



Business, Economy and Enterprise Scrutiny Board (3)

Time and Date

2.00 pm on Wednesday, 12th October, 2016

Place

Committee Rooms 2 and 3 - Council House

Public Business

1. **Apologies and Substitutions**
2. **Declarations of Interest**
3. **Minutes** (Pages 5 - 8)
 - (a) To agree the Minutes of the meeting held on 21st September 2016
 - (b) Matters arising
4. **Select Committee Process** (Pages 9 - 12)

Briefing note of the Scrutiny Co-ordinator
5. **Task and Finish Groups Progress Report** (Pages 13 - 14)

Briefing note of the Scrutiny Co-ordinator
6. **Coventry Station Masterplan** (Pages 15 - 16)

Briefing note of the Executive Director of Place
7. **Friargate Progress** (Pages 17 - 18)

Briefing note of the Executive Director of Place
8. **Outstanding Issues**

There are no outstanding issues.
9. **Work Programme 2016/2017** (Pages 19 - 22)

Report of the Scrutiny Co-ordinator
10. **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

Chris West, Executive Director, Resources, Council House, Coventry

Tuesday, 4 October 2016

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.

Michelle Salmon / Lara Knight, Governance Services
Tel: 024 7683 3065 / 024 7683 3237, Email:
michelle.salmon@coventry.gov.uk / lara.knight@coventry.gov.uk

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Public Document Pack Agenda Item 3

Coventry City Council

Minutes of the Meeting of Business, Economy and Enterprise Scrutiny Board (3) held at 10.00 am on Wednesday, 21 September 2016

Present:

Members: Councillor J McNicholas (Chair)
Councillor J Birdi
Councillor R Brown
Councillor J Clifford (Substitute for Councillor R Auluck)
Councillor M Hammon
Councillor R Lancaster
Councillor A Lucas
Councillor H Sweet
Councillor K Taylor (Substitute for Councillor T Mayer)

Other Members: Councillor Crookes (Shadow Cabinet Member for Jobs and Regeneration)

Employees (by Directorate):

Place C Knight, A Walster

Resources G Holmes, L Knight

Apologies: Councillor R Auluck (Substitute Councillor Clifford)
Councillor T Mayer (Substitute Councillor Taylor)
Councillor D Welsh (Deputy Cabinet Member for Jobs and Regeneration)

Public Business

8. Declarations of Interest

There were no disclosable pecuniary interests.

9. Minutes

The minutes of the meeting held on 8th July 2016 were agreed and signed as a true record.

10. Providing Transport for an Ageing Population

The Business, Economy and Enterprise Scrutiny Board (3) considered a briefing note by the Executive Director of Place, which provided a guide to the transport solutions to support the mobility and independence of an aging population, to inform a future select committee meeting.

The briefing note covered the areas of:-

- Concessionary Travel Scheme
- Accessible Public Transport
- Community Transport (including Ring and Ride)

- Passenger Transport Services
- Taxis and Private Hire vehicles
- Blue Badge Scheme
- Shop Mobility
- Mobility as a Service

Prior to the select committee meeting, the Board members considered it important to seek the views of service users in relation to the types of transport they use, why they use particular transport services, and their overall experience of using the services. It was therefore requested that officers develop an appropriate questionnaire for circulation to service users at the earliest opportunity.

Having considered the various types of transport used, the Board recommended that invitations to the select committee be extended to:

- Pete Fahy, Director of Adult Services
- Representatives of Travel for West Midlands
- Bus Operators within the City (National Express, DeCourcey and Stagecoach)
- Representatives of each of the City's Universities
- Representatives of the appropriate Trust in respect of patient transport.

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

1. **A questionnaire be developed to seek the views of service users in relation to transport.**
2. **Invitations be extended to those individuals and organisations identified above to attend a future select committee meeting.**

11. **Outstanding Issues**

There were no outstanding issues.

12. **Work Programme 2016/2017**

The Business, Economy and Enterprise Scrutiny Board (3) considered the Work Programme 2016/2017 and requested a number of updates.

RESOLVED that the Business, Economy and Enterprise Scrutiny Board (3) Work Programme 2016/2017 be updated as follows:

12th October 2016

- **Friargate and the Station Masterplan**

2nd November 2016

- **Rail Story background and context**
- **Bus Usage background and context**

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.

(Meeting closed at 10.55 am)

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Coventry City Council

Briefing note

To: Business, Economy and Enterprise

Date: 12th October 2016

Subject: Select Committee Process Briefing

1 Purpose of the Note

- 1.1 To brief Members of the Business, Economy and Enterprise Scrutiny Board on the purpose and processes for the Select Committee on Public Transport

2 Recommendations

- 2.1 The Business, Economy and Enterprise Scrutiny Board are recommended to note the content of the briefing note.

