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### **Business, Economy and Enterprise Scrutiny Board (3)**

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#### **Time and Date**

2.00 pm on Tuesday, 15th May, 2018

#### **Place**

Committee Room 3 - Council House

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#### **Public Business**

1. **Apologies and Substitutions**
2. **Declarations of Interest**
3. **Minutes** (Pages 3 - 4)
  - (a) To agree the Minutes of the meeting held on 11<sup>th</sup> April, 2018
  - (b) Matters arising
4. **St Mary's Guildhall** (Pages 5 - 6)

Briefing Note of the Deputy Chief Executive (Place)
5. **Recommendations from the Canal and Basin Task and Finish Group**  
(Pages 7 - 12)

Report of the Task and Finish Group
6. **Outstanding Issues** (Pages 13 - 16)

There are outstanding issues.
7. **Work Programme 2017/2018** (Pages 17 - 22)

Report of the Scrutiny Co-ordinator
8. **Any other items of public business which the Chair decides to take as matters of urgency because of the special circumstances involved**

#### **Private Business**

**Nil**

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Martin Yardley, Deputy Chief Executive (Place), Council House Coventry

Monday, 7 May 2018

Note: The person to contact about the agenda and documents for this meeting is Michelle Rose Tel: 024 7683 3111 Email: [michelle.rose@coventry.gov.uk](mailto:michelle.rose@coventry.gov.uk)

Membership: Councillors R Ali (By Invitation), R Auluck, K Caan (By Invitation), J Clifford (By Invitation), G Crookes, L Harvard, J Innes (By Invitation), R Lancaster, J McNicholas (Chair), J O'Boyle (By Invitation), B Singh, H Sweet, K Taylor and D Welsh (By Invitation)

By invitation: M Hammon

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.

Michelle Rose Tel: 024 7683 3111 Email: [michelle.rose@coventry.gov.uk](mailto:michelle.rose@coventry.gov.uk)

**Coventry City Council**  
**Minutes of the Meeting of Business, Economy and Enterprise Scrutiny Board (3)**  
**held at 2.00 pm on Wednesday, 11 April 2018**

Present:

Members:                   Councillor J McNicholas (Chair)  
                                  Councillor R Auluck  
                                  Councillor R Brown (substitute for Councillor B Singh)  
                                  Councillor G Crookes  
                                  Councillor M Hammon  
                                  Councillor L Harvard  
                                  Councillor C Miks (substitute for Councillor R Lancaster)  
                                  Councillor H Sweet  
                                  Councillor K Taylor

Cabinet Member:        Councillor J O'Boyle

Employees (by Directorate):

Place                      P Deas, G Holmes, M Rose, A Williams

Apologies:                Councillor R Lancaster  
                                  Councillor B Singh

## **Public Business**

### **41.     Declarations of Interest**

There were no Disclosable Pecuniary Interests.

### **42.     Minutes**

The minutes of the meeting held on 15<sup>th</sup> February, 2018 were approved.

### **43.     Local Enterprise Partnership (LEP)**

The Scrutiny Board considered a briefing note with information provided on the work of the Local Enterprise Partnership. Since the inception of the Coventry and Warwickshire Local Enterprise Partnership in 2011, more than £450 million of funds had been managed to contribute to projects which further the Strategic Economic Plan for the region.

The Cabinet Member for Jobs and Regeneration discussed what the role of the LEP and funding.

The Scrutiny Board recognised the positive achievements and welcomed the discussion at Scrutiny. The Chair of Scrutiny Co-ordination Committee had been invited to attend and was welcomed to the discussion.

The Scrutiny Board questioned the Cabinet Member for Jobs and Regeneration and officers on aspects of the information including:

- The 7 year history of the LEP since it was established
- Working with the private sector
- Accountability
- Information and meetings available to the public and the Mary Nay report
- The role of scrutiny
- Allocation of funding and the bidding process
- Support for businesses
- Performance benchmarking
- Governance arrangements - appointments and committees
- Devolution deal and regional growth fund
- Increased interest in Coventry at the MIPIM Conference
- The Business Festival

The Scrutiny Board requested information be circulated regarding the Mary Nay report and the criteria for funding schemes.

**RESOLVED that the Scrutiny Board requested:**

- 1) **That Scrutiny Co-ordination Committee lead on Local Enterprise Partnership scrutiny for the Council.**
- 2) **The Chair of Scrutiny Co-ordination Committee to work alongside Local Enterprise Partnership officers and scrutiny officers to co-ordinate an holistic approach to LEP scrutiny across the Coventry and Warwickshire sub-region.**

44. **Outstanding Issues**

There were no outstanding issues.

