	Director of Education	People	2.12.13	5.12.13
Finance: Rachel Sugars	Finance Manager	Resources	2.12.13	5.12.13
Legal: Clarissa Evans	Commercial Team Manager	Resources	2.12.13	3.12.13
People: Ashley Simpson	Manager	People	2.12.13	2.12.13
Place: Nigel Clews	Assistant Director, Property Management	Place	2.12.13	5.12.13
Members: Councillor Chater	Cabinet Member	Members	2.12.13	5.12.13

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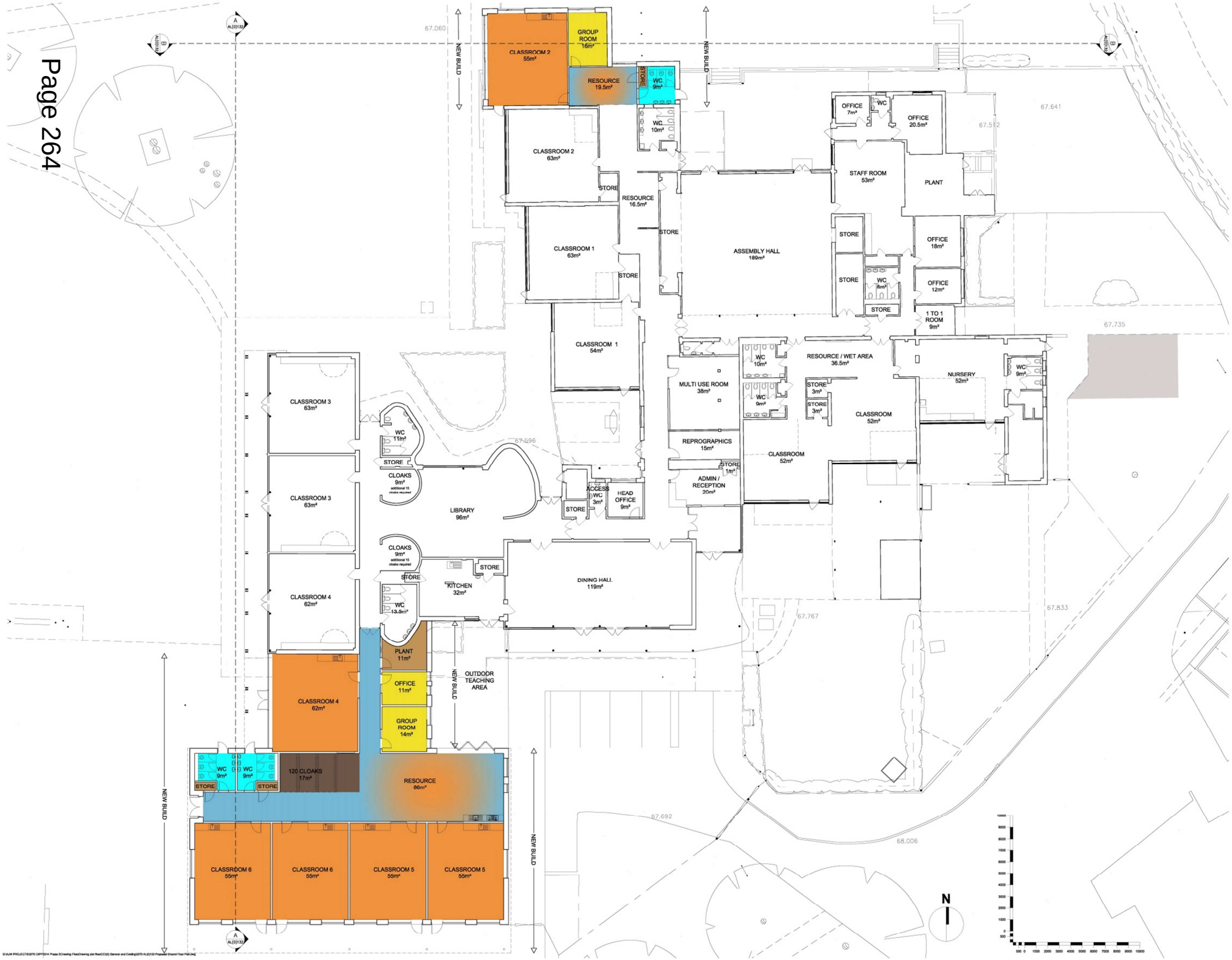
APPENDIX 1: CORPUS CHRISTI PRIMARY SCHOOL



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- denotes location of area in abeyance.

GIFA EXTENSION 1	- 511 m2
GIFA EXTENSION 2	- 102 m2
GIFA NEW BUILD	- 613 m2
GIFA EXISTING	- 1702m2

Rev.	Details:	By / Chk:	Date:
A	PLANNING	MW/NI	27.06.2013
X	FIRST ISSUE.	NR	03.06.2013

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1 Brown Street Place - The Mailbox
Birmingham • B1 1SS
T +44 (0)121 233 8000
F +44 (0)121 200 1564
mail@associated-architects.co.uk
www.associated-architects.co.uk

Client:
COVENTRY CITY COUNCIL

Project:
CIPP2014 Phase 2 -
CORPUS CHRISTI PRIMARY SCHOOL

Drawing Title:
PROPOSED GROUND FLOOR PLAN

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APPENDIX 2: HOLLYFAST PRIMARY SCHOOL

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- denotes existing structure to be removed.

DRAFT

Rev	Details:	By / Chk:	Date:
C	Stage E DRAFT	BB	21.10.13
B	Planning	BB/RP	27.09.13
A	External openings coordinated with Elevations	BB	03.09.13
X	FIRST ISSUE.		

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1 Severn Street Place > The Mailbox
Birmingham > B1 1RD
T +44 (0)121 233 8833
F +44 (0)121 200 1064
mail@associated-architects.co.uk
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Client:
COVENTRY CITY COUNCIL

Project:
CIPF 2014 Phase 2
HOLLYFAST PRIMARY SCHOOL

Drawing Title:
PROPOSED GROUND FLOOR PLAN

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Status:
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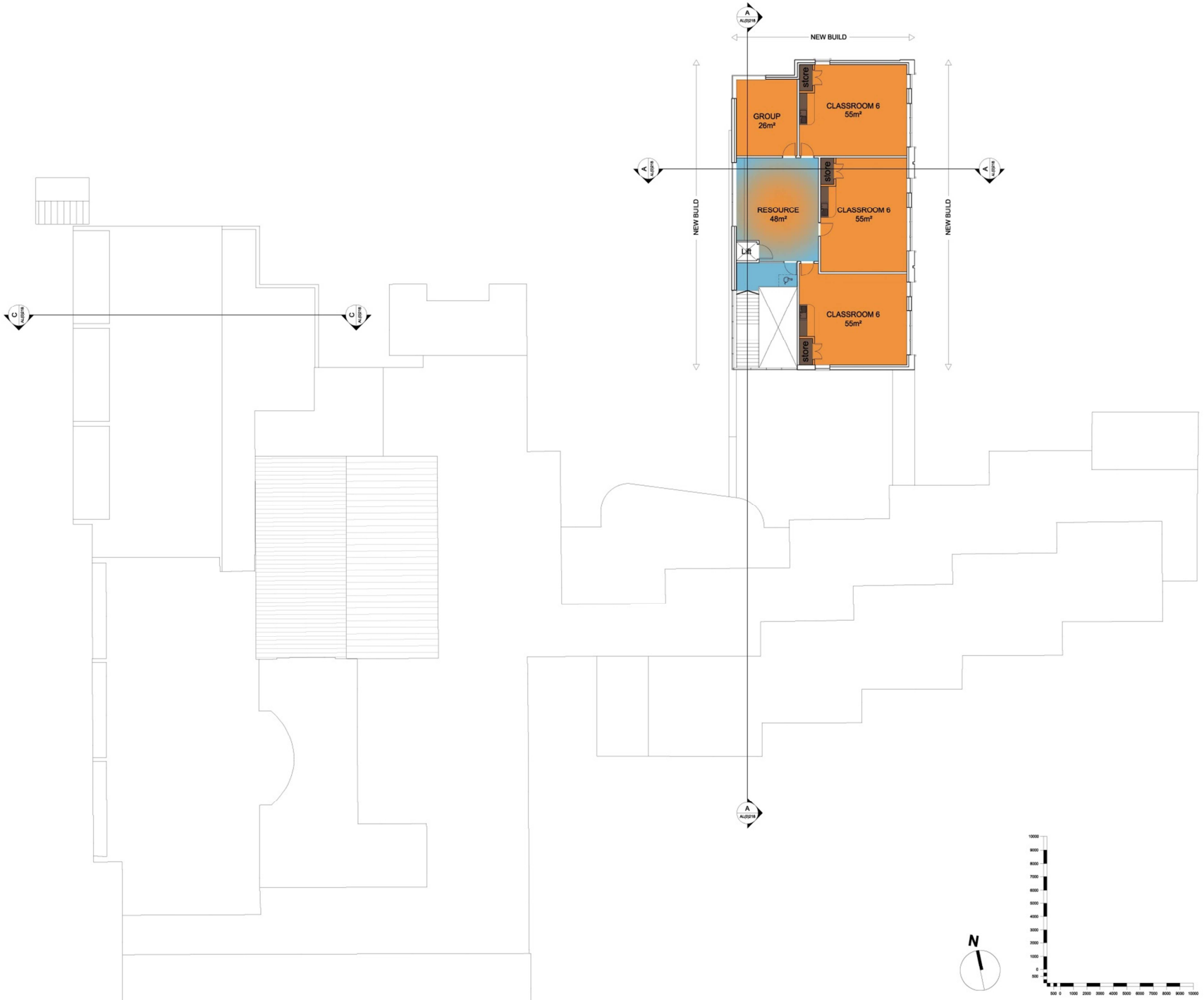

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Rev:	Details:	By / Chk:	Date:
B	PLANNING ISSUE	BB	27.06.2013
A	External openings coordinated with Elevations	BB	03.06.2013
X	FIRST ISSUE.	DL	16.05.13

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1 Devon Street Place • The Mailbox
Birmingham • B1 1SS
T +44 (0)121 233 6600
F +44 (0)121 300 1064
mail@associated-architects.co.uk
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Client:
COVENTRY CITY COUNCIL

Project:
CIPP 2014 Phase 2
HOLLYFAST PRIMARY SCHOOL

Drawing Title:
PROPOSED FIRST FLOOR PLAN

Scale: 1:100 @ A0

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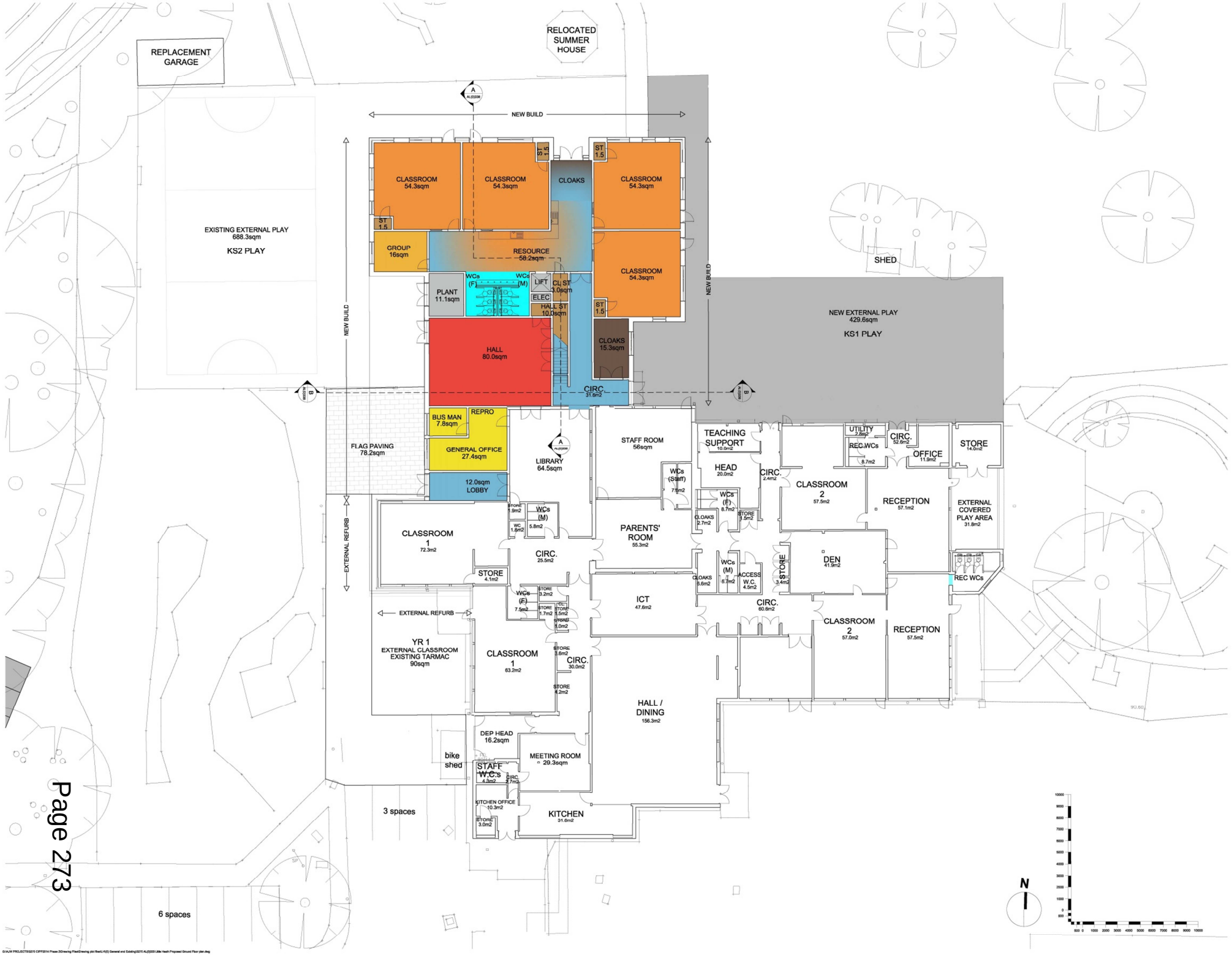
Hollyfast Primary School

APPENDIX 3: LITTLE HEATH PRIMARY SCHOOL



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Birmingham - B1 1BZ
T +44 (0)121 233 6500
F +44 (0)121 200 1084
mail@associated-architects.co.uk
www.associated-architects.co.uk

Client:
COVENTRY CITY COUNCIL

Project:
CIPP 2014 Phase 2
LITTLE HEATH PRIMARY SCHOOL

Drawing Title:
PROPOSED GROUND FLOOR PLAN

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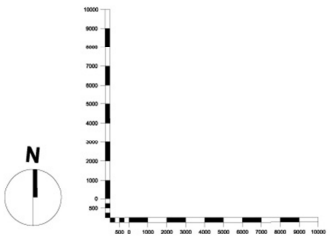
G:\AJW PROJECTS\3270 CIPP2014 Phase 2\Drawing Files\Drawing plot files\LH\[0] General and Existing\3270 AL(0)333 Little Heath Proposed Ground Floor plan.dwg



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A	PLANNING	KC/PP	27.09.2013
X	FIRST ISSUE.		

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T +44 (0)121 233 1900
F +44 (0)121 233 1904
mail@associated-architects.co.uk
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Client:
COVENTRY CITY COUNCIL

Project:
CIPP 2014 Phase 2
LITTLE HEATH PRIMARY SCHOOL

Drawing Title:
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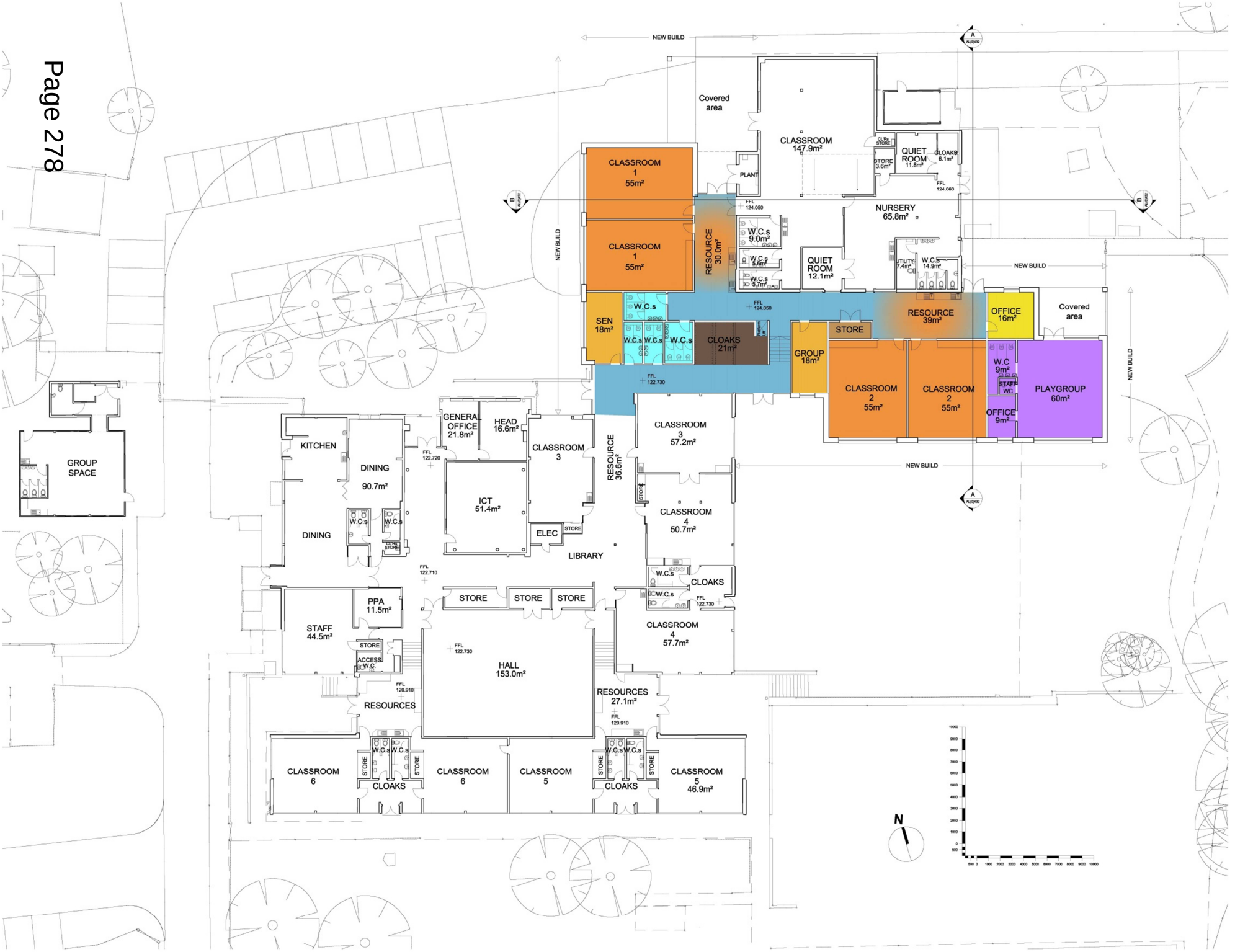
Little Heath Primary School

Little Heath Primary School

APPENDIX 4: PARK HILL PRIMARY SCHOOL



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X	FIRST ISSUE	NR	02.06.2013

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T +44 (0)121 200 1660
F +44 (0)121 200 1661
mail@associated-architects.co.uk
www.associated-architects.co.uk

Client:
COVENTRY CITY COUNCIL

Project:
CIPP2014 Phase 2 -
PARK HILL PRIMARY SCHOOL

Drawing Title:
PROPOSED GROUND FLOOR PLAN

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APPENDIX 5: WHITLEY ABBEY PRIMARY SCHOOL

B	PLANNING	KC/RP	27.06.13
A	UPDATED TO SUIT REVISED ELEVATIONS	KC/RP	06.06.13
-	FIRST ISSUE.	KC/RP	23.04.13
Rev:	Details:	By / Chk:	Date:

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1 Severn Street Place • The Mailbox
Birmingham • B1 1SG
T +44 (0)121 233 6900
F +44 (0)121 345 1444
mail@associated-architects.co.uk
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Client:
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Project:
CIPP 2014 PHASE II

Drawing Title:
WHITLEY ABBEY PROPOSED GROUND FLOOR

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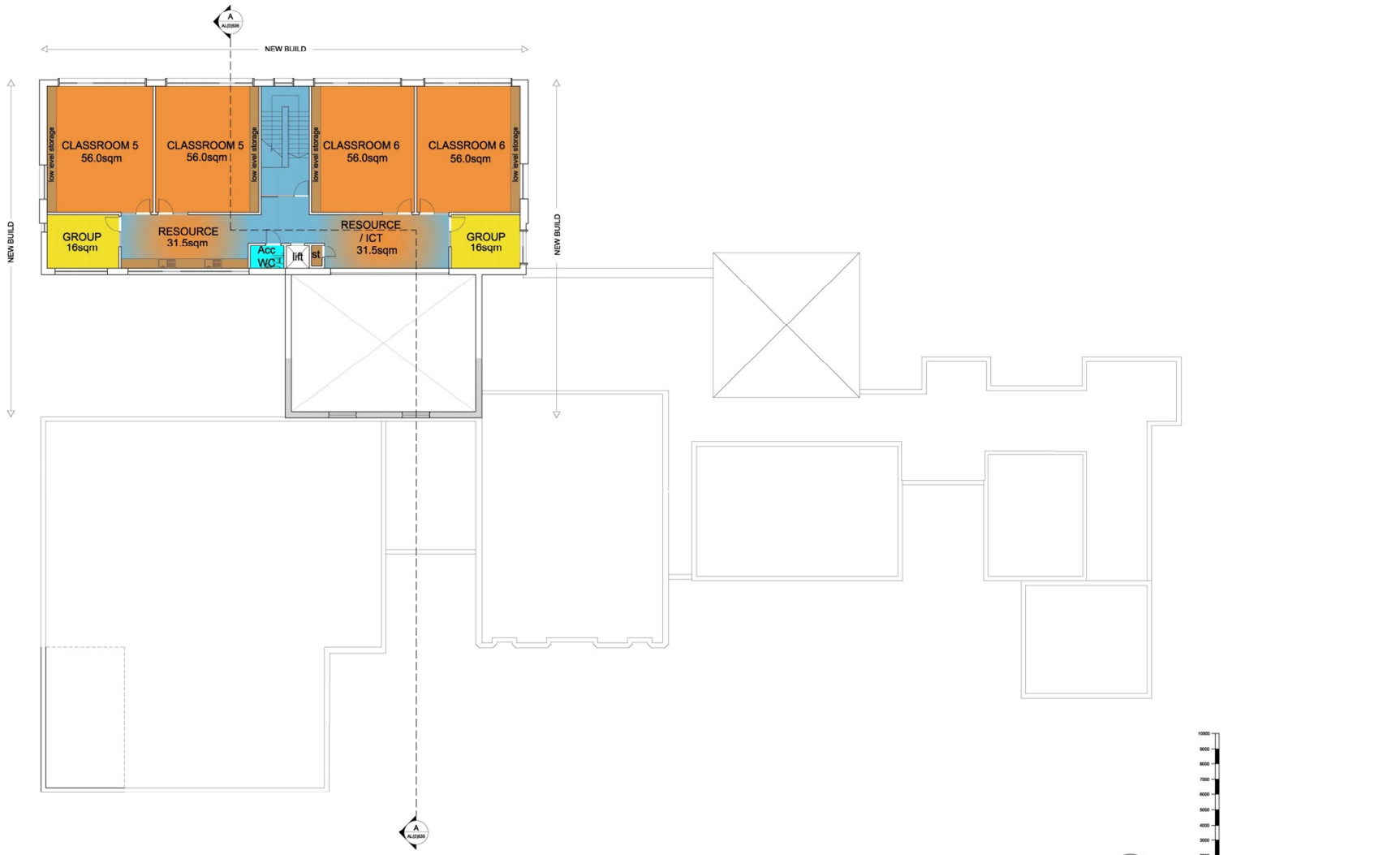

General Notes:

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A	PLANNING	KC/RP	27.09.13
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F +44 (0)121 600 1501
mail@associated-architects.co.uk
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Client:
COVENTRY CITY COUNCIL

Project:
CIPP2014 Phase 2 -
WHITLEY ABBEY PRIMARY

Drawing Title:
PROPOSED FIRST FLOOR PLAN

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ABBEY PRIMARY SCHOOL
WHITLEY

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Coventry City Council

Public report
Cabinet

Cabinet — 7th January 2014
Council — 14th January 2014

Name of Cabinet Member:
Cabinet Member (Community Safety and Equalities) – Councillor Townshend

Director Approving Submission of the report:
Executive Director, Resources

Ward(s) affected:
All Wards

Title:
Polling District and Polling Place Review - Update

Is this a key decision?
Yes

The proposals contained within this report will impact on all Wards in the City.

Executive Summary:

Section 18C(1) of the Representation of the People Act 1983 (RPA 1983) places a duty on all UK local authorities to review their parliamentary polling places within 18 months of a Parliamentary Election. The Electoral Commission have advised that the formal review process must take place between 1st October 2013 and 1st February 2015, and no part of the formal review can be carried out before 1st October 2013. In view of this advice, the Panel agreed a timetable and the notice of the review was to be published on 7th October 2013.

The annual audit of electors is currently being conducted with the revised register being published on 17 February 2014. The review needs to be completed in sufficient time to allow the revised register to be published using the revised polling districts, and allowing adequate time to book polling stations for the local and European parliamentary elections in 2014.

The report details a revised polling district and polling place scheme for the City of Coventry.

Recommendations:

The Cabinet is requested to recommend that Council consider and approve the proposed revised polling district and polling place scheme.

The Council is requested to consider and approve the proposed revised polling district and polling place scheme.

List of Appendices included:

Appendix 1	Draft Revised Polling District and Polling Place Scheme
Appendix 2	Suggested roads/properties to be moved from one polling district to another
Appendix 3	Maps detailing the suggested polling district boundaries with the future proposed polling district names for the 18 wards.
Appendix 4	Responses to the consultation
Appendix 5	Acting Returning Officer's recommendations regarding polling stations together with any comments received from the Ward Councillors

Other useful 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?

Although this report has not been considered elsewhere, the matter has been considered by the Advisory Panel on Electoral Arrangements at a number of their meetings.

Will this report go to Council?

Yes – 14th January 2014

Page 3 onwards
Polling District and Polling Place Review - Update

1. **Context (or background)**

1.1 As required under Section 18C(1) of the Representation of the People Act 1983, the Council has reviewed its parliamentary polling places.

1.2 Section 18B RPA 1983 states the authority must designate the polling places for the polling districts in its area.

1.3 Section 25 of Schedule 1 of RPA 1983 states that the Returning Officer must provide a sufficient amount of polling stations, shall allocate electors to those polling stations, and those polling stations shall be in the polling place for that district

1.4 The notice of the review was published on 7th October and confirmed there would be a consultation period from the 7th October to 18th November 2013.

1.5 Attached at Appendix 1 is the draft revised polling district and polling place scheme it:-

- confirms the current polling station
- confirms the current polling place
- recommends the future polling place for the polling district
- confirms the current polling district name
- recommends the future polling districts name – the only names that have been amended are where it has been recommended to delete a polling district, therefore the polling district name is changed for consistency.
- details suggested changes to polling district boundaries

1.6 Attached at Appendix 2 is a report detailing the suggested roads/properties to be moved from one polling district to another.

1.7 Attached at Appendix 3 are the suggested polling district boundaries with the future proposed polling district names for all 18 Wards.

1.8 Attached at Appendix 4 are the responses received during the consultation period.

1.9 Attached at Appendix 5 are the Acting Returning Officer's recommendations regarding polling stations together with any comments received from the Ward Councillors.

2. **Options considered and recommended proposal**

2.1 During February and March 2013, all existing polling stations were contacted to check whether or not they were available for future use at elections and to establish if there were any particular issues in relation to the premises. It was noted that four polling stations were no longer available and 18 schools had requested that possible alternative locations be considered so that they were no longer polling stations.

2.2 The Electoral Services team contacted 157 alternative premises that were identified by ward members, schools and electoral services to establish if they would be suitable and if they would be willing to allow the returning officer to use them as polling stations.

2.3 The Electoral Services Manager met with the Ward Councillors for all 18 Wards and discussed the existing polling stations and polling district boundaries with a view to see if any improvements could be made. Electoral Services had considered ways to reduce the number of portacabins or the change location from schools which close on polling day and where possible alternatives were put to the members at the meetings.

2.4 Councillors were given the opportunity to consider these suggestions for alternative polling stations and polling district boundaries and were asked if there were any other suitable buildings which could be used as polling stations in the ward which could be considered. Members were also asked if they had any suggestions of their own on re-drawing existing polling district boundaries.

2.5 Ward Councillors received copies of draft suggestions for their wards together with maps detailing possible revised polling district boundaries and alternative polling stations and were asked for their comments.

2.6 At the meeting in September the panel agreed the draft polling district and polling place scheme for consultation.

2.7 All the information relating to the Polling District and Polling Place Review has been published on the Councils website.

3. **Results of consultation undertaken**

3.1 The electors of Coventry and any person or body with expertise in access for persons with any type of disability were invited to make representations or to comment on the draft scheme to Coventry City Council. These comments are lists in Appendix 4.

3.2 Electoral Services have completed site visits for all proposed new polling stations to ensure that they will be suitable for use as polling station locations and reported their findings back to the relevant Ward Councillors.

4. Timetable for implementing this decision

4.1 If this report is approved the revised polling district and polling place scheme will become effective when the revised register of electors is published on 17 February 2014 as required by the Representation of the People Act 1983 (as amended).

5. Comments from Executive Director, Resources

5.1 Financial implications

There are no financial implications associated with this report.

5.2 Legal implications

Section 18C(1) of the Representation of the People Act 1983 (RPA 1983) places a duty on all UK local authorities to review their parliamentary polling districts and polling places within 18 months of a Parliamentary Election.

6. Other implications

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

The Council is legally required to review its polling district and polling place scheme within 18 months of a Parliamentary Election. It needs to consider locations of polling places which provide its electorate with adequate access and facilities in which to cast their vote. In view of this there is no direct link to the Council's key objectives/corporate priorities.

6.2 How is risk being managed?

The key risk associated with this report is around electors not being aware of where they should go to vote if their polling station has changed, this is dealt with by sending poll cards to all electors on the run up to an election.

6.3 What is the impact on the organisation?

There is no impact on the organisation associated with this report.

6.4 Equalities / EIA

When assessing the location of polling places accessibility issues have been included to ensure that all proposed polling stations have full access.

6.5 Implications for (or impact on) the environment

There are no implications for the environment associated with this report.

6.6 Implications for partner organisations?

There are no implications for partner organisations associated with this report.

Report author(s):

Name and job title:
Liz Read, Electoral Services Manager

Directorate:
Resources

Tel and email contact:
024 7683 3177, liz.read2@coventry.gov.uk

Enquiries should be directed to the above person.

Contributor/approver name	Title	Directorate or organisation	Date doc sent out	Date response received or approved
Contributors:				
Lara Knight	Governance Services Team Leader	Resources	29.11.13	29.11.13
Other members				

Names of approvers for submission: (officers and members)				
Finance: Neil Chamberlain	Finance Manager	Resources	5/12/13	17/12/13
Legal: Christine Forde	Deputy Director Legal Services	Resources	5/12/13	17/12/13
Director: Martin Reeves	Chief Executive	Chief Executives	5/12/13	17/12/13
Members: Phil Townshend	Cabinet Member (Community Safety and Equalities)		5/12/13	17/12/13

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Appendices

Revised Polling District and Polling Place Scheme for Approval and Implementation on 17th February 2014
Bablake

Appendix 1

Name of current Polling Station	Name of current Polling Place	Name of proposed Polling Place	Current Polling District	Future Polling District	Draft Polling District and Polling Place Scheme
Brownshill Green United Reformed Church Hall	Hawkes Mill Lane	Hawkes Mill Lane	AA	AA	No changes to the existing arrangements.
Allesley Village Hall	Birmingham Road, Allesley	Birmingham Road, Allesley	AB	AB	No changes to the existing arrangements.
Portacabin, Car Park, The Old Shepherd, Keresley Road	Portacabin, Car Park, The Old Shepherd, Keresley Road		AC		Delete and merge polling district with Ai and Aj see appendix 2 detailing streets to be moved to each polling district
Portacabin, Car Park, Wallace Hotel, Keresley Road	Portacabin, Car Park, Wallace Hotel, Keresley Road		AD		Delete and merge polling district with Ae, Ag and Aj see appendix 2 detailing streets to be moved to each polling district
Arthur Diamond House	Holloway Field	Holloway Field	AE	AE	Move some streets from Ad, Af and Ag to Ae see appendix 2 detailing streets to be moved
Christ The King Library, (at the side of the Church)	Westhill Road	Westhill Road	AF	AF	No changes to the existing arrangements.
Hollyfast Primary School	Hollyfast Road	Hollyfast Road	AG	AG	Move some streets from this polling district to Ae and take in some streets from Aj to this polling district see appendix 2 detailing streets to be moved
Keresley United Reformed Church	Bennetts Road	Bennetts Road	AH	AH	No changes to the existing arrangements.
Whitmore Park Primary School	Halford Lane	Halford Lane	AI	AI	Take in some streets from Ac to this polling district see appendix 2 detailing streets to be moved
Keresley Grange Primary School	Waste Lane	Waste Lane	AJ	AJ	Move some streets from this polling district to Ag and take in some streets from Ac to this polling district see appendix 2 detailing streets to be moved

Brownshill Green United Reformed Church Hall	Hawkes Mill Lane	Washbrook Lane	AK	AK	Move some streets from this polling district to Al see appendix 2 detailing streets to be moved. Merge polling district An with this polling district. Move polling station to Scout Headquarters, Washbrook Lane
Keresley Grange Primary School	Waste Lane	Hawkes Mill Lane	AL	AC	Take in some streets from Ak to this polling district see appendix 2 detailing streets to be moved. Move polling station to Brownshill Green United Reformed Church Hall, Hawkes Mill Lane
Scout Headquarters	Washbrook Lane	Washbrook Lane	AM	AD	No changes to the existing arrangements.
Scout Headquarters, Washbrook Lane	Scout Headquarters, Washbrook Lane		AN		Delete and merge this polling district with Ak

Revised Polling District and Polling Place Scheme for Approval and Implementation on 17th February 2014
Binley and Willenhall

Name of current Polling Station	Name of current Polling Place	Name of proposed Polling Place	Current Polling District	Future Polling District	Draft Polling District and Polling Place Scheme
Coventry Saracens R.F.C	Breden Avenue	Breden Avenue	BA	BA	No changes to the existing arrangements.
St. Bartholomews C.E. Primary School	Bredon Avenue	Bredon Avenue	BB	BB	No changes to the existing arrangements.
Stretton C.E. Primary School	Stretton Avenue	Stretton Avenue	BC	BC	No changes to the existing arrangements.
Hagard Youth and Community Centre	Remembrance Road	Remembrance Road	BD	BD	No changes to the existing arrangements.
Middle Ride Community Centre	Middle Ride	Middle Ride	BE	BE	No changes to the existing arrangements.
Ernesford Grange Primary School	Foxton Road	Foxton Road	BF	BF	No changes to the existing arrangements.
Ernesford Grange School and Community College	Princethorpe Way	Princethorpe Way	BG	BG	No changes to the existing arrangements.
John Whites Community Centre	Grange Avenue	Grange Avenue	BH	BH	No changes to the existing arrangements.

