



Leicester
City Council

WARDS AFFECTED
All

FORWARD TIMETABLE OF CONSULTATION AND MEETINGS:
OSMB
CABINET

21st January 2010
25th January 2010

INCLUSIVE DESIGN ACTION PROGRAMME 2010-11

Report of the Strategic Director, Development Culture and Regeneration

1. PURPOSE OF REPORT

- 1.1 To consider and approve the Inclusive Design Action Programme (Appendix 2), which supports and takes forward the findings of the Regeneration and Transport Scrutiny Task Group and OSMB recommendations relating to Access and Inclusion.

2. SUMMARY

- 2.1 The recommendations of the Overview and Scrutiny Management Board relating to Access and Design are summarised in Appendix 1 of this report.
- 2.2 An Inclusive Design Action Programme (Appendix 2) is proposed which maps out the actions needed to take forward the Task Group and Overview and Scrutiny Management Board's recommendations. This includes Inclusive Design Aims which are recommended as the basis for establishing a corporate understanding of, and commitment to Inclusive Design.

3. RECOMMENDATIONS

- 3.1 Cabinet is requested to approve the Inclusive Design Action Programme and the Inclusive Design Aims set out in Appendix 2 of this report.

4. REPORT

4.1 Introduction & definition of Inclusive Design

- 4.1.1 An Inclusive Design Action Programme (Appendix 2) has been developed to support and take forward the Overview & Scrutiny Board's recommendations (Appendix 1) relating to access and design issues. The recommendations are the outcome of the Regeneration and Transport Scrutiny Task Group's review of this topic earlier in 2009.
- 4.1.2 The proposed Action Programme relates the OSMB recommendations to broad headings ("commitment", "understanding", "involvement" etc) which give a clear structure within which to develop actions.
- 4.1.3 The Action Programme in Appendix 2 includes Inclusive Design Aims which OSMB recommended should be the basis for "establishing a corporate understanding of, and

commitment to Inclusive Design”. It is proposed that these are adopted as strategic aims which will act as a “spring board” for taking the Action Programme forward.

4.1.4 A proposed definition (to be read in conjunction with the Inclusive Design Aims), is that Inclusive Design:

- Is a process of designing, constructing, and managing buildings, streets, spaces, transport systems, and products, which everyone can use;
- Encompasses where people live or work, the buildings, streets, spaces and products they use, and how they get around;
- Addresses the rights and needs of people with ill health, injury or disability (including mobility, dexterity, sensory, learning, communication, continence and mental health impairments), ensuring they are supported by thoughtfully crafted and managed environments;
- Recognises and accommodates differences in the way people use and respond to their environment;
- Provides solutions that enable all of us to participate in mainstream activities equally, with choice and with dignity, and as independently as possible.

4.2 The Action Programme

4.2.1 The scope of the Action Programme in Appendix 2 reflects the Task Group’s work in seeking to influence the planning, design and management of Leicester’s buildings, streets and spaces. This includes:

- the Council’s own projects (public realm schemes as well as buildings)
- projects which we develop in partnership with others, and
- development proposals where we have a regulatory role, e.g. using planning powers.

4.2.2 The Programme will help to develop a clear framework for decision making, which will have Inclusive Design as a key consideration from the earliest stages of projects. It should ensure that potential conflicts with other priorities (whether at a strategic or more detailed / operational level) are fully considered and resolved early in the design process.

4.2.3 The proposed Inclusive Design Action Programme maps out the actions needed to take forward the Task Group and Overview and Scrutiny Management Board’s recommendations shown in Appendix 1. The actions have been developed from the OSMB recommendations and provide a practical means for their implementation.

4.2.4 The action plan recognises the need to provide clear and simple planning and design guidance which should be ‘mainstreamed’ in all relevant supplementary planning documents and advice notes rather than to create a new policy framework. An internal ‘Core Brief’ document will be used to communicate the Council’s commitment to inclusive design with an emphasis on helping staff who are developing new policies and advice and also help staff implement existing policies within the context of this brief (eg.

in the Local Development Framework, Local Transport Plan etc). The brief would also provide links to more detailed information to support the Inclusive Design process.