45. **Work Programme**

The Scrutiny Board noted the additional meeting arranged for 15<sup>th</sup> May, 2018.

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

Councillor Hammon

Councillor McNicholas thanked Councillor Hammon on behalf of the Board for both his contributions at Scrutiny Board 3 and for his service over a number of years in Coventry and Warwickshire, as this was his last meeting as a Councillor.

(Meeting closed at 3.25 pm)



Coventry City Council

## Briefing note

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**To:** Business, Economy and Enterprise Scrutiny Board (3)

**Date:** 15<sup>th</sup> May 2018

**Subject:** St. Mary's Guildhall

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### 1 Purpose of the Note

- 1.1 To inform the Business, Economy and Enterprise Scrutiny Board of current activity in relation to the development of the St. Mary's Guildhall offer and the establishment of shared office space in the Council House.
- 1.2 To seek the support and guidance of the Business, Economy and Enterprise Scrutiny Board in considering further options in relation to the St. Mary's Guildhall offer.

### 2 Recommendations

- 2.1 The Business, Economy and Enterprise Scrutiny Board is recommended:
  - 1) To consider the content of the presentation concerning developments in the St. Mary's Guildhall offer and the establishment of shared office space in the Council House.
  - 2) That, following current work, the Board consider a future report outlining potential opportunities to further enhance the St. Mary's Guildhall offer.

### 3 Background

- 3.1 In January 2018, the Business, Economy and Enterprise Scrutiny Board received an update on plans to review and enhance the St. Mary's Guildhall offer. It was recommended by officers that a specialist consultancy be procured to provide advice on how the Guildhall and Council House offers could be developed to provide an improved visitor experience whilst retaining and potentially enhancing their heritage and tourism profile. The update also included a briefing on plans to improve the café offering in the Undercroft. Scrutiny Board members were further updated on proposals to establish a shared office space, through engagement with an external provider.
- 3.2 Further to the update received, Scrutiny Board requested that officers explore any learning that may be gained through engagement with Coombe Abbey Hotel and asked officers to consider the development of wider commercial opportunities within the Council House.

### 4 Information and Update

- 4.1 In January 2018, the café in the Undercroft at St. Mary's closed to enable works to take place to improve the physical environment and customer experience. Works were carried out to the staircase, bar area and lighting of the café.

- 4.2 In March 'The Undercroft at St. Mary's' was relaunched, offering an improved café experience, a new menu and re-focused promotional campaign. Customer numbers at the café have improved in the period since the relaunch and the performance of the café is being closely monitored to support its ongoing success.
- 4.3 Coombe Abbey Hotel has also been engaged around providing insight and/or advice around the customer offering and experience across the wider St. Mary's complex, and have visited the site to more fully understand the current customer offering.
- 4.4 As part of work on implementing Coventry's Cultural Strategy and to support the city's preparations for being UK City of Culture 2021, a review of potential cultural capital projects has commenced. This will examine cultural capital opportunities in the city and explore the capacity of respective projects to contribute to widening access to the city's cultural offerings and growing cultural and leisure tourism.
- 4.5 The above work will further support ongoing work on the development of a new Coventry Destination Management Plan. Following Phase 1 of data analysis and initial stakeholder engagement, work has now commenced on developing options and recommendations for the environment, structure and delivery framework for destination management in Coventry.
- 4.6 With regards to wider commercial opportunities at St. Mary's Guildhall and the Council House, in March 2018, initial proposals for The Wheelhouse to open a partnership co-working community space were progressed into a preferred option for delivering the opportunity within the Council House. The Wheelhouse (Coventry) opened in April 2018, within the former Communications Team offices converted to offer:
- Dedicated desk spaces
  - Co-working desk spaces
  - Relaxed working spaces
  - Meeting room spaces
- 4.7 The Wheelhouse report that they are on course for achieving targets in membership growth.

## **5 Officer Contacts**

David Nuttall  
Head of Service - Sports, Culture and Destination  
Coventry City Council

Grant McKelvie  
Commercial Business Director  
Coventry City Council



Coventry City Council

## Briefing note

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**To: Business, Economy and Enterprise Scrutiny Board (3)  
2018**

**Date: 15<sup>th</sup> May**

**Subject: Recommendations from the Canal and Basin Task and Finish Group**

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### **1 Purpose of the Note**

- 1.1 To inform the Business, Economy and Enterprise Scrutiny Board (3) of the recommendations from the Canal and Basin Task and Finish Group. The aim of the task and finish group was to create the canal and canal basin as a destination point of the city. The scoping document can be found at Appendix 1.