Revised Polling District and Polling Place Scheme for Approval and Implementation on 17th February 2014
Charlesmore

Name of current Polling Station	Name of current Polling Place	Name of proposed Polling Place	Current Polling District	Future Polling District	Draft Polling District and Polling Place Scheme
Whitley Abbey Community School (Mara House)	Abbey Road	Abbey Road	CA	CA	No changes to the existing arrangements.
Portacabin, Corner of Daventry Road and Queen Isobels Avenue	Daventry Road and Queen Isobels Avenue		CB		Delete and merge this polling district with Ch
Portacabin, Adj. 105/107 Sedgemoor Road	Sedgemoor Road	Sedgemoor Road	CC	CC	No changes to the existing arrangements.
Howes Primary School	Palermo Avenue	Palermo Avenue	CD	CD	No changes to the existing arrangements.
Manor Park Primary School	Ulverscroft Road	Ulverscroft Road	CE	CE	No changes to the existing arrangements.
Quinton Park Baptist Church Hall	Quinton Park	Quinton Park	CF	CF	Take in some streets from Ch to this polling district see appendix 2 detailing streets to be moved
Portacabin, Car Park, The War Memorial Park	Leamington Road	Leamington Road	CG	CG	No changes to the existing arrangements.
Christ Church Community Centre	Frankpledge Road	Frankpledge Road	CH	CB	Merge polling district with Cb and move some streets from this polling district to Cf see appendix 2 detailing streets to be moved

Revised Polling District and Polling Place Scheme for Approval and Implementation on 17th February 2014
Earlsdon

Name of current Polling Station	Name of current Polling Place	Name of proposed Polling Place	Current Polling District	Future Polling District	Draft Polling District and Polling Place Scheme
Earlsdon Methodist Church	Earlsdon Avenue South	Earlsdon Avenue South	DA	DA	No changes to the existing boundary, move polling station to the Resources Centre for the Blind, Earlsdon Avenue South.
The Gilbert Richards Centre	Broadway	Broadway	DB	DB	No changes to the existing arrangements.
St. Barbara's Church	Rochester Road	Rochester Road	DC	DC	No changes to the existing arrangements.
St James' Church, Styvechale	Knoll Drive	Knoll Drive	DD	DD	No changes to the existing arrangements.
Portacabin, Corner or Sir Henry Parkes Road and Canley Road	Sir Henry Parkes Road and Canley Road	Sir Henry Parkes Road and Canley Road	DE	DE	No changes to the existing arrangements.
St. Thomas More R.C. Church	Watercall Avenue	Watercall Avenue	DF	DF	No changes to the existing arrangements.
Stivichall Primary School	Coat of Arms Bridge Road	Coat of Arms Bridge Road	DG	DG	No changes to the existing arrangements.
Standard Triumph Recreation Club	Tile Hill Lane	Tile Hill Lane	DH	DH	No changes to the existing arrangements.

Revised Polling District and Polling Place Scheme for Approval and Implementation on 17th February 2014
Foleshill

Name of current Polling Station	Name of current Polling Place	Name of proposed Polling Place	Current Polling District	Future Polling District	Draft Polling District and Polling Place Scheme
Foleshill Community Centre	757 Foleshill Road	757 Foleshill Road	EA	EA	Take in some streets from Ef to this polling district see appendix 2 for details of streets to be moved
St. Elizabeth's RC Primary School	St. Elizabeth's Road	St. Elizabeth's Road	EB	EB	Take in some streets from Ee and Ef to this polling district see appendix 2 for details of streets to be moved
Portacabin, Corner of Pridmore Road & Lockhurst Lane	Pridmore Road & Lockhurst Lane	Polling District EC	EC	EC	Take in some streets from Ef to this polling district see appendix 2 for details of streets to be moved If a room is made available at Priddy Place, 5 Maycock Road the polling station will move there if not it then will continue with portacabin at corner of Pridmore Road & Lockhurst Lane
St. Barnabas' Family Centre	Oliver Street	Oliver Street	ED	ED	No changes to the existing arrangements.
Broad Street Meeting Hall	Broad Street	Broad Street	EE	EE	Move some streets from this polling district to Eb and take in some streets from polling district Ef to this polling district see appendix 2 for details of streets to be moved
Foleshill Sports & Leisure Centre	Livingstone Road				Delete polling district and move some streets to Ea, some to Eb, some to Ec and some to Ee see appendix 2 for details of which streets are to be moved to which polling district
Eagle Street Play Centre	Eagle Street	Eagle Street	EG	EG	No changes to the existing arrangements.
Foleshill Community Fire Safety Centre	Foleshill Road	Foleshill Road	EH	EF	No changes to the existing arrangements.

Revised Polling District and Polling Place Scheme for Approval and Implementation on 17th February 2014
Henley

Name of current Polling Station	Name of current Polling Place	Name of proposed Polling Place	Current Polling District	Future Polling District	Draft Polling District and Polling Place Scheme
St. Mary's Church Parish Centre	Hall Lane and Ansty Road	Hall Lane and Ansty Road	FA	FA	No changes to the existing arrangements.
St. Peter and Paul R.C. Primary School	Arkle Drive		FB		Delete and merge this polling district with Fi
Moat House Leisure & Neighbourhood Centre	Deedmore Road	Deedmore Road	FC	FC	Move some streets from this polling district to Fe and take in some streets from polling districts Fe and Fh to this polling district see appendix 2 for details of streets to be moved
St. Philip's Church	Ringwood Highway	Ringwood Highway	FD	FD	Move some streets from this polling district to Fg and take in some streets from polling district Fg to this polling district see appendix 2 for details of streets to be moved
St. Chad's Church Hall	Hillmorton Road	Deedmore Road	FE	FE	Move some streets from this polling district to Fc and take in some streets from polling district Fc to this polling district see appendix 2 for details of streets to be moved
Henley Green Community Centre	Wyken Croft	Wyken Croft	FF	FF	Take in some streets from polling district Fh to this polling district see appendix 2 for details of streets to be moved
Potters Green U.R. Church	Woodway Lane	Wigston Road	FG	FG	Move some streets from this polling district to Fd and take in some streets from polling districts Fd and Fi to this polling district see appendix 2 for details of streets to be moved
Portacabin, Corner of Broad Park Road and Ellacombe Road	Broad Park Road and Ellacombe Road		FH		Delete and merge this polling district with Fc and Ff see appendix 2 for details of the streets to be allocated to each polling district
Sir Frank Whittle Primary School	Narbeth Way	Narbeth Way	FI	FB	Merge this polling district with Fb and move some streets from this polling district to Fg see appendix 2 for details of streets to be moved

Revised Polling District and Polling Place Scheme for Approval and Implementation on 17th February 2014
Holbrook

Name of current Polling Station	Name of current Polling Place	Name of proposed Polling Place	Current Polling District	Future Polling District	Draft Polling District and Polling Place Scheme
Holy Family R.C. Church Hall	Penny Park Lane	Penny Park Lane	GA	GA	No changes to the existing arrangements.
Holbrooks Community Centre	John Shelton Drive	John Shelton Drive	GB	GB	Move some streets from this polling district to Gf see appendix 2 for details of streets to be moved
Portacabin, St Lukes Road (Hen Lane end)	St Lukes Road	Polling District GC	GC	GC	No changes to the existing arrangements.
Hen Lane Social Club	Beacon Road	Beacon Road	GD	GD	Take in some streets from polling district Gf see appendix 2 for details of streets to be moved
St. Luke's Parish Centre	Rotherham Road	Rotherham Road	GE	GE	No changes to the existing arrangements.
Nursery Building, Parkgate Primary School	Parkgate Road	Parkgate Road	GF	GF	Move some streets from this polling district to Gd and take in some streets from polling districts Gb to this polling district see appendix 2 for details of streets to be moved
Maymorn Club	Everdon Road	Everdon Road	GG	GG	No changes to the existing arrangements.
Portacabin, Corner of Burnaby Road and Catesby Road	Burnaby Road and Catesby Road	Polling District GH	GH	GH	No changes to the existing arrangements.
Portacabin, Car Park, The Craftsman, Beake Avenue	Beake Avenue	Polling District GI	GI	GI	No changes to the existing arrangements.
Portacabin, Halford Lodge, Cottage Farm Road	Cottage Farm Road	Cottage Farm Road	GJ	GJ	No changes to the existing arrangements. Unless a room is made available at Cottage Farm Lodge, Cottage Farm Road

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Longford

Name of current Polling Station	Name of current Polling Place	Name of proposed Polling Place	Current Polling District	Future Polling District	Draft Polling District and Polling Place Scheme
Longford Park Primary School	Windmill Road	Windmill Road	HA	HA	Take in some streets from polling district Hd see appendix 2 for details of streets to be moved
Grangehurst Primary School	Anderton Road	Anderton Road	HB	HB	No changes to the existing arrangements.
St. Laurence's Church Hall	Old Church Road	Old Church Road	HC	HC	No changes to the existing arrangements.
St. Thomas' Church	Hurst Road	Hurst Road	HD	HD	Move some streets from this polling district to Ha see appendix 2 for details of streets to be moved
Alderman's Green Free Methodist Church	Alderman's Green Road	Alderman's Green Road	HE	HE	No changes to the existing arrangements.
Bell Green Community Centre	Old Church Road	Old Church Road	HF	HF	No changes to the existing arrangements.
Old Police Station, adj to Samuel Hayward House	Roseberry Avenue	Riley Square	HG	HG	No changes to the existing boundary, move polling station to Bell Green Library and Learning Centre, Riley Square.
Portacabin, Corner of Armfield Road and Proffitt Avenue	Armfield Road and Proffitt Avenue	Polling District HH	HH	HH	No changes to the existing arrangements.
Portacabin, Corner of Honeysuckle Drive and Almond Tree Avenue	Honeysuckle Drive and Almond Tree Avenue	Polling District HI	HI	HI	No changes to the existing arrangements.
Harris Hall, Lentons Lane Baptist Church	Lentons Lane	Lentons Lane	HJ	HJ	No changes to the existing arrangements.
Courthouse Green Primary School	Sewall Highway	Sewall Highway	HK	HK	No changes to the existing arrangements.
Union Place Baptist Church (now known as Longford Baptist Church)	Oban Road	Oban Road	HL	HL	No changes to the existing arrangements.

Revised Polling District and Polling Place Scheme for Approval and Implementation on 17th February 2014
Lower Stoke

Name of current Polling Station	Name of current Polling Place	Name of proposed Polling Place	Current Polling District	Future Polling District	Draft Polling District and Polling Place Scheme
Newland Court Sheltered Housing Scheme	School Close	School Close	JA	JA	No changes to the existing arrangements.
Sacred Heart Church	Harefield Road	Harefield Road	JB	JB	No changes to the existing arrangements.
Portacbin, Adj. Aldermoor Lane Clinic, Aldermoor Lane	Aldermoor Lane	Polling District JC	JC	JC	No changes to the existing arrangements.
Life Building (Old Aldermoor Farm School)	Round House Road	Round House Road	JD	JD	No changes to the existing arrangements.
Portacabin, Corner Of Harris Road & Biggin Hall Crescent	Harris Road and Biggin Hall Crescent	Polling District JE	JE	JE	No changes to the existing arrangements.
Scout Headquarters	Bromleigh Drive	Bromleigh Drive	JF	JF	No changes to the existing arrangements.
Portacabin, Corner of The Barley Lea and The Lindfield	The Barley Lea and The Lindfield	Polling District JG	JG	JG	No changes to the existing arrangements.
Ravensdale Primary School	Ravensdale Road	Ravensdale Road	JH	JH	No changes to the existing arrangements.
Macdonald Road Methodist Church	Macdonald Road	Macdonald Road	JI	JI	No changes to the existing arrangements.

Revised Polling District and Polling Place Scheme for Approval and Implementation on 17th February 2014
Radford

Name of current Polling Station	Name of current Polling Place	Name of proposed Polling Place	Current Polling District	Future Polling District	Draft Polling District and Polling Place Scheme
St. Georges Church Hall	Banks Road	Banks Road	KA	KA	No changes to the existing arrangements.
Hill Farm Primary School	Foster Road	Foster Road	KB	KB	Move some streets from this polling district to Kc see appendix 2 for details of streets to be moved
Radford Primary School	Lawrence Saunders Road	Radford Road	KC	KC	Move some streets from this polling district to Kd and take in some streets from polling districts Kb to this polling district see appendix 2 for details of streets to be moved Move polling station to Savoy Gala Bingo, Radford Road
Lawrence Saunders Road Baptist Church	Lawrence Saunders Road	Lawrence Saunders Road	KD	KD	Take in some streets from polling districts Kc to this polling district see appendix 2 for details of streets to be moved
Radford Community Service Centre	Jubilee Crescent	Jubilee Crescent	KE	KE	No changes to the existing arrangements.
Coventry Coachmakers Club	St Nicholas Street	St Nicholas Street	KF	KF	No changes to the existing arrangements.
William Batchelor House	Leicester Row	Leicester Row	KG	KG	No changes to the existing arrangements.
Jaguar Cars Sports & Social Club	Chorley Way	Kinlet Close	KH	KH	No changes to the existing boundary, move polling station to Jaguar Bowls Club, Kinlet Close.

Revised Polling District and Polling Place Scheme for Approval and Implementation on 17th February 2014
St. Michaels

Name of current Polling Station	Name of current Polling Place	Name of proposed Polling Place	Current Polling District	Future Polling District	Draft Polling District and Polling Place Scheme
Southfields Primary School	East Street	East Street	LA	LA	No changes to the existing arrangements.
Frederick Bird Primary School	Swan Lane	Swan Lane	LB	LB	No changes to the existing arrangements.
St. Anne and All Saints Community Hall	Acacia Avenue	Acacia Avenue	LC	LC	No changes to the existing arrangements.
St. Peter's Community Centre	Charles Street	Charles Street	LD	LD	Move some streets from this polling district to Lf see appendix 2 for details of streets to be moved
Elm Bank Training Centre	Mile Lane	Mile Lane	LE	LE	No changes to the existing arrangements.
St. Mary & St.Benedict R.C Primary School	Leigh Street	Leigh Street	LF	LF	Take in some streets from polling district Ld see appendix 2 for details of streets to be moved
Gosford Park Childrens Centre	Humber Avenue	Humber Avenue	LG	LG	No changes to the existing arrangements.
Warwick Road Church Centre, Church Hall	Warwick Row	Earl Street	LH	LH	No changes to the existing boundary, move polling station to room 21, Council House, Earl Street.
Elim Pentecostal Church	Butts	Butts	LI	LI	No changes to the existing arrangements.

Revised Polling District and Polling Place Scheme for Approval and Implementation on 17th February 2014
Sherbourne

Name of current Polling Station	Name of current Polling Place	Name of proposed Polling Place	Current Polling District	Future Polling District	Draft Polling District and Polling Place Scheme
Holyhead Road United Reformed Church	Holyhead Road	Holyhead Road	MA	MA	No changes to the existing arrangements.
St. Christopher Primary School	Allesley Old Road	Allesley Old Road	MB	MB	No changes to the existing arrangements.
Christ The King Library, (at the side of the Church)	Westhill Road	Shorncliffe Road	MC	MC	Move some streets from this polling district to Md and take in some streets from polling districts Md to this polling district see appendix 2 for details of streets to be moved Move Polling Station to Coundon Social Club, Shorncliffe Road
Coundon Primary School	Forfield Road	Forfield Road	MD	MD	Move some streets from this polling district to Mc and take in some streets from polling districts Mc to this polling district see appendix 2 for details of streets to be moved
Spon Gate Childrens Centre	Upper Spon Street	Upper Spon Street	ME	ME	No changes to the existing arrangements.
St. Osburgs Parish Room	Upper Hill Street	Upper Hill Street	MF	MF	No changes to the existing arrangements.

Revised Polling District and Polling Place Scheme for Approval and Implementation on 17th February 2014
Upper Stoke

Name of current Polling Station	Name of current Polling Place	Name of proposed Polling Place	Current Polling District	Future Polling District	Draft Polling District and Polling Place Scheme
St. Margaret's Church	Argyll Street	Argyll Street	NA	NA	No changes to the existing arrangements.
Enterprise Club	Avon Street	Avon Street	NB	NB	Move some streets from this polling district to Ng and take in some streets from polling districts Ng to this polling district see appendix 2 for details of streets to be moved
St Albans Church	Mercer Avenue	Mercer Avenue	NC	NC	No changes to the existing arrangements.
Stoke Heath Primary School	Heath Crescent	Heath Crescent	ND	ND	No changes to the existing arrangements.
Lyng Hall Secondary School	Blackberry Lane	Blackberry Lane	NE	NE	No changes to the existing arrangements.
Longfield House	Bell Green Road	Bell Green Road	NF	NF	No changes to the existing arrangements.
Army Cadet Force Centre, Entrance between 35 & 37 Sewall Highway	Sewall Highway	Polling District NG	NG	NG	Move polling station to portacabin St Margarets Park, Corner of Ansty Road and Wykeley Raod Move some streets from this polling district to Nb and take in some streets from polling districts Nb to this polling district see appendix 2 for details of streets to be moved
Stoke Primary School	Briton Road	Briton Road	NH	NH	No changes to the existing arrangements.

Revised Polling District and Polling Place Scheme for Approval and Implementation on 17th February 2014
Wainbody

Name of current Polling Station	Name of current Polling Place	Name of proposed Polling Place	Current Polling District	Future Polling District	Draft Polling District and Polling Place Scheme
Grange Farm Primary School	Dewsberry Avenue	Dewsberry Avenue	PA	PA	No changes to the existing arrangements.
Finham Primary School	Green Lane	Green Lane	PB	PB	Take in some streets from polling districts Pc and Pf to this polling district see appendix 2 for details of streets to be moved
Portacabin, Corner of Brentwood Avenue and Howes Lane	Brentwood Avenue and Howes Lane	Polling District PC	PC	PC	Move some streets from this polling district to Pb see appendix 2 for details of streets to be moved
Portacabin, Corner of Moreall Meadows and The Arboretum	Moreall Meadows and The Arboretum	Polling District PD	PD	PD	No changes to the existing arrangements.
Cannon Park Primary School	Cannon Hill Road	Cannon Hill Road	PE	PE	No changes to the existing arrangements.
Woodside Avenue Methodist Church	Woodside Avenue South	Woodside Avenue South	PF	PF	Move some streets from this polling district to Pb see appendix 2 for details of streets to be moved
University Of Warwick - Ramphal Building	University Of Warwick Campus	University Of Warwick Campus	PG	PG	No changes to the existing arrangements.

Revised Polling District and Polling Place Scheme for Approval and Implementation on 17th February 2014
Westwood

Name of current Polling Station	Name of current Polling Place	Name of proposed Polling Place	Current Polling District	Future Polling District	Draft Polling District and Polling Place Scheme
Our Lady of the Assumption Social Centre	Tile Hill Lane	Tile Hill Lane	QA	QA	Take in some streets from polling districts Qf to this polling district see appendix 2 for details of streets to be moved
St. James Church Hall	Westcotes	Westcotes	QB	QB	No changes to the existing arrangements.
Tanyard Farm Community Hall	Tanyard Close	Tanyard Close	QC	QC	Take in some streets from polling districts Qf to this polling district see appendix 2 for details of streets to be moved
Portacabin, Corner of Beech Tree Avenue and Lime Tree Avenue	Beech Tree Avenue and Lime Tree Avenue	Polling District QD	QD	QD	No changes to the existing arrangements.
George Rowley House	Thimbler Road	Prior Deram Walk	QE	QE	Take in some streets from polling districts Qg to this polling district see appendix 2 for details of streets to be moved Move polling station to Canley Community Centre, Prior Deram Walk
Leigh C.E. Primary School	Plants Hill Crescent		GF		Delete and merge polling district with polling districts Qa and Qc see appendix 2 for details of which streets move to which polling district
Portacabin, Layby in John Rous Avenue	John Rous Avenue		QG		Delete and merge polling district with polling districts Qe and Qh see appendix 2 for details of which streets move to which polling district
Xcel Leisure Centre	Mitchell Avenue	Mitchell Avenue	QH	GF	Take in some streets from polling districts Qg and Qi to this polling district see appendix 2 for details of streets to be moved
Greek Orthodox Church of Holy Transfiguration	Westwood Heath Road	Westwood Heath Road	QI	QG	Move some streets from this polling district to Qh see appendix 2 for details of streets to be moved

Revised Polling District and Polling Place Scheme for Approval and Implementation on 17th February 2014
Whoberley

Name of current Polling Station	Name of current Polling Place	Name of proposed Polling Place	Current Polling District	Future Polling District	Draft Polling District and Polling Place Scheme
Hearsall Community Primary School	Kingston Road	Kingston Road	RA	RA	No changes to the existing arrangements.
Wilfred Spencer Centre	Whitaker Road	Whitaker Road	RB	RB	Move some streets from this polling district to Rc and take in some streets from polling districts Rd and Rf to this polling district see appendix 2 for details of streets to be moved
Whoberley Youth Centre	Wildcroft Road	Wildcroft Road	RC	RC	Take in some streets from polling districts Rb and Rf to this polling district see appendix 2 for details of streets to be moved
Allesley Hall Primary School	Winsford Avenue	Winsford Avenue	RD	RD	Take in some streets from polling district Rf to this polling district see appendix 2 for details of streets to be moved
Hearsall Baptist Church Hall	Queensland Avenue	Queensland Avenue	RE	RE	Take in some streets from polling district Rf to this polling district see appendix 2 for details of streets to be moved
St. Christopher Primary School	Allesley Old Road Entrance		RF		Delete and merge polling district with polling districts Rb, Rc and Re see appendix 2 for details of streets to moved to which polling district

Revised Polling District and Polling Place Scheme for Approval and Implementation on 17th February 2014
Woodlands

Name of current Polling Station	Name of current Polling Place	Name of proposed Polling Place	Current Polling District	Future Polling District	Draft Polling District and Polling Place Scheme
Scout Hut, rear of 1 Kenthurst Close	Kenthurst Close	Eastern Green Road	SA	SA	Move some streets from this polling district to Sd and Se and take in some streets from polling districts Se, Sg and Sh to this polling district see appendix 2 for details of streets to be moved Move polling station to Lutheran Centre, Eastern Green Road for all future elections - If building works at Lutheran Centre are not completed in time for 2014 Election, agreed to place a portacabin close the the land
St. Oswald's Church Hall	Jardine Crescent	Jardine Crescent	SB	SB	No changes to the existing arrangements.
Our Lady of the Assumption Social Centre	Tile Hill Lane	Tile Hill Lane	SC	SC	No changes to the existing arrangements.
Eastern Green Junior School	Sutton Avenue	Church Lane	SD	SD	Take in some streets from polling district Sa see appendix 2 for details of streets to be moved Move polling station to Eastern Green Social Club, Church Lane
The Woodlands School	Broad Lane	Broad Lane	SE	SE	Move some streets from this polling district to Sa and Si and take in some streets from polling districts Sa to this polling district see appendix 2 for details of streets to be moved
St. John Vianney Parish Room	Bishopton Close	Bishopton Close	SF	SF	Take in some streets from polling district Sg see appendix 2 for details of streets to be moved
Park Hill Primary School - Playgroup Annexe	Lower Eastern Green Lane	Lower Eastern Green Lane	SG	SG	Move some streets from this polling district to Sf see appendix 2 for details of streets to be moved
Mount Nod Primary School	Greenleaf Close	Greenleaf Close	SH	SH	Move some streets from this polling district to Sa see appendix 2 for details of streets to be moved
		Broad Lane	SI	SI	Create new polling district for Bannerbrook Estate and move some streets from Se to Si see appendix 2 for details of streets to be moved Use Woodlands School as double polling station

Revised Polling District and Polling Place Scheme for Approval and Implementation on 17th February 2014
Wyken

Name of current Polling Station	Name of current Polling Place	Name of proposed Polling Place	Current Polling District	Future Polling District	Draft Polling District and Polling Place Scheme
Youell Court, Residential Care Centre for the Elderly	Skipworth Road	Skipworth Road	TA	TA	No changes to the existing arrangements.
Wyken United Reformed Church	Hocking Road	St Austell Road	TB	TB	Move some streets from this polling district to Tg and take in some streets from polling districts Te to this polling district see appendix 2 for details of streets to be moved Move polling statiom Holy Cross Church Hall, St Austell Road
Wyken Croft Primary School	Wyken Croft	Wyken Croft	TC	TC	No changes to the existing boundary. For 2014 elections due to building works move polling station to Wyken Parish Hall reverting back to Wyken Croft Primary School once building works completed.
Community Centre, Clifford Bridge School	Coombe Park Road	Coombe Park Road	TD	TD	No changes to the existing boundary. For 2014 elections due to building works an alternative room in the school or a portacabin on the site may need to be used.
Richard Lee Primary School - Children's Centre	The Drive		TE		Delete and merge polling district with polling districts Tb and Tf see appendix 2 for details of which streets are to go to which polling districts
St. Gregory's R.C. Primary School	Harry Rose Road	Harry Rose Road	TF	TF	Take in some streets from polling districts Te to this polling district see appendix 2 for details of streets to be moved
Wyken Community Centre	Westmorland Road	Westmorland Road	TG	TG	Take in some streets from polling districts Tb and Te to this polling district see appendix 2 for details of streets to be moved
St. John Fisher R.C. Primary School	Kineton Road	Tiverton Road	TH	TH	No changes to the existing boundary, move polling station to St John Fisher Parish Centre, Tiverton Road.
Pearl Hyde Primary School	Dorchester Way	Dorchester Way	TI	TI	No changes to the existing arrangements.

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Appendix 2

Report of suggested moves from one Polling District to another

Appendix 3

Coventry - All Wards

Suggested moves from one Polling District to another

Current Polling District	Street Name	Property Numbers (if not whole street)	Future Polling District
Bablake			
AC	Addison Road	3-131(Odd); 146-42(Even); 36-12(Even)	AJ
AC	Bablake Close	1-18(Cont)	AJ
AC	Bowness Close	1-63(Odd); 64-2(Even)	AI
AC	Copthorne Road	1-15(Odd); 44-2(Even); 1-30(Cont) Copthorne Lodge	AJ
AC	Dickens Road	1-127(Odd); 127A; 129; 122-94(Even); 92A; 92-48(Even); 46A; 46-2(Even)	AJ
AC	Fraser Road	1-27(Odd); 28-2(Even)	AI
AC	Kelmscote Road	1-99(Odd); 50-20(Even); 10-2(Even)	AJ
AC	Keresley Green Road	50-6(Even); 2	AJ
AC	Keresley Road	89-125(Odd); The Old Shepherd; 202A; 198-170(Even); 166-142(Even); 140A; 140; 138A; 138-90(Even)	AJ
AC	Locke Close	1-19(Odd); 20-2(Even)	AI
AC	Morton Close	1-23(Odd); 24-2(Even)	AI
AC	Sadler Road	117-169(Odd); 199-249(Odd)	AI
AC	Stennels Close	1-45(Odd)	AJ
AC	Stevenson Road	1-91(Odd); 112-2(Even)	AJ
AC	Tamworth Road	1-11(Odd); 15-17(Odd)	AJ
AC	The Scotchill	3-95(Odd); 108-2(Even)	AJ
AC	Thurlestone Road	1-47(Odd); 51-61(Odd); 92-2(Even)	AJ
AD	Brackenhurst Road	1-49(Odd); 78-2(Even)	AE
AD	Brownshill Green Road	15-31(Odd); 31A; 33-81(Odd); 81A; 81B; Flat 83; 85A; 92-2(Even)	AE
AD	Chesterton Road	1-63(Odd); 54-2(Even)	AE
AD	Conrad Road	1-29(Odd); 30-28(Even); 24-2(Even)	AE
AD	Hardy Road	1-27(Odd); 28-2(Even)	AE
AD	Keresley Road	1-39(Odd); 41/43; 45-73(Odd); The Wallace; 88-6(Even); 2	AE
AD	Norman Place Road	1-49(Odd); 55-147(Odd); 128-60(Even); 58A-56A(Even); 50-12(Even)	AG
AD	Sadler Road	3-49(Odd); 53-113(Odd); 1-12(Cont) Greyfriars Court	AE

AD	Wallace Road	1-91(Odd); 94-48(Even); Flat Over 46; Flat Over 36-34(Even); 32-4(Even)	AJ

AF	Fullers Close	1-11(Odd); 15-35(Odd); 16-2(Even)	AE

AG	Drummond Close	1-23(Odd); 12-2(Even)	AE
AG	Duncroft Avenue	3-67(Odd); 112-72(Even); 46-2(Even)	AE

AJ	Mapleton Road	25-79(Odd); 102-40(Even)	AG

Binley and Willenhall – None

Cheylesmore

CB	Cornelius Street	1-73(Odd); 58-2(Even)	CH
CB	Glover Street	1-11(Odd); 11A; 15-49(Odd); 66-30(Even); 28A; 28-2(Even)	CH
CB	Hockett Street	1-33(Odd); 26-2(Even)	CH
CB	Joan Ward Street	1-43(Odd); 50-2(Even)	CH
CB	Lichfield Road	1-65(Odd); 32-18(Even); 16A; 16-10(Even); 8A; 8-6(Even); 4A; 4-2(Even)	CH
CB	Purefoy Road	1-47(Odd); 44-22(Even); 18-20; 16-2(Even)	CH
CB	Queen Isabels Avenue	Flat 7 5-7; 9-75(Odd); 70-10(Even)	CH
CB	Quinton Road	33; 37-39(Odd); Annex at 39; 41-113(Odd); 72-38(Even); 34-26(Even)	CH
CB	Silksby Street	1-69(Odd); 68-66(Even); 60-2(Even)	CH
CB	The Martyrs Close	1-65(Odd); 80-4(Even)	CH
CB	Thomas Landsdail Street	1-83(Odd); 56-2(Even)	CH
CB	Wrigsham Street	1-51(Odd); 24-2(Even)	CH

CH	Esher Drive	1-11(Odd); 15-21(Odd); 12-2(Even)	CF
CH	Rosegreen Close	3-11(Odd); 15-27(Odd); 16-2(Even)	CF
CH	Rosegreen Close	1-11(Odd) Eric Inott House; 15-31(Odd) Eric Inott House; 30-2(Even) Eric Inott House	CF
CH	Seneschal Road	1-81(Odd); 85-123(Odd); 100-82(Even); 76-2(Even)	CF
CH	William Bristow Road	1-75(Odd); 81-115(Odd); 86-50(Even); 48A; 48-2(Even)	CF

Earlsdon - None

Foleshill

EE	Princess Street	51-127(Odd); 118-28(Even)	EB
EE	St Elizabeths Road	The Presbytery; 64-8(Even); 6A; 6-2(Even)	EB

EF	Alum Close	1-11(Odd); 15-17(Odd); 24-2(Even)	EA
EF	Blackwell Road	3-59(Odd); 63-75(Odd); 81-119(Odd); 121-123; 125-131(Odd); 44-2(Even)	EA
EF	Boston Place	Flat Above Railway Hotel; 23-31(Odd)	EA
EF	Culworth Court	1-63(Cont)	EB
EF	Culworth Row	1-9(Odd); 8-2(Even)	EB
EF	Dunnose Close	1-9(Odd); 12-2(Even)	EB
EF	Durbar Avenue	11-49(Odd); First Floor Flat 51; 53-69(Odd); 73-141(Odd); 110-64(Even); 52-48(Even); 44-8(Even)	EA
EF	Foleshill Road	The General Wolfe 551; 563-565; 577-579(Odd); 587; 591; 597-609(Odd); 611-613; 615-619(Odd); Flat Above 621; First Floor Flat 623; 625A; 424 - 452A (Even)	EB
EF	Foleshill Road	507A; 509; First Floor Flat 545; First Floor Flat 418; 416; 410-408(Even); 364; 356;	EE
EF	Gosport Road	1-9(Odd); 16-2(Even)	EA
EF	Heera Close	1-11(Odd); 15-25(Odd); 4-2(Even)	EE
EF	Horndean Close	1-11(Odd); 12-2(Even)	EA
EF	Livingstone Road	First Floor Flat Unit A 1	EE
EF	Lockhurst Lane	175; 177A; 181; 207; 256-204(Even); 200A; 200; 198A; 198-192(Even); 190A; 188-186(Even)	EC
EF	Lymington Close	1-11(Odd); 15-21(Odd); 10-2(Even)	EB
EF	Northey Road	5-39(Odd); 80; 80A; 78-2(Even)	EE
EF	Park Street	7-9(Odd); 15-41(Odd); 30-8(Even); 4-2(Even)	EE
EF	Pennington Way	1-11(Odd); 15-29(Odd); 34-2(Even)	EA
EF	Queen Marys Road	1-69(Odd); 91-129(Odd); Flat 131-133; 137-143(Odd); Flat 1 145; Flat 2 145; 147-153(Odd); 157-213(Odd); 214-208(Even); 204-206; 202-174(Even); 170-172; 168-138(Even); 130-96(Even); 92-94; 90-22(Even); 18-12(Even); 8-10; 6-4(Even)	EA
EF	Rocken End	1-9(Odd); 8-2(Even)	EB
EF	Station Street West	7-39(Odd); 63; 67-93(Odd); 130-104(Even); 100-88(Even); 78-70(Even); 56-58; 42-40(Even); Flat Above Unit 19 Station St West Business Park	EE

Henley

FB	Ansty Road	535 (Odd)	FI
FB	Arkle Drive	1; 1A; 3-11(Odd); 15-27(Odd); School House; 16-14(Even)	FI
FB	Beckbury Road	1-19(Odd); 70-2(Even)	FI
FB	Blackshaw Drive	1-11(Odd); 15-47(Odd); 34-2(Even); 1-3(Cont) Paterson Court	FI
FB	Cheltenham Croft	1-3(Odd); 16-2(Even)	FI
FB	Crowmere Road	1-29(Odd); 56-2(Even)	FI
FB	Darnford Close	1-61(Odd); 54-2(Even)	FI
FB	Henley Road	538-480(Even)	FI
FB	Hinckley Road	67-139(Odd)	FI
FB	Larkin Grove	1-9(Cont)	FI
FB	Regina Crescent	3-29(Odd); 56-10(Even)	FI
FB	Regis Walk	1-11(Odd); 15-23(Odd); 2	FI
FB	Shirley Road	1; 1A; 3-79(Odd); 84-2(Even)	FI
FB	Woodway Lane	7A; 11; 15-17(Odd); 41-47(Odd); 47A; 55B; 55; Elm Farm Residential Home 57; 61-81(Odd); 85-87(Odd); 97-99(Odd); 103; 109-119(Odd); 121A; 121B; 123-125(Odd); 142A; 142B; 142C; 140-122(Even); 110-104(Even); 100-98(Even); 94-90(Even); 86-76(Even); First Floor Flat 62; 60-28(Even); 1-12(Cont) The Old Yard; 14-87(Cont) The Old Yard	FI

FC	Bay Tree Close	1-11(Odd); 15; 24-10(Even)	FE
FC	Bilberry Road	1-11(Odd); 15-17(Odd); 18-2(Even)	FE
FC	Celandine Road	1-9(Odd); 11/ 15; 20-2(Even)	FE
FC	Deedmore Road	160-154(Even)	FE
FC	Hillmorton Road	1-7(Odd)	FE
FC	Honiley Way	1-11(Odd)	FE
FC	Laurel Close	1-11(Odd); 15-17(Odd); 12-2(Even)	FE
FC	Lentons Lane	351-367(Odd)	FE
FC	Lillington Road	1-11(Odd); 13-15; 17-61(Odd); 65-75(Odd); 79-93(Odd); 70-60(Even); 2-48(Even) Honiley Court	FE
FC	Shilton Lane	1-11(Odd); 15; 19; 25-27(Odd); The Boat Inn; 35-43(Odd); 43A; 45; 57-61(Odd); 67-77(Odd); 235-251(Odd); 88-84(Even); 70; 62-60(Even); 54-18(Even)	FE
FC	Shirebrook Close	1-11(Odd); 34-2(Even)	FE
FC	Strawberry Walk	1-11(Odd); 15; 10-2(Even)	FE
FC	Sundew Street	1-11(Odd); 15-29(Odd); 40-2(Even)	FE

FC	Tarragon Close	1; 12-2(Even)	FE
FC	Withybrooke Close	1-8(Cont); 10-12(Even)	FE

FD	Beckfoot Drive	5-11(Odd); 15-27(Odd); 31-41(Odd); 28-2(Even)	FG
FD	Chelwood Grove	1-11(Odd); 22-2(Even)	FG
FD	Deanston Croft	1-11(Odd); 15-29(Odd); 20-2(Even)	FG
FD	Dorothy Powell Way	1-11(Odd); 15-31(Odd); 28-2(Even)	FG
FD	Linford Walk	1-11(Odd); 15-29(Odd); 24-2(Even)	FG
FD	Merryfields Way	1-11(Odd); 15; 20-2(Even)	FG
FD	Norman Avenue	1-11(Odd); 15-25(Odd); 26-2(Even)	FG
FD	Peacock Avenue	1-11(Odd); 15-21(Odd); 16-2(Even)	FG
FD	Wavendon Close	1-11(Odd); 15-29(Odd); 14-4(Even)	FG
FD	Wigston Road	125-135(Odd); 139-143(Odd); Elmfields Farm; 112-94(Even); 90-80(Even); 1-12(Cont) Shortwood Court; 14-43(Cont) Shortwood Court	FG

FE	Bretford Road	21; 25; 31; Flat 1 2-24; Flat 2 2-24; Flat 3 2-24; Flat 4 2-24; Flat 5 2-24; Flat 6 2-24; Flat 7 2-24; Flat 8 2-24; Flat 9 2-24; Flat 10 2-24; Flat 11 2-24; Flat 12 2-24	FC
FE	Foxes Walk	1-11(Odd); 12-2(Even)	FC
FE	Haseley Road	1; 21	FC
FE	Lapworth Road	7-23(Odd); 49-79(Odd); 97-159(Odd); 164-156(Even); 152; 148-146(Even); 142; 72; 54; 44	FC
FE	Melody Close	36-2(Even)	FC
FE	Squirrel Close	14; 34	FC
FE	Wexford Road	1-59(Odd); 63-61(Odd); 65-79(Odd); 74-2(Even)	FC