- 4.2.5 The Draft Local Development Framework (LDF) Core Strategy (CS Policy 3 “Designing Quality Places”) requires design to contribute positively to an area’s character and appearance, as well as meet the highest standards of accessibility and inclusion. Designers and developers should be able to achieve both of these policy requirements. The action plan requires this approach to decision making to be embedded in the consideration of development schemes reflecting the OSMB desire to see decision making weighted to ensure inclusive outcomes are fully taken into account.
- 4.2.6 The Action Programme is ambitious, but thought through strategically in terms of influencing practical outcomes. Capacity to manage and deliver it is a key issue (reflected in action point 9.3 of the Programme), bearing in mind the volume of day to day case work the lead officer (Disabled People’s Access Officer) will be dealing with in parallel to this more strategic work. The Programme is flexible enough to support this, as well as to incorporate additional / amended actions as it progresses. The Action Programme will be delivered within existing resources.
- 4.2.7 Several of the proposed shorter term actions relate to current opportunities and work in progress; for example work is underway to ensure that the OSMB recommendations are reflected in the Highways and Transportation Project Delivery Manual (PDM). Tight timescales set for this project mean that further work will be needed to address specific issues in more detail, which can then be incorporated as updates to the manual.

5. FINANCIAL, LEGAL AND OTHER IMPLICATIONS

5.1 Financial implications

The accuracy of budgeting for capital projects within the Council varies considerably. The accuracy depends upon the skills and expertise of the project manager, the complexity of the project and external pressures such as unreasonable time pressure to submit bids for external funding for these projects. Project managers will need to ensure that they include the costs associated with inclusive design specifications in order that the project budget is accurate and therefore whether there are adequate funds in place. The Action Programme will be delivered within existing resources.

Martin Judson, Head of Finance, 0116 252 7390 / 297390

5.2 Legal implications

In taking forward the Action Plan the Council will need to comply with the relevant disability discrimination, planning, traffic and highway legislation. If and when proposals are undertaken then legal services will provide the relevant advice depending on the nature of those proposals.

*Jamie Guazzaroni, Solicitor, Legal Services: Environment & Employment Team
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The proposed Action Programme will support the Council in meeting its statutory duties to promote equalities across its services.

6. OTHER IMPLICATIONS

OTHER IMPLICATIONS	YES/NO	Paragraph references within the report
Equal Opportunities	Yes	All
Policy	Yes	Appendix 3 (recommendations 1-3) Appendix 1 &2
Sustainable and Environmental	Yes	Appendix 3 (recommendations 1-3) Appendix 1&2
Crime and Disorder	No	
Human Rights Act	No	
Elderly/People on Low Income	Yes	Appendix 1-3

7. BACKGROUND PAPERS – LOCAL GOVERNMENT ACT 1972

Report of the Regeneration and Transport Scrutiny Task Group Review on access and design issues, to Overview and Scrutiny Overview and Scrutiny Management Board, (27th August, 2009) and to Cabinet (25th January 2009).

8. CONSULTATIONS

The Action Programme and report have been developed in consultation with Mark Wills and Barry Pritchard (Regeneration, Highways & Transportation).

Daxa Patel, Equalities Manager, and Monica Glover (Corporate Equalities Policy Officer) have also been consulted on the report.

Comments on the draft Programme have also been invited from the Chairs of the Task Group, Inclusive Design Advisory Panel, and Disabled People’s Access Group.

9. REPORT AUTHOR

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Key Decision	No
Reason	N/A
Appeared in Forward Plan	N/A
Executive or Council Decision	Executive (Cabinet)

APPENDIX 1

Regeneration and Transport Scrutiny Task Group Review on access and design issues (Overview and Scrutiny Management Board: 27th Aug 2009)

