



Business, Economy and Enterprise Scrutiny Board (3)

Time and Date

10.00 am on Wednesday, 22nd March, 2017

Place

Committee Room 3 - Council House

Public Business

1. **Apologies and Substitutions**
2. **Declarations of Interest**
3. **Minutes** (Pages 5 - 20)
 - (a) To agree the Minutes of the meetings held on 14th December 2016 and 15th February 2017
 - (b) Matters arising
4. **Public Transport Select Committee - outcomes and learning** (Pages 21 - 28)

Briefing Note of the Executive Director of Place
5. **Very Light Rail** (Pages 29 - 30)

Briefing Note of the Executive Director of Place
6. **Progress on Green Space Strategy Task and Finish Group** (Pages 31 - 34)

Briefing Note of the Executive Director of Place
7. **Outstanding Issues**

There are no outstanding issues
8. **Work Programme 2016/2017** (Pages 35 - 38)

Report of the Scrutiny Co-ordinator
9. **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, Executive Director of Place, Council House, Coventry

Tuesday, 14 March 2017

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

Membership: Councillors R Ali (By Invitation), R Auluck, J Birdi, R Brown, K Caan (By Invitation), M Hammon, R Lancaster, A Lucas, T Mayer, J McNicholas (Chair), J O'Boyle (By Invitation), H Sweet and D Welsh (By Invitation)

By invitation:

Councillor K Caan (Cabinet Member for Public Health and Sport)

Councillor R Ali (Deputy Cabinet Member for Public Health and Sport)

Councillor J O'Boyle (Cabinet Member for Jobs and Regeneration)

Councillor D Welsh (Deputy Cabinet Member for Jobs and Regeneration)

Notes:

1) The person to contact about the agenda and documents for this meeting is Michelle Salmon / Lara Knight, Governance Services, Tel: 024 7683 3065 / 024 7683 3237, Email: michelle.salmon@coventry.gov.uk / lara.knight@coventry.gov.uk, alternatively information about this meeting can be obtained from the following web link: <http://moderngov.coventry.gov.uk>

2) Council Members who are not able to attend the meeting should notify Michelle Salmon / Lara Knight as soon as possible and no later than an hour before the start of the meeting giving their reasons 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.

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.

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Coventry City Council
Minutes of the Meeting of Business, Economy and Enterprise Scrutiny Board (3)
held at 10.00 am on Wednesday, 14 December 2016

Present:

Members: Councillor J McNicholas (Chair)
Councillor J Birdi
Councillor R Brown
Councillor J Clifford (substitute for Councillor R Lancaster)
Councillor Gannon (substitute for Councillor H Sweet)
Councillor M Hammon
Councillor L Kelly (substitute for Councillor R Auluck)
Councillor A Lucas
Councillor T Mayer

Other Members: Councillor O'Boyle (By Invitation – Cabinet Member for Jobs and Regeneration)

Employees (by Directorate):

Place P Boulton, D Cockcroft, D Fitzhugh, R Young

Resources S Bennett, V Castree

Apologies: Councillor R Auluck
Councillor R Lancaster
Councillor H Sweet

Public Business

33. Declarations of Interest

Councillor Hammon declared a Disclosable Public Interest in the matter the subject of Minute 38 below. He left the meeting for the consideration of this item.

34. Minutes

The Minutes of the meeting held on 2 November, 2016 were signed as a true record.

There were no matters arising.

35. Report Back on Conference/Event - Marche International Des Professionals De L'Immobilier (MIPIM) 15-18 March 2016

The Scrutiny Board considered a report of the Executive Director of Place which provided feedback on attendance at Marche International Des Professionals De L'Immobilier (MIPIM) from 15-18 March, 2016.

The report indicated that the primary objective of the Coventry and Warwickshire presence at the event is to attract and encourage investment into the area, raise the area's profile and attract new investment. MIPIIM 2016 partners included Coventry and Warwickshire Local Enterprise Partnership (LEP), Friargate Coventry LLP, Jaguar Land Rover, Barberry, Study Inn, University of Warwick, Horiba MIRA, Coventry University, Coventry and Warwickshire Development Partnership, Wasp's, Cityfibre, London Taxi International and CEG. Associate partners included Complex Developments Projects, Deeley and Downing.

The report provided information about the event, including a meetings programme and indicated that the total costs against the Coventry and Warwickshire presence at MIPIIM 2016 was £188,932. Third party funds secured (£208,556) were in excess of the total costs which resulted in a carry forward of £19,634.64 which will be used to support MIPIIM 2017. There was no cost to the Council.

Following negotiations with the Department for International Trade (DIT), confirmation has been given to DIT's three year support of £125k per annum towards the facilitation of a "Midlands Pavilion at MIPIIM". Coventry and Warwickshire will join other destination partners, LEP's, Local Authorities and commercial partners from across the region as part of the Midlands Engine Team, with an ambition to generate growth through collaboration.

The Scrutiny Board questioned officers on aspects of the report and a number of members of the Scrutiny Board who were present and who had previously attended MIPIIM, outlined their experiences of the event.

RESOLVED:-

- 1) That the outcomes of attendance at MIPIIM 2016 be noted**
- 2) That the work undertaken by officers into the City Council's attendance at MIPIIM be recognised**
- 3) That the Scrutiny Board recognise the importance to the City of attendance at MIPIIM and in light of that importance, recommend to the Cabinet Member for Jobs and Regeneration that the City Council attends MIPIIM 2017, with 3 political representatives (The Cabinet Member, the Leader and a member of the Opposition) with the continued aspiration of a private sector partnership meeting the entire project costs**

36. Friargate Progress

The Scrutiny Board considered a Briefing Note of the Executive Director of Place which provided an update on progress of the Friargate Development. A copy of the Masterplan was appended to the report.

The Briefing Note highlighted milestones achieved since the approval of the Development in June 2013 and indicated that recent discussions suggest that the Council may be able to retain a bigger proportion of rates payable than had initially been anticipated, which could amount to an additional £22.9m of annual income to the Council if fully developed. The Scrutiny Board noted that at present discussions were ongoing with the Royal Institute of Chartered Surveyors (RICS) and potential other occupiers to build up the viability to commence on building No. 2 and that a business case for investment using the monies earmarked from the Combined Authority was also underway.