FG	Hickory Close	1-12(Cont); 14-70(Cont)	FD
FG	Leafield Close	1-11(Odd); 15-25(Odd); 12-2(Even)	FD
FG	Linwood Drive	1-11(Odd); 15-99(Odd); 106-2(Even)	FD
FG	Oakworth Close	1-11(Odd); 15-31(Odd); 40-2(Even)	FD
FG	Southcott Way	1-11(Odd); 15-33(Odd); 38-2(Even)	FD
FG	Stoneywood Road	1-11(Odd); 15-79(Odd); 86-2(Even)	FD
FG	Woodway Lane	273-291(Odd); 305-307(Odd); The Snug 309; 311-315(Odd); 315A; 317-323(Odd); 337-349(Odd); 365-401(Odd); 409-411(Odd);	FD

FH	Broad Park Road	63-75(Odd); 79-109(Odd); 90-40(Even); 1-12(Cont) Wyatt House	FC
FH	Chelsey Road	1-31(Odd); 34-4(Even)	FC
FH	Clennon Rise	1-9(Odd); 9A; 11; 11A; 85-97(Odd); 60-50(Even); 12-2(Even)	FC
FH	Embassy Walk	8-2(Even)	FC
FH	Hollicombe Terrace	1-11(Odd); 15-19(Odd)	FC

FH	Kingsley Terrace	1-23(Odd); 16-2(Even)	FC
FH	Luscombe Road	45-95(Odd); 100-78(Even);	FC
FH	Lynmouth Road	1-43(Odd); 40-2(Even)	FC
FH	Roselands Avenue	1-49(Odd); 59-81(Odd); 100-2(Even)	FC
FH	Watcombe Road	1-53(Odd); 18-4(Even)	FC
FH	Winston Avenue	111-149(Odd); 149A; 151; 151A; 153; 153A; 155-187(Odd); 191-229(Odd); 114-88(Even); 84-78(Even)	FC
FH	Ashburton Road	1-39(Odd); 42-4(Even)	FF
FH	Broad Park Road	11-45(Odd); 38-28(Even); 1-12(Cont) Wyatt House	FF
FH	Chudleigh Road	1-15(Odd); 16-2(Even)	FF
FH	Ellacombe Road	1-49(Odd); 1-12(Cont) Alexandra House 51; 14-40(Cont) Alexandra House 51; 136-38(Even); 24-18(Even); 2; 1-12(Cont) Sheen House; 3-11(Odd) St Clements Court 10; 15-17(Odd) St Clements Court 10; 17A St Clements Court 10; 19-25(Odd) St Clements Court 10; 26-2(Even) St Clements Court 10	FF
FH	Emery Close	12-2(Even)	FF
FH	Henley Road	263-265(Odd); 265A; 267-341(Odd); 365-397(Odd)	FF
FH	Logan Road	1-11(Odd); 42-20(Even)	FF
FH	Luscombe Road	1-43(Odd); 12-2(Even)	FF
FH	Rosemount Close	1-18(Cont)	FF
FH	Widdecombe Close	1; 5-11(Odd); 15-119(Odd); 40-2(Even)	FF

FI	Solent Drive	1-11(Odd); 15-19(Odd); 34-2(Even)	FG
FI	Squires Croft	1; Arghya 3; 5-9(Odd); 30-16(Even); 10-2(Even)	FG
FI	Wigston Road	107-123(Odd);	FG

Holbrook

GB	Nunts Lane	3-11(Odd); 11A; 15-41(Odd); 47-57(Odd); 57A; 59-77(Odd); 89-141(Odd); 146-90(Even); 88D; 88C; 88B; 88A; 86-60(Even); 52-26(Even); 20-2(Even)	GF
GB	Nunts Park Avenue	23; 23A; 25-107(Odd); 114-14(Even)	GF

GF	Park Avenue	1-11(Odd); 11A; 15-27(Odd); 24-2(Even)	GF
GF	Whitmore Park Road	1-85(Odd); 84-4(Even)	GF

Longford

HD	Ellerman Gardens	1-12(Cont); 14-20(Cont)	HA

Lower Stoke - None

Radford

KB	Villa Road	3A; 3B; 3C; 3D; 5-11(Odd); 15-21(Odd); 25-67(Odd); 67A; 69-81(Odd); 92-4(Even)	KC

KC	Bridgeman Road	1; 1A; 1B; 3-111(Odd); 104-30(Even); 16-2(Even)	KD
KC	Hollow Crescent	1-31(Odd); 24-2(Even)	KD
KC	Lawrence Saunders Road	49-87(Odd); School House; 106-60(Even)	KD
KC	Poole Road	1-41(Odd); 60-2(Even)	KD
KC	Radford Road	89-99(Odd);	KD

St Michael's

LD	Dysart Close	1-12(Cont); 14-31(Cont)	LF
LD	King William Street	1A; 1B; 85A	LF
LD	Priors Harnall	1-12(Cont); 14-43(Cont)	LF

Sherbourne

MC	Courtland Avenue	1-75(Odd); Flat 77; 28-4(Even); Flat 2C	MD
MC	Welgarth Avenue	1-51(Odd); 62-2(Even)	MD
MC	Westhill Road	9-11(Odd); 11A; 15A; Flat A 17; 19-73(Odd)	MD
MC	Woodclose Avenue	1-59(Odd); 56-2(Even)	MD

MD	Bevington Crescent	80-2(Even)	MC
MD	Dallington Road	1; 1A; 3-13(Odd); 39-101(Odd); 108-46(Even); 26-2(Even)	MC
MD	Dovecote Close	36-2(Even)	MC
MD	Holyhead Road	453A; 453C; 455A; 455C; 457A-469A(Odd); 469B; Second Floor Flat 471; First Floor Flat 471; 473A-479A(Odd); 479B; 481A-483A(Odd); 485; 487A;	MC
MD	Kingsbury Road	21-171(Odd); Caretakers House Three Spires School; 138-94(Even); The Brooklands; 82-14(Even)	MC
MD	Morfa Gardens	1-46(Cont)	MC
MD	Newhaven Close	24-2(Even)	MC
MD	Newington Close	1-35(Odd); 36-2(Even)	MC
MD	Rowington Close	1-23(Odd); The Bungalow Sherbourne Fields School; 8-2(Even)	MC
MD	Ruskin Close	1-27(Odd); 32-26(Even); 24A; 24-2(Even)	MC
MD	Tarlington Road	9-65(Odd); 42-6(Even); 2	MC

Upper Stoke

Option 1

NB	Balliol Road	5-69(Odd); 76-2(Even)	NG
NB	Wycliffe Grove	1-15(Odd); 16-2(Even)	NG
NB	Wycliffe Road West	1-81(Odd); 72-2(Even)	NG
NB	Wykeley Road	3-17(Odd); 18-2(Even)	NG

NG	Avon Street	186-142(Even); 140A	NB
NG	Torcross Avenue	44A; Flat B 42; Flat A 42; 38-2(Even)	NB

Option 2

NG	Avon Street	186-142(Even); 140A	NB
NG	Honiton Road	1-95(Odd); 82-2(Even)	NB
NG	Torcross Avenue	44A; Flat B 42; Flat A 42; 38-2(Even)	NB

Wainbody

PC	St Martins Road	1-7(Odd); 7A; 9-43(Odd); 43A; 45; 45A; 47-75(Odd); 83-113(Odd); 140-124(Even); 122A; 122-110(Even); 106-90(Even); 88A; 88-2(Even)	PB
PC	Stonehaven Drive	1-9(Odd); 9A; 11-12(Cont); 10B; 10A; 10-2(Even)	PB

PF	Gretna Road	1-17(Odd); 27-77(Odd); 77A; 79-163(Odd); 163A; 165; 165A; 167-181(Odd); 228-2(Even)	PB
PF	Handcross Grove	1-13(Odd); 14-2(Even)	PB
PF	Ilfracombe Grove	1-5(Odd); Holly Cottage 7; 9-13(Odd); 14-2(Even)	PB
PF	Jedburgh Grove	1-9(Odd); 10-2(Even)	PB
PF	Kingscote Grove	1-7(Odd); 8-2(Even)	PB

Westwood

QF	Alan Marcell Close	27-89(Odd); 146-138(Even); 134-136(Even); 132-130(Even); 64-58(Even); 54-42(Even)	QA
QF	Gilbert Horal Close	1-11(Odd); 24-2(Even)	QA
QF	Hedgefield Way	1-11(Odd); 15-69(Odd)	QA
QF	Meadowcroft Close	1-11(Odd); 15-25(Odd); 24-2(Even)	QA
QF	Nickson Road	1-43(Odd); 69-91(Odd); 64-46(Even); 16-2(Even)	QA
QF	Plants Hill Crescent	51-193(Odd); 20-18(Even); School House; 16-2(Even)	QA
QF	Porter Close	1-13(Odd); 14-2(Even)	QA

QF	Ridgley Road	31-63(Odd); 63A; 65-103(Odd); 42-12(Even); 10A; 10-2(Even)	QA
QF	Robert Cramb Avenue	1-37(Odd)	QA
QF	Robert Mounford Way	1-11(Odd); 15-17(Odd); 26-2(Even)	QA
QF	Sorrel Close	1-15(Odd); 16-2(Even)	QA
QF	Torrington Avenue	460-406(Even); 402-400(Even); 396-394(Even); 390-276(Even)	QA
QF	Woodend Croft	1-13(Odd); 14-2(Even)	QA

QF	Duggins Lane	21; The Old Smithy 23; 25; 31-33(Odd); 18-10(Even); The Firs 8; The Knowles Residential Home 6	QC
QF	Rex Close	1-11(Odd); 15-29(Odd)	QC
QF	Station Avenue	9; 13-21(Odd); 21A; 23-41(Odd); 41A; 43-53(Odd); 125; The Hollies 76; 74-68(Even); 66A; 66; 62; 58-46(Even); Flat 42; 36-34(Even); Bell Inn; 12-10(Even)	QC
QF	Treedale Close	1-19(Odd); 18-2(Even)	QC
QF	Trevor Close	1-5(Odd); 20-2(Even)	QC

QG	Charter Avenue	67-141(Odd); 210-156(Even);	QE
QG	Henry Boteler Road	1-111(Odd); 68-2(Even)	QE
QG	Hunt Terrace	1-2(Cont)	QE
QG	John Rous Avenue	1-3(Odd); 3A; 5; 5A; 7; 7A; 9; 9A; 11; 11A; 15; 15A; 17; 17A; 19; 19A; 21; 21A; 23; 23A; 25-31(Odd); 35-43(Odd); 43A; 43B; 45; 51-63(Odd); 63A; 65-87(Odd); 72-62(Even); 56-50(Even); 48A; 48; 46A; 46; 44A; 44; 42A; 42; 40A; 40-24(Even); 22A; 22-20(Even); 18A; 18; 16A; 16; 14A; 14; 12A; 12; 10A; 10; 8A; 8; 6A; 6; 4A; 4-2(Even)	QE
QG	Mayors Croft	1; 7-17(Odd); 58-4(Even); 1-6(Cont) Grafton Court	QE
QG	Northfolk Terrace	1-2(Cont)	QE
QG	Prior Deram Walk	126-56(Even); 44; 38-40; 34A; 32-30(Even); 24A; 16A; 14; Flat Above 12	QE
QG	Templars Fields	3-61(Odd)	QE

QG	Charter Avenue	143-211(Odd); 278-212(Even); 24-2(Even) Mitchell House; 24-2(Even) Charter House	QH
QG	Donegal Close	1-75(Odd); 24-2(Even)	QH
QG	Glenrosa Walk	1-23(Odd); 20-2(Even)	QH
QG	Hemsby Close	1-7(Odd); 8-2(Even)	QH
QG	Langwood Close	1-9(Odd); 36-2(Even)	QH
QG	Mitchell Avenue	The Westwood School 251; Caretakers Bungalow The Westwood School 253; 259-277(Odd); 281-311(Odd); 312-254(Even)	QH

QG	Penrose Close	1-11(Odd); 24-2(Even)	QH
QG	Ryton Close	1-11(Odd); 15-19(Odd); 12-2(Even)	QH
QG	Thomas Sharp Street	3-45(Odd); 62-2(Even)	QH
QG	Walsall Street	1-3(Odd); 11-103(Odd); 88-2(Even)	QH
QG	Wansfell Close	1-23(Odd); 20-2(Even)	QH
QG	Wendiburgh Street	3-11(Odd) Edwin Rogers House; 15-31(Odd) Edwin Rogers House; 30-2(Even) Edwin Rogers House	QH
QG	Wendiburgh Street	9-13(Odd); 31-43(Odd); 46-2(Even)	QH

Whoberley

RB	Brookside Avenue	5-11(Odd); 11A; 15-133(Odd); 151-165(Odd); 260-150(Even); The West Bungalow 148; Eric Williams House; 66-24(Even); 16-2(Even)	RC
RB	Greendale Road	310-286(Even); 284A; 284-276(Even); 274A; 274-272(Even); The Bungalow; 270-170(Even); 168A; 168; 166A; 166; 164A; 164; 162A; 162; 160A; 160; 158A; 158; 146-76(Even); 72-2(Even)	RC
RB	Rubens Close	1-36(Cont)	RC
RB	Van Dyke Close	1-8(Cont)	RC

RD	Pangfield Park	25-87(Odd); 72-10(Even)	RB

RF	Allesley Old Road	The Lodge	RB
RF	Pyt Park	10-2(Even)	RB

RF	Allesley Old Road	297-331(Odd); 341-379(Odd); 390-340(Even);	RC
RF	Billing Road	3-69(Odd); 68-2(Even)	RC

RF	Allesley Hall Drive	17-61(Odd); Allesley Hall Nursing Home; 1-39(Cont) The Dovecotes; 1-84(Cont) Victoria Court	RD

RF	Allesley Old Road	Allesley Lodge 23; 25; Flat 1 27; Flat 2 27; Flat 3 27; Flat 4 27; Flat 5 27; 29; Flat A 35; Flat B 35; Flat C 35; 37; Flat 1 39; Flat 2 39; Flat 3 39; Flat 1 41; Flat 2 41; Flat 3 41; Flat 1 43/45; Flat 2 43/45; Flat 3 43/45; Flat 4 43/45; Flat 5 43/45; Flat 6 43/45; Flat 7 43/45; 47-49(Odd); 49B; Flat 1 Carlton Court 63; Flat 2 Carlton Court 63; Flat 3 Carlton Court 63; Flat 4 Carlton Court 63; Flat 5 Carlton Court 63; Flat 6 Carlton Court 63; Flat 7 Carlton Court 63; Flat 8 Carlton Court 63; Flat 9 Carlton Court 63; 71-75(Odd); 79-121(Odd); Ground Floor Flat 123; First Floor Flat 123; 125-131(Odd); 169; 179-181; 185-291(Odd); 338-274(Even); 272A; 272; 270A; 270-192(Even); The Maudslay 190; Flat 1 186; Flat 2 186; Flat 3 186; Flat 4 186; 184; 174-164(Even)	RE
RF	Crosbie Road	1-87(Odd); 100-2(Even)	RE
RF	Merrivale Road	14-2(Even)	RE
RF	Oldfield Road	1-109(Odd); 113-201(Odd); 186-162(Even); 158-114(Even); 110-2(Even)	RE
RF	Prince of Wales Road	1-127(Odd); 131-161(Odd); 165-197(Odd); 197B; 199-215(Odd); 212-194(Even); 190A; 190; 188A; 188; 186A; 186; 184A; 184; 182A; 182; Flat 1 180A; Flat 2 180A; Flat 3 180A; Flat 4 180A; 180-2(Even)	RE
RF	Sherlock Road	1-59(Odd); 60-2(Even)	RE
RF	Turner Road	1-79(Odd); 70-2(Even)	RE
RF	Watson Road	1-7(Odd); Oran 9; 11-41(Odd); 42-2(Even)	RE

Woodlands

SA	Hanwood Close	1-11(Odd); 12-2(Even)	SD
SA	Kenthurst Close	1; 1A; 2-20(Cont)	SD

SA	Coniston Drive	1-2(Cont)	SE
SA	Derwent Close	1-11(Odd); 15-27(Odd); 24-2(Even)	SE
SA	Drayton Crescent	1-11(Odd); 15-23(Odd); 23A; 25; 25A; 27-95(Odd); 56-2(Even)	SE
SA	Frederick Neal Avenue	1A; 3-63(Odd); 67-97(Odd); 108-64(Even); 60-2(Even)	SE
SA	Goldthorn Close	10-2(Even)	SE
SA	Martin Close	1-9(Odd); 15-41(Odd); 16-2(Even)	SE
SA	Moyle Crescent	1-11(Odd); 15-29(Odd); 38-2(Even)	SE
SA	Osbaston Close	1-11(Odd); 15-17(Odd); 24-18(Even); 16C; 16B; 16A; 16-2(Even)	SE

SA	Rodway Drive	1-7(Odd); 4-2(Even)	SE
SA	Sutton Avenue	65-123(Odd); 129; 133; 137; 153-157(Odd); 157A; 157B; 159-203(Odd); 206-162(Even); 90-54(Even); 1A Chiltern House 138; 1B Chiltern House 138; 1C Chiltern House 138; 1D Chiltern House 138; 3A Chiltern House 138; 3B Chiltern House 138; 3C Chiltern House 138; 3D -2D (Cont) Chiltern House 138; 2C Chiltern House 138; 2B Chiltern House 138; 2A Chiltern House 138; 1A Malvern House 140; 1B Malvern House 140; 1C Malvern House 140; 1D Malvern House 140; 3A Malvern House 140; 3B Malvern House 140; 3C Malvern House 140; 3D -2D (Cont) Malvern House 140; 2C Malvern House 140; 2B Malvern House 140; 2A Malvern House 140	SE
SA	Unicorn Avenue	65-111(Odd); 115-175(Odd); 223; 130; 116-68(Even)	SE

SE	Faulconbridge Avenue	1-41(Odd); 44-2(Even)	SA
SE	Handsworth Crescent	1-41(Odd); 41A; 43; 43A; 45; 45A; 47; 47A; 49-111(Odd); 64-2(Even)	SA
SE	Olton Avenue	1-9(Odd); 10-2(Even)	SA
SE	Stonebury Avenue	1-61(Odd); 108-106(Even); Flat 1 Carmel House 104; Flat 2 Carmel House 104; Flat 3 Carmel House 104; Flat 4 Carmel House 104; Flat 5 Carmel House 104; Flat 6 Carmel House 104; 96; 92; 88-2(Even)	SA
SE	Tilewood Avenue	1-15(Odd); 19-45(Odd); 51-117(Odd); 40-2(Even)	SA

SE	Astoria Drive	1-11(Odd); 15-35(Odd); 44; 40-2(Even)	SI
SE	Auburndale Avenue	1-7(Odd); 7A; 9-11(Odd); 15-27(Odd); 22-2(Even)	SI
SE	Bellerose Close	1-9(Odd); 8; 2	SI
SE	Buchanan Close	1-11(Odd); 15-17(Odd); 6-2(Even)	SI
SE	Ellenburg Close	1-7(Odd); 8-2(Even)	SI
SE	Endicott Bend	1-11(Odd); 15-33(Odd); 18-2(Even)	SI
SE	Gramercy Park	13-57(Odd)	SI
SE	Hudson Vale	1-11(Cont)	SI
SE	Jasper Close	1-7(Odd); 10-2(Even)	SI
SE	Jefferson Way	3-11(Odd); 15-29(Odd); 29A; 31-81(Odd); 136-20(Even)	SI
SE	Madison Close	1-11(Odd); 15-27(Odd); 10-2(Even)	SI
SE	Manhattan Way	1-11(Odd); 15-87(Odd); 68-2(Even)	SI
SE	Mohawk Bend	1-11(Odd); 15-21(Odd); 22-2(Even)	SI
SE	Monticello Way	1-11(Odd); 15-63(Odd); 388-2(Even)	SI
SE	Morrisania Close	10-2(Even)	SI

SE	Niagara Close	1-11(Odd); 15-21(Odd); 8-2(Even)	SI
SE	Pelham Bend	1-11(Odd); 15-27(Odd); 12-2(Even)	SI
SE	Philmont Court	1-12(Cont); 14-90(Cont)	SI
SE	Placid Close	1-12(Cont); 14	SI
SE	Romulus Walk	1-3(Odd); 8-2(Even)	SI
SE	Savannah Close	1-6(Cont)	SI
SE	Steinway	3-11(Odd); 15-47(Odd); 56; 48-2(Even)	SI
SE	Summerhill Lane	36-2(Even)	SI

SG	Alspath Lane	6-2(Even)	SA
SG	Lower Eastern Green Lane	51-85(Odd); The Dial House 314; Dial House Barn 312; Four Winds 308; Golden Sands 306; The Hangar 304; Field View; Bungalow Unicorn Nursery 300; 298-294(Even); Belverine 292; Barn Cottage; Barn Farm 290; 288; 286A; 286	SA
SG	Unicorn Avenue	9-23(Odd); 48-16(Even); 12; 1 Unicorn House; 1A Unicorn House; 3-7(Odd) Unicorn House; 4Unicorn House	SA

SG	Berwick Close	1-9(Odd); 12-2(Even)	SF
SG	Bowfell Close	1-9(Odd); 8-2(Even)	SF
SG	Cartmel Close	1-11(Odd); 15; 10-2(Even)	SF
SG	Nod Rise	141-163(Odd) Berwick Court; 165-187(Odd) Bowfell Court; 189-211(Odd) Cartmell Court; 213-235(Odd) Scafell Court; The Vale; 118-88(Even)	SF
SG	Scafell Close	1-11(Odd); 15-25(Odd); 18-2(Even)	SF

SH	Eastern Green Road	1-3(Odd); The Little House 7; 9; 9A; 1 Fir Trees 11; 2 Fir Trees 11; 3 Fir Trees 11; 4 Fir Trees 11; 5 Fir Trees 11; 6 Fir Trees 11; 7 Fir Trees 11; 8 Fir Trees 11; 9 Fir Trees 11; 10 Fir Trees 11; 15-37(Odd); 37A; 39-49(Odd); 60; 58A; 58; 56A; 56-40(Even); 36-38; 34A; 34-10(Even); 6; Tudor Cottage 2	SA
SH	Luther Way	1-5(Odd); 4-2(Even)	SA
SH	Troutbeck Road	1-11(Odd); 14-2(Even)	SA

Wyken

TB	Ansty Road	448-354(Even); 348-328(Even); 324-282(Even)	TG
TB	Arch Road	1-109(Odd); 113; 96-2(Even)	TG
TB	Caludon Park Avenue	1-7(Odd); 8-2(Even)	TG
TB	Farren Road	1-23(Odd); 23A; 23B; Flat 25; 27-121(Odd); 125-163(Odd); 163A; 165-263(Odd); 222-182(Even); 174-2(Even); 2A; 2B	TG
TB	Snape Road	2	TG

TE	Axholme Road	1-3(Cont); 6; 9-39(Odd); 2 School House; 1 School House; Axholme House 8	TB
TE	Belgrave Square	6-2(Even)	TB
TE	Hipswell Highway	55-155(Odd); 193-227(Odd); 236-184(Even); 170-134(Even); 130-106(Even)	TB
TE	Sandilands Close	1-15(Cont)	TB
TE	St Austell Road	3-45(Odd); 55-85(Odd); 103-115(Odd); 126-20(Even); Holy Cross Vicarage 14; 1-12(Cont) Holy Cross Court; 12A Holy Cross Court; 14Holy Cross Court	TB
TE	St Ives Road	3-81(Odd); 91-105(Odd); 115-161(Odd); 102-2(Even)	TB

TE	Attoxhall Road	1-11(Odd); 15-89(Odd); 1-12(Cont) Wyken Court 91; 14-34(Cont) Wyken Court 91; 93-211(Odd); 114-108(Even)	TF
TE	Hipswell Highway	229-291(Odd)	TF
TE	The Drive	1-5(Odd); 11-37(Odd); 6-2(Even)	TF

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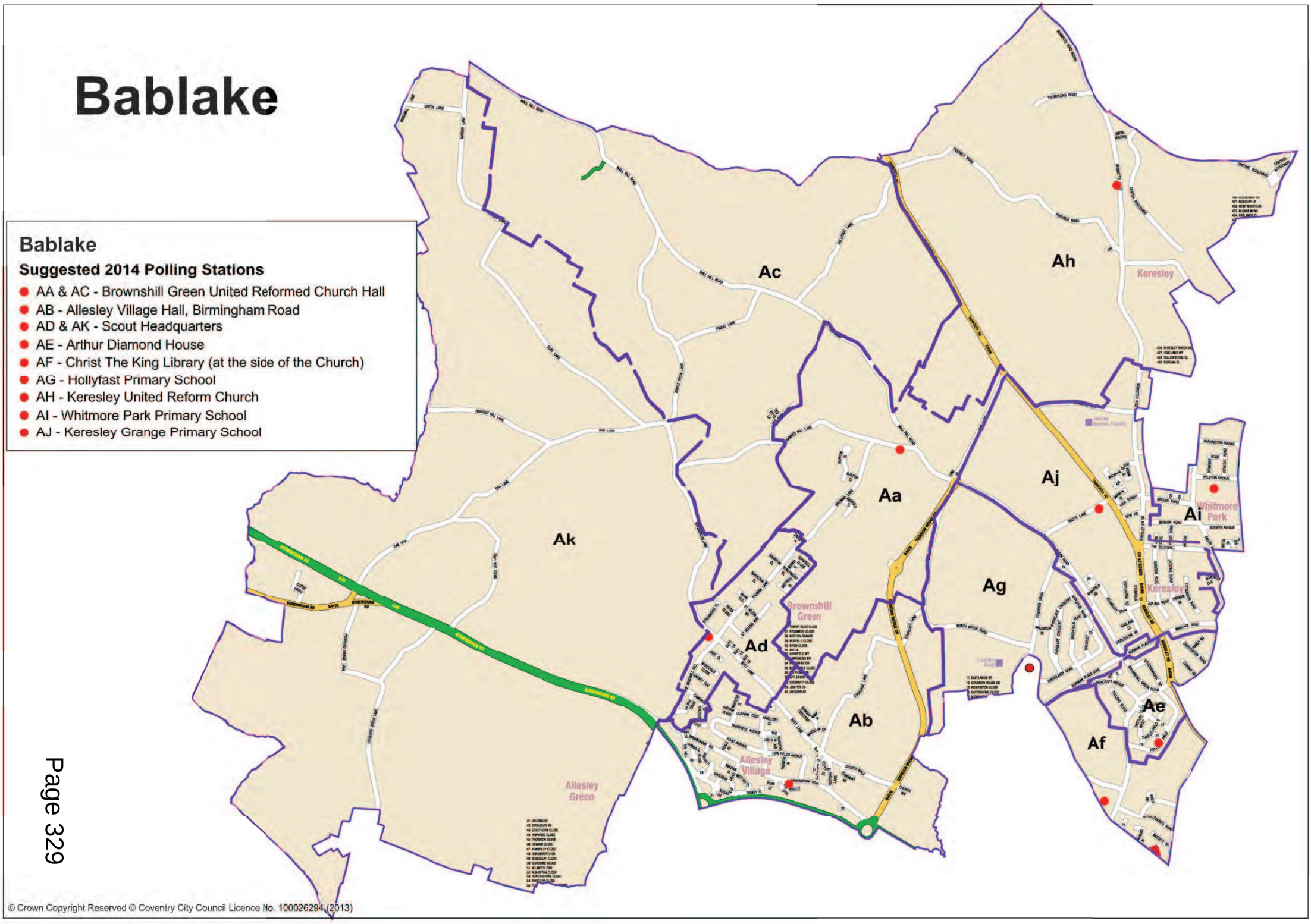
Bablake



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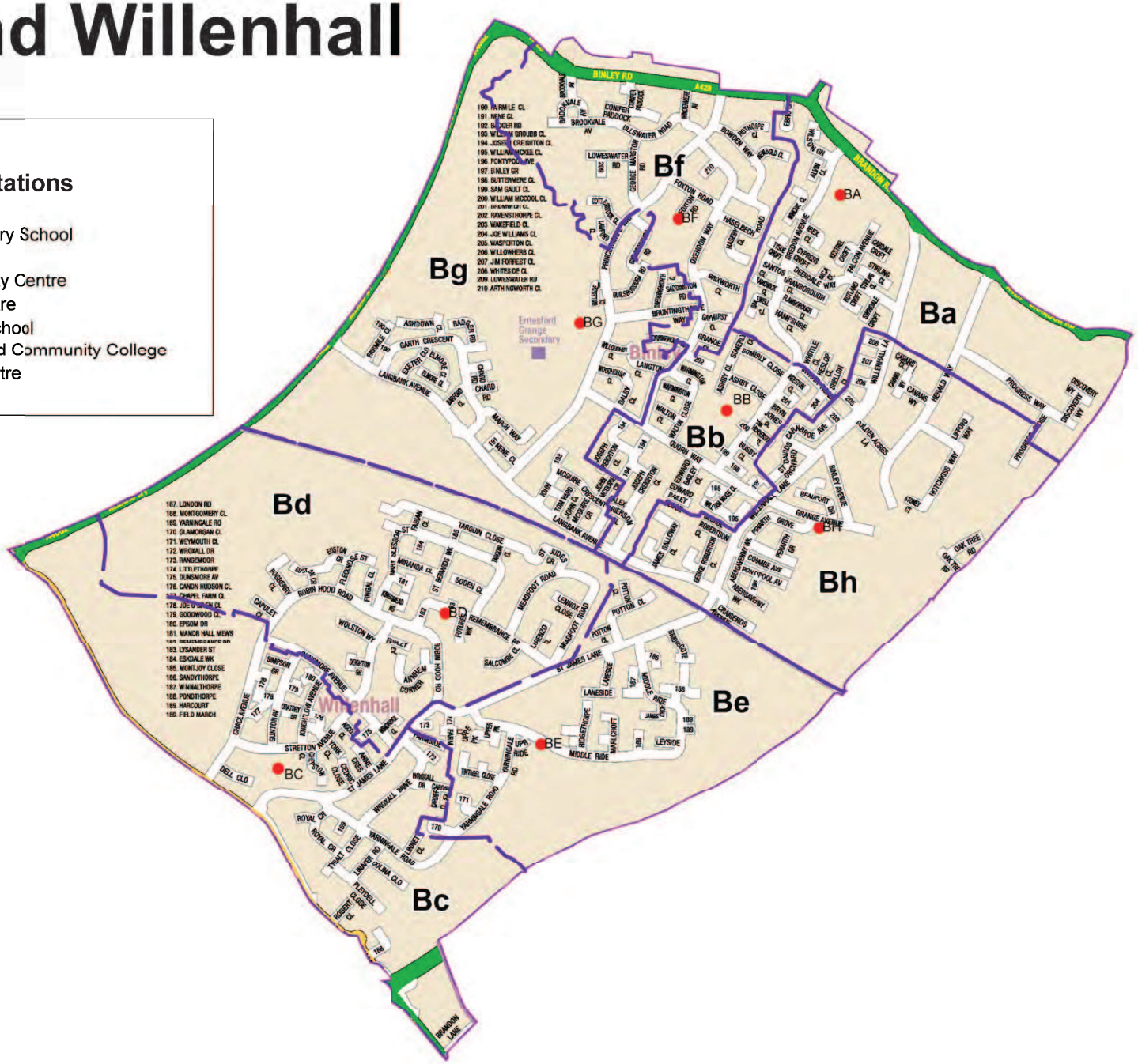
Binley and Willenhall

Binley and Willenhall

Suggested 2014 Polling Stations

- BA - Coventry Saracens R.F.C.
- BB - St. Bartholomews C.E. Primary School
- BC - Stretton C.E. Primary School
- BD - Hagard Youth and Community Centre
- BE - Middle Ride Community Centre
- BF - Ernesford Grange Primary School
- BG - Ernesford Grange School and Community College
- BH - John Whites Community Centre



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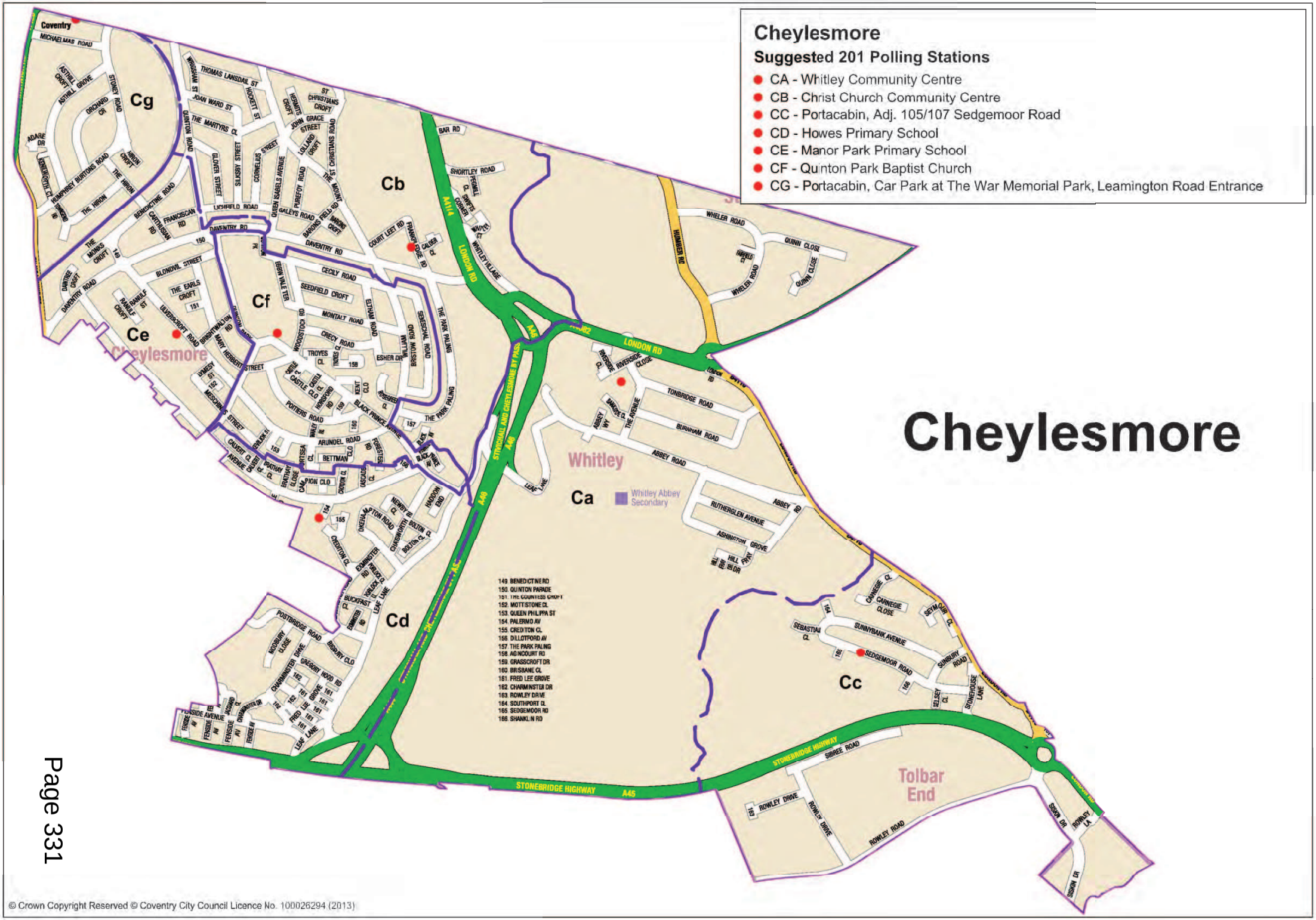

Cheylesmore

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Earlsdon

Earlsdon

Suggested 2014 Polling Stations

- DA - Coventry Resource Centre for the Blind
- DB - The Gilbert Richards Centre
- DC - St. Barbara's Church
- DD - St James' Church
- DE - Portacabin, Corner of Sir Henry Parkes Road and Canley Road
- DF - St. Thomas More R.C. Church
- DG - Stivichall Primary School, Green Lane Entrance
- DH - Standard Triumph Recreation Club

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Foleshill

Foleshill

Suggested 2014 Polling Stations

- EA - Foleshill Community Centre
- EB - St. Elizabeth's RC Primary School
- EC - Portacabin, Corner of Pridmore Road & Lockhurst Lane
- ED - St. Barnabas' Church Family Centre
- EE - Broad Street Meeting Hall
- EF - Foleshill Community Fire Safety Centre
- EG - Eagle Street Play Centre