### **2 Recommendations**

2.1 The Business, Economy and Enterprise Scrutiny Board (3) recommend that:

- 1) Coventry City Council work closely with the Canal and Rivers Trust to review the use of the canal and canal basin to create a clear vision and aspiration for the increased use of the canal and canal basin in Coventry.
  - a. The review should recognise the cultural and heritage contribution the canal has and can in future make to the city
  - b. The review should maximise the public health potential and contribution the area makes as a lung of the city, which is recognised as part of the Council's Green Space Strategy
  - c. The review should assess the current use of all of the buildings at the Canal Basin to ensure that they are appropriate to the renewed vision and aspiration for the canal and canal basin in Coventry.
  - d. The review should involve all partners and organisations with an interest in the canal and canal basin.
- 2) Cabinet Members should meet with representatives of the universities, and other health and sports related organisations in the city to maximise the contribution to improved health outcomes the canal can make.
- 3) Coventry City Council consider "quick wins", such as changing the long stay car park at Leicester Row to a short stay, improved signage to the basin, improved lighting, and the removal of the wall at the entrance to the Canal Basin on the junction of St. Nicholas St and Leicester Row, to improve ease of access.
- 4) Coventry City Council work closely with the Canal and Rivers Trust to address issues of cleanliness and maintenance, as well as formally recognising the contribution made by the Coventry Canal Society to this work.

- 5) Coventry City Council support the Canal and Rivers Trust in getting local businesses located on the canal side involved to support the work in increasing the use of the canal and canal basin
- 6) Coventry City Council formally recognise the appointment of an Elected Member to the West Midlands Canal and Rivers Trust Board of Trustees.

### **3 Background**

- 3.1 At their meeting on 20<sup>th</sup> September 2017, following a referral from Scruco, the Business, Economy and Enterprise Scrutiny Board considered an item on the canal and canal basin. Members heard from representatives from the Coventry Canal Society, the Coventry Canal Basin Trust and The Tin (based at the Canal Basin).
- 3.2 At that meeting it was resolved that the Board request a Task and Finish Group be arranged to facilitate improvements to and better use of the Canal and Canal Basin. The scoping document can be found at Appendix 1.
- 3.3 The Members of the task and finish group were agreed to include Councillor McNicholas, Councillor Hammon and Councillor Bally Singh.
- 3.4 In addition, Cllr Auluck as a member of the Board and Cllr Mal Mutton, representing Radford Ward, where the Canal Basin is situated, were also members of the task and finish group.

### **4 History and context<sup>1</sup>**

- 4.1 The canal was built primarily to transport coal from the pits at Bedworth, Coventry and Nuneaton to the rest of the midlands and beyond. The Coventry Canal Company was formed in 1768. The full length from Coventry to Fradley was opened in 1789. The basin was opened in 1769 and expanded in 1788.
- 4.2 The Coventry canal was a vital trade artery for many years. In particular, it was part of the Birmingham-London route via the Birmingham and Fazeley Canal, Coventry Canal, Oxford Canal, and River Thames. The Coventry paid a dividend right up to 1947, and remained navigable to the present day.
- 4.3 Although industry adjoining the canal was booming, the actual use of the canal for the transportation of goods had declined through the 20th century, mainly due the closure of the north Warwickshire collieries which the canal had been built to serve.
- 4.4 It was nationalised in 1948 being operated first by the British Transport Board and then by the British Waterways Board, the forerunners of British Waterways. In 2012 all of British Waterways' assets and responsibilities were transferred to the Canal and River Trust.
- 4.5 In 1957, Coventry Canal Society was established to promote the proper use and maintenance of the canal, and to protect its interests.
- 4.6 Many of the buildings and the site at the canal basin were restored between 1993 and 1995. The Canal Bridge, Canal House and the warehouses are grade II listed buildings.
- 4.7 The canal and surrounding area from the canal basin to Hawksbury Junction is designated as a conservation area.

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<sup>1</sup>[http://www.coventry.gov.uk/downloads/file/6098/coventry\\_canal\\_conservation\\_area\\_appraisal\\_4\\_july\\_2012](http://www.coventry.gov.uk/downloads/file/6098/coventry_canal_conservation_area_appraisal_4_july_2012)  
<http://covcanalsoc.org.uk/>  
<https://canalrivertrust.org.uk/enjoy-the-waterways/canal-and-river-network/coventry-canal>



4.8 Coventry's Green Space Strategy is in the process of being refreshed and the canal will be considered as a "blue corridor" as part of the strategy. The strategy recognises that currently the benefits of green and blue corridors in the city are not being maximised.

