



Business, Economy and Enterprise Scrutiny Board (3)

Time and Date

2.00 pm on Wednesday, 21st November 2018

Place

Committee Room 3 - Council House

Public Business

1. **Apologies and Substitutions**

2. **Declarations of Interest**

3. **Minutes** (Pages 3 - 8)

(a) To agree the Minutes of the meeting held on 26th September 2018

(b) Matters arising

4. **Air Quality Action Plan for Nitrogen Dioxide (NO₂)** (Pages 9 - 14)

Presentation and Briefing Note of the Deputy Chief Executive (Place) to contribute to the consultation on Air Quality Action Plan prior to consideration by Cabinet

(Note: Councillor Caan, Cabinet Member for Public Health and Sport and Councillor Ali, Deputy Cabinet Member for Public Health and Sport have been invited to attend the meeting for this matter)

5. **St Mary's Guildhall** (Pages 15 - 26)

Presentation and Briefing Note of the Deputy Chief Executive (Place)

(Note: Councillor O'Boyle, Cabinet Member for Jobs and Regeneration and Councillor Welsh, Deputy Cabinet Member for Jobs and Regeneration have been invited to attend the meeting for this matter)

6. **Outstanding Issues**

There are no outstanding issues

7. **Work Programme 2018/2019** (Pages 27 - 30)

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

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

Tuesday, 13 November 2018

Notes:

- 1) The person to contact about the agenda and documents for this meeting is Michelle Salmon, Governance Services, Tel: 024 7683 3065, Email: michelle.salmon@coventry.gov.uk, alternatively information about this meeting can be obtained from the following web link: <http://moderngov.coventry.gov.uk>
- 2) Members of the Board who are not able to attend the meeting should notify Michelle Salmon as soon as possible, and no later than an hour before the start of the meeting, giving their reason for absence and the name of the Council Member (if any) who will be attending the meeting as their substitute.
- 3) Scrutiny Board Members who have an interest in any item on the agenda for this meeting, but who are not Members of this Scrutiny Board, have been invited to notify the Chair by 12 noon the day before the meeting that they wish to speak on a particular item. The Member must indicate to the Chair their reason for wishing to speak and the issue(s) they wish to raise.

Membership:

Councillors R Auluck, J Birdi, G Crookes, R Lancaster, J McNicholas (Chair), C Miks, B Singh, T Skipper, K Taylor

By invitation:

Councillors R Ali, K Caan, J Clifford, J O'Boyle and D Welsh

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 Salmon
Governance Services
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Coventry City Council
Minutes of the Meeting of Business, Economy and Enterprise Scrutiny Board (3)
held at 2.00 pm on Wednesday, 26 September 2018

Present:

Members: Councillor J McNicholas (Chair)
 Councillor J Birdi
 Councillor Clifford
 Councillor G Crookes
 Councillor R Lancaster
 Councillor C Miks
 Councillor B Singh
 Councillor T Skipper

Employees (by Directorate):

People C Bainbridge, N Inglis

Place J Bowker, G Holmes, G McKelvie, M Salmon, D Shiner

Others Present: H Turner (Managing Director, The Wheelhouse)

Apologies: Councillor K Taylor

Public Business

8. Declarations of Interest

There were no disclosable pecuniary interests.

9. Minutes

The minutes of the meeting held on 11th July 2018 were agreed and signed as a true record. There were no matters arising.

10. Affordable Warmth Support for Vulnerable and Low Income Householders

The Business, Economy and Enterprise Scrutiny Board (3) received a briefing note and presentation from the Deputy Chief Executive (Place) that provided the Board with further information on affordable warmth support, following consideration of the work of the Energy and Low Carbon Team at the meeting on 11th July 2018 (minute 3/18).

Fuel poor households cannot afford to heat their home to an adequate temperature. The majority of households in fuel poverty are owner occupiers and people living in private rented accommodation, and single parents and houses with multiple occupants are also the most at risk.

The Department for Business, Energy and Industrial Strategy annual fuel poverty statistics for England were released in June 2018, the latest statistics relating to June 2016 showed:

Coventry

- 15.3% of all households in Coventry (20,479) are now fuel poor, compared to 11.1% in England. In the previous year, 14.4% of all Coventry households (18,878) were fuel poor, and 11.0% were fuel poor in England.
- Out of all 326 billing local authorities in England, Coventry has the 10th highest level of fuel poverty along with 3 other local authorities (Sunderland, Barrow-in-Furness, Newham).

Coventry Neighbourhoods

- Of the 195 Lower Super Output Areas in Coventry, there are 40 where at least 1 in every 5 households are fuel poor. This is 21% of all LSOAs. In the previous year 29 LSOAs had at least 1 in every 5 households in fuel poverty.
- The LSOA with the highest level of fuel poverty is Gosford and Gulson Roads. 38.3% of households in this LSOA are fuel poor. It has the 9th highest level of fuel poverty out of all 32,844 LSOAs in England.

Studies indicated that households that could not afford to heat their home to an adequate temperature could suffer ill health as a consequence. Older persons, children and those with existing health conditions were particularly vulnerable.