The Scrutiny Board questioned officers on aspects of the Briefing Note including:-

- Promoting Friargate at MIPIM (Minute 35 above refers)
- Public accessibility to promotional material for the Development
- The importance of the Development in relation to Coventry's future success
- Car parking
- The speed of progress

RESOLVED:-

- 1) That the contents of the Briefing Note be noted and that progress made to date be welcomed**
- 2) That the Scrutiny Board acknowledge the importance that Friargate will have on Coventry's future**

37. Delivering the Jobs & Growth Strategy - Half Year Progress (April 2016- Sept 2016)

The Scrutiny Board considered a report of the Executive Director of Place which had been approved by the Cabinet Member for Jobs and Regeneration (Minute 31/16 refers) and which summarised progress made in the six months April to September, 2016 to deliver the Jobs and Growth Strategy for Coventry. The 3 year Strategy was endorsed by the Council in May 2014 and it articulates how the Council will use its resources to make to Coventry a City that supports businesses to grow and ensure that residents' share in the benefits of a sustainable growing economy.

In the first six months of the year, the Economy and Jobs service, part of the City Centre and Development Services, has directly contributed to creating 915 new job opportunities within Coventry against a target of 1,219 set for the year. £18 million pounds of business investment has also been secured for the benefit of the City. Council services have already supported 193 businesses to grow and develop.

In the past 6 months just under 4000 people have accessed employment support. 672 people who have engaged with the services provided have progressed into work, which is a significant achievement. The majority of these individuals are engaging through the Council's city centre Job Shop located in Bull Yard.

The Council is committed to supporting young people into employment, particularly those who fall into the NEETs category (young people not in education, employment or training). In May 2016 the Council began implementing the £8.5million European Social Fund funded youth programme for Coventry called Ambition, further details of which were outlined in the report.

The Scrutiny Board noted that in considering the report, the Cabinet Member for Jobs and Regeneration had approved that the 2016-17 target for NEETs into work, education or training be increased from 150 to 325, which was welcomed by the Scrutiny Board.

The Scrutiny Board thanked Rebecca Young, Economy and Jobs Manager, who was attending her last meeting before leaving the Council, for all of her work and wished her the very best for the future.

RESOLVED that the progress made by the Jobs and Growth Strategy for Coventry between April-September 2016 be endorsed.

38. **HS2 Connectivity**

The Scrutiny Board considered a Briefing Note of the Executive Director of Place on HS2 Connectivity and which included:-

- Links to Europe and Impacts/Opportunities for Coventry
- HS2 Route and Proposed Stations
- HS2 Interchange
- Connectivity to Europe by HS2
- HS2's impact on Coventry (including challenges and opportunities)
- Coventry's Rail Connectivity to the North and possible future journey times

The Scrutiny Board questioned officers on aspects of the briefing Note including:-

- Timescales for completion
- Light rail connectivity to the Interchange
- The impact and possible changes to the current West Coast Main line

RESOLVED:-

- 1) **That the Briefing Note be noted**
- 2) **That the following key lines of enquiry be identified for the Scrutiny Board's Select Committee on Public Transport meeting on 15 February, 2017:-**

- **Connectivity to Europe**
- **Links from HS1 to HS2**
- **Prioritising domestic connectivity**

39. **Select Committee - Timetable of Meetings**

The Scrutiny Board noted a Briefing Note of the Executive Director of Resources which detailed the schedule of meetings in preparation for the Board's Select Committee meeting on Public Transport on 15 February, 2017.

40. **Outstanding Issues**

The Scrutiny Board noted that there were no outstanding issues.

41. **Work Programme 2016/2017**

The Scrutiny Board noted the Work Programme for 2016/17.

42. **Any Other Items of Urgent Public Business**

There were no other items of urgent public business.

(Meeting closed at 11.55 am)

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Coventry City Council
Minutes of the Meeting of Business, Economy and Enterprise Scrutiny Board (3)
held at 9.30 am on Wednesday, 15 February 2017

Present:

Members: Councillor J McNicholas (Chair)
Councillor G Crookes (substitute for Councillor Birdi)
Councillor M Hammon
Councillor L Kelly (substitute for Councillor Lucas)
Councillor R Lancaster
Councillor T Mayer
Councillor C Miks (substitute for Councillor Brown)
Councillor H Sweet

Other Representatives: David Beer, Passenger Focus
Peter Bond, Transport for West Midlands (TfWM)
Steve Burd, Stagecoach
Martin Hancock, National Express
Bridget Harper, Coventry Older Voices
Jon Hayes, TfWM
Malcolm Holmes, TfWM
Toby Rackliff, TfWM

Employees:

S Bennett, Resources Directorate
C Coyle, Place Directorate
G Holmes, Resources Directorate
A Hook, Chief Executive's Directorate
C Knight, Place Directorate
L Knight, Resources Directorate
C Sinclair, Resources Directorate

Apologies: Councillors J Birdi, R Brown, J Innes (Cabinet Member),
A Lucas, J O'Boyle (Cabinet Member) and D Welsh (Deputy
Cabinet Member)

Public Business

43. Declarations of Interest

There were no declarations of interest.

44. Select Committee on Public Transport

The Scrutiny Board met in Select Committee style to consider the following key lines of enquiry:-

- 1) How can train connectivity support economic development and business growth in the city?

- 2) How can we improve the bus service in the city?
- 3) What are the key accessibility issues for public transport in the city, and how can they be addressed?

A number of outside representatives attended the meeting, gave evidence and responded to Members' questions.

Notes from the meeting, providing details of the matters discussed, are attached as an appendix to these minutes.

The Scrutiny Board noted that a further informal meeting would be arranged to identify any actions and recommendations arising from this Select Committee and these would be presented to the Board at their next meeting for approval.

Appendix

Session 1 – How can train connectivity support economic development and business growth in the city?

The Board received a presentation from Toby Rackliff, Rail Strategy Manager, Transport for West Midlands (TfWM) on rail transport and growth in the West Midlands. The presentation referred to the evolving geography of the West Midlands including the Combined Authority and was part of the Midlands Connect Partnership. Information was provided on the national picture highlighting that rail enhanced the productive potential of the economy by up to £11.3b per year. West Midlands rail passengers had increased by 135% since 2000 and over 70% in the last 10 years. The recent growth in passenger number for individual stations was also detailed - for 2014/15 to 2015/16 Coventry had seen a 10.7% increase, Tile Hill 15.7% and Canley 19.4%. Growth in rail trips both in and out of the city were compared to the numbers for car and bus trips.