## **5 Visit to the Canal**

5.1 Alan Dyer, Chair of the Canal Basin Trust gave a tour of the Canal Basin Warehouse, which is owned by the Canal and Rivers Trust and leased to the Canal Basin Trust. The warehouse is an historic building which has been restored and extended by the Canal Basin Trust. It is used by local artists and has about 40 residents at any one time. Representatives from The Ludic Rooms (an arts studio based at the warehouse) also contributed to the discussion.

5.2 David Moore from Valley Cruises gave a brief introduction to his business of canal cruises. It is an important, yet overlooked contributor to the tourism offer in the city, including bed space.

5.3 Elaine Tierney, Chair of Trustees for The Tin, gave an overview of the work and aspirations of The Tin, especially around training young people in music technology.

5.4 Representative from the Canals and River Trust talked about their plans for the future, including recruitment of volunteers to increase capacity and to improve the perception of the canal. They have been water and boat focused but realise they need to address issues about the towpaths as well. They have seen investments in Birmingham pay off with increased usage.

5.5 Resources are always an issue and upkeep is costly so they need to prioritise. There is also a strategic, as well as an operational aspect to the canals, in terms of sustainable transport, green space, public health etc.

### **5.6 Key issues identified**

5.7 All partners at the meeting were given the opportunity to raise their issues and concerns. The main issues raised were:

#### **5.7.1 Activity issues**

- Footfall – there are plenty of people who walk past the canal basin, so access is not an issue, but they do not come into the basin
- There needs to be specific reason for people to come, not just reliant on passing trade
- Parking capacity
- Engagement with the local community
- Strategic joined up approach by all partners – clear vision for the area
- Links to the City of Culture as a cultural and heritage asset for the city
- General awareness, brand visibility, raising the profile
- Engagement with the traders

#### **5.7.2 Infrastructure issues**

- The visual appeal of the entrance, poor signage, unwelcoming entrance, boarded up buildings, that it looks shut
- Dredging
- Access to the towpath to make it convenient to the community
- Condition of the arts trail and storyboards
- Litter and overgrown vegetation

5.8 Members of the task and finish group were hoping to meet with representatives of the traders based at the Canal Basin. However, it was not possible to arrange a mutual time to meet.

## **6 Meeting with the CAN project**

6.1 Helen Cuthill from Coventry University and representatives from The Tin talked about the plans they are developing for the building owned by the Canals and Rivers Trust. The building is the first building from the public access to the canal basin.

6.2 The plans include developing the ground floor to a flexible space, including a print room and community arts activity. A quick win will be to put art work on the hoardings to make the area look more inviting, interesting and open.

6.3 The university would lead on the costs and rent a third of the space for the print studio. The model will be self-sustaining. The Tin's role would be co-ordination and use of the building.

6.4 This would be part of a vision for the Canal Basin to be a creative hub for the city, with a combination of cultural, business and commercial focus.

## **7 Canal Trip**

7.1 Members of the task and finish group went on a journey from the canal basin to Swan Lane. The Director of Streetscene and Regulatory Services and the Director of Project Management and Property Services.

7.2 Members were able to experience the canal from the water, which gave a different perspective on the canal. Members identified several issues as part of the visit.

### **7.2.1 Canal issues**

- The water by the banks is quite shallow - more visitors' moorings as well.
- The canal is a cul-de-sac – therefore there needs to be a reason for boaters to come down into the basin
- If the canal feels and looks safe and attractive it gives a reason to come down.
- Vegetation narrows the navigable water. Also on the towpath it can put walkers off.
- Work has been done to clear the canal of rubbish and vegetation, it can only be done from the water, which adds to the complexity.
- There is a programme of dredging by the CRT, but the timetable isn't necessarily available.

### **7.2.2 Canal side issues**

- There were a lot of dog walkers on the tow path, but no dog waste or litter bins
- Lighting at night time could be an issue for safety
- The condition of some parts of the towpath could put users off
- The arts trail is looking sorely neglected, which has the potential to be a real asset as part of City of Culture 2021
- The canal seems more accessible where newer residential developments have been built that open onto the canal.

### **7.2.3 Canal basin issues**

- Lack of information for visitors to the basin especially signage and how to get to other locations in the city.
- Complexity of landownership and responsibility. Most of the land at the canal basin is owned by the Canal and Rivers Trust. There are some building which

are owned by the Council and leased to other organisations, specifically the newer buildings; the commercial offices and retail outlets.

## **8 Liaison with the Canals and Rivers Trust**

- 8.1 The Canal and Rivers Trust (CRT) are a charity that are responsible for protecting and managing the canals in England and Wales. The areas are split into regional partnerships, the Coventry canal coming under the West Midlands Partnership.
- 8.2 The CRT are responsible for the water and towpath of the canal in Coventry and are also the landowners of part of the canal basin.
- 8.3 The Chair of the task and finish group had several meetings with the Chair of the Partnership and the Waterway Manager to discuss some of the issues that had come up as part of the task and finish group.