The Council's Affordable Warmth Team and Public Health collaborated closely to develop and deliver projects that provided maximum support within the resources available. The two elements to the Team's work were: i) providing insulation and heating measures to improve energy efficiency, and ii) offering affordable warmth advice and information. Most projects focused on helping low income and vulnerable householders who had health conditions that were affected by their cold homes, these were:

Warmer Homes in Coventry

Affordable Warmth on Prescription

Keeping Coventry Warm

Switch and Save

Warm and Healthy Homes for Disabled Householders

Heating Assistance Preventing Hospital Admissions

The Affordable Warmth Team provided wide-ranging affordable advice and information to help households reduce energy bills and stay warm in their homes. This was available to all Coventry households but focussed on those that were vulnerable or on a low income. Help was available by telephone, e-mail, the Council's website, and by home visit, as well as through weekly surgeries held at Age UK, and included advice on energy tariffs, negotiations with energy suppliers regarding fuel debt, registering for the Priority Service Register and obtaining £140 annual Warm Home Discount payments and other financial support. In 2017/18, 469 households received advice and information, in the same year the team's webpages also received 7665 web page views. The Team also provided bespoke affordable warmth advice and information to tenants of Whitefriars housing association living in Manor Farm, Coventry that resulted in an average yearly saving for each household visited of £280 made principally through accessing grant funds and reductions in energy usage.

The presentation clarified:

- Who the fuel poor were - Households were deemed to be living in fuel poverty if they had above average (national median) fuel costs, and were they to pay that they would have a residual income below the official poverty line
- Fuel Poverty and Health: what we know - Young children, older people and those with pre-existing health problems are particularly susceptible to cold and it caused 10 to 30% of excess winter deaths
- Coventry Fuel Poverty by area of the City
- Fuel Poverty: Action in Coventry – There were a range of programmes to support the most vulnerable (based on income and health criteria) by providing heating and insulation measures, and advice and guidance; using internal and external funding for programmes; engagement with frontline health and care staff to generate referrals; and evaluating impact on health, financial gains to residents

The Board questioned officers and discussed the following issues:

- Fuel poverty arising from cash poor households
- Focus on heating and insulation measures, in addition to the provision of advice and guidance
- Concerns around the effects of Universal Credit
- Working with all nine care providers in the City and with the UHCW Discharge Team for referrals
- Improved standards of affordable homes/social rented housing
- How to involve Elected Members from the Wards with the highest fuel poverty
- The anticipated improvement to the condition of properties following the introduction of Selective Licensing in the St Michael's Ward, currently one of the highest for Fuel Poverty
- The difficulty Elected Members have identifying those in fuel poverty, in order to offer help and support
- The success of the Affordable Warmth on Prescription Pilot and aspirations to expand the project, subject to securing funding, in the future
- The importance of having a functioning boiler in the home, especially for the very young and the elderly and the issues that could arise from delaying boiler checks and repairs

The Board agreed that: officers be requested to work with Credit Unions regarding ethical borrowing and saving; Members of the Board be provided with an electronic copy of the Fuel Poverty in Coventry Map with a Ward Boundary overlay for ease of use; officers be requested to follow-up the recommendation in respect of the Serious Case Review – Child T. considered by the Education and Childrens Services Scrutiny Board (2) at their meeting on 18th June 2015 (Minute 3/15 referred); and all Elected Members be provided with flyers for use at Ward surgeries and a 'Quick Guide', for referring residents in fuel poverty to appropriate services.

RESOLVED that the Business, Economy and Enterprise Scrutiny Board (3):

- 1) Notes the contents of the report.**
- 2) Endorses the work carried out by the Affordable Warmth Team and Public Health to provide affordable warmth support for vulnerable and low income households.**
- 3) Requests that officers work with the credit unions regarding ethical borrowing and saving.**
- 4) Officers be requested to consider how they could involve Elected Members from the Wards of the City with the highest fuel poverty.**
- 5) Produce a guide for Members to support constituents to access information on fuel poverty**

11. The Wheelhouse

The Business, Economy and Enterprise Scrutiny Board (3) received a briefing note and presentation from the Deputy Chief Executive (Place) that informed the Board of current activity in relation to The Wheelhouse and their establishment of shared office space in the Council House, and sought the support and guidance of the Board in considering further options in relation to the St. Mary's Guildhall offer.

In May 2018 (minute 49/17 refers) the Board were informed that The Wheelhouse had opened at the Council House as a means of generating an income from otherwise underutilised space within the Council.

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

The Wheelhouse reported that they were on course for achieving targets in business growth and tangible income now being received from The Wheelhouse, which was ahead of forecast.

Hot desk membership was underperforming, however the number of fixed desk membership was ahead of forecast, which over-compensated revenue-wise for the hot desks.

The membership base had further increased over the last 3 month period, following the usual summer lull, with additional hot desk enquiries and a significant fixed desk enquiry supporting growth for September.

A renewed marketing campaign was being launched through September and October to capitalise on the 'new term' opportunities; social media, local business

forums, press releases and event hosting, all support the marketing campaigns. A referral system was in place for all Coventry City Council Employees.

Following a visit to The Wheelhouse by the Board as part of their meeting, they questions officers and discussed in more detail the following:

- The original set up of the Wheelhouse concept in London in 2016
- The expansion of the concept to date – Oxford, Coventry
- The Wheelhouse at the Council House launch in March 2018
- Membership - the current usage of hot desks and fixed desks
- Plans for growth
- Opening hours and fees
- Security – provision of security pass for first floor Council House access.
- Income generation for the Local Authority through the concept
- The provisions included in the fee – network connection, office equipment, meeting/desk space
- The benefits to users of the co-working provision
- Types of business users – business start-ups, freelance, charities, entrepreneurs

The Board agreed that officers be requested to submit a further report in 6 months' time on the progress of The Wheelhouse business model and future plans.