The presentation focussed on rail development proposals for 2016-21 as follows:

- Longer trains and greater capacity on all franchise through the WMCA
- Improved passenger capacity and capability at key stations including Coventry
- Completing Midlands Rail Hub
- New stations and local services to improve regional rail connectivity to maximise benefits of HS2 (including Kenilworth to Leamington)

Information was provided on how HS2 would release and facilitate improved connectivity, with journey times from Coventry station being highlighted. Midland Connect options were also detailed which included proposals for increased local services and additional freight between Coventry, Kenilworth and Leamington and a Nuneaton flyover or drive under to facilitate direct and faster services between Coventry and Leicester.

The presentation concluded with short term options for improved network capacity and freight capability.

A further presentation was provided by Malcolm Holmes, Programme Director, TfWW on West Midlands Rail Devolution. The presentation provided an understanding of West Midlands Rail Ltd, which was a partnership of Local Authorities including the WMCA. Directors were senior elected members and LEP representatives attended Board meetings.

The economic value of rail was highlighted with tens of thousands of people using rail each day to access jobs. Current problems with the existing system were set out and included local influence on rail service was limited; it was difficult to effect change and develop new services; and key decisions were currently made in Westminster.

West Midlands Rail objectives were outlined as increasing local influence over the rail network through:

- Strong role in the specification and procurement of the 2017 West Midlands franchise
- A role in the specification of other franchises that operate in the region
- Leading the local management of the franchise
- A fully devolved West Midlands franchise.

The franchise was due to start on 15th October, 2017. Two bids had been submitted from Avellio and Govia and evaluation was underway. The award would be made in June. Information was provided on the major benefits which included a Business Unit dedicated to the West Midlands; a brand; a service quality regime; capacity; increased Sunday/evening service frequencies; and new services.

The presentation concluded drawing attention to the positive of creating a network that delivered for passengers as follows:

- West Midlands Rail was a developing body with growing influence
- Building strong partnerships
- Real influence with DfT and franchise management responsibility
- Exciting plans for future network development.

Colin Knight, Assistant Director, Transport and Highways gave a brief overview of current issues highlighting that funding was already available for the West Midlands Rail Hub which, in due course, would free up rail paths to the benefit of Coventry passengers. He referred to the strategic transport strategy being developed for the East and West Midlands area called Midlands Connect. Coventry's rail strategy would be embedded in this and priorities included in the Strategy document would include proposals for Coventry to Leicester and Coventry to Leamington.

Three years ago Coventry commissioned the Coventry Rail Story making the case as to why the railways were important to the local economy. It set out the Council's ambitions to enhance local and long distance rail connectivity and identified where capacity enhancements were required to meet increasing demand for rail services. The Council adopted this rail strategy. A number of other Local Authorities had now followed suit.

Reference was made to the Station Master Plan which aimed to improve Coventry Railway Station and for the importance of Knuckle and building the bay platform at Coventry Station were highlighted. There were lots of positives challenges to be faced to support economic development and business growth in the city.

The Board raised a number of questions in response to the presentations and responses were provided, matters raised included:

- How would the provision of a train station in Kenilworth be of benefit to passengers at Tile Hill Station when most passengers were travelling to Birmingham
- The importance of the availability of data relating to the modes of transport used by train passengers to arrive at the Coventry train stations
- What steps were being taken to mitigate the impact on local residents of the 15% increase of passengers using Tile Hill and Canley stations
- The suggestion of using other local authority areas as examples of best practice eg York Ring and Ride
- Why couldn't proposals for additional trains be introduced immediately
- The current position relating to the electrification of the Coventry Nuneaton line
- Support for the proposals for branding but, in light of the all the different organisations involved in rail services, the requirement for members of the public to be aware of who was accountable for what

- What was happening with the proposals to increase the West Midlands rail track
- The implications of HS2 on the Coventry to London Euston route and how were Coventry commuters expected to benefit from HS2
- Would there be a central link to improve rail freight
- Following the opening of the Knuckle station at the Ricoh, were we on schedule to meet usage targets and information on the service level agreement
- Concerns about any potential charging at the rail park and ride sites at Canley and Tile Hill and the implications for residents in light of increasing usage of these stations
- Concerns about the scheduling and timing of train services from Canley to Birmingham and how could the issues around long waits caused by delays and cancellations be addressed
- The potential for light rail to be introduced in Coventry
- The length of rail franchise agreements and what was done to protect services when things started to fail
- The position relating to Virgin Trains and why the operator was so influential
- The latest position relating to the importance of securing rail links between Europe and the West Midlands and, in particular, having HS2 linking to St Pancras, and the need to secure the support of MPs to lobby for this.

Session 2 - How can we improve bus services in the city?

Statements

David Beer (Passenger Focus)

- Improving punctuality/satisfaction with waiting time are key.
- Can be disrupted by increased congestion.
- Interventions to identify are important.
- Improvements: real-time information, improving value for money, making system simple to understand – especially for young people and commuters.
- Wider engagement with passengers – monitoring satisfaction and acting on results.
- Major point is congestion issues – these are key focus inputting into West Midlands Alliance.

Martin Hancock (NXMids)

- Gave stats for bus use: 150 on road, 23m per annum, 0.5m per week, single city centre garage, 450 staff, high percentage are Coventry residents.
- Investing in fleet and ticketing – multi operating ticketing is vital. Worried that emphasis on west midlands rail doesn't relate to journey patterns experienced. Concerns regarding slow introduction of 'Swift' card by rail operator.
- We will be moving quickly to contactless ticketing.
- Short term challenge is road works and how to manage them
- Long term challenge is bus access to new developments
- It's about keeping buses moving quickly (referred to Eastern Green and 'Amazon' developments)

Pete Bonds (TfWM)

- 83% public transport are bus journeys. Coventry is only city that bucks the trend which is passenger decline.
- Strong bus services are linked to strong economies.
- Bus industry is impacted so many factors – the Alliance try and understand that.
- Aims: smart/contactless commitment, safe and secure network, air quality, identity and how they work together.
- Network development plans are fundamental to the Alliance. What are the transport patterns and how do we get integrated network to support that?
- Punctuality is a key issue nationwide. 83% underinvested compared to rail. Reduction of punctuality equals reduction of patronage.

Steve Burd (Stagecoach)

- Punctuality is key issue for key operators. If you slow down punctuality you'll drive passengers away.
- Worsening traffic congestion. Costs c260k per annum to keep buses running on time. Could be better spent.
- The single thing the local authority can do is to give buses greater priority – bus lanes, junction changes, design of new developments – many parts of city are physically impossible to access by buses.