## **9 Comments from Director of Streetscene and Regulatory Services and Director of Highways and Infrastructure**

- 9.1 Improvements to Junction 1 of the ring road are included on the long list going to Cabinet in March, but will be dependent on funding availability.
- 9.2 Issue with the car park on Leicester Row could be easily resolved, transferring from a long stay to a short stay to encourage visits to the canal basin, as well as improved signage and some linked publicity to the canal basin.
- 9.3 The buildings that we own at the basin, we have some control over i.e. Coventry Telegraph offices. The smaller retail units would have a natural change of use as the rest of the site changed.
- 9.4 The Council could consider looking at offering alternative accommodation for any current residents of the canal basin who may need to move premises.
- 9.5 The Council could look at a partnership arrangement with residents for bin emptying arrangements. Installing bins is not the issue, the cost of emptying them is.
- 9.6 There needs to be some corporate recognition of the work that the Coventry Canal Society do in clearing out the canal.
- 9.7 Lighting could be an issue on some parts of the canal and the impact on wildlife. The canal would not have traditionally been lit, however lighting might be more appropriate in some stretches of the tow path than others.
- 9.8 Enforcement powers could be used to address fly tipping but would need to have evidence to prosecute. There could be the possibility of some communication with member of the public on this issue.
- 9.9 Access is not just an issue at the canal basin. There are points of access along the canal, which could be improved. There is the potential for partnerships to improve access, tied in with 2021, with the Ricoh and Arena Park. S106 funding from Courtauld's has been used to make improvements to the towpath previously.
- 9.10 A partnership of organisations associated with the canal in Coventry could be a useful organisation
- 9.11 The Directors welcomed Cllr McNicholas' appointment to the West Midlands partnership of the CRT.

## **10 Comments from Cabinet Members**

- 10.1 On 10<sup>th</sup> April 2018, a meeting with the Cabinet Member for Jobs and Regeneration, the Cabinet Member for City Services and the Cabinet and Deputy Cabinet Member

for Public Health and Sport was held to brief the relevant portfolio holders on the progress of the task and finish group and to enable the Cabinet Members to make comment on the emerging findings of the group.

- 10.2 Overall the Cabinet Members were supportive of the general approach and findings of the task and finish group. The main concern was with resources and capacity to deliver anything additional to current Council commitments.
- 10.3 The Cabinet Members were supportive of closer links with the Canal and Rivers Trust, and will be happy to work in partnership, but were clear that the Council would not be taking on any of their duties or responsibilities, particularly in relation to cleansing and maintenance.
- 10.4 The Cabinet Member for Jobs and Regeneration was clear that the main issue in realising the potential of the Canal Basin is the location on the outside of the ring road. For it to be fully successful there needs to be access links with the City Centre.
- 10.5 The Cabinet Member for Jobs and Regeneration also highlighted the limited resources and capacity for development projects in the city. The current round of Growth Funding has been allocated, with no clear picture of whether any future funding will be available.
- 10.6 The Cabinet Member for Jobs and Regeneration also suggested the potential of links with the creative industries to widen the appeal of the location.
- 10.7 The Cabinet Member for City Services was open to changes to car parking and working with CRT to improve signage, but mindful that there needs to be something to sign post people to.
- 10.8 The Cabinet Member for City Services also recognised that proposals for junction 1 of the ring road were on the “long list” of capital projects, but that there were other projects with higher priorities for the limited funding available.
- 10.9 The Cabinet and Deputy Cabinet Member for Public Health and Sport recognised the potential of the canal and basin as a public health asset, but also recognised that public safety issues, such as poor lighting and inaccessibility, could discourage use of the tow path.
- 10.10 The Cabinet Member for Public Health and Sport also offered to arrange a meeting with Public Health officers to discuss health issues related to the canal.
- 10.11 The Deputy Cabinet Member also pointed out future development happening in the location, particularly student accommodation and plugging into that market.



Coventry City Council

## Briefing note

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**To: Business, Economy and Enterprise Scrutiny Board (3)**  
**Date: 15<sup>th</sup> May 2018**

**Subject: Outstanding Issues - Report back on a Recommendation from Transport Select Committee 15<sup>th</sup> February 2017**

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### **1 Purpose of the Note**

- 1.1 To inform the Business, Economy and Enterprise Scrutiny Board of the Cabinet Member for City Services response to the recommendation made to Cabinet on the 4<sup>th</sup> October 2017 arising from the Transport Select Committee

### **2 Recommendations**

- 2.1 The Business, Economy and Enterprise Scrutiny Board are recommended to note the content of the report from the Deputy Cabinet Member for City Services.