RESOLVED that the Business, Economy and Enterprise (3) agrees:

- 1) **To continue to support and promote the growth of The Wheelhouse and their shared office space within the Council House.**
- 2) **A progress report on The Wheelhouse business model and future plans be submitted to the Board in 6 months' time.**

12. **Work Programme 2018/2019**

The Business, Economy and Enterprise Scrutiny Board (3) considered the Work Programme for 2018/2019 and discussed the scheduling of proposed issues for consideration at future meetings of the Board.

RESOLVED that the Business, Economy and Enterprise Scrutiny Board (3) notes the Board's Work Programme for 2018/2019 and agrees that the following item be added, for consideration at a future meeting of the Board:

Coventry A Giga Bit City – Presentation and Briefing Note on Coventry's aspiration to become a Giga Byte City.

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

There were no other items of public business.

14. **Exclusion of Press and Public**

RESOLVED that Business, Economy and Enterprise Scrutiny Board (3) agrees to exclude the press and public from the meeting under Sections 100(A)(4) of the Local Government Act 1972 relating to the private report in Minute 15 below headed 'The Wheelhouse' on the grounds that the report involves the likely disclosure of information as defined in Paragraph 3 of Schedule 12A of the Act, as it contains information relating to the financial affairs of a particular person (including the authority holding that information) and in all circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

Private Business

15. **The Wheelhouse**

Further to Minute 11 above headed 'The Wheelhouse', the Scrutiny Board discussed confidential financial issues associated with The Wheelhouse.

(Meeting closed at 4.00 pm)



Briefing note

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

21st November 2018

Subject: Air Quality Action Plan for Nitrogen Dioxide (NO₂)

1 Purpose of the Note

- 1.1 To provide an update on progress on the Coventry Local Air Quality Action Plan, including consultation materials.

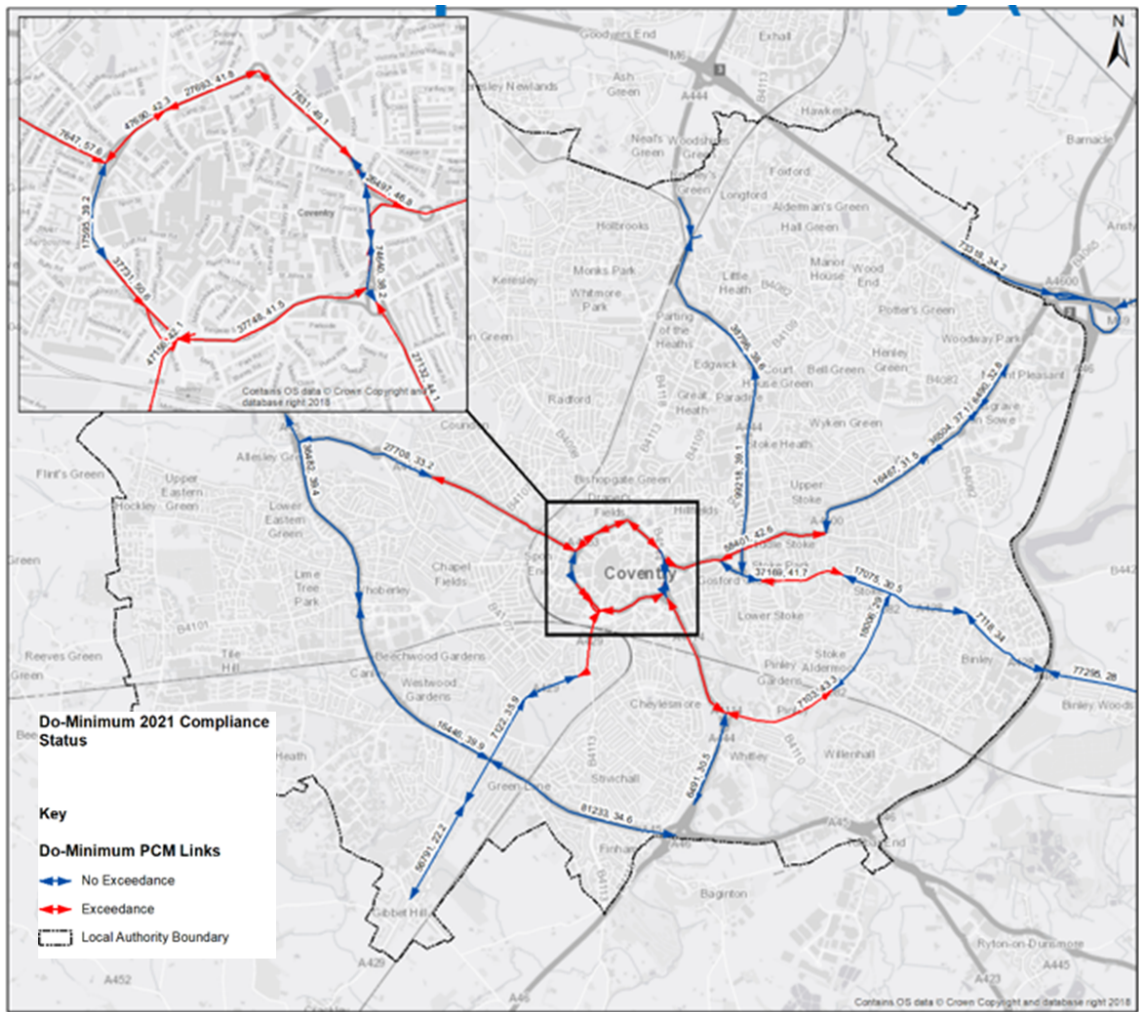
2 Recommendations

- 2.1 The Business, Economy and Enterprise Scrutiny Board (3) are recommended to:
- 1) Consider the content of the briefing note and presentation to be given at the meeting on the 21st November 2018
 - 2) To provide recommendations to Cabinet.