- Ask that new developments have a spine road through them.
- Other problem areas are off-peak demographic and changes relating the growth of internet shopping.

John Hayes (Transport West Mids)

- We work with Highways Agency, highways authority etc. Encouraging use of bus through road works to keep traffic down.

Bridget Harper (Coventry Older Voices)

- Bus stops are stressful for older people and those with disabilities.
- Punctuality is crucial
- Important to have access to health services (UHCW)
- Need to feel safe – waiting at bus stop in dark, women travelling in the evening
- Like the concept of real-time information, but not always accessible to older people / visually impaired.
- If older people cannot access, they may become isolated and that would impact on health services.

Chair – bear in mind issues for younger people

Member Questions

Cllr Sweet – possibility of speaker at bus stop?

Answer: signing up to RNIB charter. Rolling out audio-visual on buses. Being active around talking bus stops (use of key fob).

Cllr Sweet – Kings Hill/Keresley. Need forward thinking. When it comes to planning, can access cul-de-sac be sorted?

Answer: It's key that discussions with developers are penetrated right at the start.

Looking at Kings Hill, have had conversation with Warwickshire. Need for transport system is paramount. Spine road is already there at Keresley. Eastern Green, gone back for further work.

Cllr Lancaster – how do you feel about removal of bus lanes? Journey times? Customer satisfaction? Air quality? How to comment? Ticketing?

Answers: re congestion, satisfaction levels for weekends and off peak are the same level of dissatisfaction.

Alliance have highways around the table so all have access to CCTV etc.

Re Bus Lanes – early days regarding impact. Alliance are looking at satisfaction/punctuality. Good opportunity to see what we should be providing. The whole route is important. Introducing selective vehicle detection which will help with analysis. Assessing at the end of the trial is paramount.

Re: Air Quality – mix of vehicle types. Mainly diesel, looking at hybrids. Electric not suitable in inter-urban routes.

Re: Comments – complaints should go direct to operator. TfWM: have a route and methodology to field out and deal with complaints – one stop shop for customer.

Re: ticketing – multi mobile network tickets – migrate network onto 'Swift'. Live trial in the coming months. Working with new rail franchise post-October.

Journey patterns are changing. Need to look at futuristically.

Cllr Crookes – route near his home not near station. Takes 5 times as long, not full. Buses not stopping at request stops for those who are partially sighted.

Buses would be used more if there were direct buses to some places – hubs?

Answers: trying to build network in suburbs. Main destinations are City Centre, hospital and university.

It's a trade-off. Route has to get enough passengers to cover costs. Operators try to create cross-city services – we need to strike a balance.

Cllr Kelly – bus shelters, safety in the evening (including young people), don't know location travelling at night.

Answers: Acknowledged bus shelters are contentious, but welcomed by passengers that use them. We look to have them located away from houses where possible.

Have young person representative on the Alliance. Gave example of some young-people friendly buses in Reading.

Have safe travel policing and interface with British Transport Police. It's about reassurance, visibility and data-led.

Cllr Hammon – Bendy buses, empty buses, when will swift card be available? subsidy?

Answers: Re: Swift card – already exists, Re: Subsidy – no subsidy (explained in detail)

Cllr Miks – safety of women travelling, unclean buses, better use of Binley Rd, buses to hospital

Answers:

Re: buses to hospital – hope to get 2nd entrance to hospital. Acknowledged it is difficult for everyone.

Re: safety – reported some antisocial behaviour on some routes, these can be pin pointed and addressed. Evidence that younger people are feeling more unsafe on buses (from other young people). Mentioned “see something, say something” initiative, most buses have CCTV.

Re: cleanliness – planning research on this. Can be reported directly at pool meadow and cleaners are on hand.

Cllr Mayer – driver training

Answer: customer training needs to be robust and consistent. Drivers need to understand their customer service role. Spoke about drivers being able to make customer announcements.

NXMids have Master Driver programmes that encourage and incentivise drivers.

Chair sum up

Key points:

- Accountability
- How the public input
- Please to see Bus Alliance going from strength to strength
- Objective is to overcome the fear of using public transport.
- Liked the point made regarding bus hubs
- Air quality and accessibility is a major issue.

Session 3 – What are the key accessibility issues for public transport in the City and how can they be addressed?

Chris Coyle, Integrated Transport Manager, Coventry City Council, provided an overview of services provided by the City Council, which included:-

- number of vehicles in fleet and the hours when those vehicles were in use
- number of users and trips a day/year
- purpose of those trips

The Chair, Councillor McNicholas, asked for this information to be made available to Members of the Scrutiny Board.

Bridget Harper highlighted the importance of accessible transport to older people both in terms of physical and mental health and stressed the need to ensure good communication when any changes are made which will effect accessibility. Bridget suggested using the Transport Theme Group of the Age Friendly Network to facilitate any consultation.

The Scrutiny Board discussed the following issues:-

- The need to investigate the better utilisation of Council vehicles during the day when they are currently not in use by carrying out a review of existing provision available in the City and consulting on what provision is required by people in the City.
- Issues relating to the current Ring and Ride service, particularly in relation to picking up/dropping off at University Hospital Coventry and Warwickshire and the current criteria applied to service users.
- Work carried out by the Travel Training Team and the benefits of this work. Consideration of buddy system for older people who have lost confidence or developed mobility issues.
- Cross boundary travel between Warwickshire and the West Midlands and if the West Midlands Combined Authority will provide any opportunities to remove these boundaries.

45. 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 additional items of public business.

(Meeting closed at 2.30 pm)

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Coventry City Council

Briefing note

To: Business, Economy and Enterprise Scrutiny Board
To: Scrutiny Co-ordination Committee

Date: 22nd March 2017
Date: 12th April 2017

Subject: Public Transport Select Committee – outcomes and learning

1 Purpose of the Note

- 1.1 To inform the Business, Economy and Enterprise Scrutiny Board of the outcomes of the Public Transport Select Committee which was held on 15th February 2017.