### **3 Information/Background**

- 3.1 At their meeting on 4<sup>th</sup> October, Cabinet approved the recommendations from the Transport Select Committee of the Business, Economy and Enterprise Scrutiny Board.
- 3.2 One of the recommendations was:  
*“Recommend that the Cabinet Member for City Services undertake a review of Council vehicle usage, particularly during school hours, to see whether the vehicles could be used to support the transport requirements of vulnerable, ill and elderly people in the City”*
- 3.3 This recommendation was accepted, recognising that it would be dependent on time and resources.
- 3.4 The Deputy Cabinet Member for City Services undertook a review of Council vehicle usage. The report and conclusions of which, can be found at Appendix A.

Gennie Holmes  
Scrutiny Co-ordinator  
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## Appendix A

### Report to Cabinet and Scrutiny Board 3

The report from Scrutiny Board 3 – Select Committee format – was discussed at the Cabinet meeting on 4<sup>th</sup> October 2017 and the recommendations were considered. There was one recommendation (No. 6) for the Cabinet Member for City Services portfolio which reads:

*“Recommended that the Cabinet Member for City Services undertake a review of Council Vehicle usage, particularly during school hours, to see whether the vehicles could be used to support for transport requirements of volunteers, ill and elderly people in the city.”*

Cllr Jayne Innes, Cabinet Member for City Services, recommended that I as her Deputy Cabinet Member should lead on this and Cabinet agreed.

For that purpose, in November I met with Mr Andrew Walster, Director, Streetscene and Regulatory Services to discuss the matter. Then in December I met with Mr Chris Coyle, Integrated Transport Manager, who manages the Council’s vehicle fleet in Whitley Depot.

Mr Coyle provided details of how the minibuses are allocated 46 different routes which all support internal provision. This includes home to school, looked after children, adults with learning difficulties and older people. 27 routes are dedicated school runs which operate between 7.30am and 9.45am, and 2.30pm and 4.45pm. 5 runs support colleges on a mix of 30 hour and 37 hour contracts. 14 runs support those with learning difficulties and older, 3 of these are on 37 hour contracts with the remainder working either 27.5 or 32 hours. These runs support two centres, usually undertaking a learning difficulty run first, which is followed by a day care run for older people. In addition to the set runs, there is various ad-hoc work which is arranged with schools and colleges during periods of vehicle availability.

I decided to see personally how the operation actually works. So I arranged to go on Route No 11 on 7<sup>th</sup> February 2018. It was a good opportunity for me to see how people with special needs or vulnerable people are supported by the Council’s caring staff. The shift started early in the morning to pick up children from their homes and then to drop them off at school where school staff were waiting for them. I was pleased to see how the staff supported children from the point when they were picked up to when they were dropped at school. These children have various kind of needs and some with difficult behaviour and the driver and the escort are were so caring with lots of patience to support the children.

After dropping the children in school the same bus and same staff went to pick up various adults from their homes and then dropped them at a day care centre. The staff earned a lot of respect from me from the way they transport people with good professional care. During my visit I could not see any time which could be used differently to support more people before the end of the shift on route No. 11.

I looked at the details of the various routes and discussed with Chris Coyle about the small gap during day time in between the shifts of the routes during which the

## Appendix A

vehicles are not used. The vehicles deployed on dedicated school runs might be available between 10am and 2.15pm. Of the remainder, those working 27.5 or 32 hours might be available from 11am to 2.15pm. There were some vacancies mentioned on the sheet which make it even more difficult to use the small window of time for any other purpose. Even so, I asked the manager if there is any possibility to use those slots for any other purpose, such as to support some outside organisations to transport people.

I was advised that to operate a bus service, an organisation would either need to possess a Passenger Operator Licence and operate under its conditions, or a community bus permit which entitles us to operate on a not for profit basis and provide services to schools etc. Currently the Council operates under the permit system and although we do possess a passenger operator licence, our vehicles are not registered to operate in this way.

If we were to utilise an operator licence which would allow us to provide services for profit (e.g. by entering into a contract with outside organisations), the largest implication is with driving licences as additional qualifications would be required. In addition to this, all the vehicles would need to be re-registered which would change their taxation class, resulting in higher costs.

If we wanted to use the vehicles which are available during the day, we would need to be providing the services to groups on a not for profit basis. I have been advised that the service would welcome such opportunities, particularly from organisations with links to the authority similar to the existing day care, adult education or schools provision.

