



Information Governance Team

Postal Address:
Coventry City Council
PO Box 15
Council House
Coventry
CV1 5RR

www.coventry.gov.uk

E-mail: infogov@coventry.gov.uk

Phone: 024 7697 5408

20 April 2022

Dear Sir/Madam

Freedom of Information Act 2000 (FOIA)

Request ID: FOI414646146

Thank you for your request for information relating to Disabled Facilities Grants.

Please see the attached document.

We confirm for Question 12 there are 19 contractors currently on our list.

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For information, we publish a variety of information such as: [FOI/EIR Disclosure Log](#), [Publication Scheme](#), [Facts about Coventry](#) and [Open Data](#) that you may find of useful if you are looking for information in the future.

If you are unhappy with the handling of your request, you can ask us to review our response. Requests for reviews should be submitted within 40 days of the date of receipt of our response to your original request – email: infogov@coventry.gov.uk

If you are unhappy with the outcome of our review, you can write to the Information Commissioner, who can be contacted at: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF or email icocasework@ico.org.uk.

Please remember to quote the reference number above in your response.

Yours faithfully

Information Governance

Freedom of Information Request

Disabled Facilities Grants and Contractors

We're interested in how you manage the contractors that carry out DFG funded home adaptations in your area. We would specifically like to know about contractors that carry out building works – not suppliers of lifts and other mechanical equipment

The information will be used to develop new policy and documentation.

1. Name of Local Authority	Coventry City Council
2. Do you hold a list of accredited building contractors to carry out DFG works?	Yes – although it is made clear that this is a list of contractors that have declared a desire to do this type of work and the Council do not recommend or guarantee the work that they do as the contract remains between client and contractor
	If 'No' please go to question 11
3. Who manages the list? e.g. the DFG team, another team in the Council or an external body	The Council maintains the list and updates as contractors join, leave or change their contact details
4. Is it a shared list with other local authority DFG teams?	No
5. When was the current list established?	The Council have held a contractor list for DFG work since the DFG Legislation was first introduced in 1989 but the qualifying criteria to go on the list (covered in question 7 below) was established in 2018
6. How can new contractors get added to the list?	They complete an application for inclusion
7. What checks are carried out as part of the initial accreditation process?	As part of their application they need to provide evidence that they have Public Liability Insurance of at least £5million and are also members of an SSIP (Safety Schemes in Procurement) organization. They also need to give some references of clients they have previously undertaken work for.
8. What regular (e.g. annual) checks do you make on existing contractors?	We ensure their Insurances and H & S Accreditations are up to date. Each job is also inspected when the work is completed by an officer within the team.
9. What is the process for removing contractors from the list?	This would require authorisation from senior management as evidence would be

	sought as to why they needed to be removed if it is not by mutual agreement
10. How do you handle cases where an applicant wants to use a contractor that is not on your list?	The contractor has to provide the relevant evidence of the eligibility requirement in Question 7 and the client is asked to confirm that they are not a family member in line with the DFG legislation
11. How do contractors typically provide prices for individual DFG applications? e.g. quotation, framework, schedule of rates.	We have fixed costs for the smaller jobs such as Level Access Showers and Ramps but for larger schemes (typically expected to be in excess of £10K) we would allocate at least three contractors from the list who would be asked to tender for the work.
12. How many contractors are on your list?	
13. How many FTE Technical Officers do you employ to support DFG applicants?	6 including the line manager
14. How many FTE vacancies do you currently have for Technical Officers?	0