2 Recommendations

- 2.1 The Business, Economy and Enterprise Scrutiny Board (3) is recommended to:
- 1) Recommend that Transport for West Midlands (TfWM)
 - i. Involve Elected Members and local residents in their planned car parking at Stations review.
 - ii. Consider how to better involve local people in planning the delivery of services, beyond existing processes.
 - 2) Recommend that the Cabinet Member for Jobs and Regeneration commission a bus-user and non-user survey, just for Coventry, to identify specific local issues and concerns in order to promote buses as a mode of transport and increase usage.
 - 3) Recommend that the Cabinet Member for Adult Services
 - i. Consider developing a travel training programme for older people to support independence and address social isolation
 - ii. Support the Transport theme group of the Age-Friendly Coventry initiative
 - 4) 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.
 - 5) Acknowledge the positive relationship the Council has with TfWM and the benefits of this relationship to the city.
 - 6) Request the Chair writes to everyone involved with the Select Committee to thank them for their work.
 - 7) Add the following items to their work programme for the next municipal year:
 - i. Multi-modal ticketing, for different modes of transport and for travel cross-boundary, especially with our Combined Authority partners beyond the TfWM area.
 - ii. Ways to address the effect congestion and road works have on public transport

- iii. Air quality, reducing emissions and greener fleets
 - iv. How to promote and incentivise bus as a mode of transport, including addressing safety concerns
 - v. Outcome of the bus lane review
 - vi. Developments in rapid transport and very light rail
- 8) Agree to a select committee on accessible transport wider than public transport for the next municipal year.
- 2.2 Scrutiny Co-ordination Committee is recommended to:
- 1) Note the benefits of using a select committee approach for Scrutiny
 - 2) Consider the lessons learned on the process in paragraph 14 for future select committee arrangements
 - 3) Identify other subjects suitable for a select committee on future work programmes across all Boards.

3 Information/Background

- 3.1 At their informal meeting on 8th June the Business, Economy and Enterprise Scrutiny Board agreed to hold a select committee style meeting to consider issues around public transport.
- 3.2 The format for the select committee was agreed at the meeting on 12th October.

4 Visit to the House of Commons

- 4.1 On the 19th July Members of the Board visited the House of Commons to attend a Parliamentary Select Committee meeting.
- 4.2 As part of this visit Members met with Clive Betts MP the Chair of the Communities and Local Government. They were able to question him on the process of select committee in the Houses of Parliament, which Members found very useful.
- 4.3 Members also sat in on a session of the Transport Select Committee and were able to observe MP's questioning witnesses for their Vauxhall vehicle fire enquiry.

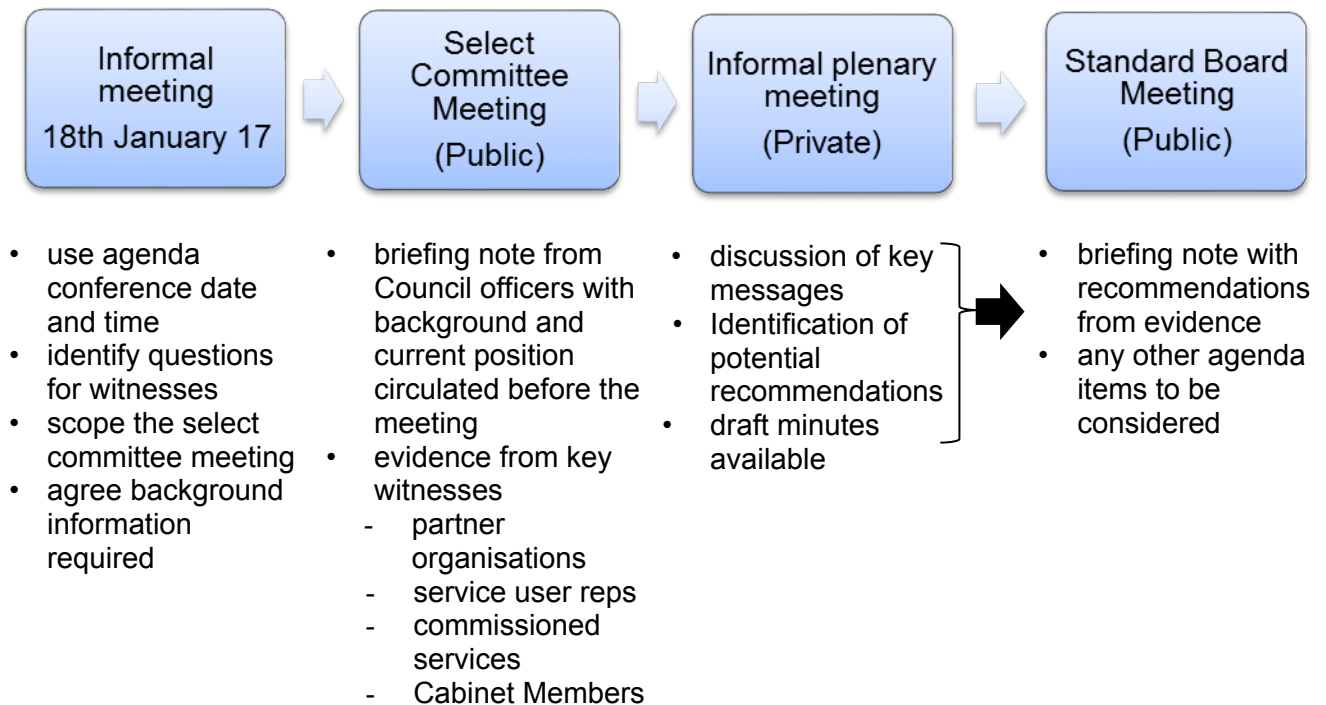
5 Advisory Panel

- 5.1 This was a group of four Members (Brown, Lancaster, Mayer, McNicholas (chair)) from the Board whose role it was to be to clarify and finalise the key lines of enquiry and scope for the meeting. They met beforehand, using the date agreed for the agenda conference, and agreed the key lines of enquiry.

6 Background Briefings and Documentation

- 6.1 All Members were provided with briefings and background documentation to provide information on the current position. Scrutiny Board meetings were used as briefing sessions with officers to enable Members to fact check, clarify information and also identify any other information and witnesses that may be useful.
- 6.2 Members received briefings on the following:
- 6th July - Public Transport background and context
 - 21st September – Accessible Transport background and context
 - 2nd November – Rail Story and Bus Usage background and context
 - 14th December – HS2 Connectivity
- 6.3 In addition to this Members were also provided with background information on:
- Effective Questioning for Scrutiny

- Connecting Coventry – Strategic Transport Investment Programme
- Coventry Station Masterplan
- Coventry Rail Story



7 Figure 1: Format of the Select Committee

8 Key Lines of Enquiry

8.1 Members agreed the key line of enquiry would be the following:

- How can train connectivity support economic development and business growth in the city?
- How can we improve the bus service in the city?
- What are the key accessibility issues for public transport in the city, and how can they be addressed?