OVERVIEW AND SCRUTINY MANAGEMENT BOARD (OSMB) RECOMMENDATIONS	Action Prog ref.
(2.1) Establish a Corporate understanding of and commitment to inclusiveness as set out in the Inclusive Design Aims (see Appendix 2 of this report).	1.
(2.2) Establish a clear weighting for decision-making processes that recognises the rights and needs of people over cars and aesthetics. This should include processes for ongoing learning and reflect the overarching strategy of the One Leicester document, including the stated need to “drive out inequalities”.	3.
(2.3) Provide training, information and support to ensure that all Members, officers and relevant consultants understand and embrace inclusive design, targeting first those who have direct planning and design responsibilities.	4.
(2.4) Develop a clear “quality review and improvement” process for each project’s stage, which addresses inclusive design issues, disseminates lessons learnt and best practice, and improves outcomes.	6.
(2.5) Produce Supplementary Planning Guidance which sets out the Council’s commitment to Inclusive Design, together with high standards of access and inclusion which it requires for all projects (i.e. its own projects and those which it seeks to influence through its statutory powers).	2.
(2.6) Link the ‘Design and Access Statement’ with project handover statements and ensure they are part of a continuous, living and well used document that has review elements built in to it.	7.
(2.7) Ensure that Inclusive Design requirements are embedded in the Council’s procurement processes to help raise the standard of and commitment to inclusive design.	8.
(2.8) Continue to support and adequately resource the principles of: (i) An Inclusive Design Advisory Panel (to provide expert inclusive design advice); and (ii) Involving people with disabilities in developing projects and services.	5.
(2.9) Establish a programme of reviews in the next 6 –18 months to ensure that actions enable the desired outcome of Inclusive Planning and Design to be achieved.	9.

APPENDIX 2

Inclusive Design Action Programme

December 2009

Proposed Strategic Inclusive Design Aims

(see also definition of Inclusive Design in paragraph 4.1.4 of Cabinet report)

- To make places (and specify products) that everyone can use safely, easily and with dignity
- To remove (and not create) barriers that cause undue effort or separation
- To enable everyone to participate equally, confidently and independently in everyday activities
- To achieve these aims through a clear commitment to achieving best practice, rather than minimum standards.

Key priorities/ work areas

- | | |
|---|--|
| <ul style="list-style-type: none"> • Establish a clear commitment to Inclusive Design, supported by strong leadership • Ensure a sound understanding of Inclusive Design issues and solutions by those delivering relevant projects and services • Ensure effective involvement of disabled people and access advisors in schemes and services. | <ul style="list-style-type: none"> • Establish robust systems and procedures to help achieve our aims and deliver inclusive outcomes. • Ensure good progress towards achieving our aims. |
|---|--|

Key priorities

Actions

By

Time

			<u>Whom</u> (key to initials at end)	<u>scale</u>
Priority : Commitment & Leadership				
1.	Establish a Corporate understanding of and commitment to inclusiveness as set out in the Inclusive Design Aims (above).	1.1 Cabinet confirm commitment to the above inclusive design aims - as starting point for day to day communication and more detailed guidance (see also attached “Inclusive Design: definition and proposed commitment”)	Cabinet	Nov 09 – Jan 010
		1.2 Communicate this commitment and Action Programme.	PL-W, BMP	Feb 010
		1.3 Ensure that Inclusive design is embedded in key policy documents, including: Local Development Framework Core Strategy, Local Transport Plan, and “Planning for People, not Cars” Priority Board’s strategic work programme.	PL-W, Devt Plans team, Transport Strategy	2009 -11
2.	Produce a summary ‘Core Brief’, to outline the Council’s commitment to Inclusive Design and to ensure its aims and principles are fully integrated into supplementary planning documents and other policy guidance and advice produced by the Council. This should support officers, designers, developers and others taking decisions to achieve the high standards of access and inclusion required for all projects	2.1 Ensure high standards for inclusive design are incorporated into relevant operational guidance – including Highways & Transportation’s Project Delivery Manual, Rights of Way Improvement Plan etc. (list to be prepared)	MFJ, BM,SW, BMP PL-W	Nov 09- March 2010
		2.2 Define scope of Core brief - including investigating best practice elsewhere, and considering it will relate to other actions in this programme. NB. Ensure relevance to full range and stages of projects – not just planning applications.	PL-W	March- June 2010
		2.3 Prepare, consult on and publish Core Brief (and promote through training, development and communication programme – see 4.0, below).	PL-W	2010- 2011