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Henley

Henley

Suggested 2014 Polling Stations

- FA - St Mary's Church Parish Centre
- FB - Sir Frank Whittle Primary School
- FC - Moat House Leisure and Neighbourhood Centre
- FD - St Philips Church
- FE - Coventry City Mission
- FF - Henley Green Community Centre
- FG - Potters Green Community Association

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Holbrook

Holbrook

Suggested 2014 Polling Stations

- GA - Holy Family R.C. Church Hall
- GB - Holbrooks Community Centre
- GC - Portacabin, St Lukes Road, Hen Lane End
- GD - Hen Lane Social Club, 6 Beacon Road
- GE - St Luke's Parish Centre
- GF - Nursery Building, Parkgate Primary School
- GG - Maymorn Club
- GH - Portacabin, Car Park, Pilot Hotel
- GI - Portacabin, Car Park, The Craftsman
- GJ - Cottage Farm Lodge

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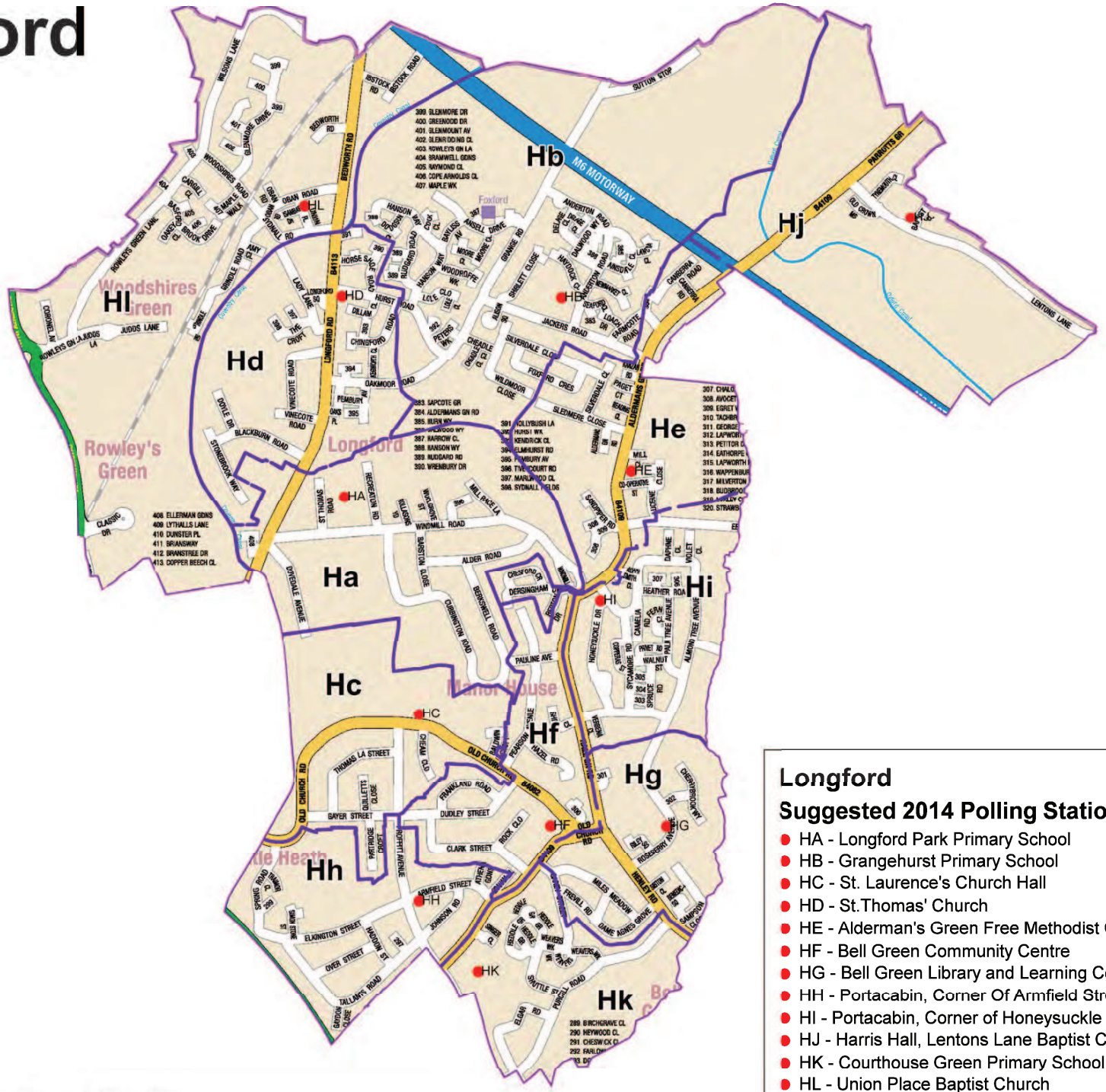
Longford



Longford

Suggested 2014 Polling Stations

- HA - Longford Park Primary School
- HB - Grangehurst Primary School
- HC - St. Laurence's Church Hall
- HD - St.Thomas' Church
- HE - Alderman's Green Free Methodist Church
- HF - Bell Green Community Centre
- HG - Bell Green Library and Learning Centre
- HH - Portacabin, Corner Of Armfield Street and Proffitt Avenue
- HI - Portacabin, Corner of Honeysuckle Drive and Almond Tree Avenue
- HJ - Harris Hall, Lentons Lane Baptist Church
- HK - Courthouse Green Primary School
- HL - Union Place Baptist Church

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Lower Stoke

Lower Stoke

Suggested 2014 Polling Stations

- JA - Newlands Court Sheltered Housing Scheme
- JB - Sacred Heart Church
- JC - Portacabin, Adj. Aldermoor Lane Clinic
- JD - Life Building (Old Aldermoor Farm School)
- JE - Portacabin, Corner Of Harris Road & Biggin Hall Crescent
- JF - Scout Headquarters
- JG - Portacabin, Corner of The Barley Lea and The Lindfield
- JH - Ravensdale Primary School Front Entrance
- JI - Macdonald Road Methodist Church

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Radford

Radford
Suggested 2014 Polling Stations

- KA - St. Georges Church Hall
- KB - Hill Farm Primary School
- KC - Savoy Gala Bingo
- KD - Lawrence Saunders Road Baptist Church
- KE - Radford Community Service Centre
- KF - Coventry Coachmakers Club
- KG - William Batchelor House, Lounge Room Ground Floor
- KH - Jaguar Bowls Club

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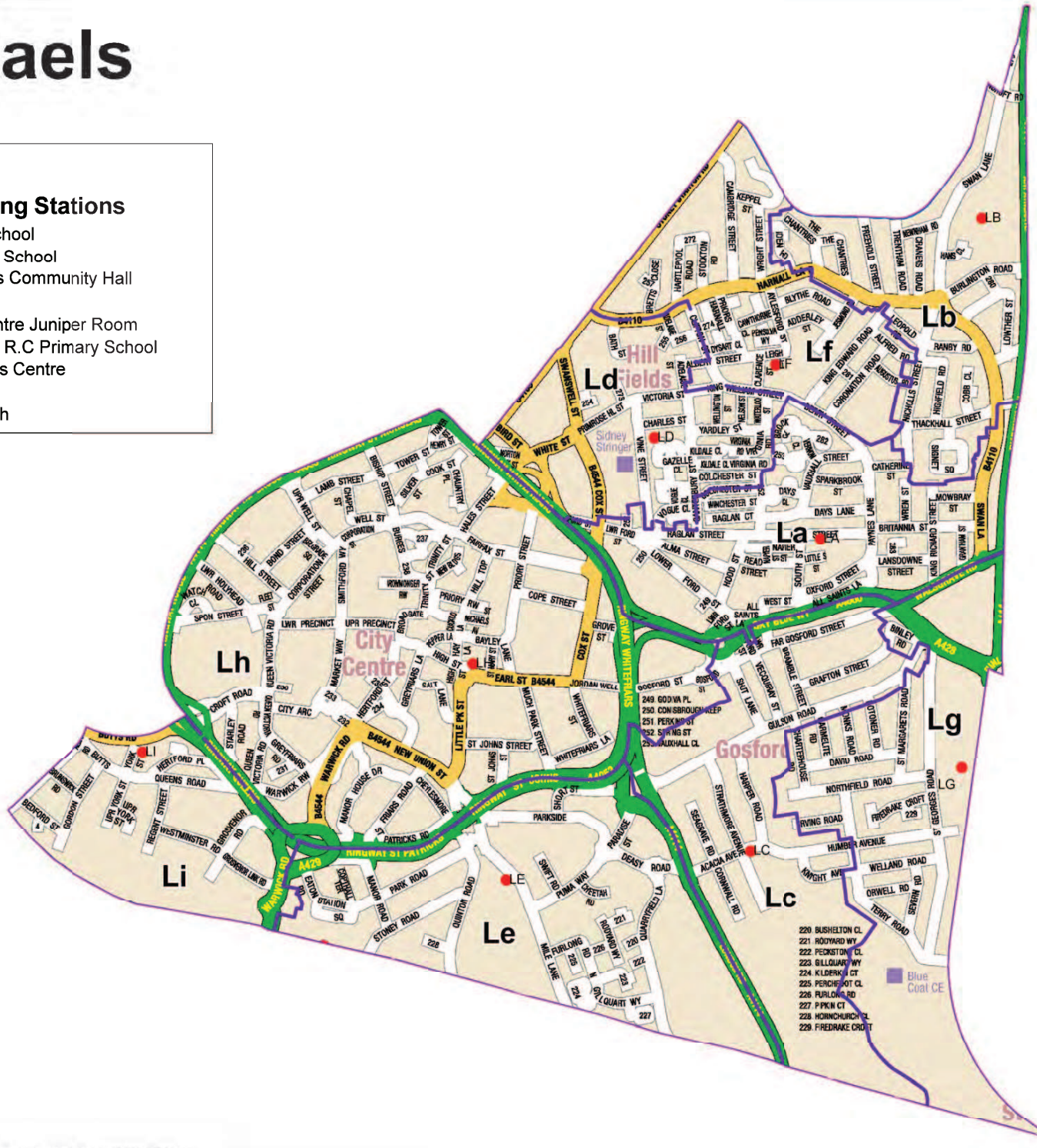
St Michaels

St Michaels

Suggested 2014 Polling Stations

- LA - Southfields Primary School
- LB - Frederick Bird Primary School
- LC - St. Anne and All Saints Community Hall
- LD - St. Peter's Centre
- LE - Elm Bank Training Centre Juniper Room
- LF - St. Mary & St.Benedict R.C Primary School
- LG - Gosford Park Childrens Centre
- LH - The Council House
- LI - Elim Pentecostal Church



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Sherbourne

Sherbourne

Suggested 2014 Polling Stations

- MA - Holyhead Road United Reformed Church
- MB - St. Christopher Primary School
- MC - Coundon Social Club
- MD - Coundon Primary School
- ME - Spon Gate Childrens Centre
- MF - St. Osburg's Church

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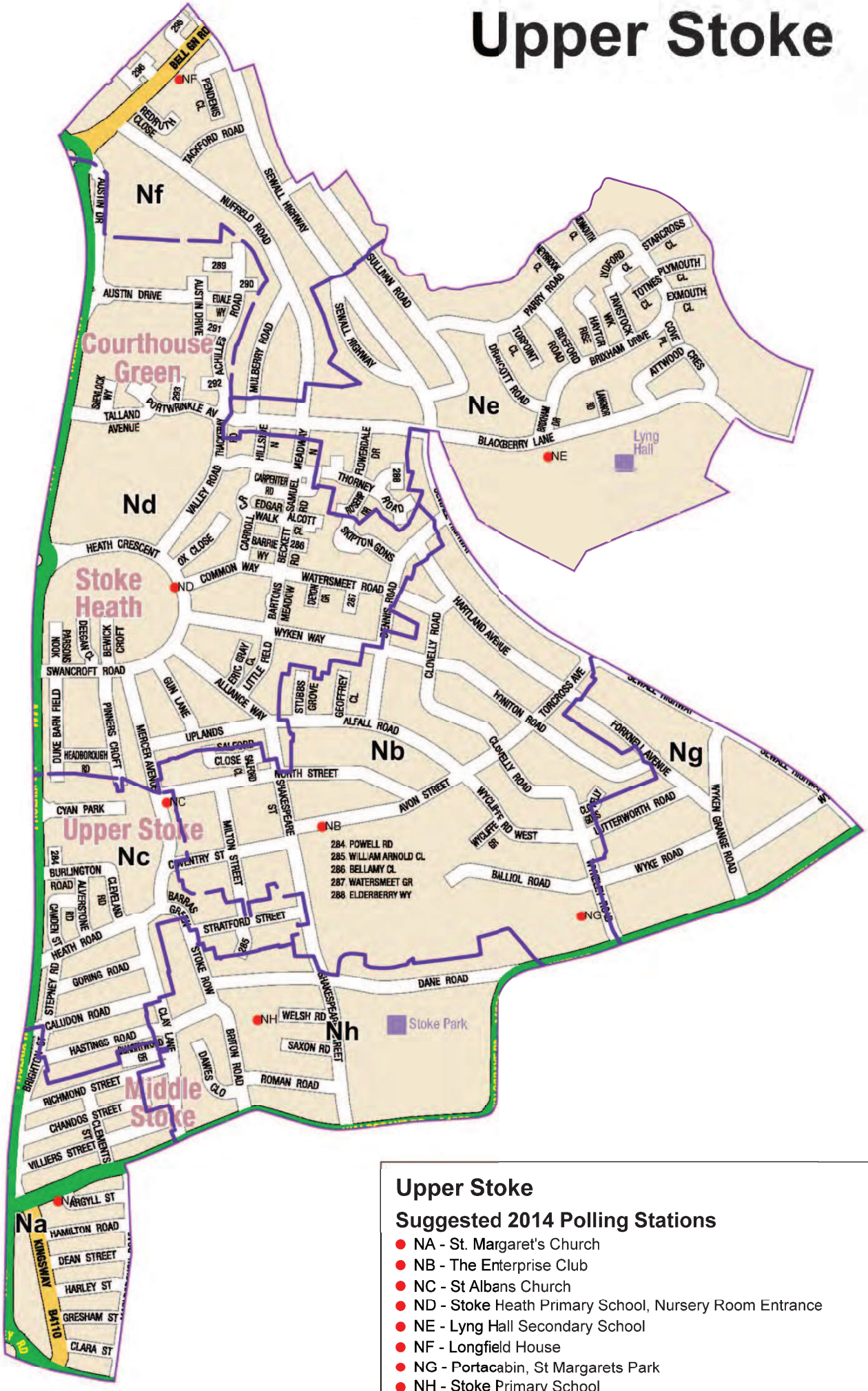
Upper Stoke



Upper Stoke

Suggested 2014 Polling Stations

- NA - St. Margaret's Church
- NB - The Enterprise Club
- NC - St Albans Church
- ND - Stoke Heath Primary School, Nursery Room Entrance
- NE - Lyng Hall Secondary School
- NF - Longfield House
- NG - Portacabin, St Margarets Park
- NH - Stoke Primary School

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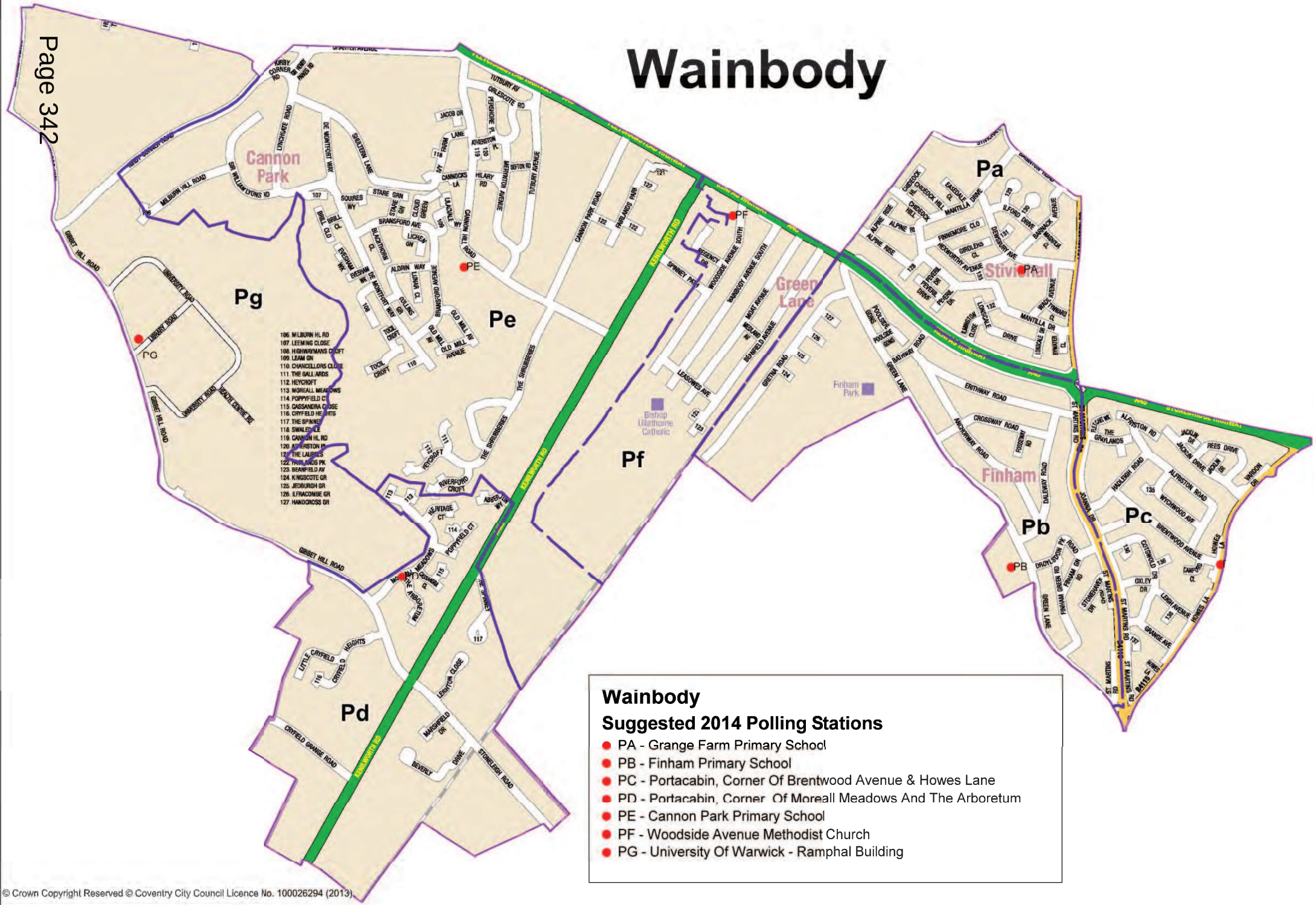
Wainbody



Wainbody

Suggested 2014 Polling Stations

- PA - Grange Farm Primary School
- PB - Finham Primary School
- PC - Portacabin, Corner Of Brentwood Avenue & Howes Lane
- PD - Portacabin, Corner Of Moreall Meadows And The Arboretum
- PE - Cannon Park Primary School
- PF - Woodside Avenue Methodist Church
- PG - University Of Warwick - Ramphal Building

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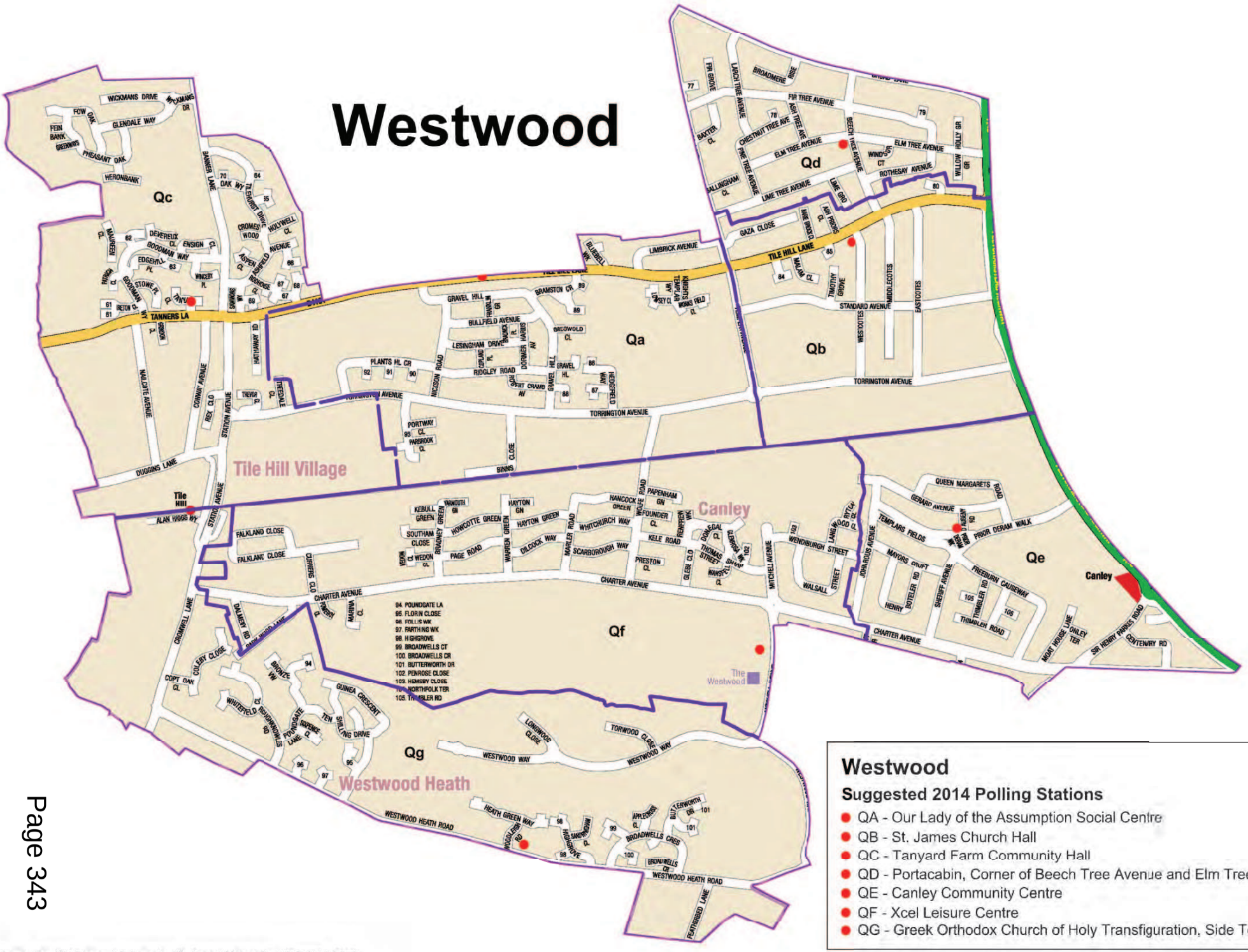

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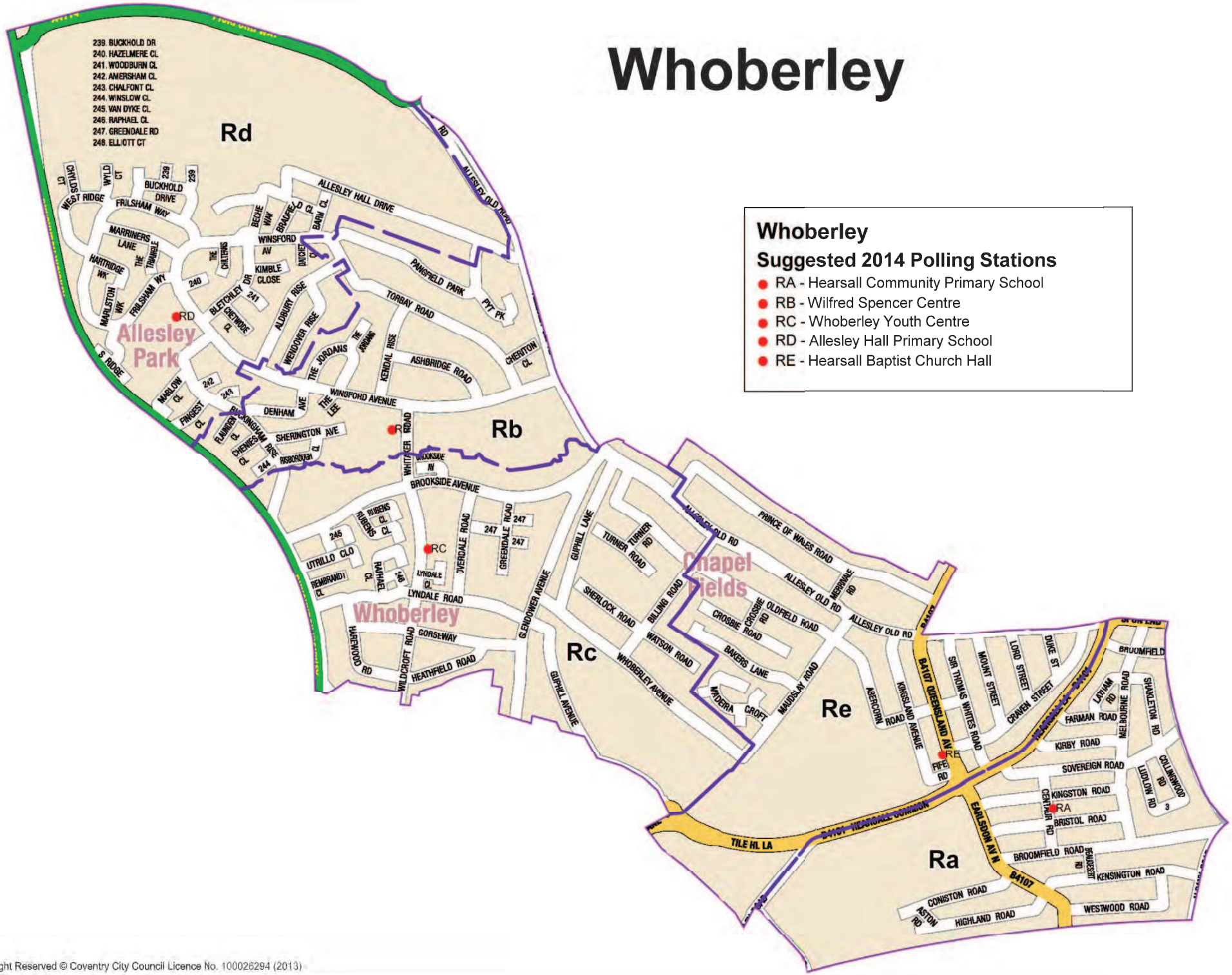
Whoberley



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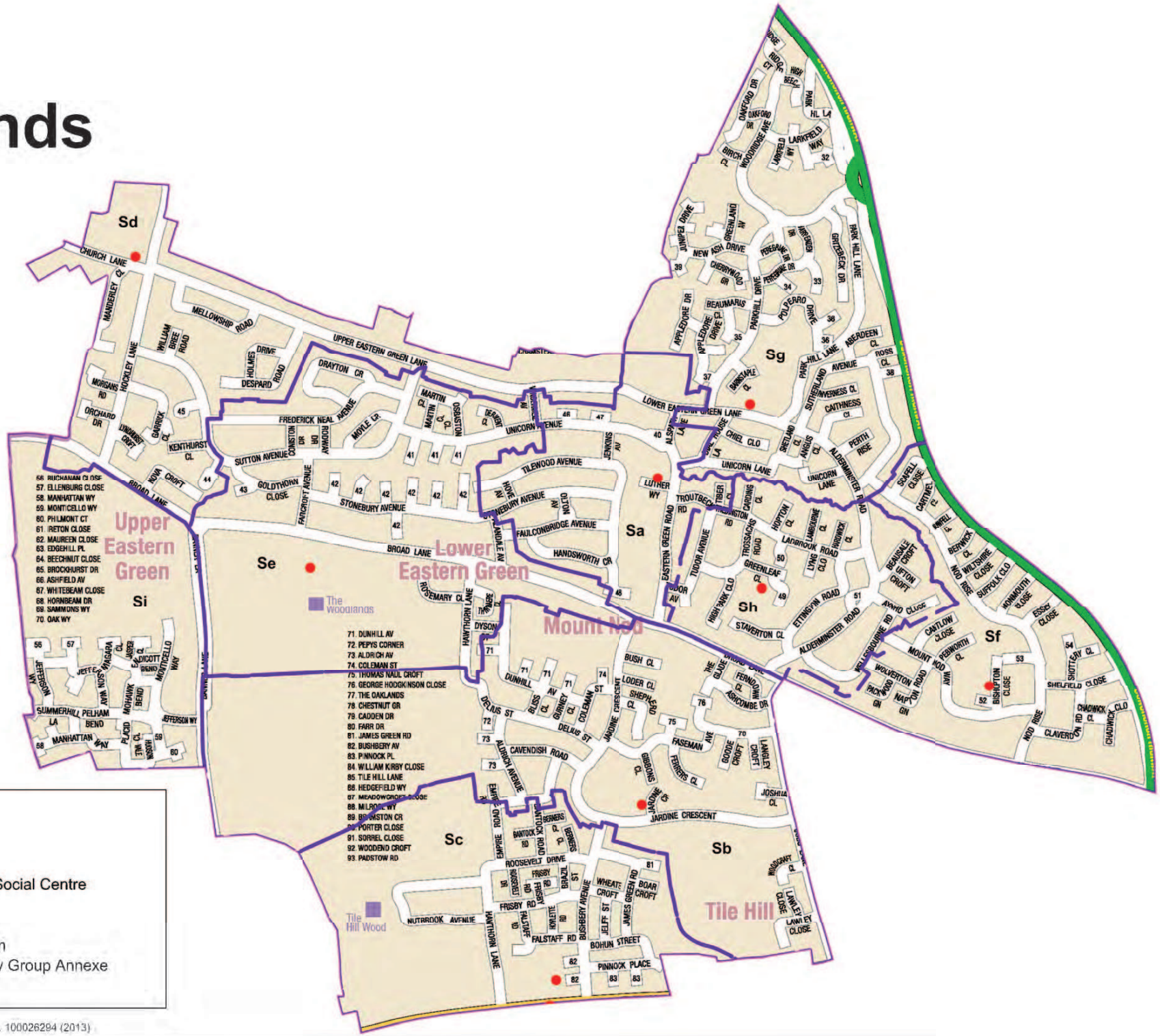
Woodlands



Woodlands

- SA - The Lutheran Centre
- SB - St. Oswald's Church Hall
- SC - Our Lady of the Assumption Social Centre
- SD - Eastern Green Social Club
- SE - The Woodlands School
- SF - St. John Vianney Parish Room
- SG - Park Hill Primary School, Play Group Annexe
- SH - Mount Nod Primary School

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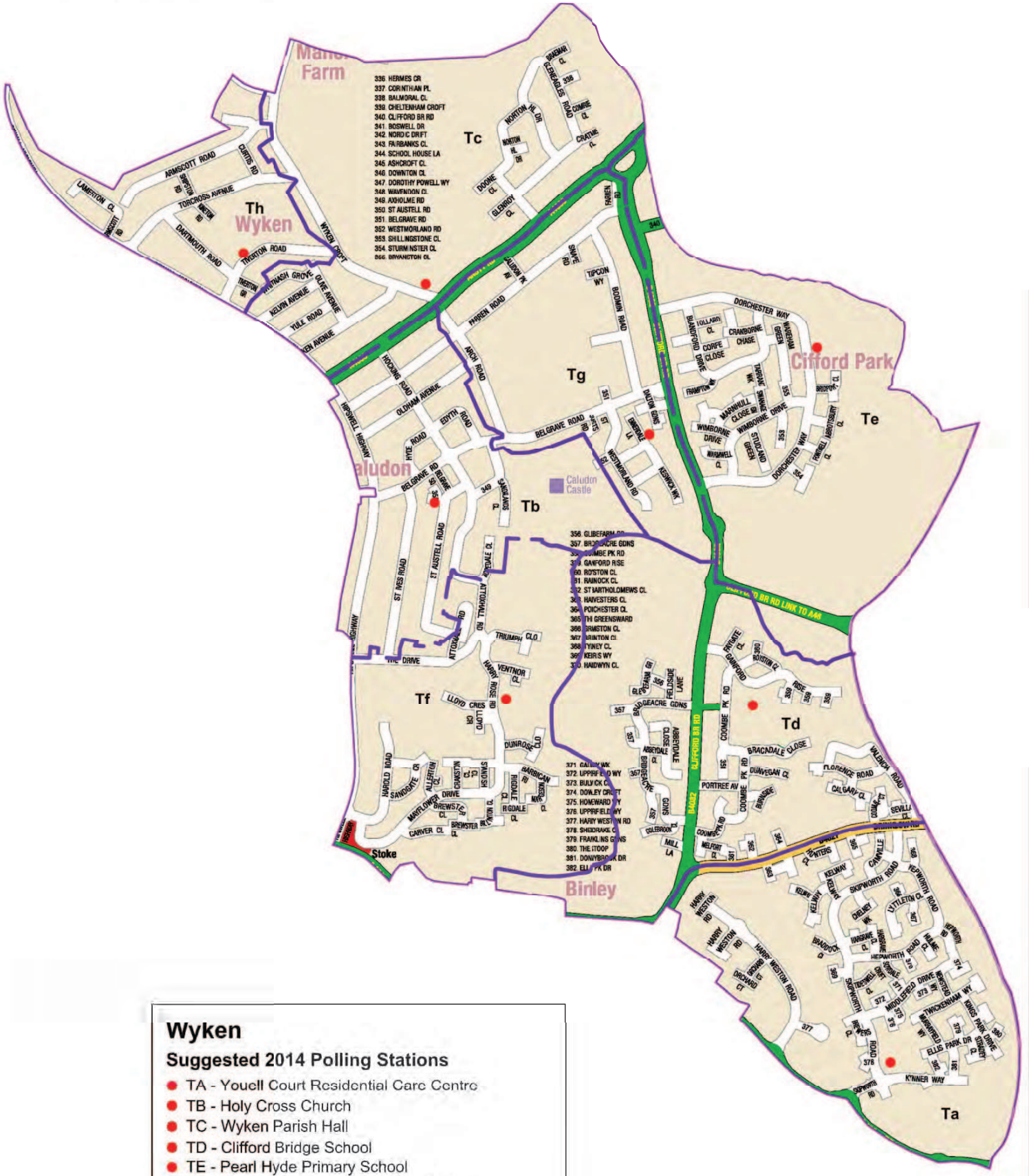
Wyken



Wyken

Suggested 2014 Polling Stations

- TA - Youell Court Residential Care Centre
- TB - Holy Cross Church
- TC - Wyken Parish Hall
- TD - Clifford Bridge School
- TE - Pearl Hyde Primary School
- TF - St. Gregory's R.C. Primary School
- TG - Wyken Community Centre
- TH - St. John Fisher Parish Centre

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Appendix 4

Responses to Consultation

Name of Person	Organisation	Date Received	Comments
Councillor Kevin Foster and Councillor Hazel Noonan	Cheylesmore Ward Councillors	25/10/2013	CA – Agree Whitley Community Centre is a sensible alternative location to Whitley Academy CB & CH – Given the polling districts are merging and the number of electors this will produce, suggested using Christchurch as a double polling station. CH – Suggested voters affected by change of polling districts are reminded of the chance to apply for postal votes if not wishing to travel to their new polling station.
Kate Lee	Whitley Community Centre	21/11/2013	CA - It is with great regret that the Whitley Community Centre will no longer be able to host a polling station at its centre in 2014. We know that this may come as a disappointment but we hope that you will have sufficient notice to find another location in the area.

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Polling District and Polling Place Review 2013 - ARO Recommendations
Bablake

Appendix 5

Name of current Polling Station	Name of current Polling Place	Name of proposed Polling Place	Current Polling District	Future Polling District	Returning Officers Recommendations
Brownshill Green United Reformed Church Hall	Hawkes Mill Lane	Hawkes Mill Lane	AA	AA	No Change - Use current polling station
Allesley Village Hall	Birmingham Road, Allesley	Birmingham Road, Allesley	AB	AB	No Change - Use current polling station
Portacabin, Car Park, The Old Shepherd, Keresley Road	Keresley Road		AC		Polling district to be deleted.
Portacabin, Car Park, Wallace Hotel, Keresley Road	Keresley Road		AD		Polling district to be deleted.
Arthur Diamond House	Holloway Field	Holloway Field	AE	AE	No Change - Use current polling station
Christ The King Library, (at the side of the Church)	Westhill Road	Westhill Road	AF	AF	No Change - Use current polling station
Hollyfast Primary School	Hollyfast Road	Hollyfast Road	AG	AG	No Change - Use current polling station
Keresley United Reformed Church	Bennetts Road	Bennetts Road	AH	AH	No Change - Use current polling station
Whitmore Park Primary School	Halford Lane	Halford Lane	AI	AI	No Change - Use current polling station
Keresley Grange Primary School	Waste Lane	Waste Lane	AJ	AJ	No Change - Use current polling station
Brownshill Green United Reformed Church Hall	Hawkes Mill Lane	Washbrook Lane	AK	AK	Move polling station to Scout Headquarters, Washbrook Lane.
Keresley Grange Primary School	Waste Lane	Hawkes Mill Lane	AL	AC	Move polling station to Brownshill Green United Reformed Church Hall, Hawkes Mill Lane
Scout Headquarters	Washbrook Lane	Washbrook Lane	AM	AD	No Change - Use current polling station
Scout Headquarters, Washbrook Lane	Washbrook Lane		AN		Polling district to be deleted.