8.2 Once the key lines of enquiry had been identified and agreed witnesses were able to be identified and invited.

9 Witnesses

9.1 The purpose of the Select Committee is to hear evidence on a specific issue, in this case, Public Transport with regard to key lines of enquiry. The witnesses are vital as they are there to provide evidence to the committee on the key lines of enquiry.

9.2 Questions should be tailored to gain evidence from witnesses to answer the key line of enquiry for the select committee. Questions should be open in order to elicit the information from witnesses. Good quality questions will result in good quality evidence. Questions should be agreed beforehand at the pre-meeting.

9.3 The witnesses that attended were:

Session 1- How can train connectivity support economic development and business growth in the city?

- Malcolm Holmes West Midlands Rail
- Toby Rackliff Transport for West Midlands
- Colin Knight Coventry City Council

Session 2 - How can we improve the bus service in the city?

- David Beer Transport Focus
- Pete Bond Transport for West Midlands
- John Hayes Transport for West Midlands
- Martin Hancock NX Coventry
- Steve Burd Stagecoach Midlands
- Bridget Harper Coventry Older Voices
- Colin Knight Coventry City Council

Session 3 - What are the key accessibility issues for public transport in the city, and how can they be addressed?

- Colin Knight Coventry City Council
- Chris Coyle Coventry City Council
- Bridget Harper Coventry Older Voices

10 Involvement of the Public

- 10.1 Members were very keen to involve members of the public, as users of public transport, in the process.
- 10.2 Representatives from a number of groups were invited, however only Coventry Older Voices participated fully in the process.
- 10.3 Transport Focus is the independent transport user watchdog. Their contribution was welcomed at the board and they were able to provide an independent user voice based on extensive surveys and consultation.
- 10.4 Twitter was used during the meeting which proffered a few comments from members of the public but by this point it was too late to follow up at the meeting.
- 10.5 Facebook was also used to gather questions from the public, but again this was too close to the meeting to get real participation.

11 Session 1

How can train connectivity support economic development and business growth in the city?

- 11.1 Members received presentations from Toby Rackliff, Rail Strategy Manager, Transport for West Midlands (TfWM) on rail transport and growth in the West Midlands and Malcolm Holmes, Programme Director, TfWM on West Midlands Rail Devolution. The presentation provided an understanding of West Midlands Rail Ltd, which is a partnership of Local Authorities including the WMCA.

11.2 The Board raised a number of questions in response to the presentations and responses were provided, matters raised included:

- How would the provision of a train station in Kenilworth be of benefit to passengers at Tile Hill Station when most passengers were travelling to Birmingham
- The importance of the availability of data relating to the modes of transport used by train passengers to arrive at the Coventry train stations
- What steps were being taken to mitigate the impact on local residents of the 15% increase of passengers using Tile Hill and Canley stations
- The suggestion of using other local authority areas as examples of best practice e.g. York Ring and Ride
- Why couldn't proposals for additional trains be introduced immediately
- The current position relating to the electrification of the Coventry Nuneaton line
- Support for the proposals for branding but, in light of the all the different organisations involved in rail services, the requirement for members of the public to be aware of who was accountable for what
- What was happening with the proposals to increase the West Midlands rail track
- The implications of HS2 on the Coventry to London Euston route and how were Coventry commuters expected to benefit from HS2
- Would there be a central link to improve rail freight
- Following the opening of the KNUCKLE station at the Ricoh, were we on schedule to meet usage targets and information on the service level agreement
- Concerns about any potential charging at the rail park and ride sites at Canley and Tile Hill and the implications for residents in light of increasing usage of these stations
- Concerns about the scheduling and timing of train services from Canley to Birmingham and how could the issues around long waits caused by delays and cancellations be addressed
- The potential for light rail to be introduced in Coventry and links with WMG at Warwick University
- The length of rail franchise agreements and what was done to protect services when things started to fail
- The position relating to Virgin Trains and why the operator was so influential
- The latest position relating to the importance of securing rail links between Europe and the West Midlands and, in particular, having HS2 linking to St Pancras, and the need to secure the support of MPs to lobby for this.

12 Session 2

How can we improve the bus service in the city?

- 12.1 The session started with a brief presentation from David Beer of Passenger Focus who provided information on passenger feedback and the key issues for bus users.
- 12.2 Members also heard from bus service providers National Express Midlands (Martin Hancock) and Stagecoach (Steve Burd). The key issue for service providers was congestion and road works affecting punctuality and also future developments in contactless ticketing and greener buses.

- 12.3 Members also heard from Pete Bond and John Hayes from TfWM who talked about the Bus Alliance, network developments including improved ticketing.
- 12.4 Bridget Harper from Coventry Older Voices provided information on some of the key concerns of older people using public transport which were reliability, access to key services such as health facilities, bus stops, safety and access to information.
- 12.5 The Board raised a number of questions in response to the presentations and responses were provided, matters raised included:
- Developers designing in access for public transport early in large residential developments
 - Information on bus times for the visually impaired
 - Impact of bus lanes and potential for removal
 - Impact on air quality of people travelling on buses rather than in their cars
 - Multi-modal ticketing so passengers can use a variety of transport methods, including cars.
 - How members of the public raise concerns and complaints – how do they know who to contact.
 - Whether suburban bus hubs could be considered to improve access to local area centres.
 - Concerns about safety, especially at night
 - The bus service to the hospital
 - Driver training in customer service.
 - Addressing people’s concerns over safety and how best to encourage bus travel.

13 Session 3

What are the key accessibility issues for public transport in the city, and how can they be addressed?

- 13.1 The Scrutiny Board received information on the current provision by the Council on transport provided by the Passenger Transport Service. They also considered information from Coventry Older Voices.
- 13.2 Members discussed the following issues:-
- The need to investigate the better utilisation of Council vehicles during the day when they are currently not in use by carrying out a review of existing provision available in the City and consulting on what provision is required by people in the City.
 - Issues relating to the current Ring and Ride service, particularly in relation to picking up/dropping off at University Hospital Coventry and Warwickshire and the current criteria applied to service users.
 - Work carried out by the Travel Training Team and the benefits of this work. Consideration of buddy system for older people who have lost confidence or developed mobility issues.
 - Cross boundary travel between Warwickshire and the West Midlands and if the West Midlands Combined Authority will provide any opportunities to remove these boundaries

14 Lessons learned on the process

14.1 Members of the Board held an informal plenary session after the select committee to review the process and identify lesson learned for when a select committee approach is used by scrutiny.