3 Information/Background

- 3.1 A report on the Coventry Local Air Quality Action Plan was considered by the Business, Economy and Enterprise Scrutiny Board at their meeting on 11th July. The report was then considered by Cabinet at their meeting on 17th July, into which the Business, Economy and Enterprise Scrutiny Board recommendations were also submitted. (Appendix 1)
- 3.2 Since July, further work has been ongoing to establish the baseline situation in terms of air quality within Coventry, and specifically the Nitrogen Dioxide (NO₂) levels measured at the roadside on major routes within Coventry. Board Members may recall that the legal limit of NO₂ has been set at 40 micrograms (ug) per cubic metre. The baseline air quality modelling information has been provided to the Government's Joint Air Quality Unit to be verified. Within Coventry, the main areas where Nitrogen Dioxide levels are forecast to exceed legal limits are Holyhead Road, sections of the ring road, and some of the main radial routes feeding into the ring road, notably London Road, Warwick Road and Walsgrave Road (see Figure One).

Figure One



- 3.3 Work has also been proceeding on the implementation of an Early Measures programme funded directly by Government grant worth £2,021,000. This work has focussed on the A4600 corridor, and has included:
- Engagement with major local businesses and schools along the corridor to promote active and sustainable travel as an alternative to the car.
 - A programme of community engagement working with local residents to promote active and sustainable travel for local trips.
 - The introduction of new technology to support better and more efficient traffic management along the corridor.
 - Development of a scheme to improve the efficiency of the Walsgrave Road / Brays Lane junction at Ball Hill. This scheme has been the subject of public consultation, and is currently being reviewed following the receipt of feedback, including a petition, from residents, businesses and schools within the local community.
 - Introduction of the try before you buy scheme promoting the use of electric-powered taxis to local taxi operators. To date, around 35 drivers have participated, or are booked to participate, within the scheme, and this has resulted in eight drivers making orders for electric taxis that will come into operation during 2019.
- 3.4 The Council is now, based on the baseline evidence, developing the package of measures that will be most effective at reducing NO₂ levels below the legal limit in the shortest possible time. Transport and Air Quality modelling work is being undertaken to identify the

most effective combination of measures, whilst a public consultation seeking views on the potential measures is also being undertaken during November.

3.5 The potential interventions that are under consideration are:

- City-wide programmes of engagement with businesses, schools and local communities to promote sustainable and active travel, especially for local journeys within the city.
- Working with transport operators, including bus and taxi companies, and local businesses to ensure that buses, taxis and commercial vehicles in use within Coventry are low emission, with engines that are, as a minimum, Euro 6 compliant.
- Upgrading the traffic management and travel information systems operating within the city, including all traffic signals and supporting systems, to latest technology enabling more efficient and proactive management of traffic on the city's network, and allowing strategies to be implemented that deter traffic from entering air quality problem areas.
- Improvements to the city's walking and cycle networks to encourage walking and cycling for local journeys, especially on those corridors identified as having particular air quality problems.
- Targeted improvements to the highway network to promote more efficient traffic flows and to reduce traffic congestion in areas where particular air quality problems are identified.

3.6 More details on these measures will be provided in the supplementary information that will be presented to the Board prior to its meeting.

3.7 The Council is legally required to submit an Outline Business Case (OBC) on the preferred option before the end of 2018. Following feedback from the consultation, including from the Scrutiny Board, the OBC will be submitted to Cabinet for consideration at the earliest possible opportunity.

3.8 This work is on-going, therefore, for the most up to date information please visit www.coventry.gov.uk/info/68/pollution/171/air_quality

John Seddon
Head of Transport and Innovation
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Appendix 1: Briefing note to Cabinet 17th July: Coventry Local Air Quality Action Plan

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To: Cabinet

Date: 17th July 2018

Subject: Coventry Local Air Quality Action Plan

1 Purpose of the Note

- 1.1 To inform Cabinet of the recommendations from the Business, Economy and Enterprise Scrutiny Board (3) arising from their consideration of the Coventry Local Air Quality Action Plan report

2 Recommendations

- 2.1 The Business, Economy and Enterprise Scrutiny Board support the recommendations to Cabinet and further recommended that:
- 1) The Local Air Quality Action Plan considers the following:
 - a. A strong emphasis on encouraging cycling and walking
 - b. Further investigation into the use of green corridors to improve air quality
 - c. Use the Councils licensing powers to address pollution caused by diesel taxis
 - d. Encourage all bus operators in the city to improve the quality of their fleet to be Euro6 compliant

3 Information/Background

- 3.1 At their meeting on 11th July 2018, the Business, Economy and Enterprise Scrutiny Board (3) considered a report on the Coventry Local Air Quality Action Plan.
- 3.2 Members asked question on the following:
- What measures had been considered to improve air quality, particularly in terms of cars
 - What a clean air zone would mean
 - The use and benefits of green corridors to improve air quality
 - Requests for more data on progress made in reducing NO2 and particulates
 - Impact of the removal of bus lanes on air quality
 - The timescales to meet required targets and the implication of not meeting them
 - Pollution from taxis and what powers the authority has
 - Which bus operators responded to the funding scheme

3.3 Members recommended that they receive the Cabinet report with the final Local Air Quality Action Plan before it goes to Cabinet later this year.