There is a further concern when considering operations outside the permit system where we might consider profit making activities. The Department for Transport have recently released a proposal for change with the use of the permit system. Within this there is detail which suggests that if we were to offer any services which might fall under 'Operator Licencing rules' i.e. profit making, then all of the service provision should be treated the same, and that the permit would no longer be valid. This would have major cost implications for service provision for both the authority and the market in general. This proposal has recently been released for consultation.

As it stands, I do not see any big extra capacity for using the vehicles for any other purpose such as supporting the other people outside what the Council's current remit is and already doing.

Ram P Lakha



# Agenda Item 7

Business, Economy and Enterprise (3) Work Programme 2017/18

Last updated 25/4/18

**Please see page 2 onwards for background to items**

<b>Task and Finish Groups</b>
Refreshed Green Space Strategy T&F Report – recommendations made Digital Strategy – Broadband Providers – recommendations made Electric Vehicles Charging Points and battery development – picked up in Innovation item Canal and Canal Basin
<b>28<sup>th</sup> June 2017</b>
Informal meeting to discuss work programme
<b>26<sup>th</sup> July 2017</b>
Select Committee – Public Transport Cabinet Report Electric Vehicle background Work Programme Detail
<b>20<sup>th</sup> September 2017</b>
Coventry and Warwickshire Growth Deal Jobs and Growth Strategy 2014-17 Coventry Canal and Basin
<b>15<sup>th</sup> November 2017</b>
Tourism Strategy St Mary's Guildhall Digital Strategy T&F Recommendations
<b>17<sup>th</sup> January 2018</b>
Coventry Innovation – Battery Plant, Autonomous Vehicles, Light Rail and Track Destination Management Strategy
<b>Thursday 15<sup>th</sup> February 2018</b>
Economic Growth and Prosperity Strategy 2017-20 Refreshed Green Space Strategy
<b>11<sup>th</sup> April 2pm</b>
Local Enterprise Partnership Coventry and Warwickshire Growth Hub
<b>14<sup>th</sup> May 2018</b>
St. Mary's Guildhall progress up-date Recommendations from Canal and Basin Task and Finish Group
<b>Date to be determined</b>
Outcome of the Bus Lane Review HS2
<b>Progress from Select Committee on Public Transport 2016/17</b>
Promoting and Encouraging Bus Usage Congestion and Public Transport Multi-modal ticketing for Public Transport Accessible Transport
<b>2018-19</b>
Coventry Innovation – Battery Plant, Autonomous Vehicles, Light Rail and Track Destination Management Strategy

Date	Title	Detail	Cabinet Member/ Lead Officer
<b>Task and Finish Groups</b>	Refreshed Green Space Strategy T&F Report – recommendations made	The Green Space Strategy will be refreshed. Members wanted to ensure <b>that recommendations made as a result of the Parks task and finish group were included in the Strategy, as agreed by the Cabinet Member.</b>	Graham Hood Cllr Caan
	Digital Strategy – Broadband Providers – recommendations made	To meet with the three main broadband providers to discuss access issues across the City including in new housing developments following the conclusion of the CSW Broadband tendering process. This item was identified by the Digital Strategy Task and Finish Group. Invite Cllr R Singh to sit on the Task and Finish Group.	Lisa Commane/ Paul Ward Cllr O'Boyle
	Electric Vehicles Charging Points and battery development – picked up in Innovation item	To consider policy development in the provision of charging points and battery development. To take into account the current developments as well as future developments.	Colin Knight Cllr O'Boyle
	Canal and Canal Basin	To look at the issues affecting the canal basin and the 5.5 miles of canal in Coventry. Following an item on City Centre Developments at Scruco on 6 <sup>th</sup> September this was referred to SB3 for consideration	
<b>28<sup>th</sup> June 2017</b>	Informal meeting to discuss work programme		
<b>26<sup>th</sup> July 2017</b>	Select Committee – Public Transport Cabinet Report	To consider the recommendations to Cabinet as a result of the Select Committee on Public Transport held in March 2017	Cllr McNicholas Gennie Holmes
	Electric Vehicle background	Background briefing note to brief Members in preparation for the Select Committee	Colin Knight Cllr O'Boyle
	Work Programme Detail	Following the informal meeting on 28 <sup>th</sup> July a draft work programme, covering the items discussed	Gennie Holmes
<b>20<sup>th</sup> September 2017</b>	Coventry and Warwickshire Growth Deal	To consider in more detail the programmes proposed as part of the Coventry and Warwickshire Growth Deal	Andy Williams Cllr O'Boyle