3.	Ensure design meets the highest standards of accessibility and inclusion as well as contributing positively to an area's character and appearance. This approach to decision making should be embedded in the consideration of development schemes to ensure inclusive outcomes are fully taken into account. This should include processes for ongoing learning and reflect the overarching strategy of the One Leicester document, including the "People not Cars" priority, and the stated need to "drive out inequalities".	3.1 Investigate scope and options to influence decision making processes (supporting "One Leicester" priorities).	PL-W	Nov 09- March 2010
		3.2 Reflect initial findings in H&T Project Delivery Manual (PDM).	BM,MFJ/SW BMP,PL-W	Nov 09- March 10
		3.3 Produce guidance and / or incorporate in other key documents in this programme (e.g. SPD, Access Statement Procedures – see 5, below).	PL-W, BMP	2010- 2011
Priority: Sound Understanding				
4.	Provide training, information and support - so all Members, officers and relevant consultants understand and embrace inclusive design, (targeting first those with who have direct planning and design responsibilities)	4.1 Establish ongoing programme of Access Awareness events (in liaison with key services).	PL-W	Nov 09 – Jan 2010
		4.2 Produce information sheets and web site information / links to support and communicate this Action Programme.	PL-W	2009 (on- going)
		4.3 Develop and promote a rolling programme of training events to support this programme as it develops	PL-W	2010- 2011
		4.4 Consider scope to develop network of Inclusive Design "Champions" (strategic and / or operational).	PL-W	2010-11
Priority: Effective Involvement				
5.	Continue to support and adequately resource the principle of:	5.1 Agree IDAP's future direction (role, form, funding strategy). Re-establish and develop regular input into projects.	PL-W, BMP LCIL	Nov09 – March 010

	<ul style="list-style-type: none"> An Inclusive Design Advisory Panel (to provide expert inclusive design advice); and involving disabled people in developing projects and services. 	5.2 Work with the Disabled People's Access Group In considering its future role & capacity in relation to this programme and City Council services.	PL-W, BMP	2010-2011
		5.3 Define and develop a wider network of disabled people / advocacy organisations as a basis for improving engagement.	PL-W	2010-2011
		5.4 Include guidance on involving disabled people and access specialists (including IDAP) in H&T Project Delivery Manual.	BM,MFJ/SW BMP, PL-W	2009-March 2010
Priority: Robust systems/ procedures				
6.	Develop a clear "quality review and improvement" process for each project's stage, which addresses inclusive design issues, disseminates lessons learnt and best practice and improves outcomes.	6.2 Develop process in context of revised corporate project management arrangements.	PL-W, BMP	Nov 2009-Mar '10
		6.3 Include in H&T Project Delivery Manual (PDM)	BM,MFJ/SW BMP, PL-W	Nov 09-March 2010
7.	Ensure that Inclusive Design is fully considered at all stages of City Council projects; develop an 'Access Statement' process to support this, and promote the approach to non City Council developers.	7.1 Develop process in context of revised corporate project management arrangements	BMP, PL-W (+ corporate support)	Nov09-March 10
		7.2 Include in H&T Project Delivery Manual	BM,MFJ/SW BMP, PL-W	Nov09-March'10
		7.2 Produce guidance for Planning and Building Control Applicants.	PL-W (+ PMD & DS)	2010-11
		7.3 Ensure these actions complement and support the Council's Equality Impact Statement processes.	PL-W, BMP,DP	2009-11
8.	Ensure that Inclusive Design requirements are embedded in the Council's procurement processes to help raise the standard of and commitment to inclusive design.	8.1 Investigate scope and develop procedure – focusing on key procurement issues, eg. commissioning consultants	PL-W, BPM	Nov09-March 2010
		8.3 Include in H&T Project Delivery Manual (PDM)	BM,MFJ / SW BMP, PL-W	Nov09-March10

Priority: Ensuring progress				
9.	Establish a programme of reviews in the next 6 –18 months to ensure actions enable the desired outcome of Inclusive Planning and Design to be achieved.	9.1 Cabinet approval to this work programme	Cabinet	Nov-Dec 09
		9.2 Establish Project Team/ Board arrangements to take forward Action Programme	Directorates	Nov/Dec 09
		9.3 Build capacity in work programmes to deliver this Action Programme – in parallel to influencing day to day projects and outcomes. Review time scales as necessary.	PL-W, BMP + their managers	Nov 09 - 2011
		9.4 Report on progress (key “milestones”) to Cabinet Lead (and to Cabinet) as appropriate		2009-11
		9.5 Review outcomes of key projects to assess effectiveness of Action programme (annually)		Winter 2010
		9.6 Report back progress to Task Group (6-8 monthly)	PL-W,BMP	Summer 2010- Spring’11

Key to initials (“by whom” column): PL-W= Paul Leonard-Williams; BP = Barry Pritchard; BM = Bona Matturi; MFJ = Michael Jeeves, SW = Steve Wagg; DS= Dave Smith.