Gennie Holmes
Scrutiny Co-ordinator
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Briefing Note

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

21st November 2018

Subject: St Mary's Guildhall

1 Purpose of the Note

- 1.1 To inform the Business, Economy and Enterprise Scrutiny Board of current activity in relation to development of St Mary's Guildhall into a premier heritage, function, events and conferencing venue in the centre of Coventry.
- 1.2 To seek the support and guidance of the Business, Economy and Enterprise Scrutiny Board in considering the business case for the development and next steps.

2 Recommendations

- 2.1 The Business, Economy and Enterprise Scrutiny Board is recommended:
 - 1) To continue to support the activity in relation to establishing the business case for the development of St Mary's Guildhall into a premier heritage, function, events and conferencing venue in the centre of Coventry, including all necessary governance regarding Council considering the proposals and whether to proceed with the scheme.

3 Background

- 3.1 In May 2018 Scrutiny Board were informed that work to consider the potential for St. Mary's Guildhall to be a high quality heritage, events and conferencing venue was underway. This report sets out progress of that work, and recommended next steps.

4 Introduction

- 4.1 It is recognised that a long term sustainable solution is required for St Mary's Guildhall that continues to offer residents and visitors to Coventry the opportunity to visit the Guildhall whilst achieving a commercial outcome that at least allows the Guildhall to recover its overheads.
- 4.2 In the future there is a desire for the Guildhall to provide a sustainable income stream to the Council. Investment in the Café (the Undercroft at St Mary's) was intended to prevent further decline in the income with ongoing growth, however it has always been noted that long term sustainability requires better levels of income from conferencing, corporate events, hospitality events and weddings in the Great Hall.
- 4.3 It is noted that the Guildhall currently does not offer a particularly engaging visitor experience, and neither does it adequately cater for the modern conferencing and event market. To this end, in collaboration with advisors from Coombe Abbey Hotel, specialist heritage architects and consultants have been engaged to review the Guildhall and provide advice and recommendations on works that would be necessary to deliver an exceptional visitor experience, whether it be for casual visitors wanting to engage with the heritage of the Guildhall, events attendees or hosting a conference.

5 Presentation

- 5.1 A slide deck is provided at Appendix 1 giving the progress of the scheme and the outcomes of the RIBA Stage 2 concept design and business case review.

6 Political Engagement

- 6.1 Scrutiny Board 3 has been previously briefed on the purpose of this project and advised on its development (May 2018).
- 6.2 The Cabinet Member for Jobs and Regeneration - Councillor O'Boyle, has been kept informed of the project and its progress.
- 6.3 Further political engagement shall be undertaken as this RIBA Stage 2 is completed, to fully inform Council on the project outcomes to date, and to understand Council's support, or otherwise, to progress with the project to RIBA Stage 3.

7 Next Steps

- 7.1 This note and accompanying slide deck seeks to provide some high level information and 'direction of travel' for the project.
- 7.2 Next steps;
- Discuss and confirm willingness and approval, or otherwise, of the Council to proceed with the project to RIBA Stage 3, and the development of the detailed business case.
 - Agree a broader communication and engagement strategy to allow the design to be further developed to consider all heritage and other considerations
 - Generate a project programme that considers feedback from consultation and engagement, prior confirming a proposed scheme for planning and listed building consent
 - Conclude RIBA Stage 3 design and costing, before reconfirming the business case for the scheme

8 Officer Contacts

Andrew Walster
Director – Street Scene and Regulatory Services
Coventry City Council

David Nuttall
Strategic Lead (UK City of Culture, European City of Sport and Commonwealth Games)
Coventry City Council

Grant McKelvie
Commercial Business Director
Coventry City Council

Appendix 1 – St Mary's Guildhall Presentation



Business, Economy and Enterprise Board St Mary's Guildhall



- Eagerness to promote heritage asset of St Mary's Guildhall in context of City of Culture 2021
- Need for St Mary's Guildhall to recover operating costs to be sustainable
- Opportunity to create a premier heritage, function, events and conferencing venue in the centre of Coventry

Agenda

- Background
- Scheme Engagement
- Medieval Kitchen and Concept Design
- Programme
- Scheme Costs & Funding
- Initial Business Case
- Political Engagement
- Next Steps
- Recommendations



Current Situation

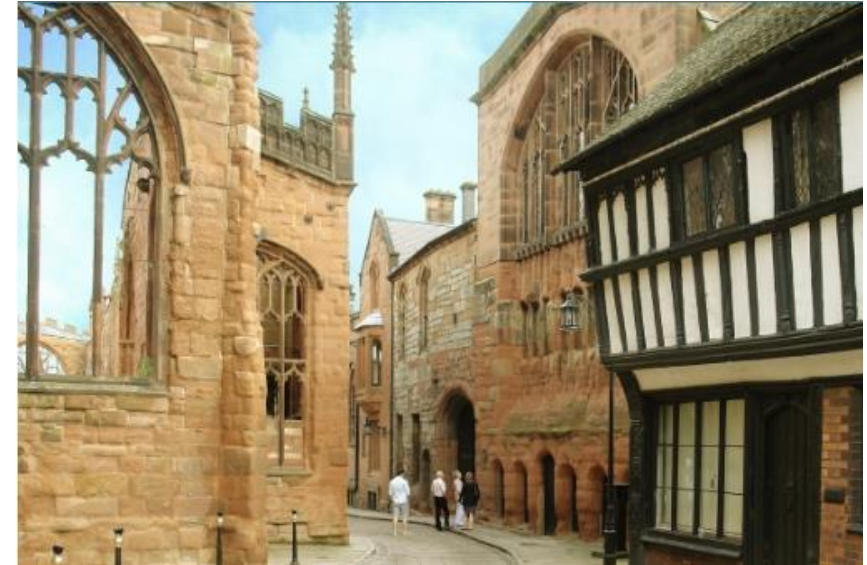
- St Mary's Guildhall is of significant heritage value to the city
- The tapestry is entirely unique and its context incredibly rare
- Caters for casual visitors and events