Polling District and Polling Place Review 2013 - ARO Recommendations
Birney and Willenhall

Name of current Polling Station	Name of current Polling Place	Name of proposed Polling Place	Current Polling District	Future Polling District	Returning Officers Recommendations
Coventry Saracens R.F.C	Breden Avenue	Breden Avenue	BA	BA	No Change - Use current polling station
St. Bartholomews C.E. Primary School	Bredon Avenue	Bredon Avenue	BB	BB	No Change - Use current polling station
Stretton C.E. Primary School	Stretton Avenue	Stretton Avenue	BC	BC	No Change - Use current polling station
Hagard Youth and Community Centre	Remembrance Road	Remembrance Road	BD	BD	No Change - Use current polling station
Middle Ride Community Centre	Middle Ride	Middle Ride	BE	BE	No Change - Use current polling station
Ernesford Grange Primary School	Foxton Road	Foxton Road	BF	BF	No Change - Use current polling station
Ernesford Grange School and Community College	Princethorpe Way	Princethorpe Way	BG	BG	No Change - Use current polling station
John Whites Community Centre	Grange Avenue	Grange Avenue	BH	BH	No Change - Use current polling station

Polling District and Polling Place Review 2013 - ARO Recommendations
Cheylesmore

Name of current Polling Station	Name of current Polling Place	Name of proposed Polling Place	Current Polling District	Future Polling District	Returning Officers Recommendations
Whitley Abbey Community School (Mara House)	Abbey Road	Abbey Road	CA	CA	No Change - Use current polling station
Portacabin, Corner of Daventry Road and Queen Isobels Avenue	Daventry Road and Queen Isobels Avenue		CB		Polling district to be deleted.
Portacabin, Adj. 105/107 Sedgemoor Road	Sedgemoor Road	Sedgemoor Road	CC	CC	No Change - Use current polling station
Howes Primary School	Palermo Avenue	Palermo Avenue	CD	CD	No Change - Use current polling station
Manor Park Primary School	Ulverscroft Road	Ulverscroft Road	CE	CE	No Change - Use current polling station
Quinton Park Baptist Church Hall	Quinton Park	Quinton Park	CF	CF	No Change - Use current polling station
Portacabin, Car Park, The War Memorial Park	Leamington Road	Leamington Road	CG	CG	No Change - Use current polling station
Christ Church Community Centre	Frankpledge Road	Frankpledge Road	CH	CB	No Change - Use current polling station

Polling District and Polling Place Review 2013 - ARO Recommendations
Earlsdon

Name of current Polling Station	Name of current Polling Place	Name of proposed Polling Place	Current Polling District	Future Polling District	Returning Officers Recommendations
Earlsdon Methodist Church	Earlsdon Avenue South	Earlsdon Avenue South	DA	DA	Move polling station to the Resources Centre for the Blind, Earlsdon Avenue South
The Gilbert Richards Centre	Broadway	Broadway	DB	DB	No Change - Use current polling station
St. Barbara's Church	Rochester Road	Rochester Road	DC	DC	No Change - Use current polling station
St James' Church, Styvechale	Knoll Drive	Knoll Drive	DD	DD	No Change - Use current polling station
Portacabin, Corner or Sir Henry Parkes Road and Canley Road	Sir Henry Parkes Road and Canley Road	Polling District DE	DE	DE	No Change - Use current polling station
St. Thomas More R.C. Church	Watercall Avenue	Watercall Avenue	DF	DF	No Change - Use current polling station
Stivichall Primary School	Coat of Arms Bridge Road	Coat of Arms Bridge Road	DG	DG	No Change - Use current polling station
Standard Triumph Recreation Club	Tile Hill Lane	Tile Hill Lane	DH	DH	No Change - Use current polling station

Polling District and Polling Place Review 2013 - ARO Recommendations
Foleshill

Name of current Polling Station	Name of current Polling Place	Name of proposed Polling Place	Current Polling District	Future Polling District	Returning Officers Recommendations
Foleshill Community Centre	757 Foleshill Road	757 Foleshill Road	EA	EA	No Change - Use current polling station
St. Elizabeth's RC Primary School	St. Elizabeth's Road	St. Elizabeth's Road	EB	EB	No Change - Use current polling station
Portacabin, Corner of Pridmore Road & Lockhurst Lane	Pridmore Road & Lockhurst Lane	Polling District EC	EC	EC	If a suitable room is made available at Priddy Place, 5 Maycock Road the polling station is to be moved there, if not, conitnue with portacabin at corner of Pridmore Road & Lockhurst Lane
St. Barnabas' Family Centre	Oliver Street	Oliver Street	ED	ED	No Change - Use current polling station
Broad Street Meeting Hall	Broad Street	Broad Street	EE	EE	No Change - Use current polling station
Foleshill Sports & Leisure Centre	Livingstone Road		EF		Polling district to be deleted.
Eagle Street Play Centre	Eagle Street	Eagle Street	EG	EG	No Change - Use current polling station
Foleshill Community Fire Safety Centre	Foleshill Road	Foleshill Road	EH	EF	No Change - Use current polling station

Polling District and Polling Place Review 2013 - ARO Recommendations
Henley

Name of current Polling Station	Name of current Polling Place	Name of proposed Polling Place	Current Polling District	Future Polling District	Returning Officers Recommendations
St. Mary's Church Parish Centre	Hall Lane and Ansty Road	Hall Lane and Ansty Road	FA	FA	No Change - Use current polling station
St. Peter and Paul R.C. Primary School	Arkle Drive		FB		Polling district to be deleted.
Moat House Leisure & Neighbourhood Centre	Deedmore Road	Deedmore Road	FC	FC	No Change - Use current polling station
St. Philip's Church	Ringwood Highway	Ringwood Highway	FD	FD	No Change - Use current polling station
St. Chad's Church Hall	Hillmorton Road	Deedmore Road	FE	FE	Move polling station to Coventry City Mission, Deedmore Road
Henley Green Community Centre	Wyken Croft	Wyken Croft	FF	FF	No Change - Use current polling station
Potters Green U.R. Church	Woodway Lane	Wigston Road	FG	FG	Move polling station to Potters Green Community Association, Wigston Road
Portacabin, Corner of Broad Park Road and Ellacombe Road	Broad Park Road and Ellacombe Road		FH		Polling district to be deleted.
Sir Frank Whittle Primary School	Narbeth Way	Narbeth Way	FI	FB	No Change - Use current polling station

Polling District and Polling Place Review 2013 - ARO Recommendations
Holbrook

Name of current Polling Station	Name of current Polling Place	Name of proposed Polling Place	Current Polling District	Future Polling District	Returning Officers Recommendations
Holy Family R.C. Church Hall	Penny Park Lane	Penny Park Lane	GA	GA	No Change - Use current polling station
Holbrooks Community Centre	John Shelton Drive	John Shelton Drive	GB	GB	No Change - Use current polling station
Portacabin, St Lukes Road (Hen Lane end)	St Lukes Road	Polling District GC	GC	GC	No Change - Use current polling station
Hen Lane Social Club	Beacon Road	Beacon Road	GD	GD	No Change - Use current polling station
St. Luke's Parish Centre	Rotherham Road	Rotherham Road	GE	GE	No Change - Use current polling station
Nursery Building, Parkgate Primary School	Parkgate Road	Parkgate Road	GF	GF	No Change - Use current polling station
Maymorn Club	Everdon Road	Everdon Road	GG	GG	No Change - Use current polling station
Portacabin, Corner of Burnaby Road and Catesby Road	Burnaby Road and Catesby Road	Polling District GH	GH	GH	No Change - Use current polling station
Portacabin, Car Park, The Craftsman, Beake Avenue	Beake Avenue	Polling District GI	GI	GI	No Change - Use current polling station
Portacabin, Halford Lodge, Cottage Farm Road	Cottage Farm Road	Cottage Farm Road	GJ	GJ	Move polling station to a room in Cottage Farm Lodge, Cottage Farm Road

Polling District and Polling Place Review 2013 - ARO Recommendations
Longford

Name of current Polling Station	Name of current Polling Place	Name of proposed Polling Place	Current Polling District	Future Polling District	Returning Officers Recommendations
Longford Park Primary School	Windmill Road	Windmill Road	HA	HA	No Change - Use current polling station
Grangehurst Primary School	Anderton Road	Anderton Road	HB	HB	No Change - Use current polling station
St. Laurence's Church Hall	Old Church Road	Old Church Road	HC	HC	No Change - Use current polling station
St. Thomas' Church	Hurst Road	Hurst Road	HD	HD	No Change - Use current polling station
Alderman's Green Free Methodist Church	Alderman's Green Road	Alderman's Green Road	HE	HE	No Change - Use current polling station
Bell Green Community Centre	Old Church Road	Old Church Road	HF	HF	No Change - Use current polling station
Old Police Station, adj to Samuel Hayward House	Roseberry Avenue	Riley Square	HG	HG	Move polling station to Bell Green Library and Learning Centre, Riley Square
Portacabin, Corner of Armfield Road and Proffitt Avenue	Armfield Road and Proffitt Avenue	Polling District HH	HH	HH	No Change - Use current polling station
Portacabin, Corner of Honeysuckle Drive and Almond Tree Avenue	Honeysuckle Drive and Almond Tree Avenue	Polling District HI	HI	HI	No Change - Use current polling station
Harris Hall, Lentons Lane Baptist Church	Lentons Lane	Lentons Lane	HJ	HJ	No Change - Use current polling station
Courthouse Green Primary School	Sewall Highway	Sewall Highway	HK	HK	No Change - Use current polling station
Union Place Baptist Church (now known as Longford Baptist Church)	Oban Road	Oban Road	HL	HL	No Change - Use current polling station

Polling District and Polling Place Review 2013 - ARO Recommendations
Lower Stoke

Name of current Polling Station	Name of current Polling Place	Name of proposed Polling Place	Current Polling District	Future Polling District	Returning Officers Recommendations
Newland Court Sheltered Housing Scheme	School Close	School Close	JA	JA	No Change - Use current polling station
Sacred Heart Church	Harefield Road	Harefield Road	JB	JB	No Change - Use current polling station
Portacbin, Adj. Aldermoor Lane Clinic, Aldermoor Lane	Aldermoor Lane	Polling District JC	JC	JC	No Change - Use current polling station
Life Building (Old Aldermoor Farm School)	Round House Road	Round House Road	JD	JD	No Change - Use current polling station
Portacabin, Corner Of Harris Road & Biggin Hall Crescent	Harris Road and Biggin Hall Crescent	Polling District JE	JE	JE	No Change - Use current polling station
Scout Headquarters	Bromleigh Drive	Bromleigh Drive	JF	JF	No Change - Use current polling station
Portacabin, Corner of The Barley Lea and The Lindfield	The Barley Lea and The Lindfield	Polling District JG	JG	JG	No Change - Use current polling station
Ravensdale Primary School	Ravensdale Road	Ravensdale Road	JH	JH	No Change - Use current polling station
Macdonald Road Methodist Church	Macdonald Road	Macdonald Road	JI	JI	No Change - Use current polling station

Polling District and Polling Place Review 2013 - ARO Recommendations
Radford

Name of current Polling Station	Name of current Polling Place	Name of proposed Polling Place	Current Polling District	Future Polling District	Returning Officers Recommendations
St. Georges Church Hall	Banks Road	Banks Road	KA	KA	No Change - Use current polling station
Hill Farm Primary School	Foster Road	Foster Road	KB	KB	No Change - Use current polling station
Radford Primary School	Lawrence Saunders Road	Radford Road	KC	KC	Move polling station to Savoy Gala Bingo, Radford Road
Lawrence Saunders Road Baptist Church	Lawrence Saunders Road	Lawrence Saunders Road	KD	KD	No Change - Use current polling station
Radford Community Service Centre	Jubilee Crescent	Jubilee Crescent	KE	KE	No Change - Use current polling station
Coventry Coachmakers Club	St Nicholas Street	St Nicholas Street	KF	KF	No Change - Use current polling station
William Batchelor House	Leicester Row	Leicester Row	KG	KG	No Change - Use current polling station
Jaguar Cars Sports & Social Club	Chorley Way	Kinlet Close	KH	KH	Move polling station to Jaguar Bowls Club, Kinlet Close

Polling District and Polling Place Review 2013 - ARO Recommendations
St. Michaels

Name of current Polling Station	Name of current Polling Place	Name of proposed Polling Place	Current Polling District	Future Polling District	Returning Officers Recommendations
Southfields Primary School	East Street	East Street	LA	LA	No Change - Use current polling station
Frederick Bird Primary School	Swan Lane	Swan Lane	LB	LB	No Change - Use current polling station
St. Anne and All Saints Community Hall	Acacia Avenue	Acacia Avenue	LC	LC	No Change - Use current polling station
St. Peter's Community Centre	Charles Street	Charles Street	LD	LD	No Change - Use current polling station
Elm Bank Training Centre	Mile Lane	Mile Lane	LE	LE	No Change - Use current polling station
St. Mary & St.Benedict R.C Primary School	Leigh Street	Leigh Street	LF	LF	No Change - Use current polling station
Gosford Park Childrens Centre	Humber Avenue	Humber Avenue	LG	LG	No Change - Use current polling station
Warwick Road Church Centre, Church Hall	Warwick Row	Earl Street	LH	LH	Move Polling station to Room 21, Council House, Earl Street
Elim Pentecostal Church	Butts	Butts	LI	LI	No Change - Use current polling station

Polling District and Polling Place Review 2013 - ARO Recommendations
Sherbourne

Name of current Polling Station	Name of current Polling Place	Name of proposed Polling Place	Current Polling District	Future Polling District	Returning Officers Recommendations
Holyhead Road United Reformed Church	Holyhead Road	Holyhead Road	MA	MA	No Change - Use current polling station
St. Christopher Primary School	Allesley Old Road	Allesley Old Road	MB	MB	No Change - Use current polling station
Christ The King Library, (at the side of the Church)	Westhill Road	Shorncliffe Road	MC	MC	Move Polling Station to Coundon Social Club, Shorncliffe
Coundon Primary School	Forfield Road	Forfield Road	MD	MD	No Change - Use current polling station
Spon Gate Childrens Centre	Upper Spon Street	Upper Spon Street	ME	ME	No Change - Use current polling station
St. Osburgs Parish Room	Upper Hill Street	Upper Hill Street	MF	MF	No Change - Use current polling station

Polling District and Polling Place Review 2013 - ARO Recommendations
Upper Stoke

Name of current Polling Station	Name of current Polling Place	Name of proposed Polling Place	Current Polling District	Future Polling District	Returning Officers Recommendations
St. Margaret's Church	Argyll Street	Argyll Street	NA	NA	No Change - Use current polling station
Enterprise Club	Avon Street	Avon Street	NB	NB	No Change - Use current polling station
St Albans Church	Mercer Avenue	Mercer Avenue	NC	NC	No Change - Use current polling station
Stoke Heath Primary School	Heath Crescent	Heath Crescent	ND	ND	No Change - Use current polling station
Lyng Hall Secondary School	Blackberry Lane	Blackberry Lane	NE	NE	No Change - Use current polling station
Longfield House	Bell Green Road	Bell Green Road	NF	NF	No Change - Use current polling station
Army Cadet Force Centre, Entrance between 35 & 37 Sewall Highway	Sewall Highway	Polling District NG	NG	NG	Move polling station to portacabin St Margarets Park, Corner of Ansty Road and Wykeley Raod
Stoke Primary School	Briton Road	Briton Road	NH	NH	No Change - Use current polling station

Polling District and Polling Place Review 2013 - ARO Recommendations
Wambody

Name of current Polling Station	Name of current Polling Place	Name of proposed Polling Place	Current Polling District	Future Polling District	Returning Officers Recommendations
Grange Farm Primary School	Dewsberry Avenue	Dewsberry Avenue	PA	PA	No Change - Use current polling station
Finham Primary School	Green Lane	Green Lane	PB	PB	No Change - Use current polling station
Portacabin, Corner of Brentwood Avenue and Howes Lane	Brentwood Avenue and Howes Lane	Polling District PC	PC	PC	No Change - Use current polling station
Portacabin, Corner of Moreall Meadows and The Arboretum	Moreall Meadows and The Arboretum	Polling District PD	PD	PD	No Change - Use current polling station
Cannon Park Primary School	Cannon Hill Road	Cannon Hill Road	PE	PE	No Change - Use current polling station
Woodside Avenue Methodist Church	Woodside Avenue South	Woodside Avenue South	PF	PF	No Change - Use current polling station
University Of Warwick - Ramphal Building	University Of Warwick Campus	University Of Warwick Campus	PG	PG	No Change - Use current polling station

Polling District and Polling Place Review 2013 - ARO Recommendations
Westwood

Name of current Polling Station	Name of current Polling Place	Name of proposed Polling Place	Current Polling District	Future Polling District	Returning Officers Recommendations
Our Lady of the Assumption Social Centre	Tile Hill Lane	Tile Hill Lane	QA	QA	No Change - Use current polling station
St. James Church Hall	Westcotes	Westcotes	QB	QB	No Change - Use current polling station
Tanyard Farm Community Hall	Tanyard Close	Tanyard Close	QC	QC	No Change - Use current polling station
Portacabin, Corner of Beech Tree Avenue and Lime Tree Avenue	Beech Tree Avenue and Lime Tree Avenue	Polling District QD	QD	QD	No Change - Use current polling station
George Rowley House	Thimbler Road	Prior Deram Walk	QE	QE	Move polling station to Canley Community Centre, Prior Deram Walk
Leigh C.E. Primary School	Plants Hill Crescent		QF		Polling district to be deleted.
Portacabin, Layby in John Rous Avenue	John Rous Avenue		QG		Polling district to be deleted.
Xcel Leisure Centre	Mitchell Avenue	Mitchell Avenue	QH	GF	No Change - Use current polling station
Greek Orthodox Church of Holy Transfiguration	Westwood Heath Road	Westwood Heath Road	QI	QG	No Change - Use current polling station

Polling District and Polling Place Review 2013 - ARO Recommendations
Whoberley

Name of current Polling Station	Name of current Polling Place	Name of proposed Polling Place	Current Polling District	Future Polling District	Returning Officers Recommendations
Hearsall Community Primary School	Kingston Road	Kingston Road	RA	RA	No Change - Use current polling station
Wilfred Spencer Centre	Whitaker Road	Whitaker Road	RB	RB	No Change - Use current polling station
Whoberley Youth Centre	Wildcroft Road	Wildcroft Road	RC	RC	No Change - Use current polling station
Allesley Hall Primary School	Winsford Avenue	Winsford Avenue	RD	RD	No Change - Use current polling station
Hearsall Baptist Church Hall	Queensland Avenue	Queensland Avenue	RE	RE	No Change - Use current polling station
St. Christopher Primary School	Allesley Old Road Entrance		RF		Polling district to be deleted.

Polling District and Polling Place Review 2013 - ARO Recommendations
Woodlands

Name of current Polling Station	Name of current Polling Place	Name of proposed Polling Place	Current Polling District	Future Polling District	Returning Officers Recommendations
Scout Hut, rear of 1 Kenthurst Close	Kenthurst Close	Eastern Green Road	SA	SA	Move polling station to Lutheran Centre, Eastern Green Road for all future elections - If building works at Lutheran Centre are not completed in time for 2014 Election, agreed to place a portacabin close the the land
St. Oswald's Church Hall	Jardine Crescent	Jardine Crescent	SB	SB	No Change - Use current polling station
Our Lady of the Assumption Social Centre	Tile Hill Lane	Tile Hill Lane	SC	SC	No Change - Use current polling station
Eastern Green Junior School	Sutton Avenue	Church Lane	SD	SD	Move polling station to Eastern Green Social Club, Church Lane
The Woodlands School	Broad Lane	Broad Lane	SE	SE	No Change - Use current polling station
St. John Vianney Parish Room	Bishopton Close	Bishopton Close	SF	SF	No Change - Use current polling station
Park Hill Primary School - Playgroup Annexe	Lower Eastern Green Lane	Lower Eastern Green Lane	SG	SG	No Change - Use current polling station
Mount Nod Primary School	Greenleaf Close	Greenleaf Close	SH	SH	No Change - Use current polling station
		Broad Lane		SI	New polling district use Woodlands School as a Double Polling Station as electors already vote there and no there are no other suitable alternatives available

Polling District and Polling Place Review 2013 - ARO Recommendations
Wyken

Name of current Polling Station	Name of current Polling Place	Name of proposed Polling Place	Current Polling District	Future Polling District	Returning Officers Recommendations
Youell Court, Residential Care Centre for the Elderly	Skipworth Road	Skipworth Road	TA	TA	No Change - Use current polling station
Wyken United Reformed Church	Hocking Road	St Austell Road	TB	TB	Move polling statiom Holy Cross Church Hall, St Austell Road
Wyken Croft Primary School	Wyken Croft	Wyken Croft	TC	TC	For 2014 elections due to building works move polling station to Wyken Parish Hall reverting back to Wyken Croft Primary School once building works completed
Community Centre, Clifford Bridge School	Coombe Park Road	Coombe Park Road	TD	TD	For 2014 elections due to building works move polling station to an alternative room in the school.
Richard Lee Primary School - Children's Centre	The Drive		TE		Polling district to be deleted.
St. Gregory's R.C. Primary School	Harry Rose Road	Harry Rose Road	TF	TF	No Change - Use current polling station
Wyken Community Centre	Westmorland Road	Westmorland Road	TG	TG	No Change - Use current polling station
St. John Fisher R.C. Primary School	Kineton Road	Tiverton Road	TH	TH	Move polling station to St John Fisher Parish Centre, Tiverton Road
Pearl Hyde Primary School	Dorchester Way	Dorchester Way	TI	TI	No Change - Use current polling station

Coventry City Council

Public report
Cabinet Report

Cabinet — 7th January 2014
Council — 14th January 2014

Name of Cabinet Member:
Cabinet Member (Housing and Heritage) – Councillor Ruane

Director Approving Submission of the report:
Executive Director, Place

Ward(s) affected:
St. Michael's

Title:
International Transport Museum

Is this a key decision?
Yes. The potential financial implications for the City Council of the recommendation will exceed £500,000 in providing cash-flow support to Culture Coventry, in advance of receiving full and final payments of approved external grant funding for the planned capital development scheme.

Executive Summary:

The International Transport Museum scheme comprises a significant development of one of Coventry's key cultural assets – Coventry Transport Museum. The scheme will include bringing back into economic use The Old Grammar School, one of Coventry's most important historic buildings, which is currently unused and is on the English Heritage 'At Risk' Register.

The project will re-fresh and further energise the cultural offer and visitor experience at Coventry Transport Museum, enabling the museum to reflect the depth of Coventry's role in pushing the frontiers of transportation manufacturing, whilst at the same time stimulating interest in emerging new technologies. The development will deliver a much-enhanced, ground breaking museum which will build on Coventry's role as a centre of innovation in world transportation to attract new visitors to the City.

Subject to award, on 16th April 2013 Cabinet approved the Council to act as guarantor for the European Regional Development Fund (ERDF) grant contribution for the above scheme. ERDF funding of £3.1m and Heritage Lottery Fund grant of £4.63m have now been secured for the scheme, but the grant may only be claimed retrospectively in phases, on evidence of expenditure. Further to analysis of the grant funding profile and its wider business plan, Culture Coventry has therefore requested that the Council provide cash-flow support for the scheme to enable its successful delivery.

Recommendations:

Cabinet is requested to recommend that Council:

1. Approve the provision of unsecured cash-flow support of up to £2.0m to Culture Coventry for the duration of the works, in advance of receipt of grants for the International Transport Museum scheme.

2. Delegate authority to the Executive Director, Place and Executive Director, Resources in consultation with the Cabinet Member (Housing and Heritage) to approve the profile and timing of cash-flow support to Culture Coventry to successfully deliver the above development scheme.

Council is requested to:-

1. Approve the provision of unsecured cash-flow support of up to £2.0m to Culture Coventry for the duration of the works, in advance of receipt of grants for the International Transport Museum scheme.

2. Delegate authority to the Executive Director, Place and Executive Director, Resources, in consultation with the Cabinet Member (Housing and Heritage) to deliver the profile and timing of cash-flow support to Culture Coventry to successfully deliver the above development scheme.

List of Appendices included:
None.

Other useful 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?
Yes – 14th January 2014

Report title: International Transport Museum

1. Context (or background)

1.1 The International Transport Museum scheme comprises a significant development of one of Coventry's key cultural assets – Coventry Transport Museum. The scheme will include bringing back into economic use The Old Grammar School, one of Coventry's most important historic buildings, which is currently unused and is on the English Heritage 'At Risk' Register. The project will re-fresh and further energise the cultural offer and visitor experience at Coventry Transport Museum, enabling the museum to reflect the depth of Coventry's role in pushing the frontiers of transportation manufacturing, whilst at the same time stimulating interest in emerging new technologies. The development will deliver a much-enhanced, ground breaking museum which will build on Coventry's role as a centre of innovation in world transportation to attract new visitors to the City.

2. Options considered and recommended proposal

2.1 Culture Coventry has been awarded £3.1m of European Regional Development Fund grant (ERDF) and £4.63m of Heritage Lottery Fund (HLF) grant to deliver the International Transport Museum scheme. However, these grants may only be claimed retrospectively in planned phases, on evidence of expenditure. Further to analysis of the grant funding profile and its wider business plan, Culture Coventry will require cash flow support for the duration of the works and has therefore requested that the Council support them to enable the successful delivery of the scheme, whilst also maintaining continuity of 'normal' services.

2.2 Two options were considered in relation to the financial profile of the scheme:

2.3 Option A – Do Not Provide Cash-Flow Support to Culture Coventry (Not Recommended)
The International Transport Museum development scheme would not progress into and through construction phases without cash-flow support being provided by the Council to Culture Coventry. Without cash-flow support, Culture Coventry would be unable to meet the financial requirements of the scheme from within resources, or normal 'business as usual' resources, thereby placing £7.7m of external grant funding and a significant heritage and regeneration scheme for the city at risk. There would be abortive costs already incurred by the scheme that would need to be met, and the opportunities to increase visitor numbers and improve the visitor experience of the museum would be lost. In addition, the Old Grammar School would remain unused and on the English Heritage 'At Risk' Register.

2.4 Option B – Provide Cash-Flow Support to Culture Coventry (Recommended)

Culture Coventry has been awarded £3.1m of European Regional Development Fund grant (ERDF) and £4.63m of Heritage Lottery Fund (HLF) grant to deliver the International Transport Museum scheme. By providing cash-flow support to Culture Coventry of up to £2.0m through the duration of the scheme (to 2015), the Council can ensure the programme can progress.

2.5 The Old Grammar School would then be brought back into regular use and the scheme would re-fresh and further energise the cultural offer and visitor experience at Coventry Transport Museum.

2.6 The International Transport Museum scheme is currently at the stage of tendering for base-build and exhibition fit-out contractors, with a view to site works commencing in March 2014. The ERDF funding is time-limited and financial completion will need to have taken place by 30th April 2015. In order to meet this critical deadline, there can be no break in the project work plan.

2.7 Within the current profile for the scheme, Council cash-flow support to Culture Coventry will be required from April 2014 at an initial level of £0.25m, rising to a peak of £2.0m in January 2015. Full reimbursement of the cash-flow support provided would be anticipated by June 2015 by the retention of grant payments by the Council to repay the cash flow support.

3. Results of consultation undertaken

3.1 During 2012, Coventry Transport Museum undertook an extensive public consultation exercise focused on the future development of the museum, with responses drawn from almost 2,000 people. The exercise centred on a programme of consultation activities designed to gather a significant amount of quantitative and qualitative information from a wide range of audiences and potential audiences. Methods for eliciting views from the public included: questionnaires (onsite and online); observations; face to face and telephone interviews; visitor tracking; pilot activities, and; focus groups.

3.2 Consultation results have already been considered within the design phases of the project. However, consultation has additionally significantly influenced plans for enhanced community engagement with the museum.

3.3 The project will create opportunities for local residents to increase their engagement with cultural environments, building confidence and improving employability. There will be a particular focus on engaging communities that traditionally have low levels of cultural engagement – including driving up visitors from disadvantaged areas of the City through:

- Recruitment and capacity building of volunteer gallery explainers to interact with visitors
- Recruitment and capacity building of volunteers to deliver new visitor tours of the museum and the Old Grammar School.
- New community outreach activities for families in disadvantaged wards
- The development and delivery of a new co-production project called Multi-Sensory Memories to work with blind, visually impaired, deaf and hearing impaired groups to collect memories as part of the new interpretation of the Museum's commercial vehicle collection.
- A series of programmes interpreting Coventry's vehicle and manufacturing heritage as well as practical programmes such as bicycle maintenance.
- An oral history project with BAME communities to represent Coventry's diverse communities.
- A community curated exhibition in the Old Grammar School, reflecting on local people's memories of this important local building.

4. Timetable for implementing this decision

4.1 Within the current profile for the scheme, Council cash-flow support to Culture Coventry will be required from April 2014. Full reimbursement of the cash-flow support provided would be anticipated by June 2015.

5. Comments from Executive Director, Resources

5.1 Financial implications.

Council has approved to act as guarantor for £3.1m ERDF grant for the museum extension scheme. This, and HLF grant of £4.63m (claimed directly by CTM) have now been secured, but the grant may only be claimed retrospectively, in phases, and on evidence of spend. Analysis of the likely project spend, grant funding profile, and the Trust's wider business cash flows indicate that the organisation will require cash-flow support to enable its successful delivery, and to maintain normal services. Depending on the actual spend profile, and time to claim and receive grant, the support required could be up to £2m. This is after using the Trust's own 'business as usual' grant monies and any reserves first.

The proposal will result in an interest free unsecured loan to Culture Coventry of up to £2m for the duration of the build project. Repayments will be recovered from future grant payments, therefore the arrangement will be cost neutral, other than the interest forgone. Based on the indicative support requirements, it is estimated that this will be up to £7k in total.

Actual cash required will be monitored by Council officers with the trust to ensure that the loan value is minimised, whilst ensuring service continuity is maintained.

5.2 Legal implications.

The Council can provide loans and grants for recreational facilities within its area under section 19 of the Local Government (miscellaneous provisions) Act 1976.

Subject to approval, heads of terms for the loan will be agreed and put in place with the trust referring to the above power and interest rate and repayment terms as described in the financial implications of this report.

Other implications
N/A.

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

The recommended proposal will enable the International Transport Museum development scheme to progress, delivering a much-enhanced, ground-breaking museum which will build on Coventry's role as a centre of innovation in world transportation to attract new visitors to the City. It will therefore contribute to the Council's core aims to:

- *Make Coventry an attractive and enjoyable place to be* – by significantly enhancing the current cultural offer for the City through regenerating two brown-field sites, upgrading five museum exhibition galleries, relocating the shop, creating a new, improved museum entrance/orientation space and new community engagement spaces. The scheme will also restore the 12th Century Old Grammar School, adjacent to Coventry Transport Museum, to create new exhibition and multi-purpose event space for the Museum.
- *Ensuring that children and young people are safe, achieve and make a positive contribution* – through the ongoing and significantly enhanced educational and community cultural offers of the Museum.
- *Encouraging a creative, active and vibrant city* – by enhancing access to, and presentation of, the Museum's collections, expertise and services.

- *Developing a more equal city with cohesive communities and neighbourhoods* – educational and cultural experiences and events are widely recognised to positively bring communities together and to contribute to developing and defining a sense of place. Enhancing the educational and cultural offer currently provided through the Museum secures the positive benefits to communities presented by the uniqueness of the city's heritage and cultural offer.
- *A prosperous Coventry* – the scheme will present opportunities for local employment and training. In addition to the jobs output required as part of the ERDF funding agreement, there is also a clause within the build contracts that the Trust and the contractor are to maximise the opportunities for local employment and training and create opportunities for local contractors, together with proposals to maximise local supply chain opportunities. It is further anticipated that the enhanced and extended museum will create 3.6 direct new jobs at Coventry Transport Museum by June 2015.

6.2 How is risk being managed?

The International Transport Museum development is being overseen by Culture Coventry. Culture Coventry is managed through an independent Board, with five Council Elected Members holding positions on the Board (including the Chair of the Business, Economy and Enterprise Scrutiny Board (3) who is the Deputy Chair for Culture Coventry).

A Project Board for the development scheme has also been established, with Council officer representation from City Centre and Development Services and Finance Services. Focus Consultants provide regular Project Status Reports to the Board which include a review of the programme, review of risks and financial updates.

Project support for the Council's role as guarantor of the ERDF grant is provided through officers from within City Centre and Development Services. Strategic support and governance for core grant for Culture Coventry is also provided through the Sports and Arts Service within City Centre and Development Services.

6.3 What is the impact on the organisation?

The proposal will require Council officers to continue to attend regular Project Board meetings and to additionally monitor cash flow and resource requirements for Culture Coventry in accordance with delegated authorities and approved levels of cash-flow support to be provided.

6.4 Equalities / EIA

A key goal of the Cultural Trust Review and transfer of museum and gallery services to Culture Coventry on 1st August 2013 was to protect and, where possible, enhance the cultural offer for visitors and customers of the city's museums and cultural destinations. The recommendation within this report does not constitute a change in service or policy therefore no additional equality impact has been undertaken.

6.5 Implications for (or impact on) the environment

None directly, as the recommendation relates to the provision of cash-flow support to an external partner. However, the wider development scheme will enable the regeneration of two brownfield sites, will enable enhancements to existing infrastructure at the Coventry Transport Museum and will secure the future of the 12th Century Old Grammar School, converting it from an 'at risk' building to one with regular, economic use by 2015.

6.6 Implications for partner organisations?

A key goal of the Cultural Trust Review and transfer of museum and gallery services to Culture Coventry on 1st August 2013 was to protect and, where possible, enhance the cultural offer for visitors and customers of the city's museums and cultural destinations. The recommendation within this report supports the development and enhancement of the cultural offer in line with the review outcomes and presents significant opportunities for growth for the trust.

Report author(s):
David Nuttall

Name and job title:
Service Manager – Sports and Arts

Directorate:
Place

Tel and email contact:
Tel: 024 7683 2362
Email: david.nuttall@coventry.gov.uk

Enquiries should be directed to the above person.

Contributor/approver name	Title	Directorate or organisation	Date doc sent out	Date response received or approved
Contributors:				
David Cockroft	Assistant Director, City Centre and Development Services	Place	22.11.13	28.11.13
Andy Williams	Resources and New Projects Manager	Place	22.11.13	25.11.13
Barry Butterworth	Team Leader (Development and Regeneration)	Place	22.11.13	25.11.13
Phil Helm	Place Directorate Finance Manager	Resources	22.11.13	27.11.13
Sarfraz Nawaz	Finance Manager, Major Projects Finance	Resources	22.11.13	27.11.13
Steve Thomas	Senior Accountant, Major Projects Finance	Resources	22.11.13	28.11.13
Clarissa Evans	Commercial Team Manager, Legal Services	Resources	22.11.13	25.11.13
Lara Knight	Governance Services Team Leader	Resources	22.11.13	25.11.13
Names of approvers for submission: (officers and Members)				
Finance: Phil Helm	Place Directorate Finance Manager	Resources	28.11.13	29.11.13
Legal: Clarissa Evans	Commercial Team Manager, Legal Services	Resources	28.11.13	29.11.13
Executive Director: Martin Yardley	Executive Director	Place	29.11.13	29.11.13
Members: Councillor Ruane	Cabinet Member (Housing and Heritage)	-	29.11.13	2.12.13

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

Coventry City Council

Public report
Cabinet Report

Cabinet 7 January 2014
Council 14 January 2014

Name of Cabinet Member:
Cabinet Member (Policy and Leadership) – Councillor Mrs Lucas

Director Approving Submission of the report:
Chief Executive

Ward(s) affected:
Citywide

Title:
Coventry and Warwickshire Sub-Regional Joint Committee

Is this a key decision?
No

Executive Summary:

Coventry City Council works closely with a number of other local authorities and other organisations to promote the economic growth and prosperity of Coventry. Local economic geography along with Government policy on economic growth, including the establishment of the Coventry and Warwickshire Local Enterprise Partnership, has led to increased partnership working between the seven local authorities in Coventry and Warwickshire along with Hinckley and Bosworth Borough Council.