14.2 Involvement of Cabinet Members

14.3 Cabinet Members should be fully briefed on the subject of the select committee to enhance their involvement at the meeting and to enable them to engage with recommendations resulting from the select committee.

14.4 Attendance and substitutions

14.5 It was agreed that consistency of attendance at briefing sessions enables Members at the meeting to be more informed on the subject area, therefore regular attendance at meetings and avoidance of use of substitutes should be encouraged.

14.6 Witnesses and Presentations

14.7 The presentations from witnesses were quite detailed and took up a significant amount of time. It also meant that Members questions were focussed on the content of the presentations rather than the key line of enquiry. It was agreed that in future witnesses should limit themselves to an introduction of their role within the context of the key line of enquiry.

14.8 Members also considered that where there were numerous witnesses, responses to questions became unclear and some questions were lost in the multiple responses.

14.9 For future meetings it was also agreed that Council Officers should be of significant seniority to be able to answer questions on policy development and implementation and where there are gaps in knowledge careful consideration should be made of the use of expert witnesses.

14.10 Questions

14.11 When Members asked multiple questions, were digressive or made statements rather than questions, it became difficult for witnesses to respond with clarity and to provide good evidence towards the key lines of enquiry.

14.12 Despite the preparation of questions in advance of the meeting, Members were reluctant to refer to them which resulted in questioning straying from the key lines of enquiry. Members agreed that if they had been submitted in advance of the meetings and they had been themed or grouped together, it could have made the meeting run more smoothly and have elicited more comprehensive evidence from the witnesses.

14.13 Timings

14.14 The day was long, with a lot of information to be considered. Members agreed that a morning evidence session with an afternoon plenary would be sufficient.

14.15 Communications and involvement of the public

14.16 It was agreed that better communication and publicity before the select committee could have improved public engagement with the process.

14.17 Ways to improve the process

- i. Specific briefings for Cabinet Members by Select Committee Chair and Officers should be held, especially if the themes of the committee span more than one portfolio
- ii. Members on the select committee attend briefing sessions, avoid substitutions and fully familiarise themselves with background briefing papers.
- iii. Presentations from witnesses should be to introduce their role only and not provide additional or new information

- iv. The number of witnesses should be kept to a maximum of three per session
- v. Questions to witnesses should be given one at a time to allow multiple witnesses to respond, and should be limited to 60-90 seconds
- vi. Questions to witnesses should be prepared prior to the meeting by members of the committee, based on background briefing information and themed or grouped together
- vii. Careful consideration of payment to expert witness should be made where there are gaps in knowledge by Council officers
- viii. Council officers who attend as witnesses should be senior officers with responsibility for implementing and managing policy decisions
- ix. The select committee should be consist of a half-day to question witnesses with additional time for a plenary session, so recommendations can be identified on the day.
- x. Social media and other traditional communications are used well in advance of the meeting to enable questions from the public to be considered as part of the process.

14.18 General Comments

14.19 Members considered that overall the day had been a success and that other scrutiny boards should consider identifying subjects for future select committee.

14.20 Members also wanted to express their thanks to everyone who had been involved in the select committee.

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Coventry City Council

Briefing note

To: Business, Economy and Enterprise Scrutiny Board

Date: 22nd March 2017

Subject: Very Light Rail

1 Purpose of the Note

- 1.1 For members of the Business, Economy and Enterprise Scrutiny Board to identify recommendations following their visit to Warwick Manufacturing Group to look at developments being made in Very Light Rail

2 Recommendations

- 2.1 The Business, Economy and Enterprise Scrutiny Board are recommended to:
- 1) Identify recommendations to the appropriate Cabinet Member, based on the visit to Warwick Manufacturing Group

3 Information/Background

- 3.1 As part of the Coventry Strategic Transport Investment Programme, agreed at Cabinet and Council on 24th January 2017, it was agreed:
- To work with development partners and key stakeholders to develop the concept and feasibility of Very Light Rail as an urban rapid transit system;
 - Dependent on the outcome of the above to seek to develop a Very Light Rapid Transit network appropriate for Coventry, subject to full feasibility and business case development.
- 3.2 Members therefore requested more information on Very Light Rail to consider the potential and possibilities for the city.
- 3.3 A visit was planned for 13th March to Warwick Manufacturing Group to give Members an opportunity to ask questions of the organisations at the heart of new developments in this area.

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Coventry City Council

Briefing note

To: Business, Economy and Enterprise Scrutiny Board

Date: 22nd March 2017

Subject: Progress on Green Space Strategy Task and Finish Group

1 Purpose of the Note

- 1.1 To inform Business, Economy and Enterprise Scrutiny Board of the progress of the Green Space Strategy Task and Finish Group

2 Recommendations

- 2.1 The Business, Economy and Enterprise Scrutiny Board is recommended to:
- 1) Note the progress of the task and finish group
 - 2) Support the involvement of the group in the development of the Green Space Strategy into the municipal year 2017-18

3 Information/Background

- 3.1 At their informal meeting on 8th June, the Business, Economy and Enterprise Scrutiny Board agreed to establish a task and finish group to support the development of a refreshed Green Space Strategy for the city.
- 3.2 Membership of the group is Cllr Auluck (Chair), Cllr Hammon and Cllr McNicholas.
- 3.3 The task and finish group have met four times between September 2016 and January 2017. During this time Members have considered the current Green Space Strategy, what the key issues may be for a refreshed Green Space Strategy, which departments and areas of the Council should contribute to the development of the Green Space Strategy, including Elected Members and the commissioning process for a consultant to develop and refresh the Green Space Strategy.
- 3.4 The scoping document for the task and finish group can be found at Appendix 1
- 3.5 The timetable for the process is attached at Appendix 2. As is shown, the scope of this work goes beyond the end of this municipal year. Therefore for consistency it is requested that the task and finish group continue to be involved into the municipal year 2017-18.
- 3.6 At the moment the tendering process is taking place with the plan for the tender to be awarded by 7th April 2017.