However

- Visitor experience not particularly engaging
- Minimal interpretation
- Dated hospitality and events offer
- Conferencing facilities not to modern customer expectations

Desire

- Significantly improve visitor experience
- Open more of the Guildhall
- Refurbish to offer a high quality hospitality and events venue
- Create a premier conferencing facility



Approach to Engagement

- Heritage experts developed room by room gazetteer and Significance Plans
- Consult internal heritage experts and Historic England
- Develop an ambitious *concept* scheme with narrow engagement
- Determine financial viability of a concept design
- Broader consultation to influence scheme development to outline, and then detailed design

Scheme Consultees

- Coventry City Council
- Historic England
- Oliver Architects

Approach to Scheme Design

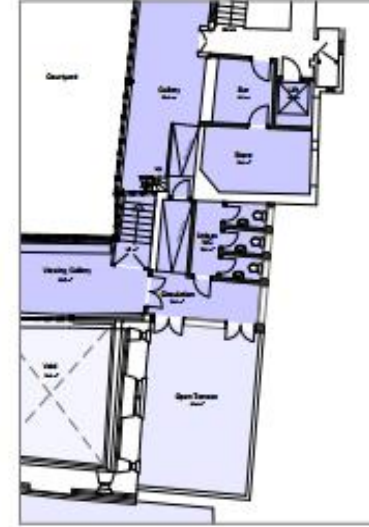
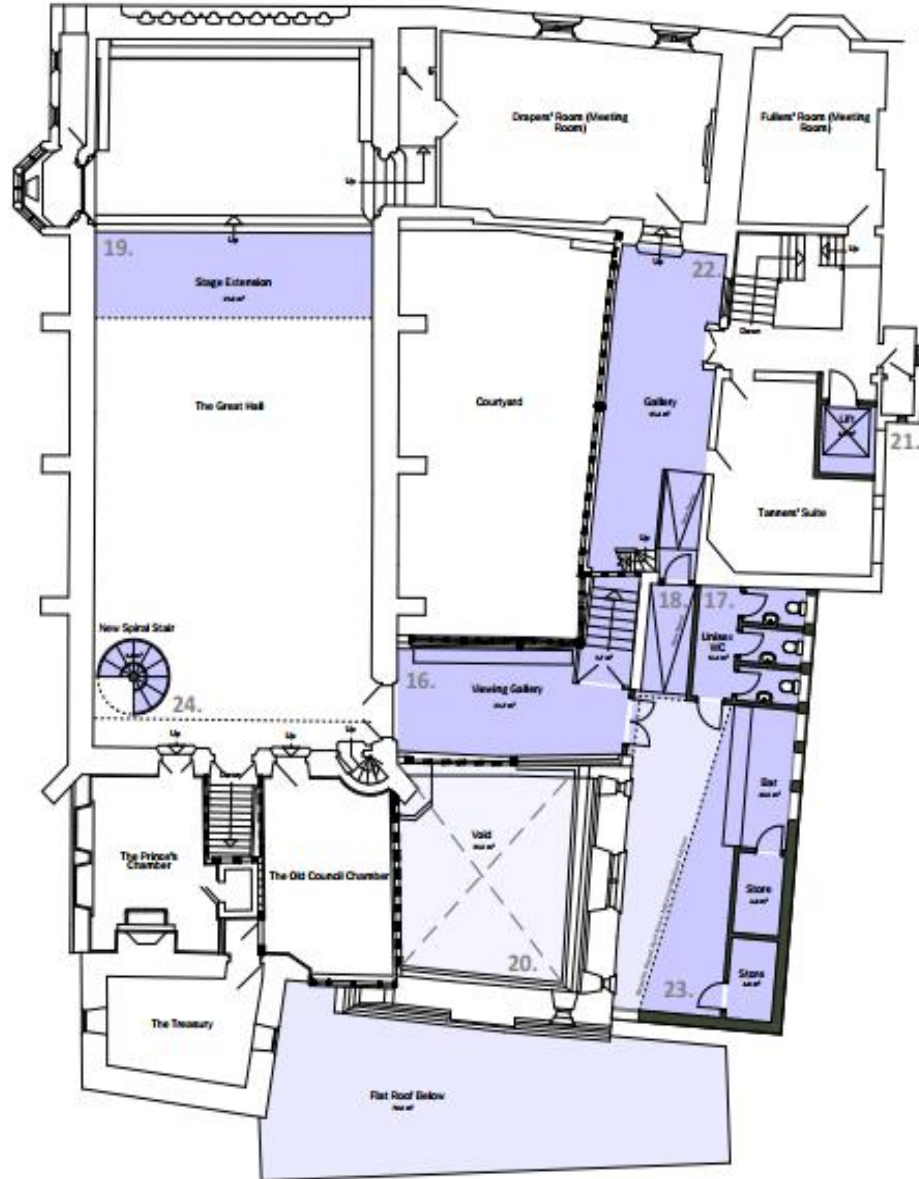
- Consider closely the heritage value of the building
- Significance Plans influence design
- Changes compensated with heritage improvements
- Visitor experience and commercial sustainability considered in equal merit