The delivery of a Coventry and Warwickshire City Deal and the future allocation of Government local growth funding both require the establishment of formal local government arrangements at a sub-regional level. After consideration of the governance options that are available to the sub-region it is proposed that a sub-regional Joint Committee is set up to address economic development, regeneration and strategic planning at a sub-regional level with the view towards moving to a sub-regional Economic Prosperity Board when this is possible.

Recommendations:

Cabinet is requested to agree and recommend to Council that:

(1) A Coventry and Warwickshire Joint Committee should be established to address economic development, regeneration and strategic planning at a sub-regional level
(2) The draft terms of reference set out in appendix A should be agreed in principle, and that authority should be delegated to the Leader to agree final details with the other local authorities on the Joint Committee
(3) There is potential to widen the remit of the Joint Committee over time with the agreement of the constituent local authorities

(4) The Leader should represent Coventry City Council on the Coventry and Warwickshire Joint Committee with the Cabinet Member (Business, Enterprise and Employment) as named substitute member
(5) It should endorse the approach of moving towards an sub-regional Economic Prosperity Board when this is possible

Council is recommended to consider and agree the recommendations set out above.

List of Appendices included:
Appendix 1 – Terms of Reference

Other useful 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?
Yes - 14 January 2014

Report title: Coventry and Warwickshire Sub-Regional Joint Committee

1. Context (or background)

1.1 The City Council is working to ensure the future growth and prosperity of the city of Coventry. Many aspects of the local economy have wider sub-regional and regional dimensions and the Council is involved in a number of sub-regional groupings including the West Midlands Joint Committee made up of the seven Metropolitan District Councils including Birmingham.

1.2 Current Government economic policy and allocation of local growth funding is largely based on a sub-regional approach, including the establishment of sub-regional Local Enterprise Partnerships. Research shows that the Coventry and Warwickshire sub-region best reflects the real economic geography of the area – and this is reflected by the creation of the Coventry and Warwickshire LEP.

1.3 The City Council has been working closely with a range of partners on the development of a City Deal which focuses on promoting economic growth through support to the Advanced Manufacturing and Engineering sector in the sub-region. A key requirement for the Deal from the Government is that strong governance arrangements are in place. It is becoming clear that in order to access future Government funding local authorities will need to have their own formal collective arrangements at a sub-regional level that are separate to Local Enterprise Partnerships.

2. Options considered and recommended proposal

2.1 The remit of the new sub-regional arrangements will be to enable local authorities to address together economic development; regeneration and strategic planning issues at a sub-regional level and provide a collective voice for local authorities in the sub-region.

2.2 There are three governance options available to provide formal collective local government sub-regional governance arrangements under current legislation.
- Joint Committee
- Economic Prosperity Board
- Combined Authority

2.3 The development of some form of formal sub-regional governance arrangements is a requirement of both the City Deal and for the allocation of future government growth funding so the option to do nothing is not recommended.

2.4 An Economic Prosperity Board and particularly Combined Authority models (same as an EPB but also includes transport) are the sub-regional governance options preferred by Government. Constituted under legislation passed in 2010 under the previous Labour Government, every new individual Economic Prosperity Board or Combined Authority has to be set up separately through statute. Greater Manchester is the first Combined Authority and local authorities in West Yorkshire; South Yorkshire and the North East are currently in the process of setting up Combined Authorities for their sub-regions - all with the aim to get delegation of powers and additional funding from central Government.

2.5 However there are difficulties in pursuing an Economic Prosperity Board or Combined Authority option for Coventry and Warwickshire at this stage. The first relates to the geographic area that can be covered. The development of the City Deal – with its focus on advanced manufacturing and engineering - has led to the inclusion of Hinckley and Bosworth BC as the local economy is very closely integrated with Coventry and

Warwickshire particularly in the north of the sub-region. Current legislation would require the inclusion of Leicestershire County Council within an Economic Prosperity Board or Combined Authority which would be an additional complication at this stage. The second difficulty relates specifically to a Combined Authority. This would require governance over transport to be transferred to the Combined Authority; a particularly complicated issue for Coventry as a member of the West Midlands ITA.

2.6 The third difficulty in opting for an Economic Prosperity Board or Combined Authority model is the length of time the process would take. The process includes a formal review, consultation and ministerial approval and is estimated to take at least a year. It is understood that because of issues facing a number of sub-regions under the current legislation, the Government will be consulting on a number of proposed changes to increase the flexibility of the model. This could well extend the length of time it would take to get an Economic Prosperity or Combined Authority approved even further.

2.7 Joint Committees can be established by local authorities to undertake specific functions without Government approval - including covering the remit of an Economic Prosperity Board. This option for sub-regional governance has been chosen by the Greater Birmingham and Solihull area.

2.8 For these reasons it is proposed that a Coventry and Warwickshire Joint Committee should be set up to include the sub-regional local authorities: Coventry City Council; Warwickshire County Council; Nuneaton and Bedworth Borough Council; North Warwickshire Borough Council; Rugby Borough Council; Stratford On Avon District Council; Warwick District Council and Hinckley and Bosworth Borough Council.

2.9 It is recommended that the remit of the Joint Committee should be to address collaboratively issues relating to economic development, regeneration and strategic planning at a sub-regional level and enable collective decision-making on issues that require sub-regional agreement from the constituent authorities. This mirrors the remit of an Economic Prosperity Board and would enable the sub-region to move more easily towards setting one up as a later date as this is considered to be more likely to result in the devolution of powers and funding to the sub-region.

2.10 It is recommended that the draft terms of reference for the Coventry and Warwickshire Joint Committee should be approved as set out in appendix 1 and that authority be delegated to the Leader to agree any final outstanding details with the other members of the Joint Committee.

2.11 It expected that Local Authorities should be represented on the Joint Committee by the Leader of the Council. The draft terms of reference require each council to appoint a named substitute elected member. It is recommended that Coventry City Council should nominate the Cabinet Member (Business, Enterprise and Employment) to be the council's named substitute.

3. Results of consultation undertaken

3.1 The proposals in this report have been arrived at following discussion with other local authorities in the sub-region and have been commented on favourably by central Government via City Deal negotiations. Any proposals to move towards setting up an Economic Prosperity Board would require a formal review of current arrangements and a formal consultation process.

4. Timetable for implementing this decision

4.1 It is proposed that the Coventry and Warwickshire Joint Committee would be set up in January 2014 once all member authorities have formal approval to do so.

5. Comments from Executive Director, Resources

5.1 Financial implications

There are no immediate or direct financial implications for the City Council in approving the recommendations. The remit of the Joint Committee is at a sub-regional level and includes the development of joint strategies including decision making about external funding. It is anticipated that one of the local authorities would act as an accountable body for any funding that would come within the remit of the Joint Committee in the future. Any requirement for Coventry to act as the accountable body would be reported back for subsequent approval.

5.2 Legal implications

Joint Committees may be established under Section 101 of the Local Government Act 1972 and Section 9EB of the Local Government Act 2000. Regulations made under the 2000 Act make detailed provision for the approval of arrangements for a joint committee and its membership. As it is likely that the proposed joint committee will be exercising both non-executive (Council) functions and executive (Cabinet functions), Cabinet must agree to the establishment of the joint committee which must then be approved by Council.

6. Other implications

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

The proposed Joint Committee would specifically address economic growth and strategic planning at a sub-regional level. This would support the Council's key objective to promote economic growth and create jobs.

6.2 How is risk being managed?

The Joint Committee once set will be a separate body and will be required to manage risk. It is expected that one of the member local authorities would become the accountable body for any funding associated with its functions.

6.3 What is the impact on the organisation?

None at this stage.

6.4 Equalities / EIA

No specific impact at this stage. Once a sub-regional body is set up local authority members will be responsible for ensuring that any functions; policies and decisions undertaken meet the requirements of the Equality Act

6.5 Implications for (or impact on) the environment

No specific impact at this stage.

6.6 Implications for partner organisations?

The setting up of the Coventry and Warwickshire Joint Committee will strengthen the partnership of the local authorities within the sub-region including Hinckley and Bosworth BC. The Joint Committee will work closely with the CWLEP.

Report author(s):

Name and job title: Jenni Venn, Assistant Director – Policy

Directorate: Chief Executive's

Tel and email contact: 024 7683 3741; jenni.venn@coventry.gov.uk

Enquiries should be directed to the above person.

Contributor/approver name	Title	Directorate or organisation	Date doc sent out	Date response received or approved
Contributors:				
Martin Yardley	Executive Director	Place	2/12/13	3/12/13
Lucy Hobbs	Community Regeneration Manager	Place	26/11/13	28/11/13
Lara Knight	Governance Services Officer Team Leader	Resources	26/11/13	29/11/13
Carol Bradford	Local Legal Services Office	Resources	26/11/13	27/11/13
Other members				
Names of approvers for submission: (officers and members)				
Finance: Neil Chamberlain	Finance Manager	Resources	26/11/13	27/11/13
Legal: Helen Lynch	Corporate Governance and Litigation Manager	Resources	26/11/13	28/11/13
Director: Martin Reeves	Chief Executive		2/12/13	17/12/13
Members: Councillor Ann Lucas	Cabinet Member Policy and Leadership		2/12/13	6/12/13

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Appendices

Appendix One

Draft Terms of Reference for Proposed Joint Committee

Composition

1. The [insert name] shall comprise [insert total number of members] elected members appointed by the Authorities' Executive (or Full Council) as follows:

[Insert details of membership]

2. All elected members appointed to the [insert name] must be members of their Authority's Executive or nominated by Full Council if the Authority does not operate an Executive model. The [insert name] need not be politically balanced.

3. Appointments of Members to serve on the Panel will be made by the Authorities' Executive (or Full Council) on an annual basis. A Member shall continue to serve on the Panel unless s/he ceases to be an elected Member; s/he resigns or is removed by their Authority's Executive (or Full Council) at any time.

4. Each Authority's Executive (or Full Council) may appoint [one] named substitute elected member to attend a meeting of the [insert name] if a Member of the [insert name] is unable to attend or otherwise unable to act.

Chair and Deputy Chair

5. The Chair and Deputy Chair of the [insert name] will be appointed by the [insert name] from among its members annually.

Quorum

6. The quorum of the [insert name] will be [insert number] members.

Sub-Committees

7. The [insert name] may appoint one or more sub-committees for the purpose of discharging any of its functions.

Frequency of meetings

8. The [insert name] will meet at least [insert number] times a year and meetings will be subject to the usual Access to Information requirements for joint committees exercising executive functions.

Terms of Reference

9. The overarching aim of the [insert name] is to provide its constituent local authorities with a forum in which to address collaboratively issues relating to economic development, regeneration and strategic planning at a sub-regional level and to enable collective decision-making on issues that require sub-regional agreement from the constituent authorities. In particular the [insert name] will have the power to :

(1) Develop and economic and growth strategies for the sub-region and to keep the same under review ;

(2) Develop and set joint investment strategies for the sub-region and to keep the same under review;

(3) Consider, approve and implement decisions relating to sub-regional investment, including expenditure of external funding within the sub-region;

(4) Develop and encourage a co-ordinated approach within the sub-region to inward investment ;

(5) Develop and facilitate collaboration between the constituent authorities in the discharge of functions relating to economic development, regeneration and strategic planning including spatial planning; and

(6) Produce in September of each year, an annual report to the Executive of each of the constituent authorities on its work in the preceding municipal year.

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Coventry City Council

Public report
Cabinet Report

Cabinet 7 January 2013
Council 14 January 2013

Name of Cabinet Member:
Cabinet Member (Policy and Leadership) – Councillor Mrs Lucas

Director Approving Submission of the report:
Chief Executive

Ward(s) affected:
Citywide

Title:
Coventry and Warwickshire City Deal

Is this a key decision?
Yes – the proposals within the report will affect the whole city.

Executive Summary:

Coventry and Warwickshire is one of 20 areas that were invited to take part in the second wave of City Deals. The purpose of City Deals is to drive local economic growth and jobs with each one a "bespoke" agreement between a local area and central Government that reflects the different needs of the local area's functional economic geography.

The Coventry and Warwickshire City Deal (the City Deal) focuses on the advanced manufacturing and engineering sector and aims to promote sustained economic growth and create jobs in the sub region. The City Deal will establish a Coventry and Warwickshire Business Support Clearing House that will deliver a range of bespoke business support services to support local businesses to grow and create local jobs by assisting them to invest in skills; supporting innovation through better access to research and development; and by supporting them to access both finance and development opportunities.

The expected outcomes of the City Deal include over 15,000 new jobs by 2025 (including 8,800 in the advanced manufacturing and engineering sector); support for growth in 450 companies; and a new motor test track for the automotive sector at Fen End in Warwickshire. The City Deal includes £25m of public sector investment and over £67m of private sector investment.

After extensive negotiations the Coventry and Warwickshire City Deal has been agreed between central Government and Coventry and Warwickshire Local Enterprise Partnership (CWLEP); the seven local authorities in Coventry and Warwickshire and Hinckley and Bosworth Borough Council. As part of the City Deal the eight local authorities will set up a Joint Committee to provide robust governance arrangements for the City Deal.

Recommendations:

Cabinet is requested to recommend to Council that it should:

1. Agree that Coventry City Council should formally endorse the Coventry and Warwickshire City Deal set out in appendix 1

2. Approve the cost sharing proposal as recommended by the Chief Financial (section 151) Officers of the City Deal local authority partners as detailed in the main body of the report and in Appendix 2. Costs range from £1.1m to be met from local authority partners in year 1 with on-going costs rising to £3.2m (year 5) which will be met by the CWLEP partners on the basis that contributions from private sector partners and grant funding being pursued are forthcoming.

3. Agree to fund the Council's share of the estimated costs of City Deal of £0.48m to support the year 1 operating costs.

4. Support the approach of applying to European Union and Single Local Growth Fund sources of funding to support the on-going costs for City Deal taking into account any match funding requirements

Council is requested to:

1. Agree that Coventry City Council should formally endorse the Coventry and Warwickshire City Deal set out in appendix 1.

2. Approve the cost sharing proposal as recommended by the Chief Financial (section 151) Officers of the City Deal local authority partners as detailed in the main body of the report. Costs range from £1.1m to be met from local authority partners in year 1 with on-going costs rising to £3.2m (year 5) which will be met by the CWLEP partners on the basis that contributions from private sector partners and grant funding being pursued are forthcoming.

3. Agree to fund the Council's share of the estimated costs of City Deal of £0.48m to support the year 1 operating costs.

4. Support the approach of applying to European Union and Single Local Growth Fund for sources of funding to support the on-going costs for City Deal taking into account any match funding requirements.

List of Appendices included:
Appendix 1 – Coventry and Warwickshire City Deal
Appendix 2 – Indicative cost sharing proposal for the Council contributions
Appendix 3 - Funding mix for the City Deal

Other useful 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?
Yes - 14 January 2014

Report title: Coventry and Warwickshire City Deal

1. Context (or background)

1.1 On 29 October 2012 the Government launched a second wave of city deals. City Deals are intended to be a transaction between cities and their wider areas and central Government and aim to give cities the powers and tools they need to drive local economic growth; unlock projects or initiatives that will boost their economies; and strengthen local governance arrangements. The first wave of City Deals included only the eight largest cities outside London. Coventry and Warwickshire was one of 20 areas invited to take part in the second wave.

1.2 At the meeting of Council on 4 December 2012 it was agreed that Coventry City Council should enter into discussions and negotiations with Government to develop a Coventry and Warwickshire City Deal. After extensive negotiations with Central Government an agreement has now been reached on the content of a City Deal for the Coventry and Warwickshire sub-region.

2. Options considered and recommended proposal

2.1 The second wave of city deals was a competitive process and to be successful deals were required to focus on a single economic issue requiring an *"innovative and transformative response*" ie each City Deal needed to address a specific "problem" facing the local economy that could be tackled through actions identified and addressed through the Deal.

2.2 A key element of Coventry and Warwickshire's current and future economy growth is the advanced manufacturing and engineering sector including the automotive sector. However further growth in the advanced manufacturing and engineering sector is being limited by a number of barriers that have been identified by local businesses, particularly experienced by small and medium sized enterprises (SMEs). The barriers to growth identified include: insufficient business support advice and guidance – especially targeted at SMEs in this sector; access to finance; availability of individuals with appropriate skills; and availability of appropriate employment sites for growing businesses.

2.3 The Coventry and Warwickshire City Deal aims to address these issues by:

- Providing the **right type of business advice, guidance and support programmes** to grow both SMEs and companies within the advanced manufacturing and engineering sector
- **Establishing tailored skills programmes** for the advanced manufacturing sector, which build on recent reforms to the national skills system, ensuring that advanced manufacturing and engineering companies can employ people with the right skills
- Maximising the potential of the advanced manufacturing and engineering sector, including the automotive sector, by **supporting more SMEs to secure business in the supply chain**
- Helping further growth of the automotive sector by providing funding that will support the **development of a new test track facility in Fen End**

2.4 To achieve this the Coventry and Warwickshire City Deal proposes the setting up a new flagship Clearing House Centre where key business support agencies are co-located in one building; the provision of a range of innovative business support programmes that will support further growth in the advanced manufacturing and engineering sector particularly focused on SMEs including addressing skills issues; a new pan-Midlands supply chain

initiative and the provision of a new £17m motor test track facility at Fen End in Warwickshire.

2.5 To address the skills issues that have been identified and to ensure local people can access employment, the City Deal includes a new Coventry and Warwickshire Shared Apprentice Scheme for the advanced manufacturing and engineering sector along with a new Skills4Growth programme that aims to provide local people with the right skills (in addition to qualifications) that local businesses need so that they can gain employment locally in advanced manufacturing and engineering.

2.6 The City Deal sets out a range of programmes and initiatives, funded by £25m of local and national public sector funding and over £67m of private sector funding. These cover the whole of the Coventry and Warwickshire sub-region - areas covered by Coventry City Council, Warwickshire County Council and part of Leicestershire. This includes: North Warwickshire; Nuneaton and Bedworth; Rugby; Warwick; Stratford-on-Avon; and Hinckley and Bosworth in Leicestershire.

2.7 The expected benefits to the sub-region include the creation of over 15,000 jobs by 2025 (including 8,800 in advanced manufacturing and engineering) and support for growth for 450 companies.

2.8 A range of options was considered as part of the development of the Deal but it was considered that a clear focus on the advanced manufacturing and engineering sector and in particular the development of smaller businesses was most likely to bring the greatest economic benefits to the sub-region from such a Deal.

2.9 Although there was not a great amount of additional funding available from Government through the City Deal process it is considered that the opportunities offered, mean that the option not to support the Deal is not recommended. Benefits include access to and greater use of national support for businesses locally and to create a co-located coherent offer; the creation of new skills programmes and development of apprenticeships schemes and the allocation of funding through the dedicated “Lancaster Pot” of Regional Growth Fund to support the running costs for year one.

2.10 The City Deal will be formally signed between central Government; CWLEP and the seven local authorities in Coventry and Warwickshire and Hinckley and Bosworth BC. There is a wide range of other partners involved in the City Deal including the Chamber; the two Universities and the FE sector.

2.11 The eight local authorities that form part of the City Deal will set up a Joint Committee to provide robust collective governance arrangements for the Deal.

2.12 The Clearing House will be a subsidiary company limited by guarantee of the CWLEP. The Clearing House Managing Director, will report directly to the CWLEP who will manage the day to day operations. Councils through the Joint Committee will be able to hold the CWLEP to account on the outcomes of the Clearing House. The accountable body will be a Local Authority given responsibility for the funding used to support the City Deal.

2.13 The City Deal document is set out in appendix 1.

3. Results of consultation undertaken

3.1 The proposals in the City Deal have been arrived at following extensive local research and discussions between CWLEP; the sub-regional local authorities and a wide range of partners in the sub-region including local businesses. The City Deal is the result of a lengthy process of negotiations with central Government.

4. Timetable for implementing this decision

4.1 The City Deal takes immediate effect once it has been signed and partners are seeking to appoint a Programme Director to implement the Deal. The Deal has a programme of activities due to start in 2014/15 and these are planned for five years.

5. Comments from Executive Director, Resources

5.1 Financial implications

5.1.1 City Deal Clearing House will require new funding in the region of **£1.1m per annum rising to £3.2m per annum** to be found on-going from the CWLEP partners. This assumes contributions from Government to part fund the accommodation costs and securing grant from the Lancaster Fund (year 1 only), European Funding and the Single Local Growth Fund to meet all other operating costs.

5.1.2 The proposed local authority financial contribution to the City Deal is a total of £1,123,202, made up from contributions from all eight local authorities. Coventry City Council's contribution of £0.48m and Warwickshire County Council's contribution of £0.53m make up the most of the funding with each of the District Councils contributing to the rest. This funding allocation is set out in more detail in appendix 2.

5.1.3 The proposals for cost sharing are based on the following:

- Government contributions are received to support the accommodation costs of the Clearing House.
- A dialogue with the private sector to maximise the contribution that can be made will also be needed to ensure buy- in to the concept and development of a Business Investment Fund or Local Innovation Fund.
- In year 1 the costs will be met by funding from "the Lancaster Pot" of Regional Growth Fund (a one off start up Government fund running from January 2014 to March 2015) and from Council contributions. The funding mix for City Deal is detailed in Appendix 3, with £1.4m secured from the Lancaster.
- Cabinet office has given a steer to seek funding for on-going support from European Funding and Single Local Growth Fund and any other funding the CWLEP has access to and influence over.
- External funding will be sought from other sources via the CWLEP and will be used to meet the on-going costs for areas that are funded by the Lancaster Pot and Council contributions in year 1.
- There is scope for further reductions in CWLEP and partner contributions if external funding bids are successful. Overall, on-going funding should be the responsibility of the CWLEP via a combination of funding streams.
- An agreed sharing of residual costs between the City, County and six District Councils is unlikely to be needed if the CWLEP is successful in seeking European Funding and SLGF funding.

- However, for completeness, should there be residual costs these could be split on the basis of the average of Spending Baseline and Spending Power, ensuring that no one Council contributes more than 50% of costs. Indicative contributions based on the year one costs are detailed in Appendix 2.
- The overall financial summary is set out in Appendix 3, highlighting funding sources for each element of the City deal proposal. The Council's 2014/15 contribution will be funded from resources set aside in the 2012/13 Financial Outturn Report.

5.1.4 Council contributions are currently only included for year one, with other funding sources being pursued by the CWLEP. It is possible that future Comprehensive Spending Reviews may mean that, along with other policy changes, there is a risk of some funding sources being reduced or removed. The financial impact of any policy changes will need to be considered by each authority and the CWLEP and the extent to which they can be planned for at this point in time.

5.1.5 In addition it is worth noting that the Lancaster pot and European funding come with conditions and performance targets in addition to public sector match funding requirements of up to 50%. The role of the accountable body will fall on the Council applying for the funding on behalf of the CWLEP. For this funding approach to be successful, full endorsement and agreement by CWLEP will be required.

5.1.6 The Exit Clauses as part the Governance arrangements set out which parties bear the costs of having to exit the Clearing House arrangements if and when this may be needed in the future. The risk of these costs will be borne by CWLEP as the parent company of the Clearing House entity. The Clearing House will initially operate for a five year period.

5.2 **Legal implications**

The City Deal is facilitated through the provisions in Chapter 4 of the Localism Act 2011 which facilitates additional freedoms for permitted authorities . These arrangements will be subject to a formal agreement between central Government, CWLEP and the participating local councils. The agreement will set out the basis upon which the City Deal is to operate. More detailed arrangements will be made with regard to the joint committee of local authorities which will provide robust and transparent governance for the joint committee as well as providing a channel for maintaining oversight of the Deal.

6. Other implications

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

The City Deal is designed to promote economic growth and create jobs in Coventry and the wider sub-region – a key Council objective.

6.2 How is risk being managed?

The City Deal will be managed through CWLEP and be held accountable by the new Joint Committee made up of the eight local authorities that are signed up to the City Deal. One of these local authorities will be selected to be the accountable body for the City Deal.

6.3 What is the impact on the organisation?

The City Deal requires the Council to provide funds as part of the agreed funding package of the Deal. Furthermore the Council is committed to working in partnership with the other local authorities and the CWLEP to deliver the Deal. This will include the co-location, where it is appropriate, of employees and the development of shared services.

6.4 Equalities / EIA

No specific adverse impact on protected groups has been identified at this stage. The City Deal includes specific measures to provide apprenticeships and skills training for local people and this will include targeting groups currently disadvantages in the labour market.

6.5 Implications for (or impact on) the environment

No specific impact at this stage.

6.6 Implications for partner organisations?

The City Deal has been led by the CWLEP. The City Deal involves a range of partner organisations including the two Universities; the Chamber of Commerce; FE colleges and training providers; Government departments and agencies; and local businesses. The setting up of the Coventry and Warwickshire Joint Committee will strengthen the partnership of the local authorities within the sub-region including Hinckley and Bosworth Borough Council.

Report author(s):

Name and job title: Jenni Venn, Assistant Director – Policy

Directorate: Chief Executive's

Tel and email contact: 024 7683 3741; jenni.venn@coventry.gov.uk

Enquiries should be directed to the above person.

Contributor/approver name	Title	Directorate or organisation	Date doc sent out	Date response received or approved
Contributors:				
Martin Yardley	Executive Director	Place	6/12/13	17/12/13
Lucy Hobbs	Community Regeneration Manager	Place	6/12/13	6/12/13
Lara Knight	Governance Services Officer Team Leader	Resources	6/12/13	9/12/13
Parminder Mudhar	Finance Manager	Resources	5/12/13	6/12/13
Carol Bradford	Locum Legal Officer	Resources	9/12/13	10/12/13
Chris West	Executive Director	Resources	13/12/13	17/12/13
Other members				

Names of approvers for submission: (officers and members)				
Finance: Lisa Commane		Resources	6/12/13	6/12/13
Legal: Christine Forde		Resources	6/12/13	13/12/13
Director: Martin Reeves	Chief Executive		6/12/13	17/12/13
Members: Councillor Ann Lucas	Cabinet Member Policy and Leadership		11/12/13	13/12/13

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Coventry and Warwickshire City Deal

Executive Summary

Coventry and Warwickshire is an integral part of the Midlands and a key engine of growth for the United Kingdom. As a functional economic area Coventry and Warwickshire is home to 863,000 residents and some 35,000 businesses. The area also provides employment for 443,000 people and in 2011 generated economic output of around £16.3bn in 2011.

A key part of Coventry and Warwickshire's success is the advanced manufacturing and engineering sector, including the automotive sector. Further growth in this sector can be enhanced by:

- Providing the right type of business advice, guidance and support programmes to grow both small and medium enterprises and companies within the advanced manufacturing and engineering sector.
- Establishing tailored skills programmes for the advanced manufacturing sector.
- Maximising the potential of the advanced manufacturing and engineering, including the auto sector, by supporting more small and medium enterprises to secure business in the supply chain.
- Enhancing auto sector testing and research and development facilities.

The areas growth strategy recognises both the advanced manufacturing and engineering strengths of this area and the issues discussed above. This City Deal therefore seeks to tackle these key issues and over its lifetime the Coventry and Warwickshire Local Enterprise Partnership predict this deal will deliver:

- Over 15,000 jobs within the wider economy, of which over 8,800 will be in the advanced manufacturing and engineering sector.
- A range of innovative business support programmes that will support further growth in the advanced manufacturing and engineering sector.
- A new flagship "Clearing House" centre, where key business support agencies are co-located in one building.
- A new pan-Midlands supply chain initiative that will support the growth of advanced manufacturing and engineering small and medium enterprises.
- An expanded motor test track and research and development facility for the growing auto sector at Fen End in Warwickshire.
- Two innovative skills programmes that will trial new ways in which to meet the skills needs of the advanced manufacturing and engineering sector.
- £25m of local and national public sector investment.
- £66m of private sector investment.

Our signing of this document confirms our joint commitment to ensure full implementation of the Coventry and Warwickshire City Deal proposed by: the Coventry and Warwickshire Local Enterprise Partnership; Coventry City Council; Warwickshire County Council; North Warwickshire Borough Council; Nuneaton and Bedworth Borough Council; Rugby Borough Council; Warwick District Council; Stratford-on-Avon District Council; and Hinckley and Bosworth Council in Leicestershire. To ensure implementation and demonstrate success we will jointly track progress against milestones and outcomes.

.....	.....
Rt Hon Nick Clegg MP Deputy Prime Minister	Rt Hon Greg Clark MP Minister for Cities

.....	.....	.....
Sir Peter Rigby, Chairman Coventry and Warwickshire LEP	Cllr Ann Lucas, Leader Coventry City Council	Cllr Izzi Seccombe, Leader Warwickshire County

Council

.....	.....	.....
Cllr Mick Stanley, Leader North Warwickshire Borough Council	Cllr Dennis Harvey, Leader Nuneaton and Bedworth Borough Council	Cllr Craig Humphrey, Leader Rugby Borough Council
.....	.....	……
Cllr Chris Saint, Leader Stratford-on-Avon District Council	Cllr Andrew Mobbs, Leader Warwick District Council	Cllr Stuart Bray, Leader. Hinckley and Bosworth Borough Council

Introduction

Coventry and Warwickshire is an integral part of the Midlands and a key engine of growth for the United Kingdom. As a functional economic area Coventry and Warwickshire is home to 863,000 residents and some 35,000 businesses. The area provides employment for 443,000 people and in 2011 generated economic output of around £16.3bn.

A key part of Coventry and Warwickshire's success is its advanced manufacturing and engineering sector which employs a significant number of residents. A particular strength is the manufacture of motor vehicles, where Coventry and Warwickshire have more than five times the average concentration of employment in this sector. The advanced manufacturing and engineering sector is also one of the key foundations for the future success of Coventry and Warwickshire with high rates of forecast growth over the next 10-15 years.

The growth strategy across Coventry and Warwickshire recognises this specialism and the City Deal will help Coventry and Warwickshire maximise the impact of this sector within the local economy by:

- Providing the **right type of business advice, guidance and support programmes** to grow both small and medium enterprises and companies within the advanced manufacturing and engineering sector.
- **Establishing tailored skills programmes** for the advanced manufacturing sector, which build on recent reforms to the national skills system, ensuring that advanced manufacturing and engineering companies can employ people with the right skills.
- Maximising the potential of the advanced manufacturing and engineering sector, including the auto sector, by **supporting more small and medium enterprises to secure business in the supply chain**.
- Helping further growth of the automotive sector by providing funding that will support the **further expansion of an auto test track and research and development facility in Fen End**.

Why do we need the City Deal?

Coventry and Warwickshire benefits from a strong advanced manufacturing and engineering sector. This is complemented by world class universities and research and development facilities such as: University of Warwick; Coventry University; Warwick Manufacturing Group; MIRA Technology Park; the Manufacturing Technology Centre at Ansty; and the High Value Manufacturing Catapult to name a few.

However despite these strengths local partners recognise that the growth in the advanced manufacturing and engineering sector could be significantly increased by supporting the growth of advanced manufacturing small and medium enterprises. Currently the business support needs of these companies are not addressed as effectively as they could be – with challenges around: effective signposting/co-ordination of business support; and the provision of business support programmes that meet all the needs of these companies.

Across the Midlands there are a range of world leading advanced manufacturing and engineering companies. These include: Aston Martin; Jaguar-Land Rover; BMW and Caterpillar. However small and medium enterprises in the advanced manufacturing and engineering sector do not maximise the supply chain opportunities that these companies present.

The automobile sector is a growing part of the local economy. However Coventry and Warwickshire's research and development facilities do not provide a complete offer to automobile companies. The City Deal provides a key opportunity to address this through expansion at Fen End.

The Deal

At the heart of the Coventry and Warwickshire City Deal is an ambitious proposal to **maximise growth in the areas advanced manufacturing and engineering sector (including the auto sector) by growing this sectors small and medium enterprises**. To deliver this flagship proposal City Deal partners will:

- Establish a **Coventry and Warwickshire Business Support Clearing House**. The clearing house will: deliver a range of bespoke business support services; assist businesses to invest in skills; build on the existing capacity and "sign posting" services provided by the local Chamber of Commerce; and enable companies to access innovation assets (to support greater research and development) and new employment sites. This Clearing House will be available to all small and medium enterprises and advanced manufacturing and engineering companies.
- Provide a range of **tailored business support programmes** that will support growth of small and medium enterprises in the advanced manufacturing and engineering sector. These programmes will focus on: access to finance; innovation; trade and export; and sector investment.

The flagship Clearing House and business support programme will be complemented by: two skills programmes; a pan Midlands Supply Chain programme; a site development scheme; and initiatives that will explore further improvements to the local planning system. These will:

- Create a **shared apprenticeship scheme for the advanced manufacturing and engineering sector**. This scheme will enable apprentices to be employed by a host employer, but will carry out work placed training in a number of advanced manufacturing and engineering small and medium enterprises.
- Create a **Skills 4 Growth programme** that will tackle skills gaps for small and medium enterprises in the advanced manufacturing and engineering sector.
- Design a **pan-Midlands supply chain programme** that will raise awareness of supply chain opportunities for small and medium enterprises in the advanced manufacturing and engineering sector.
- Enable the further expansion of the **auto test track and research and development facility at Fen End** in Warwickshire. This proposal will lever in £17.4m of private sector investment over a 15 year period and complement existing auto research and development/innovation facilities in the area.
- Secure Government commitment to **explore further changes to local planning system** with local authorities in order to speed up planning applications.

Over its lifetime the Coventry and Warwickshire Local Enterprise Partnership predict the City Deal will deliver:

- Over 15,000 new jobs by 2025, of which over 8,800 will be in the advanced manufacturing and engineering sector.
- Support growth in 450 advanced manufacturing and engineering companies within the local area.
- £25m of local and national public sector investment.
- £66m of private sector investment.

Geography

This City Deal sets out a range of programmes and initiatives which seek to support the entire Coventry and Warwickshire Local Enterprise Partnership area. This includes the areas covered by Coventry City Council, Warwickshire County Council and part of Leicestershire. This includes the following district local authorities: North Warwickshire; Nuneaton and Bedworth; Rugby; Warwick; Stratford-on-Avon; and Hinckley and Bosworth (in Leicestershire).

Key Elements of the City Deal

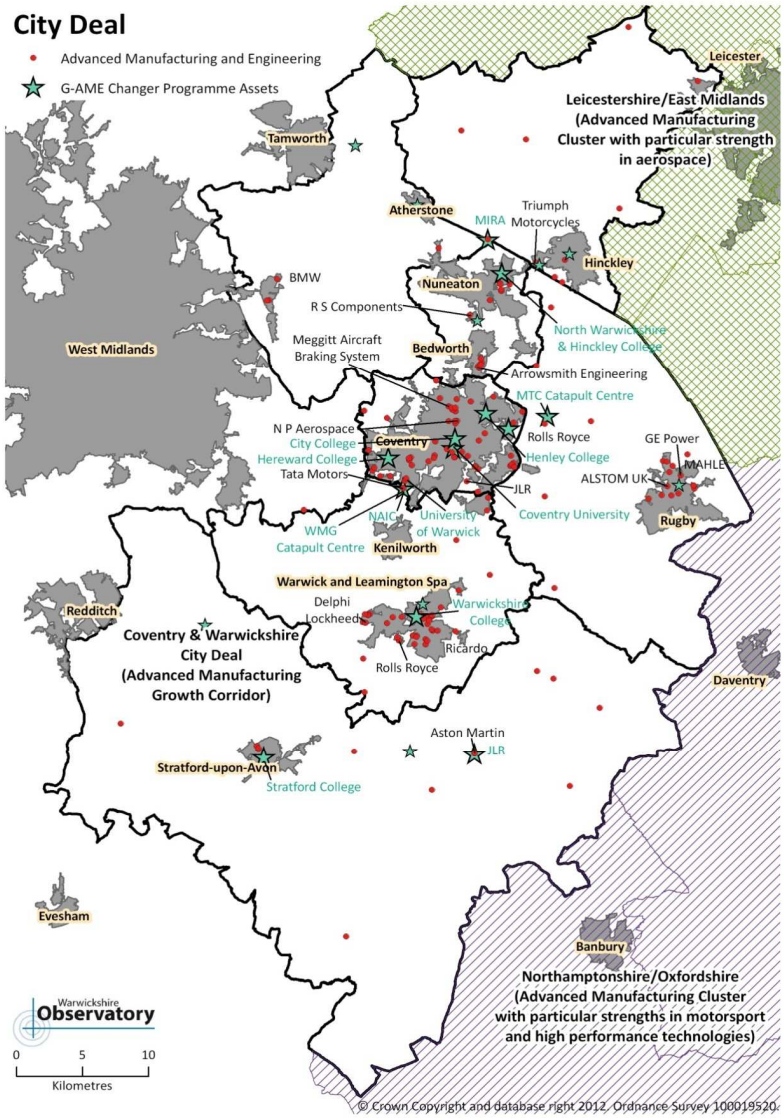
Growing small and medium enterprises and the advanced manufacturing and engineering sector

Within Coventry and Warwickshire the concentration of: advanced manufacturing and engineering companies – particularly in the automotive sector; high education institutions with engineering and manufacturing specialisms; and state of the art research and development facilities (see Figure 1) has led to higher rates of research and development – the bedrock of future growth and economic success.