Business, Economy and Enterprise (3) Work Programme 2017/18

<b>Date</b>	<b>Title</b>	<b>Detail</b>	<b>Cabinet Member/ Lead Officer</b>
	Jobs and Growth Strategy 2014-17	To consider the final report on the Jobs and Growth Strategy 2014-17 before it goes to Cabinet.	Kim Mawby Cllr O'Boyle
	Coventry Canal and Basin	To look at the issues affecting the canal basin and the 5.5 miles of canal in Coventry. Following an item on City Centre Developments at Scruco on 6 <sup>th</sup> September this was referred to SB3 for consideration	Cllr O'Boyle
<b>15<sup>th</sup> November 2017</b>	Tourism Strategy		David Nuttall
	St Mary's Guildhall	To consider potential options for the best use of the Guildhall. To look in more detail as to how make best use of the asset.	David Nuttall Cllr O'Boyle Cllr Bigham
	Digital Strategy T&F Recommendations	Recommendations arising from the Select Committee with Digital Suppliers	Gennie Holmes/Paul Ward
<b>17<sup>th</sup> January 2018</b>	Coventry Innovation – Battery Plant, Autonomous Vehicles, Light Rail and Track	To cover developments relating to: Battery Plant Autonomous Vehicles Light Rail and Track	Colin Knight Cllr O'Boyle Cllr Innes Mike Waters – TfWM Andy Williams /Richard Moon
	Destination Management Strategy	To look in more detail at how Coventry can manage and promote its cultural and heritage offer and to invite Andrew Dixon Cultural Consultant and Coventry City of Culture Bid Advisor	David Nuttall Cllr O'Boyle
<b>Thursday 15<sup>th</sup> February 2018</b>	Economic Growth and Prosperity Strategy 2017-20	To consider the new Jobs and Growth Strategy which will be going to Cabinet in February	Kim Mawby/Andy Williams Cllr O'Boyle

<b>Date</b>	<b>Title</b>	<b>Detail</b>	<b>Cabinet Member/ Lead Officer</b>
	Refreshed Green Space Strategy	Members of the task and finish group requested a report on the alternative service models proposed as part of the Green Space Strategy Refresh	Graham Hood Andrew Walster Cllr Caan
<b>11<sup>th</sup> April 2pm</b>	Local Enterprise Partnership	Members requested a progress report on the work of the Local Enterprise Partnership	Paula Deas Cllr O'Boyle
	Coventry and Warwickshire Growth Hub	To look in more detail at the work of the Growth Hub.	Andy Williams Cllr O'Boyle
<b>14<sup>th</sup> May 2018</b>	St. Mary's Guildhall progress up-date	Following the recommendations made at their meeting on 15 <sup>th</sup> November, Members requested further progress on implementation of the consultants brief	David Nuttall Cllr O'Boyle
	Recommendations from Canal and Basin Task and Finish Group	Recommendations from the task and finish group on how to improve access and usage of the canal and canal basin in Coventry	
<b>Date to be determined</b>	Outcome of the Bus Lane Review	Following the select committee on public transport last municipal year, Members wanted to look in more detail at the outcome of the bus lane review	Colin Knight Cllr Innes
	HS2	Members requested an update on progress with HS2	Colin Knight
<b>Progress from Select Committee on Public Transport 2016/17</b>	Promoting and Encouraging Bus Usage	Following the select committee on public transport last municipal year, Members wanted to look in more detail at how to encourage people to use the bus more, especially to address perceived safety issues.	Colin Knight Cllr O'Boyle
	Congestion and Public Transport	Following the select committee on public transport last municipal year, Members wanted to look in more detail at the ways to address the effect congestion and road works have on public transport	Colin Knight Cllr O'Boyle
	Multi-modal ticketing for Public Transport	Arising from the select committee on public transport last municipal year, Members wanted to look in more detail at the possibilities of multi-modal ticketing and for travel cross-boundary,	Colin Knight Cllr O'Boyle

Business, Economy and Enterprise (3) Work Programme 2017/18

Date	Title	Detail	Cabinet Member/ Lead Officer
		especially with our Combined Authority partners beyond the TfWM area	
	Accessible Transport	Following on from the select committee on 15 <sup>th</sup> March 2017, Members requested a more in-depth look at the accessibility of transport, wider than public transport	Colin Knight/ Andrew Walster
<b>2018-19</b>	Coventry Innovation – Battery Plant, Autonomous Vehicles, Light Rail and Track	Further progress following the meeting on 17 <sup>th</sup> January 2017	Colin Knight Cllr O’Boyle Cllr Innes Mike Waters – TfWM Andy Williams /Richard Moon
	Destination Management Strategy	Following the item at their meeting on 17 <sup>th</sup> January Members requested a progress update	David Nuttall Cllr O’Boyle

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