Design Outcomes

- Medieval kitchen
- Improved casual visitor experience
- Enhanced tapestry displays
- Muniments Room and Medieval Kitchen opened up
- Improved DDA access
- New bar and lounge area
- New kitchen and back of house

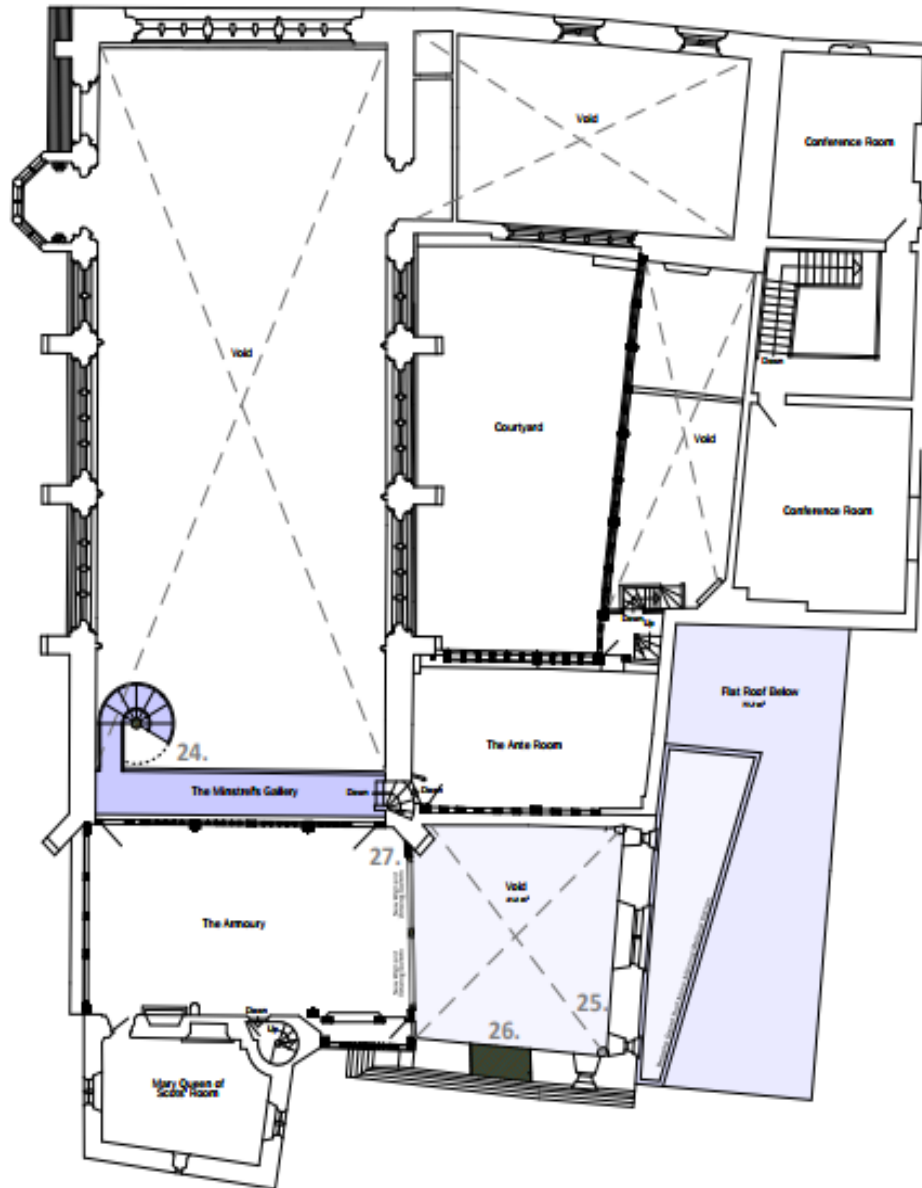
Concept design only at this stage, including proposals that may not be acceptable from a heritage or value for money perspective – designs to be developed in consultation with interested stakeholders at next stage





Alternative Bar Area-if an enclosure around the Medieval Kitchen is not acceptable to Historic England, the above alternative would relocate the proposed bar, with the loss of one conference space.





Scheme Costs

- Scheme costs range £5.5M to £7.5M
- Depends on extent of scheme proposals (drawings show £7.5M scheme)

Includes for

- Works necessary anyway to maintain the existing building
- Improvements to display and interpretation of the tapestry
- Exposing of the Medieval Kitchen
- New kitchen building and fit out
- Significant contingency

Programme

- Prompt decision making should deliver a scheme in early 2021

Funding

- Budget announcement of £8.5m capital funding to Coventry, of which £1.5M earmarked for the Guildhall
- Further funding options may include, but not guaranteed:
 - CWLEP funding
 - City Council
 - Heritage Lottery Fund



Income Expectations

- Income expected to be delivered through
 - Events and hospitality
 - Food and beverage sales
 - Conferencing
- Anticipated £1M to £1.3M annual income at c.25% operating margin

Business Case

- Scheme approximately 'breaks even' if capital contribution from Coventry City Council is approximately £2.5M to £3.5M
- Leaving £4M to £5M to be funded, a further £2.5M to £3.5M in excess of DCMS funding