However closer analysis of this information shows that this activity is heavily concentrated in a very small number of companies. 89% of research and development employment and 94% of in-house research and development expenditure is accounted for by only 16 firms – or 0.05% of the business base. Supporting more of the areas advanced manufacturing and engineering companies to: increase rates of research and development; grow their business; and maximise opportunities presented by higher education and research and development facilities are key aims of this City Deal. In addition, across all sectors of the local economy, Coventry and Warwickshire has a clear commitment to support growth more broadly.

To maximise these economic opportunities this City Deal will create a ground-breaking Business Support Clearing House for all small and medium enterprises and will launch tailored business support programmes for the advanced manufacturing and engineering sector.

Figure 1: Advanced Manufacturing and Engineering Companies and R&D facilities



Business Support Clearing House

Small and medium enterprises generally and companies within the advanced manufacturing and engineering sector in particular have stated that they face three key challenges. These are: provision of business support services that meet their specific needs; access to finance; and the ability to hire people with the right skills. Companies also say they need this support provided in an easily accessible way. The Coventry and Warwickshire Business Support Clearing House will meet the above needs and provide a single access point for all business support in the area.

Although the Clearing House will be open to all local businesses, building on the existing capacity of the local Chamber of Commerce, it will also actively target advanced manufacturing and engineering companies that have been identified by the Coventry and Warwickshire Local Enterprise Partnership as having the potential to grow.

Establishing the Clearing House

The Clearing House will have both a physical and on-line presence, providing businesses with the ability to access it services in ways that suits their needs. For companies that want to access business support services in person Coventry and Warwickshire will establish a Clearing House facility at Cheylesmore House in Coventry. This high quality Government owned building will provide a central location where all the business support agencies co-locate or utilise hot-desk facilities – including: UK Trade and Investment (delivered by local Chamber of Commerce); the Manufacturing Advisory Service; Growth Accelerator; Coventry & Warwickshire Chamber of Commerce; Coventry University; University of Warwick; Coventry City Council; Warwickshire County Council; banking services; access to finance specialists; supply chain advisors; and skills advisors.

The Clearing House will take up 752m^2 in Cheylesmore House. The Government will lease this space to Coventry and Warwickshire for five years and will provide the space without charge for the first two and a half years. Local partners in Coventry and Warwickshire will fund the costs of leasing this space for the remaining two and a half year period. The specific funding breakdown will be:

	Government contribution	**Coventry and Warwickshire contribution**
Year 1	£310K (100%)	£0K (0%)
Year 2	£310K (100%)	£0K (0%)
Year 3	£155K (50%)	£155K (50%)
Year 4	£0K (0%)	£310K (100%)
Year 5	£0K (0%)	£310K (100%)
Total contribution	£775K (50%)	£775K (50%)

This office will be complemented by an online presence that will provide a single access point for business support. This online presence will be linked to existing national business support programmes and information available on the .GOV platform. At its core the Clearing House seeks to maximise the reach of existing national programmes and enhance these through local support. There will be no duplication of business support activity. The total funding for the Clearing House and business support programmes (set out below), over a five year period, is £19.5m. £11.8m of funding will be provided by local partners with Government providing £7.7m – of which £775K will be met by not charging for the office space at Cheylesmore House.

Providing Effective Business Support Programmes for Small and Medium Enterprises and the Advanced Manufacturing and Engineering sector

In addition to the provision of business support advice and guidance Coventry and Warwickshire will also provide a range of business support programmes for advanced manufacturing and engineering small and medium enterprises. These include:

- **Access to finance:** The Clearing House will bring together local and national funding to create a £8.8m funding pot drawn from RGF Round 4 funding (secured as part of this City Deal), RGF Lancaster funding (secured as part of this City Deal), existing RGF Round 3 funding and European Union funds. As each of these funds has different funding rules the

Clearing House will process applications and match companies to the appropriate funding stream. This fund will lever in £49m of private sector investment.

- **Innovation:** Support provided through the Clearing House will increase uptake of national schemes such as innovation vouchers. In addition, the City Deal will provide funding grants to groups of advanced manufacturing and engineering small and medium enterprises to support the development of new products and services. A Proof of Concept fund will support universities, research organisations and businesses to undertake pre-commercialisation activities for new technologies.

- **Trade and Export:** Building on the existing UK Trade and Investment provision the Clearing House will offer a dedicated trade and export advice service for advanced manufacturing and engineering companies. This service will also: organise and host trade visits and missions, funded by local partners; and commission sector specific research and analysis work.

- **Sector investment:** Agencies co-located at the Clearing House will work together to promote Coventry and Warwickshire's economic strengths in order to encourage inward investment and provide an effective aftercare service for those companies that have relocated to the area.

Evaluating the Clearing House

As part of the City Deal, Coventry and Warwickshire will commit to providing an independent evaluation of the Business Support Clearing House. The evaluation methodology will be agreed with the Cities Policy Unit in the Cabinet Office and will be used to determine the effectiveness of this business support model. An interim evaluation report will be provided at the end of the second year of the Clearing House operations and a final evaluation report will be provided at the end of the fifth year of operation. Critical to the evaluation will be the role and views of the to-be-established Coventry and Warwickshire City Deal Business Advisory Board (co-ordinated by Chamber of Commerce) and working to the Coventry and Warwickshire Local Enterprise Partnership.

Pan Midlands Supply Chain Initiative

Coventry and Warwickshire's strength in the advanced manufacturing and engineering sectors is shared with other areas across the Midlands such as: Birmingham and Solihull; the Black Country; and Leicester and Leicestershire. Working across the Midlands Coventry and Warwickshire will create a Pan Midlands Supply Chain initiative. This scheme will seek to:

- Raise awareness in local small and medium enterprise of supply chain opportunities with the largest companies in the area.
- Help existing supply chain small and medium enterprises to access available business support services and research and development /innovation assets in the local area, to facilitate their growth.
- Design and implement new business support programmes that will help supply chain small and medium enterprises to grow.
- Support small and medium enterprises to undertake greater export related activity.

Working across the Midlands the four Local Enterprise Partnerships will lead the design of this initiative, working with Cabinet Office Cities Policy Unit and the Department for Business, Innovation and Skills. The design of this initiative will be completed by March 2014 and delivery will commence in 2014/15.

Enhancing Academic Co-ordination with the Auto Sector

The Government's recently published Auto Strategy sets out clear actions to improve the co-ordination and collaboration between the automobile sector and higher education – to maximise the impact of academic research in driving innovation. Coventry and Warwickshire recognise that the Government's auto strategy is seeking to establish an effective framework to improve this collaboration and co-ordination at a national level, through an advisory council that reports to the Automotive Council. In advance of this planned national advisory group being established, Coventry and Warwickshire will establish the Midlands Automotive Engineering and Research Advisory Board – complementing national efforts to ensure the UK remains at the forefront of the automotive research and development agenda.

Coventry and Warwickshire will invite representatives of the following organisations to be members of this board: representatives from the areas world-class universities (Coventry University, University of Warwick, University of Birmingham and Loughborough University); local innovation assets (the High Value Manufacturing Catapult, MIRA Technology Park, and the Manufacturing Technology Centre at Ansty) representatives from major automotive employers that are based in the area; and representatives from the four Midlands Local Enterprise Partnerships. This board will also seek guidance from and engagement with the Department for Business, Innovation and Skills.

Building on the ongoing research and development programmes being undertaken by these companies and institutions the Midlands Automotive Engineering and Research Advisory Board will seek to:

- Align research and development research undertaken to industry challenges – whilst continuing to ensure academic/research independence.
- Increase sharing of research findings between universities, innovation centres and automotive companies, where possible.
- Forge strong relationships with the soon to be established national advisory board.
- Provide advice and guidance to the Department for Business, Innovation and Skills to help inform future policy on the automotive sector.

The Midlands Automotive Engineering and Research Advisory Board will also work with the Innovation Brokerage service, based at the Coventry and Warwickshire Clearing House, to ensure that local businesses engage with these innovation assets effectively.

The design of the Midlands Automotive Engineering and Research Advisory Board will be led by Coventry and Warwickshire Local Enterprise Partnership and will be finalised in 2013/14, following further consultation with the above universities, innovation assets; local automotive companies; Coventry and Warwickshire Local Enterprise Partnership; and the Auto team in the Department for Business, Innovation and Skills.

Developing a locally responsive skills system to drive economic growth

Providing small and medium enterprises within the advanced manufacturing and engineering sector with access to individuals with the right skills is crucial if Coventry and Warwickshire is to enable further growth in these companies. As part of the City Deal, Coventry and Warwickshire has proposed a new shared apprenticeship scheme, which will be in line with the adult skills budget eligibility, and a Skills 4 Growth programme to begin meeting this challenge.

Coventry and Warwickshire Shared Apprenticeship Scheme

For employers that have highlighted barriers to taking on an apprentice, Coventry and Warwickshire will provide a shared apprentice approach. Through this scheme apprentices will be employed by a host employer but will carry out their work place training at a series of placement companies. Apprentices will rotate around employers according to their framework needs. The technical element of the training will be carried out at an appropriate college. This will build on the success of the Hinckley & Bosworth, Nuneaton & Bedworth and North Warwickshire Cross Border Skills Partnership.

This shared model will encourage local small and medium enterprise advanced manufacturing and engineering companies to take more apprentices by making it as easy as possible for them to do so. Over the next five years co-ordination of this scheme will be undertaken by Coventry and Warwickshire Local Enterprise Partnership, working in partnership with the Skills Funding Agency. This co-ordination will be taken forward by:

- The local National Apprenticeship and Apprenticeship Training Academy team working with Coventry and Warwickshire Local Enterprise Partnership to support the establishment of an Apprenticeship Task Force. This task force will ensure linkages are made between this initiative and wider strategies such as the Coventry and Warwickshire Skills Strategy, European Union Investment Strategy and Coventry and Warwickshire's Strategic Economic Plan.
- Additional Business Development funding of £10,000 in 2013/14 to further the development of the strategic relationship between the Skills Funding Agency and Coventry City Council to deliver growth in apprenticeships, particularly for the 16 -18 year old cohort.
- Dedicated resource on the ground from the Skills Funding Agency's local Apprenticeship head and drawing additional Agency support as needed to coordinate agreed activities, linked exclusively to the Coventry and Warwickshire Local Enterprise Partnership, to provide advice and expertise to support the development of an Apprenticeship Training Agency and the wider apprenticeship Strategy.
- Support the development of links to wider National Apprenticeship Service support including: the Small Business Unit; the Apprenticeships Vacancy team; and the Apprenticeships marketing collateral.
- Further develop the relationship and involvement of Further Education and private provider organisations in supporting Coventry and Warwickshire's apprenticeship ambitions.

Skills 4 Growth Programme

This programme will test a new approach to providing key skills for small and medium enterprise advanced manufacturing and engineering companies. This programme focuses on skills development and complements wider work to ensure individuals secure suitable qualifications in order to access employment. Indeed the package assumes that the current range of provision from Further Education, private training providers and Higher Education across the region is strong in delivering qualifications. However in order to become skilled at a job a task must be repeated many times and ultimately signed off as being to the correct standard. In many of Coventry and Warwickshire's advanced manufacturing and engineering small and medium enterprises the specific skills required are not taught as part of a qualification due to their limited general application e.g. specialist/niche engineering skills. This package therefore aims to support small and medium enterprises in securing individuals with these skills.

In the first instance the Coventry and Warwickshire Business Support Clearing House will undertake outreach and engagement activities with advanced manufacturing and engineering small and medium enterprises to establish the specific niche skills needs of these companies.

Once these skills needs are established the Coventry and Warwickshire Business Support Clearing House will recruit trainees, who are studying for a level three qualification, and group them around specific skills themes. Skills development training will take place alongside an individual's studies to complete a recognised qualification. Whilst gathering these tailored skills the individual will be employed by a company and the costs associated to the training element of employment will be supported through funding normally associated with skills development.

Skills 4 Growth programme

- A trainee completes a programme of study at level 3.
- The trainee is recruited by an advanced manufacturing and engineering company in Coventry and Warwickshire. This recruitment will be brokered through the Coventry and Warwickshire Clearing House.
- The trainee is allocated to a skills trainer for the whole year. This skills trainer, employed by the Clearing House, will have worked extensively with the company the individual is recruited and understand their skills needs.
- The skills trainer will be responsible for four groups of 12 trainees.
- The trainee will spend four days each week in the company working with a company based employee/mentor, who is supported by the skills trainer. The fifth day is spent in the Clearing House. The day in the Clearing House will include a range of group based skills development activities (team working, group learning, communications etc.) and some individually tailored packages. There will also be opportunities to visit regional innovation assets. The Clearing House will not be a technical training facility.

Each trainee will be allocated to a sub-group of four similar trainees and will rotate around a group of companies. This will facilitate the development of a broad range of skills within the trainee that is not available in one small and medium enterprise (subject to appropriate IPR constraints and the four trainees being grouped based on similar industries and similar tasks).

This programme will be tested in 2014/15 with up to 96 people and will be funded by up to £783K of funding subject to final contracting for Coventry and Warwickshire's RGF Lancaster funding. Future years will be funded locally by Coventry and Warwickshire. Over a five year period local partners will invest £4.1m in this programme.

Supporting the Automotive Sector to Grow – Fen End

As stated above the automotive sub-sector is a large employer within the wider advanced manufacturing and engineering sector of Coventry and Warwickshire's economy. A key requirement of this sector is the provision of automobile test track facilities that enable: research and development activities to be undertaken; testing of new products; internal product training; and product launch. Demand for these facilities is increasing in the sub-region both due to the growth of this sub-sector and the closure of the Jaguar Land Rover test track facility at Gaydon to other companies. Whilst the MIRA site located in Leicestershire offers a premier facility for large automobile companies, there is an opportunity to enhance and complement this facility by enabling the expansion of the Fen End research and development and test track facilities based in Warwickshire.

Expansion of this site would bring further test track business to the area. In addition, owners of the Fen End site are in negotiation with overseas companies to relocate research and development facilities to this location. Expansion of this site is currently stalled due to the need to provide access improvements and improvements to the local highway infrastructure. In order to fund these improvement works the Government will provide £559K in grant funding to Warwick District Council in 2013/14. Once completed these access and highways improvements will unlock £17.4m over a 15 year period and will create 847 net new jobs in Coventry and Warwickshire.

Enhancing the Planning System

The Coventry and Warwickshire Local Enterprise Partnership believes that it already has some of the most efficient local authority planning services within England but believe that further improvements can be made, so as to support growth in advanced manufacturing and engineering companies within the local area.

Implementing a fast-track planning service for the advanced manufacturing and engineering sector

Building on this all local authorities in the City Deal area will deliver a 'fast-track' planning service for the advanced manufacturing and engineering sector. Pre-application advice will be universally offered and will be promoted by individual local authorities, the Coventry and Warwickshire Local Enterprise Partnership, the Business Support Clearing House and other business support agencies. Dedicated case officers will be nominated to handle all advanced manufacturing and engineering applications to ensure consistency and ownership across the participating local authorities. These commitments will be enshrined within the existing Planning Protocol, with an amendment specifically targeted at promoting growth across the advanced manufacturing and engineering sector.

In order to minimise delays at formal statutory consultation stage, Coventry and Warwickshire Local Enterprise Partnership will ensure statutory consultees are engaged in the production of its Strategic Economic Plan and their views on sites and locations liable to give rise to environmental constraints are closely considered. The Coventry and Warwickshire Local Enterprise Partnership will take steps to ensure that all potential developers are aware of the importance of early engagement with statutory consultees on individual proposals.

In addition, Government and local authorities within Coventry and Warwickshire agree to undertake further discussions with the aim of producing a version of the Planning Protocol that is acceptable to all parties, drawing on existing mechanisms such as the Department for Environment Food and Rural Affairs network offer letter.

Ensuring zero cost for Pre-Planning Applications from the Advanced Manufacturing and Engineering Sector

Small and medium enterprises within the advanced manufacturing and engineering sector cite pre-application fee charging for planning applications as a challenge to growth, hampering their ability to progress change of use, expansion or new build proposals. Charges are levied by statutory consultees under existing approvals and in line with the Government's charging policy of ensuring a fair allocation of costs, whilst also taking account of the 'polluter pays' principle and the need for cost recovery of the services that are provided to those being regulated. Treasury guidance specifies that the standard approach is that the same charge should apply to all users of a defined category of service, so recovering full costs for that category of service. Different charges may be set for objectively different

categories of service costing different amounts to provide. If allowed by Government policy, and if alternative funding can be provided to the statutory consultees to compensate for lack of cost recovery, the Government and local authorities will explore through the City Deal (in 2014/15) the feasibility and implications of waiving pre-application fees levied by statutory consultees.

Supporting Local Growth – Housing, Planning and Asset Management

Across Coventry and Warwickshire local authorities are working together to promote local growth through a range of housing, planning and asset management. Local authorities in Coventry and Warwickshire have recently completed a sub-regional Strategic Market Housing Assessment, which was commissioned jointly by Coventry City Council and Warwickshire District Councils. This assessment will be used to support the development of Core Strategies and housing policy. In addition local authorities also provide land to facilitate the provision of affordable housing. For example Warwick District Council has established a Joint Venture partnership with Waterloo Housing Group to increase the speed and numbers of affordable housing. Building on this local authorities review housing completions against their plans and take action to mitigate under delivery. For example, Rugby Borough Council has modified its Local Plan to improve the delivery and supply of housing numbers; and North Warwickshire Borough Council is currently working with the Homes and Communities Agency and Registered Social Landlords to bring forward sites and progress a Site Allocation Plan. Coventry is currently meeting its housing targets.

With regard to planning local authorities in the sub-region are at different stages with their Local Plans: Hinckley and Bosworth Borough Council has an up to date plan; the North Warwickshire Borough Council Plan is in examination, with hearings in January 2014; and Stratford on Avon District Council is due to submit next year. Nuneaton and Bedworth completed consultation on its Preferred Options in August with submission and examination expected in 2014. Rugby's Plan is in place and will be refreshed over the next two years and Warwick is expecting to submit its Core Strategy in Spring/Summer 2014, with examination towards the end of 2014. Coventry City Council is looking to put options out to consultation in Autumn 2014 but does has a five year supply of housing. All local authorities will continue to make progress the development of local plans in line with local timetables.

Local authorities are making progress on implementing the Community Infrastructure Levy. Hinckley and Bosworth, North Warwickshire and Rugby are currently developing their schedules; Stratford on Avon is consulting on its preliminary draft schedule whilst Coventry's consultation is scheduled for spring 2014. Both Nuneaton and Bedworth and Warwick are looking to adopt their Community Infrastructure Levy schedules at the same time as their Local Plans. All local authorities will continue to progress in the implementation of the Community Infrastructure Levy.

Local authorities will continue to share good practice and in some cases shared services. Nuneaton and Bedworth Borough Council and North Warwickshire Borough Council have a well-established shared Building Control service. In addition Coventry City Council, Warwick District Council, Rugby Borough Council and Daventry Borough Council are currently considering a shared Building Regulations Service. Coventry City Council has been the best performing local authority for determining planning applications on time for the last three years. The City Deal's proposal to enhance the planning system for advanced manufacturing and engineering companies is an example of the sub-region's aspirations and strong joint working. The new Joint Committee will build on current joint working with a remit to collaboratively address strategic planning issues at a sub-regional level.

Local authorities in the sub-region publish or are working on the development of an asset management strategy. At the sub regional level Coventry and Warwickshire share asset location information for service sharing and planning on the Warwickshire Observatory site. By February 2014 local authorities in Coventry and Warwickshire will make the data they have provided to the West Midlands Property Alliance and the Warwickshire Observatory on their assets available to the Government Property Unit.

The funding of the City Deal proposals requires the pooling of economic development spend and resources from local authorities in Coventry and Warwickshire. The new Joint Committee will further collaborative working between the local authorities and will have a remit to consider, approve and implement decisions relating to sub-regional investment, including the expenditure of external funding within the sub-region.

Coventry and Warwickshire local authorities have a well-established sub-regional improvement programme in partnership with Solihull MBC, which has delivered more than £6m savings per annum

through joint procurement and the development of shared services. Projects have included the development of a joint e-tendering system used by all the authorities that enables small and medium enterprises access to tenders across the sub-region. The current programme includes projects on joint commissioning in children's services and adult social care and working together on troubled families. Progress is reported annually. Coventry and Warwickshire local authorities are participating in a regulatory partnership, as a pilot sponsored by the Better Regulation Office, with Coventry and Warwickshire Local Enterprise Partnership, the Chamber of Commerce and Federation of Small Businesses to improve regulatory activities so that they are more supportive to businesses. Local authorities are keen to share good practice and learn from other places including working with the Public Service Transformation Network. Local authorities in Coventry and Warwickshire will engage with the Public Service Transformation Network. Local authorities in Coventry and Warwickshire will also continue to publish reports on the progress they are making to drive public service transformation.

Coventry and Warwickshire Local Enterprise Partnership published an interim growth plan in January 2013, actions against which are reported on the website in a project management plan. The Local Enterprise Partnership has made positive progress in developing its Strategic Economic Plan that will be finalised in March 2014. This plan will outline the vision and priorities for the sub-region for the next 10 years.

Governance

The Coventry and Warwickshire City Deal area will be underpinned by robust governance arrangements that will include all seven local authorities in Coventry and Warwickshire (city unitary, county council and five district/boroughs) along with Hinckley and Bosworth in Leicestershire. Governance arrangements will focus on the following policy areas: economic development; regeneration; and strategic planning at a sub-regional level.

All eight local authorities have confirmed their intention to start the process to establish an Economic Prosperity Board. However, as the existing legislative regulations for the creation of an Economic Prosperity Board mean that the process is likely to take at least a year, a Joint Committee is being established in the interim. This will operate on similar lines, with the expectation that this body will become an Economic Prosperity Board once the legislative requirements have been met.

City Deal governance will be provided through the new Joint Committee/Economic Prosperity Board with oversight through the existing Coventry and Warwickshire Local Enterprise Partnership Board, a business-led (and Chambers co-ordinated) Business Advisory Board and Executive arrangements. It is anticipated that operational management of the Clearing House will be through Coventry and Warwickshire Local Enterprise Partnership; with accountability being provided to the Joint Committee/ Economic Prosperity Board by the Coventry and Warwickshire Local Enterprise Partnership Board.

Timeline for implementation.

The terms of reference for the Joint Committee have already been informally agreed by all eight local authorities and each authority is taking the necessary reports for formal approval to their Executive/Cabinet and/or Full Council. This process will be completed by the end of the January 2014 so the Joint Committee can formally meet early in February 2014. In the interim a shadow Joint Committee is now in operation and considering options for progressing to an Economic Prosperity Board. The timetable for setting up an Economic Prosperity Board will require government input including changes in legislation, and based on current advice an Economic Prosperity Board would be unlikely to be set up before spring 2016 – with proposals submitted by Coventry and Warwickshire to Government by summer 2015 at the earliest.

Summary of Commitments

Business Support Clearing House

Central Government Commitments	Coventry and Warwickshire Commitments
• Finalise the lease of 752m^2 of office space at Cheylesmore House to Coventry and Warwickshire Local Enterprise Partnership for the use of the Coventry and Warwickshire Business Support Clearing House by March 2014. This lease will be for a period of five years. • As part of the lease agreement for the 752m^2 of office space at Cheylesmore House the Government will not charge for this space for the first two and a half years. This is equivalent to £775K. • Agreement for representatives from the following agencies to either co-locate or use office space at Cheylesmore House as part of the Clearing House: UK Trade and Investment; Manufacturing Advisory Service; and Growth Accelerator. • Provision of £539K of funding from the City Deal RGF Lancaster pot to support the operation of the Business Support Clearing House and building of sign-posting capacity within the local Chamber of Commerce. • Provision of £6.23m to support the creation of an access to finance fund that will support the growth of small and medium enterprises. £1m will be drawn from existing RGF Round 3 funding; £4m from RGF Round 4 (secured as part of this City Deal); £1.23m from RGF Lancaster; • UK Trade and Investment to support the recruitment of and integrate the locally funded UK Trade and Investment advanced manufacturing and engineering advisor into its organisation. • Provision of £184K of RGF Lancaster funding to support: sector investment; export and trade activities; and innovation activities undertaken by the Business Support Clearing House. • Department for Business, Innovation and Skills to consider how it might support Coventry and Warwickshire Local Enterprise Partnership to develop and establish the Midlands Automotive Engineering and Research Advisory Board. This support may include advising on the design of the Advisory Board.	• Coventry and Warwickshire to work with Government to finalise the five year lease of 752m^2 of office space at Cheylesmore House for the use of the Coventry and Warwickshire Business Support Clearing House. As part of this lease Coventry and Warwickshire will fund the cost of leasing this space for the final two and a half year period of the five year lease. This is equivalent to £775K. • Investment of £75k to fund the fit out of the office space in Cheylesmore House. • Co-location of the following organisations and specialist advisors to the Business Support Clearing House: Coventry University; University of Warwick; Coventry & Warwickshire Chamber of Commerce; Coventry City Council; Warwickshire County Council; banking services; access to finance specialists; supply chain advisors; and skills advisors. • Local partners to provide £8.5m of funding over a five year period to fund the operation of the Business Support Clearing House • Provision of £2.6m of European Union funding to support the creation of an access to finance fund that will support growth of small and medium enterprises. • £343k of local funding to support the creation of an additional UK Trade and Investment post, co-located in the Business Support Clearing House and integrated with the local UK Trade and Investment service in order to ensure a co-ordinated and seamless service to clients. This post will provide targeted support for advanced manufacturing and engineering small and medium enterprises within Coventry and Warwickshire. • Launch a Proof of Concept programme that will support the pre-commercialisation of leading-edge technologies emerging from universities, research organisations and businesses. • £343k of local funding to support inward investment activity. • Co-design with Cabinet Office Cities Policy

• All RGF Lancaster commitments are subject to final agreement and contracting with Lancaster University.	Unit an independent evaluation of the Business Support Clearing House and associated business support programmes. An interim report from this evaluation will be published at the end of the second year of operation and a final report will be published at the end of year five. • Coventry and Warwickshire Local Enterprise Partnership to invite a representative from the Department for Business, Innovation and Skills Auto team to be a member of the Midlands Automotive Engineering Advisory Board. • Coventry and Warwickshire Local Enterprise Partnership to work with: University of Birmingham; Coventry University; Loughborough University; University of Warwick; local innovation assets (Warwick Manufacturing Group, the High Value Manufacturing Catapult, MIRA Technology Park, and the Manufacturing Technology Centre at Ansty); representatives from major automotive employers; and Department for Business, Innovation and Skills to finalise the design of and establish the Midlands Automotive Engineering and Research Advisory Board.

Pan Midlands Supply Chain Initiative

Central Government Commitments	Coventry and Warwickshire Commitments
• Cities Policy Unit and BIS officials to work with representatives from the four Midlands Local Enterprise Partnerships (Black Country, Birmingham and Solihull; Coventry and Warwickshire; and Leicester and Leicestershire to finalise the design of the Pan Midlands Supply Chain Initiative by the end of March 2014 – so that it can commence in 2014/15.	• Coventry and Warwickshire Local Enterprise Partnership to work with other Midlands Local Enterprise Partnerships, the Cities Policy Unit and BIS to finalise the design of the Pan Midlands Supply Chain Initiative by the end of March 2014 – so that it can commence in 2014/15.

Developing a locally responsive skills system to drive economic growth

Central Government Commitments	Coventry and Warwickshire Commitments
• Local National Apprenticeship and Apprenticeship Training Academy team will support Coventry and Warwickshire Local Enterprise Partnership to establish an Apprenticeship Task Force. • Business Development funding of £10,000 in 2013/14 to support the further development of the strategic relationship between the Skills Funding Agency and Coventry City Council to deliver growth in apprenticeships, particularly for the 16 -18 year old cohort.	Coventry City Council to design, implement and manage the Coventry and Warwickshire Shared Apprenticeship Scheme, ensuring that their proposed approach is compliant with Skills Funding Agency funding, quality and approved Apprenticeship Training Association requirements • Provision of £4.1m of local funding to support the delivery of the Skills 4 Growth programme in years 2015/16 – 2018/19.

• Dedicated resource from the Skills Funding Agency local apprenticeship head, operating within the Skills Funding Agency and working for part of their time as one element of a multi agency partnership to support the delivery of apprenticeships/skills objectives. This support will be supplemented, as needed, by wider support from the apprenticeships division within the Skills Funding Agency. • Support the development of links to wider National Apprenticeship Service support including: the Small Business Unit; the Apprenticeships Vacancy team; and the Apprenticeships marketing collateral. • Further develop the relationship and involvement of the Further Education and private provider organisations base in supporting Coventry and Warwickshire's shared apprenticeship scheme. • Provision of £783K of RGF Lancaster funding to support the implementation of the Skills 4 Growth funding. Subject to final agreement and contracting with Lancaster University.	• Coventry and Warwickshire Clearing House will manage the Skills 4 Growth programme: recruiting individuals onto the scheme; identifying skills needs of advanced manufacturing and engineering small and medium enterprises (through employer engagement); matching groups of individuals to relevant small and medium enterprises.

Supporting the automotive sector to grow – Fen End

Central Government Commitments	Coventry and Warwickshire Commitments
• Provision of £559k of capital grant from the Department of Communities and Local Government in 2013/14, via a Section 31 payment to fund the completion of access improvements and improvements to the local highways infrastructure at the Fen End test track site. This grant will be paid to Warwick District Council.	• Warwick District Council to co-ordinate, in partnership with private sector partners, the procurement and completion of enabling infrastructure at the Fen End test track site. • Unlock £17.4m of private sector investment at the Fen End site over a 15 year period.

Enhancing the planning system and local growth

Central Government Commitments	Coventry and Warwickshire Commitments
• Subject to agreement of definitions and thresholds for applicable advanced manufacturing and engineering sector applications, Department for Communities and Local Government, Department for Business, Innovation and Skill, Department for Environment Food and Rural Affairs and Department for Transport to consider Coventry and Warwickshire's draft planning protocol, which will include commitments for rapid pre-application advice and statutory consultee response rates to a planning application. In considering this protocol Government will assess the extent to which it	• Coventry and Warwickshire to develop a draft planning protocol, incorporating commitments around pre-application advice and statutory consultee response rates. As part of this work Coventry and Warwickshire will consider the Department for Environment Food and Rural Affairs network offer letter and the extent to which this meets the outcomes this planning protocol is seeking to realise. • Coventry and Warwickshire to work with Department for Communities and Local Government, Department for Business,

already meets the protocol through existing mechanisms such as the Department for Environment Food and Rural Affairs network offer letter.
 	
• Department for Communities and Local Government, Department for Business, Innovation and Skill, Department for Environment Food and Rural Affairs and Department for Transport to work with Coventry and Warwickshire to explore the feasibility and implications of waiving pre-application fees charged by Government agencies, from 2014/15 onwards.
 	
• Department for Communities and Local Government, Department for Business, Innovation and Skill, Department for Environment Food and Rural Affairs and Department for Transport to work with Coventry and Warwickshire to explore the establishment, in 2014/15, of a forum of appropriate stakeholders, to map out a delivery programme for major sites, prior to the submission of a planning application.
	Innovation and Skill, Department for Environment Food and Rural Affairs and Department for Transport to explore, in 2014/15, the feasibility and implications on waiving pre-application fees charged by Government agencies, from 2014/15 onwards.
	
	• Coventry & Warwickshire to identify a pipeline of deliverable major sites, with Fen End as the first, and consider the use of a Local Development Orders where appropriate.
	
	• Coventry & Warwickshire to work with Department for Communities and Local Government, Department for Business, Innovation and Skill, Department for Environment Food and Rural Affairs and Department for Transport to explore the establishment, in 2014/15, of a forum of appropriate stakeholders, to map out a delivery programme for major sites, prior to the submission of a planning application.
	
	• Progress the development of core strategies in Coventry and Warwickshire, in line with local timetables:
	  • North Warwickshire plan is in examination with hearings in January 2014
	  • Stratford Upon Avon District Council will submit their plan for examination in 2014
	  • Nuneaton and Bedworth will submit their plan for examination in 2014.
	  • Rugby Borough Council's plan is in place and will be refreshed within two years
	  • Warwick will submit their plan for examination in 2014
	  • Coventry City Council will commence consultation on its plan in spring 2014.
	
	• Local authorities will progress the development of Community Infrastructure Levy's. In 2014 Coventry City Council will consult on its draft schedule; Stratford upon Avon is consulting on its draft preliminary schedule; Nuneaton and Bedworth and Warwick councils will adopt their CIL schedules at the same time they adopt their Local Plans. Hinckley and Bosworth; North Warwickshire and Rugby will continue to develop their CIL schedules.
	
	• By February 2014 local authorities in Coventry and Warwickshire will make the data they have provided to the West Midlands Property Alliance on their assets available to the Government Property Unit.

	• Local authorities in Coventry and Warwickshire will engage with the Public Service Transformation Network. Local authorities in Coventry and Warwickshire will also continue to publish reports on the progress they are making to drive public service transformation.

Governance

Central Government Commitments	Coventry and Warwickshire Commitments
• Consider the findings of the planned Coventry and Warwickshire Governance review and undertake steps required to consider authorising the establishment of an Economic Prosperity Board by spring 2016.	• Agree terms of reference for the Coventry and Warwickshire Joint Statutory Committee by January 2014. • Joint Statutory Committee to be formally established in February 2014. • Agree a detailed timetable to move toward forming an Economic Prosperity Board in Coventry and Warwickshire – including Hinckley and Bosworth Council in Leicestershire. • Establish a Coventry and Warwickshire City Deal Business Advisory Board (coordinated by Chamber of Commerce) which will work to, and alongside, Coventry and Warwickshire LEP for the effective delivery of a Clearing House service. • Undertake a formal governance review in 2015 to inform any final decision to propose the creation of an Economic Prosperity Board. Submit proposal to Government by summer 2015. • Subject to government agreement establish the Coventry and Warwickshire Economic Prosperity Board by spring 2016.