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Appendix 1 - Scrutiny Scoping Document

Title of Review topic	
Green Space Strategy Refresh	
Objectives	
What does the Board/Task and Finish Group hope to achieve by considering the topic?	An updated Green Space Strategy more aligned to the Council's current priorities
What will be the indicators of success?	A refreshed Green Space Strategy that is current and up to date
When will the review be evaluated?	N/A
Scope	
What will be included in the scope of the review?	The existing scope of the current Green Space Strategy. Recommendations from the Friends of Parks and Age Friendly Green Spaces T&F 2015/16
What will be excluded from the scope?	
Does the review link with any existing strategies or policies? Is this currently being reviewed/refreshed?	Yes. This is the purpose of the task and finish group.
Methodology	
How will the review be carried out? e.g. surveys, site visits, select committees etc.	Document and performance review.
Barriers and Risks	
What are the barriers and risks to the review?	Reduced Council budgets and public expectation of levels of service
How can these be managed/overcome?	
Equality and Diversity	
Does the review have any potential implications for Equality and Diversity? (race, gender (including transgender), disability, sexual orientation, age, religion or belief, poverty, looked after children)	None specific to this strategy. Under represented group may be identified as the T&F group progresses. A previous T&F group identified barriers experienced by older people which should be considered as part of this work.
Timescales and reporting procedure	
List any key dates/events which might impact on the timescales of the review	
Anticipated number of meetings	4
Scrutiny Board portfolio	SB3
Cabinet Member portfolio	Cllr Kamran Caan – Public Health and Sport
Anticipated reporting date to Scrutiny Board	TBC
Anticipated reporting route – Cabinet Member/Cabinet	Cabinet Member
Report of.....	
Comms involvement	

Appendix 2 – Procurement and development timetable

ACTIVITY	TARGET
Finalise Strategy Scope	Nov -Dec 2016
Advertise Tender	31 st January 2017
Respond to Tenderer Queries	24 th February 2017
Return of Submissions	3 rd March 2017
Evaluation of Tenders	24 th March 2017
Obtain Director Approval	31 st March 2017
Award Tender	7 th April 2017
Strategy Development (As per scoping document)	26 th January 2018
Strategy Document Agreed by Group	31 st February 2017
Strategy Agreed by Full Council	March 2017
Strategy Start Date	1 st April 2018

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Business, Economy and Enterprise (3)

Scrutiny Work Programme 2016/17

Select Panel Work
Public Transport Infrastructure
Task and Finish group subjects
Closing the Gap – Looking Beyond European Funding Digital for Business Refreshed Green Space Strategy Tourism and Marketing
Progress Reports
Selective Licensing – progress report. Referred to Scrucro
6th July 16
Public Transport background and context Delivering the Jobs and Growth Strategy - Annual Progress 2015/16
21st Sept 16
Accessible Transport background and context
12th October 16
Friargate and the Station Masterplan Select Committee Process
2nd November 16
Rail Story background and context Bus Usage background and context
14th December 16
Delivering the Jobs and Growth Strategy – 6 month progress HS2 Connectivity Friargate MIPIM
15th February 17
Transport Select Committee
22nd March 17
Select Committee – Public Transport report back Refreshed Green Space Strategy T&F Report Very Light Rail

Date	Title	Detail	Cabinet Member/ Lead Officer
Select Panel Work	Public Transport Infrastructure	To look in more detail at the transport infrastructure of the city. Maybe link with the LEP single infrastructure plan for Coventry and Warwickshire and the devolved powers as part of the Combined Authority. Consider the relationship with the business sector. To include service providers, commissioners and users as witnesses.	Cllr O'Boyle Colin Knight Paul Boulton Rebecca Young
Task and Finish group subjects	Closing the Gap – Looking Beyond European Funding	To consider the European funding that supports projects in Coventry, to look at contingency plans and ways of closing the gap created. The findings and recommendations will be fed into Scruco	
	Digital for Business	To consider in more detail the work that the Council is doing to support high-speed connectivity, for both domestic and commercial users. This is a joint piece of work with SB1	Cllr O'Boyle Rebecca Young David Cockroft
	Refreshed Green Space Strategy	The Green Space Strategy will be refreshed. Members wanted to ensure that recommendations made as a result of the Parks task and finish group were included in the Strategy, as agreed by the Cabinet Member.	Graham Hood Cllr Caan
	Tourism and Marketing	To look in more detail at how the Council is promoting the City and the tourism offer	David Nuttall
Progress Reports	Selective Licensing – progress report. Referred to Scruco	Following the acceptance of the recommendations from the T&F group on selective licensing Members requested the outcome of the consultation is considered by scrutiny before a final decision is made. Scruco will consider this report in December 2016	Helen Caves/Marcus Fothergill Cllr O'Boyle
6th July 16	Public Transport background and context	A briefing note providing the current position and background to public transport in the city to prepare Members for the select panel in September	Nigel Mills Cllr O'Boyle
	Delivering the Jobs and Growth Strategy - Annual	For Members to consider the strategy and action plan for 2016/17	Rebecca Young Cllr O'Boyle

Date	Title	Detail	Cabinet Member/ Lead Officer
	Progress 2015/16		
21st Sept 16	Accessible Transport background and context	A briefing note providing the current position and background to accessible transport in the city to prepare Members for the select panel in the new year	Andrew Walster
12th October 16	Friargate and the Station Masterplan	Members requested updated information on the developments at Friargate, how the developments at the station will support the transport network to the development and also the impact the development will have on Business Rates in the city, especially in the context of 100% retention	David Cockroft Colin Knight Cllr O'Boyle
	Select Committee Process	A briefing note explaining the process for the Select Committee	Gennie Holmes
2nd November 16	Rail Story background and context	A briefing note providing the current position and background to Coventry rail story to prepare Members for the select panel in the new year	Colin Knight
	Bus Usage background and context	A briefing note providing the current position and background to bus usage in the city to prepare Members for the select panel in the new year	Colin Knight
14th December 16	Delivering the Jobs and Growth Strategy – 6 month progress	For Members to consider a 6 month progress report.	Rebeca Young Cllr O'Boyle
	HS2 Connectivity	Further background on connectivity to HS2 including very light rail, Sprint and trams	Colin Knight Cllr O'Boyle
	Friargate	Deferred from meeting on 2 nd November	David Cockroft
	MIPIM	Deferred from meeting on 2 nd November	David Cockroft
15th February 17	Transport Select Committee		
22nd March 17	Select Committee – Public Transport report back	Report back on the evidence provided at the public transport select committee in September	Gennie Holmes

Date	Title	Detail	Cabinet Member/ Lead Officer
	Very Light Rail		Colin Knight
	Refreshed Green Space Strategy T&F Report	The Green Space Strategy will be refreshed. Members wanted to ensure that recommendations made as a result of the Parks task and finish group were included in the Strategy, as agreed by the Cabinet Member.	Graham Hood Cllr Caan