Options

- Seek additional funding to fill the gap (preferred)
- Reduce scheme scope to fit funding – could have impact on income sustainability
- Significantly reduce scope to deliver only the heritage attraction – would require revenue funding
- Do nothing



Officer Scheme Review

- Tighten the business case and income expectations
- Engage in appropriate governance regarding business case review and potential spend
- Review costs for progression to RIBA Stage 3 design (ready for planning), including professional fees of up to £200k
- Consider whether to progress to RIBA Stage 3 with or without all funding secured

Political Review

- Submit business case and report for Council consideration and approval

If decision to progress

- Appoint project manager to the scheme
- Engage with funders to secure additional funding
- Undertake additional surveys on medieval kitchen, 15th century staircase, tapestry etc to firm up costs
- Agree consultation strategy and undertake extensive heritage consultation to inform outline design
- Develop concept design to outline (planning application and Listed Building consent) design
- Review all costs for the scheme, reducing contingency as design is developed
- Stage Gateway – business case review before scheme progresses

Recommendation: Scrutiny Board 3 is asked to continue to support the natural progression of this project through business case review and appropriate officer and political governance

Agenda Item 7

Business, Economy and Enterprise (3) Work Programme 2018/19

Last updated 7/11/18

Please see page 2 onwards for background to items

11th July 2018
Energy and Low Carbon Air Quality Green Space Strategy update
26th September 2018
The Wheelhouse Affordable Warmth Support for Vulnerable and Low Income Householders
21st November 2018
Air Quality Action Plan - consultation St. Mary's Guildhall and the Council House
5th December 2018 – visit to WMG
Coventry Innovation – Battery Plant, Autonomous Vehicles, Light Rail and Track
20th February 2019
Support to Small Businesses and start-ups Changes to the “high street” offer and impact on City Centre South Coventry - a Gigabit city Conference report – China Economic Engagement Visit
3rd April 2019
Canal Basin recommendations progress Progress update on the Wheelhouse The Council House as a Democratic Centre
Dates to be identified
Destination Management Strategy Outcome of the Bus Lane Review Green Space Strategy Task and Finish Group Climate Change Strategy Task and Finish Group

Date	Title	Detail	Cabinet Member/ Lead Officer
11th July 2018	Energy and Low Carbon	Members requested a general briefing on the work of the team to enable them to identify areas for further investigation	Richard Moon/ Andy Williams Cllr O'Boyle
	Air Quality	To look at what the city is doing to address issues of air quality	Colin Knight Karen Lees Cllr Caan
	Green Space Strategy update	Progress report on the refresh of the Green Space Strategy	Graham Hood Cllr AS Khan
26th September 2018	The Wheelhouse	Following on from their meeting in May 2018, Members requested further information the Wheelhouse in the Council House	Grant McKelvie/ David Nuttall Cllr O'Boyle
	Affordable Warmth Support for Vulnerable and Low Income Householders	To consider how best the Switch and Save scheme can be used and what other measures the Council are using to address fuel poverty	Sarah Watson Cllr Caan
21st November 2018	Air Quality Action Plan - consultation	To consider the draft Air Quality Action plan as part of the consultation process before it goes to Cabinet in December	Cllr O'Boyle, Innes, Caan John Seddon
	St. Mary's Guildhall and the Council House	Following their meeting in May, Members requested an update on the changes made to the Undercroft Café and the use of Council House space, including the Muniment Room	
5th December 2018 – visit to WMG	Coventry Innovation – Battery Plant, Autonomous Vehicles, Light Rail and Track	Further progress following the meeting on 17 th January 2017. Also, to include a visit to WMG.	Colin Knight Cllr O'Boyle Cllr Innes Andy Williams
20th February 2019	Support to Small Businesses and start-ups	To look at what support the Council can offer to small and new businesses, including the role of the Chamber	Andy Williams
	Changes to the “high street” offer and impact on City Centre South	Members were interested to know how changes across the country to the offer from city centres will be affecting the	David Cockroft Cllr O'Boyle

Business, Economy and Enterprise (3) Work Programme 2018/19

Date	Title	Detail	Cabinet Member/ Lead Officer
		implementation of City Centre South. To include contribution from the Business Improvement District	
	Coventry - a Gigabit city	Presentation and briefing note on Coventry's aspiration to become a Gigabit City	Paul Ward Cllr O'Boyle
	Conference report – China Economic Engagement Visit	The Lord Mayor, Cllr John Blundell visits China 13 th -20 th October. Scrutiny requires a report back on conferences and visits.	Martin Yardley Andy Williams John Norton
3rd April 2019	Canal Basin recommendations progress	Progress on the recommendations from the T&F group on the canal and canal basin	Andrew Walster/ Richard Moon Cllr O'Boyle
	Progress update on the Wheelhouse	Following on from their meeting on the 26 th September, Members requested a 6 months progress report, to include a private and public report.	Grant McKelvie Cllr O'Boyle
	The Council House as a Democratic Centre	A report on the use of the Council House space as a democratic centre	Richard Moon Cllr O'Boyle
Dates to be identified			
	Destination Management Strategy	Following the item at their meeting on 17 th January Members requested a progress update	David Nuttall Cllr O'Boyle
	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
	Green Space Strategy Task and Finish Group	To continue the work of the task and finish group from last municipal year	Cllr McNicholas
	Climate Change Strategy Task and Finish Group	To support the redevelopment of the Climate Change Strategy	Cllr McNicholas

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