Coventry and Warwickshire Implementation Plans

Proposal:	**Clearing House and Business Support Programmes – AME and all businesses.**
Summary:	This proposal seeks to establish the Coventry and Warwickshire Clearing House. As well as providing a one stop shop function, open to all businesses and designed to complement national business support products this Clearing House will also establish a programme of bespoke business support schemes. These schemes will focus on the area's advanced manufacturing and engineering sectors.
Outcome & outputs:	**Outcomes** • A business support Clearing House that will provide both: a targeted support for AME Sector; and wider sign-posting and brokerage services. These would be available to any business in Coventry & Warwickshire. • Increased private sector investment, improved performance in over 200 businesses, with an additional referral of approximately 300 businesses to national programmes, within 12 months. • Outcomes subject to final agreement and contracting with Lancaster University.
Milestone	• December 2013: Establishment of Coventry and Warwickshire City Deal Implementation Group (shadow Business Advisory Group) to agree action plan for set up of Clearing House and timeline for recruitment and launch of programmes. • February 2014: Soft launch of Clearing House. • March 2014: Full launch of CW Clearing House. • April 2014: Clearing House business support programme commences. • April 2014: Launch of Pan Midlands Supply Chain Initiative. • May 2014: Launch of Midlands Automotive Engineering Advisory Board. • March 2015: Create 220 new jobs and engage with almost 1400 businesses.
Key Govt Departments & SRO	Cabinet Office, BIS, BIS Local, UKTI, TSB, MAS, Coventry and Warwickshire LEP, Coventry and Warwickshire Chambers of Commerce SRO: Louise Bennett, Coventry and Warwickshire Chamber of Commerce
Resources (City, Govt, private sector, other)	• RGF Lancaster funding: £2,731,499 (this includes funding for skills proposals – see separate implementation plan) provided in 2013/14, subject to final contracting • RGF 3: £1,000,000 (already secured) • RGF 4 (City Deal): £4,000,000 provided in 2013/14. • ERDF Priority 2: £2,600,000 • BIS: £775K of leasing/building charges for Cheylesmore House waived by BIS for the first 2.5 years, as part of a five year lease agreement. Local partner funding (over five years) £8,476,657which includes £1,123,202 from Local Authorities. Exact dates of lease to be agreed. • Private sector leverage generated by access to finance fund: £48,950,000

Action:	Owner	Timeline
Finalise funding and job outcomes for programmes following confirmation of RGF Lancaster funding allocation	CWLEP	Dec 2013

Set up CW City Deal Implementation Group (shadow Business Lead Advisory Group) and agree location of Clearing House facility with Govt and partners.	CWLEP/ BIS	Dec 2013
Set up Accountable body office to monitor RGF Lancaster pot associated with year one of CW City Deal funding pot.	CWLEP/Lancaster	Dec 2013
Get feedback from BIS on Clearing House/Hub to build on existing provisions.	CWLEP/Chambers/BIS	Dec 2013
Commence development of the proposed Midlands Automotive and Engineering Advisory Board.	CWLEP/BIS/Cabinet Office	Dec 2013
Secure the active support and engagement of Coventry University, University of Warwick, University of Birmingham, Loughborough University, Warwick Manufacturing Group, the High Value Manufacturing Catapult, MIRA Technology Park, the Manufacturing Technology Centre at Ansty, and LEPs in the Midlands for the development of the Midlands Automotive and Engineering Advisory Board	CWLEP	Jan 2013
Each local authority to take CW City Deal through their governance arrangements for formal approval subject to the conditional RGF Lancaster Business Support Programme Resources	City Deal Local Authorities	Jan 2014
Appoint General Manager for CWLEP Clearing House to set up bespoke and all business activity.	CWLEP/Chambers	Jan 2014
Work with BIS on best CRM System requirements and procure system – Chamber Lead.	CWLEP/BIS	Jan 2014
Agree co-location of CWLEP (LA/ Universities/Chamber) and Government Department staff/resources for Clearing House programmes. This includes ways of working with Growth Accelerator, MAS, UKTI and TSB.	CWLEP/BIS/Chambers/UKTI	Jan 2014
Establish process for assessing and allocating funding and internal reporting arrangements.	CWLEP/CW Accountable body	Jan 2014
Appoint 4 A/C Managers for AME.	CWLEP	Feb 2014
Soft launch of key programmes to SME sector.	CWLEP Clearing House	Feb - Mar 2014
Further develop/set up programmes and appoint staffing for the support programmes in 6 key areas: • UKTI Invest Programme (co-location) • UKTI AME Specialist Advisor (co-location) • Innovation Brokerage (appointment) • SME Innovation Amplifier (programme) • Skills for Growth (see separate implementation plan) • Clearing House SME grants (programme)	CWLEP/ UKTI/ Coventry University/ BIS (NAS)/ LA`s	Mar 2014
Formal launch with Department for Business, Innovation and Skills and Cabinet office of Clearing House and to all business.	CWLEP Clearing House	Mar/Apr - 2014
Clearing House Business Support Programmes Commence	CWLEP Clearing House	Apr 2014
Conclude design work for the Pan-Midlands supply chain initiative.	CWLEP/ BC LEP/ GBSLEP/LLEP Cabinet	Mar 2014

	Office/ BIS	
Conclude the development of the Midlands Automotive Engineering and Advisory Board	CWLEP/ BC LEP/ GBSLEP/ Cabinet Office/ BIS	Mar 2014
Agree with Government a review process that will track progress, resolve issues and refine Clearing House model and programmes through implementation – including evaluation of the Clearing House.	CWLEP/BIS	Mar 2014
Formal launch of the Pan-Midlands Supply Chain Initiative	CWLEP/ BC LEP/ GBSLEP	Apr 2014
Formal launch of the Midlands Automotive Engineering and Advisory Board	CWLEP	May 2014
RGF Lancaster funding ends and service transitions into new funding model.	CWLEP	Mar – Jun 2015
Monitor outputs and outcomes from One Stop Shop Service and bespoke support service and make appropriate returns.	CWLEP/Accountable body	On-going to Mar 2017

Proposal:	**Developing a locally responsive skills system to drive economic growth**
Summary:	Workforce training and development is critical to improving business performance and local economic development, and this issue is especially critical in respect of AME sector which is facing skills gaps or shortages. In order to address the skills issues facing the AME sector, the City Deal will: • Set up an AME shared apprenticeship scheme. • Deliver a bespoke business-centred Skills Programme for AMEs called the 'Skills 4 Growth' Programme. This will provide 96 year-long placements for individuals in AME businesses, allowing employees to gain experience and develop problem solving skills.
Outcome & outputs:	The Skills 4 Growth Programme will create: • 96 placements in SMEs which will last for one year. • Guaranteed interviews at the end of the programme. • 40 of these placements will lead to permanent jobs. • A shared apprentice scheme which will encourage local SME advanced manufacturing and engineering companies to take more apprentices by making it as easy as possible for them to do so. Using current proposed model estimate 50 apprentices over 5 years Year one outcomes subject to final agreement and contracting with Lancaster University.
Milestone	• December 2013: Establishment of CW City Deal Implementation Group (shadow Business Advisory Group) to discuss and finalise arrangements for implementing the Skills for Growth Programme and Share Apprenticeship Scheme. • February 2014: Three Skills Trainers and one to two Skills Co-ordinators together with a Shared Apprenticeship Scheme Delivery Manager employed. • March 2014: First consortia of SME are identified for both Skills Programme and Shared Apprenticeship Scheme. • April 2014: First cohort on Shared Apprenticeship Scheme would complete in September 2016 (assuming 2 year framework for level 2)
Key Govt Departments & SRO	Key Govt Departments: BIS, SFA and NAS SRO: Rebecca Young (Coventry City Council) - Shared Apprenticeship Scheme. Clearing House General Manager - Skills 4 Growth Programme.
Resources (City, Govt, private sector, other)	RGF Lancaster: £783,200 provided in 2013/14, subject to final contracting. Local partners – public and private sector: £4,126,000 across four years (2015/16 – 2018/19)

Action:	Owner	Timeline
Set up CW City Deal Implementation Group (shadow Business-led Advisory Group) and agree location of Clearing House facility.	CWLEP/ BIS	Dec 2013
Finalise funding and job outcomes for programmes following confirmation of RGF Lancaster funding allocation.	CWLEP	Dec 2013

Each local authority to take CW City Deal through their own governance process for formal approval	City Deal Local Authorities	Jan 2014
Establish process for assessing and allocating funding and internal reporting arrangements.	CWLEP/CW Accountable Body	Jan 2014
Appoint General Manager for CW Clearing House.	CWLEP	Jan 2014
Appoint Skills Coordinator(s).	CWLEP/GM	Feb 2014
Appoint Skills Trainers.	CWLEP/GM	Feb 2014
Develop detailed Skills 4 Growth Programme and Shared Apprenticeship Scheme.	CWLEP/GM/Skills Team/NAS	Mar 2014
Ongoing support from NAS for Shared apprenticeship Scheme.	BIS/NAS	Ongoing
Recruit AME SMEs for Skills 4 Growth Programme and Shared Apprenticeship Scheme.	CWLEP/Skills Team	Mar 2014
Recruit first cohort of apprentices and Skills 4 Growth Programme participants.	CWLEP	Apr 2014
Year one Skills 4 Growth cohort completes programme	CWLEP	Mar 2015
Year one Shared Apprenticeship Scheme cohort completes programme	CCC	Mar 2015

Proposal:	**Supporting the Automotive Sector to Grow – Fen End**
Summary:	The Fulcrum ("the Project") is a proposed development at Fen End in Warwickshire which will create a significant cluster of specialist accommodation for the Advanced Manufacturing and Engineering (AME) sector. The specific focus of this site will be automotive/motorsport industries. The Fen End site currently consists of a test track plus Research and Development (R&D) facilities occupied by Prodrive. It is one of only four automotive proving grounds in the UK registered in the Automotive Testing Proving Ground Directory. The test track is also used on a regular basis by major international automotive firms including Renault, Ford, Aston Martin and BMW. The site has an extant outline planning permission for employment purposes, including access (which is the subject of this submission), and has potential to deliver up to 27,836m² of additional floor space in 10 buildings suitable for a variety of AME/automotive uses, particularly automotive OEMs that require test track facilities, which, on completion over a fifteen year period, could support up to 1,200 jobs. This project focuses on the development of four new buildings within the next 7 years, delivering 10,092m² GIA of use class B1a and B1b/c floor space for automotive and motorsport research and development together with ancillary office and low volume development production. Once this project is delivered the development of the remainder of the site will be self-financing. The Coventry and Warwickshire City Deal will support the initial infrastructure element of the project relating to highways improvements into the site.
Outcome & outputs:	• Delivery of 896 net jobs across the region as a result of the Fen End scheme (847 in Coventry and Warwickshire). • Net additional GVA of £355m between 2014 and 2029.
Milestone	• March 2014. Completion of temporary test track operator building. • June 2014. Letting of contract for highway infrastructure works. • September 2014. Completion of highways infrastructure works. • December 2014. Construction starts on Plot 2b (Delivering 2,787m² GIA of B1b/c floor space). • December 2014. Construction starts on Plot 3a (Delivering 800m² GIA of B1b/c floor space). • October 2015. First utilities upgrade completed. • November 2017. Construction starts on Plot 1b (Delivering 1,394m² GIA of B1a and 465m² GIA of B1b/c, 1,859m² GIA of total floor space). • March 2018. Second utilities upgrade completed. • November 2019. Construction starts on Plot 1c (Delivering 1,394m² GIA of B1a and 3,252m² GIA of B1b/c, 4,646m² GIA of total floor space). • March 2020. Third utilities upgrade completed.
Key Govt Departments & SRO	CLG SRO – Bill Hunt, Warwick District Council
Resources (City, Govt, private sector, other)	Hundred Percent Properties have retained Barton Willmore to manage all planning and design matters relating to the implementation of the scheme. There may be additional members of the professional team appointed on Barton Willmore's recommendation for completion of specific tasks. The table below sets out the funding resources and the actions table assume that notification to proceed was granted by year end 2013. CLG Grant: £559k provided in 2013/14 for highways infrastructure Private sector investment: £17.4m for capital costs of projects over fifteen years (2014 – 2029)

Action:	Owner	Timeline
Each local authority to take City Deal through their own governance process for formal approval	City Deal Local Authorities	Jan 2014
Detailed design of highways infrastructure work.	M-EC/Barton Willmore	Jan 2014 - Jun 2014
Consultation with highways authority.	M-EC/Barton Willmore	Nov 2013 to Sept 2014
Agreement and signature of Section 278 agreement.	M-EC/Barton Willmore/HPP/WCC	May 2014
Agreement of discharge of outline planning permission pre-conditions (commencing now – November 2013).	Barton Willmore/HPP/M-EC/Tyler Grange	Nov 2013 to Sept 2014
Commence construction of temporary test track operator building.	M-EC/HPP	Apr 2014
Service diversion investigations.	M-EC/HPP	Jan 2014 to May 2014
Completion of temporary test track operator building.	M-EC/HPP	May 2014
Letting of highways infrastructure works contract.	M-EC/WCC	Jun 2014
Submission and approval of Reserved Matters for Employment Floor space – Plot 2b and 3a.	Barton Willmore/HPP	Jun 2014 – Nov 2014
Commence highways infrastructure works.	WCC/HPP	Apr 2014
Completion of highways infrastructure works.	WCC/HPP	Sept 2014
Construction starts on Plot 2b (Delivering 2,787m² GIA of B1b/c floor space).	M-EC/HPP	Dec 2014
Construction starts on Plot 3a (Delivering 800m² GIA of B1b/c floor space).	M-EC/HPP	Dec 2014
Completion of Plot 2b (Delivering 2,787m² GIA of B1b/c floor space).	M-EC/HPP	Sept 2015
Completion of Plot 3a (Delivering 800m² GIA of B1b/c floor space).	M-EC/HPP	Sept 2015
First utilities upgrade commences.	UPL/HPP	Apr 2015
First utilities upgrade completed.	UPL/HPP	Oct 2015
Submission and approval of Reserved Matters for Employment Floor space – Plot 1b.	Barton Willmore/HPP	Jun – Nov 2017
Construction starts on Plot 1b (Delivering 1,394m² GIA of B1a and 465m² GIA of B1b/c, 1,859m² GIA of total floor space).	Barton Wilmore/HPP	Nov 2017
Construction completed on Plot 1b (Delivering 1,394m² GIA of B1a and 465m² GIA of B1b/c, 1,859m² GIA of total floor space).	Barton Willmore/HPP	Sept 2018
Second utilities upgrade commences.	UPL/HPP	Apr 2017
Second utilities upgrade completed.	UPL/HPP	Mar 2018
Submission and approval of Reserved Matters for Employment Floor space – Plot 1c.	Barton Willmore/HPP	Jun – Nov 2019
Construction starts on Plot 1c (Delivering 1,394m² GIA of B1a and 3,252m² GIA of B1b/c, 4,646m² GIA of total floor space).	Barton Willmore/HPP	Nov 2019
Third utilities upgrade commences.	UPL/HPP	Apr 2019

Third utilities upgrade completed.	UPL/HPP	Mar 2020
Construction completed on Plot 1c (Delivering 1,394m² GIA of B1a and 3,252m² GIA of B1b/c, 4,646m² GIA of total floor space).	Barton Willmore/HPP	Sept 2020

Proposal:	**Enhancing the planning system**
Summary:	SMEs in the AME sector state that, despite the intent within the NPPF that the planning system should be simplified, their ability to navigate speedily and successfully through the planning process remains difficult and the current planning system presents barriers to growth. Whilst opportunities exist to make improvements to the planning service offered by individual LPAs a greater opportunity exists, through the City Deal, to ensure the development of a joined up approach, across the wider public sector (including statutory consultees), that removes barriers and dis-incentives to SME businesses seeking to grow and invest. The CWLEP and the local planning authorities (LPAs) within the CW City Deal area will develop an effective and business friendly planning system that promotes and accelerates development and growth. The City Deal will improve the efficiency of the planning process by providing: • A fast-track planning service for the AME sector. • Zero costs for pre-application advice sought by SMEs within the AME sector. • A sub-regional spatial planning approach that provides a pipeline of suitable, available and deliverable sites. • Piloting, initially for the AME sector, a 'gold standard' fully integrated planning and regulatory regime.
Outcome & outputs:	• **Pre-application:** Pre-application advice will be universally offered to AME companies and promoted by individual LPAs, the CWLEP, business support agencies and through the Clearing House. Pre-application advice from LPAs and Highway Authorities will be free – those authorities that currently charge fees will waive the charges and the remaining LPAs will commit to not introducing future charges for the AME sector. In addition Government and local authorities agree to undertake further discussions with the aim of producing a version of the Planning Protocol that acceptable to all parties, drawing on existing mechanisms such as the Defra-network offer letter. • Outputs: 50% increase in AME sector firms seeking pre-application advice in Year 1, rising to 90% by end of Year 2; 50% increase in successful applications from the AME sector by end of Year 2. • **Fast-track planning service:** The existing Planning Protocol will be amended, to promote growth across the AME sector. Government and local authorities agree to undertake further discussions with the aim of producing a version of the Planning Protocol that acceptable to all parties, drawing on existing mechanisms such as the Defra-network offer letter. • Outputs: 50 additional applications from AME sector firms seeking to expand year on year. 50% reduction in time taken to determine applications from AME sector across the CW City Deal area. • **Sub-regional spatial strategy:** The local authorities participating within the CW City Deal have established a Joint Committee and are working towards early introduction on an EPB. This governance structure will: oversee the creation of a 'pipeline' of deliverable sites, initially specifically targeted at the AME sector and the introduction of appropriate Local Development Orders for specific 'pipeline' sites and any other existing sites identified by LPAs as suitable to support the delivery of AME sector growth. In addition the City Deal will provide a forum for engaging with Government stakeholders and statutory consultees to map out a delivery programme for major sites prior to the submission of a

	planning application, to ensure that deliverability, viability and, strategic co-ordination issues, plus any strategic support requirements of landowners/developers, can be addressed in a co-ordinated manner, without prejudice to the 'Chinese wall' arrangements necessary to protect the integrity of the planning process. • Outputs: Prioritisation of major sites across CW City Deal area; Formal engagement with Government departments and statutory consultees within 28 days of a major site being identified by a LPA or a major planning application being validated. • **Integrated planning and regulatory regime:** Introduction of a pilot scheme, aimed initially at the AME sector • Outputs: to be determined
Milestone	• December 2013: Establishment of CW City Deal Implementation Group (shadow Business Advisory Group) to discuss and finalise amendments to Planning Protocol, re-imbursement of costs for pre-application charges, pilot arrangements for integrated planning and regulatory regime. • March 2014: Introduction of formal engagement arrangements in relation to major sites March 2014: Agreement of extended and amended Planning Protocol • April 2014: Introduction of fast-track planning service and integrated planning and regulatory regime pilot.
Key Govt Departments & SRO	BIS; CLG; DFT; DEFRA; DWP (host departments for statutory consultees) SROs: Bill Hunt Warwick District Council; Anna Rose Rugby Borough Council.
Resources (City, Govt, private sector, other)	Nil (although income will be foregone on current pre-application charging by Stratford District Council and Warwickshire County Council)

Action:	Owner	Timeline
Set up Coventry and Warwickshire City Deal Implementation Group (shadow Business Advisory Group).	CW/ CPU/ BIS	Dec 2013
Each Local Authority to take CW City Deal through their governance process for formal approval.	City Deal Local Authorities	Jan 2014
Co-design and agree a reimbursement process to cover pre-application charges levied by statutory consultees.	CW City Deal Implementation Group	Mar 2014
Agree pilot arrangements for integrated planning and regulatory regime for AME sector.	CW City Deal Implementation Group	Mar 2014
Agree and amend existing Planning Protocol regarding pre-application advice, fast track planning service, dedicated case officers etc. for AME sector.	LPAs	Apr 2014
Agree and extend Planning Protocol to cover statutory consultees (including agreement of definitions and thresholds for exemptions from charging for AME sector applications).	SROs/statutory consultees and sponsoring departments (BIS/CLG/DfT/Defra/DWP)	Apr 2014
Complete CWLEP major sites study.	CWLEP	Jan 2014
Complete sub-regional strategic employment land study.	LPAs	Feb 2014

Complete prioritisation of strategic sites and implementation of appropriate LDOs.	CWLEP/Joint Committee/LPAs	Apr 2014
Agree and implement forum for discussing and resolving major site implementation issues.	LPAs/BIS	Jan 2014
Document best practice from fast track planning service and pilot integrated planning and regulatory regime pilot for potential roll out to other areas	LPAs/CLG	Dec 2014

Proposal:	**Supporting Local Growth**
Summary:	Undertake activities to enhance asset management and public service transformation
Outcome & Outputs:	Data sharing on public assets and public service transformation.
Milestone	February 2014: Property data shared with the Government Property Unit. Ongoing: Publish reports setting out progress being made to drive public service transformation.
Key Govt Departments & SRO	Government Property Unit SRO: Assets - Nigel Clews Coventry City Council; Transformation – Monica Fogarty, Warwickshire County Council
Resources (City, Govt, private sector, other)	No financial resources required. Activities will be undertaken within existing budgets.

Action:	Owner	Timeline
Local authorities in Coventry and Warwickshire will make data they have provided to the West Midlands Property Alliance and the Warwickshire Observatory on their assets available to the Government Property Unit.	CW local authorities	Feb 2014
Local authorities will continue to publish reports on the progress they are making to drive public service transformation.	CW local authorities	Ongoing

Proposal:	**Coventry and Warwickshire Governance Structure**
Summary:	Establish City Deal governance arrangements.
Outcome & Outputs:	Economic Prosperity Board established by 2016.
Milestone	February 2014: Joint Statutory Committee established Spring 2016: Economic Prosperity Board established
Key Govt Departments & SRO	CLG SRO: Jenni Venn, Coventry City Council
Resources (City, Govt, private sector, other)	No financial resources, governance arrangements will be established using existing budgets.

Action:	Owner	Timeline
Agree terms of reference for the Coventry and Warwickshire Joint Statutory Committee and gain approval for the establishment of the Joint Committee through individual local authorities' formal governance process.	City Deal Local Authorities	Jan 2014
Joint Statutory Committee formally established.	City Deal Local Authorities	Feb 2014
Review of current legislation on Economic Prosperity Boards and Combined Authorities.	CLG	Spring 2014
Agree options process and timetable for moving toward forming an Economic Prosperity Board in Coventry and Warwickshire – including Hinckley and Bosworth Council in Leicestershire.	Joint Committee	Feb 2014
Changes to relevant statute following Government review of current legislation on Economic Prosperity Boards and Combined Authorities.	CLG	Summer- Autumn 2014
Undertake a formal governance review to inform any final decision to seek the creation of Economic Prosperity Board.	Joint Committee	Spring 2015
Government considers findings of governance review.	CLG	Summer-Autumn 2015
Subject to government agreement, establish the Coventry and Warwickshire Economic Prosperity Board.	All Local Authorities	Spring 2016

Glossary

A/C Manager	Account manager
AME	Advanced manufacturing and engineering
BCLEP	Black Country Local Enterprise Partnership
BIS	Department for Business, Innovation and Skills
CCC	Coventry City Council
CLG	Department for Communities and Local Government
CRM	Customer Relationship Management system
CW	Coventry and Warwickshire
CWLEP	Coventry and Warwickshire Local Enterprise Partnership
DEFRA	Department for Environment, Food and Rural Affairs
DFT	Department for Transport
DWP	Department for Work and Pensions
EPB	Economic Prosperity Board
ERDF	European Regional Development Fund
GBSLEP	Greater Birmingham and Solihull Local Enterprise Partnership
GM	General Manger
HPP	Hundred Percent Properties
LA	Local authorities
LDO	Local Development Order
LEP	Local Enterprise Partnership
LLEP	Leicester and Leicestershire Local Enterprise Partnership
LPA	Local planning authority
MAS	Manufacturing Advisory Service
M-EC	M-EC Developments
NAS	National Apprenticeship Service
NPPF	National Planning Policy Framework
OEM	Original equipment manufacturer
SFA	Skills Funding Agency
SME	Small and medium enterprise
TSB	Technology Strategy Board
UKTI	UK Trade and Investment
WCC	Warwickshire County Council

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Appendix Two

Indicative cost sharing proposal for the Council contributions

The table below sets out indicative contributions for the City Deal for each Council. It is envisaged that in future years the CWLEP and partners will fund the City Deal using a mix of Council contributions from New Homes Bonus, European and Single Local Growth funding.

Coventry City Council's year one contribution is c£483k and this has been included in the Council's Medium Term Financial Strategy.

Year one cost allocation for each Council is set out below.

Partner	%	Year 1 contribution £
Warwickshire	47.04	528,371
North Warwickshire	1.14	12,821
Nuneaton and Bedworth	2.15	24,201
Rugby	1.56	17,519
Stratford-on-Avon	1.60	18,027
Warwick	2.09	23,453
Coventry	42.96	482,521
Hinckley and Bosworth	1.45	16,290
Private Sector Contribution		TBD
Total	**100**	1,123,202

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Appendix 3

Funding mix for the City Deal

The table below shows the different sources for funding for the elements that collectively make up the City Deal proposal. Lancaster funding has been secured to support the running costs for year one. The contribution for CWLEP assumes that the project will receive the support requested from Government to meet costs, as well as external grant funding from European Funding and the Single Local Growth Fund will be sought to meet any shortfall.

Overall Total across all elements of the CD proposal

	Year 1	Year 2	Year 3	Year 4	Year 5	Total
CWLEP Partners	**1,123,202**	**2,700,733**	**2,917,058**	**3,274,032**	**3,274,032**	13,289,057
Government Ask	310,000	310,000	155,000	-	-	775,000
Lancaster Pot	1,437,859	-	-	-	-	1,437,859
TOTAL	**2,871,061**	**3,010,733**	**3,072,058**	**3,274,032**	**3,274,032**	**15,501,916**

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Coventry City Council

Public report
Cabinet Report

Cabinet — 7th January 2014

Name of Cabinet Member:
Cabinet Member (Public Services) – Councillor Lancaster

Director Approving Submission of the report:
Executive Director, Place

Ward(s) affected:
City-wide

Title:
Coventry and Solihull Waste Disposal Company (CSWDC) Preference Shares Redemption

Is this a key decision?
Yes

The financial implications of this decision are in excess of £0.5m.

Executive Summary:

The Council owns 66 of the 99 ordinary shares in the Coventry and Solihull Waste Disposal Company (CSWDC). The remaining 33 ordinary shares are held by Solihull Council. Coventry and Solihull Councils also hold preference shares in CSWDC, in the same proportions as the ordinary shareholding. Coventry Council holds £7.55m of preference shares. These preference shares were used historically to provide initial financing into CSWDC by the Council. They are shown as a liability in the CSWDC balance sheet and as an investment in the Council accounts. This means they can be paid back in full or in part to the Councils at any time, subject to agreement by both Council shareholders and CSWDC.

CSWDC has paid dividends on the ordinary shares as the profitability and cash position of the Company have allowed. The Council's Medium Term Financial Strategy (MTFS) currently assumes a £1.3m ordinary dividend in 2013/14 and ongoing. No dividends are paid in relation to the preference shares.

Over recent months, the Council, along with Solihull Council, have engaged with CSWDC to see what additional returns the Company might be able to provide to the shareholders given the significant financial challenges that both Councils face. CSWDC have sufficient distributable reserves and cash to enable up to £3.6m (of which £2.4m (2/3) would relate to Coventry City Council), rather than the estimated £1.33m to be released to the Council in 2013/14. The proposal is that this cash will be released as a redemption of a proportion of the preference shares held in the Company by each of the Councils rather than a dividend. The proposal has benefits for the Council as it enables a significant increase in the amount of cash that can be released in 2013/14. It also benefits the Company in that it strengthens their balance sheet by

reducing their liabilities. The redemption of the preference shares by the Council means that the total value of the preference shares Coventry holds in the Company reduces from £7.55m as at 31st March 2013 to £5.15m, releasing the value during 2013/14 in cash.

Officers in Resources Directorate are currently working up proposals on the Budget report which will come to Cabinet in February 2014. This work will take account of both the benefit described in this report and the longer term financial returns from CSWDC in seeking to balance the medium term financial position of the Council in the current challenging context.

Recommendations:

Cabinet is recommended to:

1. Make a recommendation to Council through the Budget Report in February 2014 on the proposals for allocation of the additional £1.06m arising from this decision.

2. Approve the switching of the capital receipt to revenue to support the medium term financial strategy.

List of Appendices included:
None

Other useful 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:

Coventry and Solihull Waste Disposal Company (CSWDC) Preference Shares Redemption

1. Context (or background)

1.1 CSWDC operates the Energy from Waste plant. It is a joint venture between Coventry and Solihull Councils. Coventry Council owns 66 of the 99 ordinary shares at £1 each. The remaining 33 ordinary shares are held by Solihull Council.

1.2 Coventry and Solihull Councils also hold a total of £11.325m preference shares in CSWDC. Coventry City Council holds £7.55m (two thirds) of preference shares. These preference shares were issued by CSWDC at the point at which it was established as a way for the Council to provide initial financing into CSWDC. They are shown as a liability in the CSWDC balance sheet and as an investment in the Council accounts. This means they can be paid back in full or in part to the Councils at any time, subject to agreement by both Council shareholders and CSWDC, which would include an assessment of the ability of CSWDC to afford the repayment. They are a different type of share to the ordinary shares, for example no dividends are paid on the preference shares, however they would be repaid first before ordinary shares in the event of the Company liquidating its assets and only carry voting rights in certain circumstances.

1.3 CSWDC has paid dividends on the ordinary shares in recent years as the profits from the Company have allowed. A dividend is declared by the CSWDC Board subject to the performance of the business, the level of distributable reserves and the amount of cash held. A total dividend of £2.4m was received by the Council in 2012/13, through preference share redemption. The Council's Medium Term Financial Strategy currently assumes a £1.33m ordinary dividend in 2013/14 and ongoing, as an estimate of the future likely dividend stream.

1.4 Over recent months, the Council, along with Solihull Council, have engaged with CSWDC to see what additional returns the Company might be able to provide to the shareholders given the financial challenges that both Councils face. CSWDC have sufficient distributable reserves and cash to enable up to £3.6m to be released to Coventry and Solihull Council as shareholders in 2013/14. This equates to £2.4m to for Coventry, based on the redemption of preference shares worth £3.6m. As a minimum this secures the achievement of the current £1.33m return included in the MTFS, and will replace the expected ordinary dividends for 2013/14. It is expected that the redemption of preference shares will also generate an additional £1.06m for the Council in 2013/14.

2. Options considered and recommended proposal

2.1 The Councils have worked with CSWDC to establish both the level of cash return and the mechanism for its release. The options for release of the returns to shareholders in 2013/14 are through a dividend payment or through a redemption of preference shares.

2.2 The option of redeeming preference shares enables CSWDC to approve an increase in the amount of cash they can release from the business in 2013/14, compared to the amount the Council have estimated and budgeted for. This can be used to support the Council's spending plans. This option also has significant benefits for the Company as it strengthens their balance sheet by reducing their liabilities. This in turn strengthens the value of CSWDC to its shareholders.

2.3 The recommended option is for a CSWDC to redeem preference shares, up to a maximum of £3.6m, of which £2.4m relates to Coventry City Council. This will reduce the total value of the preference shares Coventry holds in the Company from £7.55m as at 31st March 2013 to £5.15m, releasing the value during 2013/14 in cash.

2.4 The redemption of preference shares has no implications for the Council's voting rights or level of control in relation to CSWDC which will remain the same. The preference shares can be redeemed in this way at any time at the option of CSWDC and the shareholders at their face value.

2.5 The other option available would be not to redeem the preference shares. However, this is not recommended because the opportunity for additional income through maximisation of its assets during a critical financial period is highly desirable.

3. Results of consultation undertaken

3.1 N/A

4. Timetable for implementing this decision

4.1 The redemption of preference shares will take place following CSWDC Board approval in December and Shareholder Panel approval, with an anticipated payment date during January 2014.

5. Comments from Executive Director, Resources

5.1 Financial implications

5.1.1 The redemption of preference shares provides a significant receipt at a time when capital and revenue resources are constrained.

5.1.2 The redemption of up to £3.6m of preference shares will enable the Council to receive an additional £1.06m in 2013/14 than budgeted for in the Medium Term Financial Strategy and ensures as a minimum the £1.33m already budgeted for can be delivered.

5.1.3 The repayment of preference shares is a capital receipt. The first £1.33m will be utilised to directly finance the existing capital programme in order to release an equivalent amount of revenue resources currently financing the capital programme. These revenue resources will be used to meet the existing MTFS income target. Any amount above this (£1.06m) will be considered as part of the Budget Setting process and will probably be used to meet the existing procurement savings target in relation to waste, meet the current commercialisation savings target or finance existing capital spend in order to reduce overall borrowing and debt repayment costs.

5.2 Legal implications

5.2.1 CSWDC was established in 1992 because waste disposal authorities such as Coventry and Solihull were obliged to arrange for the discharge of their waste disposal functions through a contractor or a LAWDC. The Secretary of State had power, under section 32 of the Environmental Protection Act 1990, to give directions to waste disposal authorities which had not transferred undertakings to waste disposal companies, requiring them to do so. Section 32 of the Environmental Protection Act 1990 was repealed by section 47 of the Clean Neighbourhoods and Environment Act 2005 but Coventry and Solihull have continued to dispose of waste through CSWDC. The shareholder's agreement as amended

does permit the Company to act in the interests of the Company and its shareholders in matters of share transactions.

6. Other implications

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

This proposal provides additional resources to support the Council in achieving its key objectives.

6.2 How is risk being managed?

The Council through the Shareholder Panel manage risks associated with the shareholding in CSWDC. The CSWDC Board will consider the implications of this transaction as part of its approval.

6.3 What is the impact on the organisation?

None

6.4 Equalities / EIA

There are no direct equalities impacts of this decision.

6.5 Implications for (or impact on) the environment

None

6.6 Implications for partner organisations?

The redemption of preference shares be actioned by CSWDC and will also involve redemption of shares by Solihull Council as the other joint venture partner.

Report author(s):

Name and job title:

Parmi Mudhar
Finance Manager - Major Projects Finance

Directorate:
Resources

Tel and email contact:
Parminder.Mudhar@coventry.gov.uk
02476 83 1970

Enquiries should be directed to the above person.

Contributor/approver name	Title	Directorate or organisation	Date doc sent out	Date response received or approved
Contributors:				
Andrew Walster	AD Streetscene	Place	20.11.13	05.12.13
Lisa Commane	AD Major Projects and Transformation	Resources	20.11.13	05.12.13
Jane Murphy	Strategic Finance Manager	Resources	20.11.13	21.11.13
Paul Jennings	Finance Manager	Resources	04.12.13	05.12.13
Lara Knight	Governance Services Team Leader	Resources	04.12.13	04.12.13
Names of approvers for submission: (officers and members)				
Executive Director: Chris West	Executive Director Resources		04.12.13	05.12.13
Legal: Ros Lilley	Senior Solicitor	Resources	04.12.13	04.12.13
Executive Director: Martin Yardley	Executive Director Place	Place	20.11.13	07.12.13
Members:				
Cllr Lancaster	Cabinet Member		20.11.13	05.12.13
Cllr Gannon	Cabinet Member		05.12.12	06.12.13

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Coventry City Council

Public report
Cabinet Report

Cabinet

7th January 2014

Name of Cabinet Member:
Cabinet Member (Policy and Leadership) – Councillor Mrs Lucas

Director approving submission of the report:
Executive Director, Resources

Ward(s) affected:
N/A

Title:
Outstanding Issues

Is this a key decision?
No

Executive summary:

This report is to identify those issues on which further reports have been requested or are outstanding so that members are aware of them and can monitor their progress.

Recommendations:

The Cabinet are recommended to consider the list of outstanding items as set out below and to ask the Member of the Management Board concerned to explain the current position on those which should have been discharged at this meeting or an earlier meeting.

List of Appendices included:

Table of outstanding issues

Other useful background papers:

None

Has it or will it be considered by scrutiny?

N/A

Has it, or will it be considered by any other council committee, advisory panel or other body?

No

Will this report go to Council?

No

Report title:
Outstanding Issues

1. Context (or background)

1.1 In May 2004, the City Council adopted an Outstanding Minutes system, linked to the Forward Plan, to ensure that follow-up reports can be monitored and reported to Members.

1.2 The Table appended to the report outlines items where a report back has been requested to a future Cabinet meeting, along with the anticipated date for further consideration of the issue.

1.3 Where a request has been made to delay the consideration of the report back, the proposed revised date is identified, along with the reason for the request.

2. Options considered and recommended proposal

2.1 N/A

3. Results of consultation undertaken

3.1 N/A

4. Timetable for implementing this decision

4.1 N/A

5. Comments from Director of Finance and Legal Services

5.1 Financial implications

N/A

5.2 Legal implications

N/A

6. Other implications

6.1 How will this contribute to achievement of the council's key objectives / corporate priorities (corporate plan/scorecard) / organisational blueprint / Coventry Sustainable Communities Strategy?

N/A

6.2 How is risk being managed?

This report will be considered and monitored at each meeting of the Cabinet

6.3 What is the impact on the organisation?

N/A

6.4 Equalities / EIA

N/A

6.5 Implications for (or impact on) the environment

N/A

6.6 Implications for partner organisations?

N/A

Report author(s):

Name and job title:
Lara Knight, Governance Services Team Leader

Directorate:
Resources

Tel and email contact:
E-mail: Lara.knight@coventry.gov.uk
Tel: 024 7683 3237

Enquiries should be directed to the above person.

Contributor/approver name	Title	Directorate or organisation	Date doc sent out	Date response received or approved
Contributors:				
Names of approvers: (officers and Members)				

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Appendix 1

	Subject	Minute Reference and Date Originally Considered	Date For Further Consideration	Responsible Officer	Proposed Amendment To Date For Consideration	Reason For Request To Delay Submission Of Report
1.	**Growing Business Rates through creating the Coventry Investment Fund** To receive an annual report on the Coventry Investment Fund	Minute No. 80/13 19th November 2013	November 2014	Executive Director, Place and Executive Director, Resources		
2.	**Commissioning of Domestic Violence and Abuse Services** To received bi-monthly progress reports until July 2014 on:- a) the commencement of a tender process for the proposed new service model. b) the equality and consultation assessment. c) the budget requirement.	Minute Nos. 82/13 and 87/13 19th November 2013	Bi-monthly	Executive Director, People		

*** identifies items where a report is on the agenda for your meeting.**