3 Information/Background

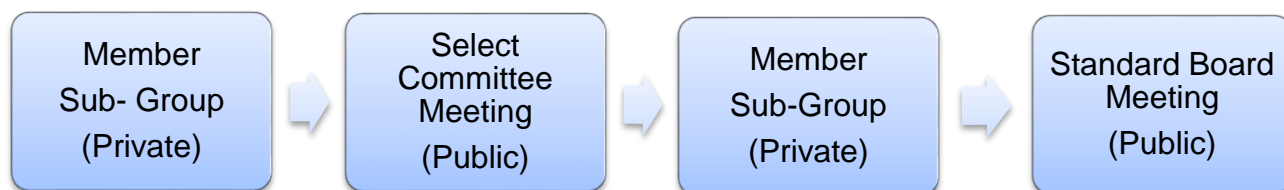
- 3.1 At their informal meeting on 8th June it was agreed that the Business, Economy and Enterprise Scrutiny Board would hold a Select Committee Style meeting to address issues around public transport.

4 Purpose of the Select Committee and Identifying Key Lines of Enquiry

- 4.1 The purpose of the Select Committee is to hear evidence on a specific issue, in this case, Public Transport with regard to a key line of enquiry. It is important that the key line of enquiry is identified before the select committee meets so the correct background information can be provided and appropriate witnesses can be invited to give evidence.

1

5 Suggested Select Committee Process



- use agenda conference date and time
 - identify questions for witnesses
 - scope the select committee meeting
 - agree background information required
- briefing note from Council officers with background and current position circulated before the meeting
 - evidence from key witnesses
 - partner organisations
 - service user reps
 - commissioned services
 - Cabinet Members
- discussion of key messages
 - Identification of potential recommendations
 - draft minutes available
- } →
- briefing note with recommendations from evidence
 - any other agenda items to be considered

6 Advisory Panel (Members Sub-Group)

- 6.1 This is a group of four Members (Brown, Lancaster, Mayer, McNicholas (chair) from the Board whose role it will be to clarify and finalise the key lines of enquiry and scope for the meeting. They will meet beforehand, using the date agreed for the agenda conference, and agree key questions for witnesses.
- 6.2 They will also meet at some point after the Select Committee the Advisory Panel to analyse the findings from the Committee and to finalise any recommendations that may arise from it for approval by the Board.

7 Background Briefings and Documentation

- 7.1 All Members will be provided with briefings and background documentation to provide information on the current position. Earlier Scrutiny Board Meetings will be 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.
- 7.2 Members have already received briefings on public transport in general and providing transport for an aging population. Future briefings at Scrutiny Board meetings will include buses and the rail story.

8 Questions at the Select Committee

- 8.1 Questions should be tailored to gain evidence from witnesses to answer the key line of enquiry for the select committee.
- 8.2 There are several guides² to questioning for scrutiny which apply to a select committee approach. The main points are:

² <http://www.swanseascrutiny.co.uk/2011/10/20/effective-questioning-for-scrutiny-a-checklist/>
<http://www.cfps.org.uk/wp-content/uploads/Questioning-Skills.pdf>
[http://democraticservices.hounslow.gov.uk/\(S\(0h3e5g55hovmepf0iljgeh55\)\)/documents/s75010/Question%20Skills%20for%20Scrutiny%20Members.pdf](http://democraticservices.hounslow.gov.uk/(S(0h3e5g55hovmepf0iljgeh55))/documents/s75010/Question%20Skills%20for%20Scrutiny%20Members.pdf)

8.3 Questioning is a form of research

Questions need to have the clear purpose of answering the key line of enquiry and 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.

8.4 The key line of enquiry should be the starting point

Every questioning session should have a clear theme that can be expressed as a single question such as 'how can this service be improved?', 'what should be our policy in this area?' or 'how well are services performing for this group of people?' Witnesses are called to help to answer these lines of enquiry so questions should be designed for each witness and what they might know.

8.5 Witnesses are sources of evidence for the key line of enquiry

The purpose of calling witnesses to scrutiny is to gather evidence not to put them on trial. Think about who is the best person to provide the evidence that the Committee wants and make sure enough time has been allocated for questioning. At meetings the aim should be for the witnesses to be talking during 80-90% of questioning sessions. The select committee will have an opportunity to discuss their views at the plenary session.

8.6 Witnesses should be prepared in advance

To be able to provide the evidence that the committee needs witnesses need to know why they are there and what the committee wants to know. Witnesses should be provided with the broad questions that the committee will be asking in advance so they can make sure they have the information to hand. Also, knowing what the Committee wants will help to ensure the witness avoids taking up valuable time covering other matters unnecessarily.

9 Proposed Programme of the Day

9.1 To ensure the smooth running of the day and to make best use of peoples' time it important that there is a clear programme. It is proposed that the sessions is themed and each witness has a time slot. The agenda could look something like this:

- Pre-meeting with Members to clarify roles and identify questioning order.
- Theme One
 - Questions to Witnesses
 - Officers and Cabinet Members
 - External service providers
 - Representation from service users
 - Findings and Recommendations
- Theme Two
 - Questions to Witnesses
 - Officers and Cabinet Members
 - External service providers
 - Representation from service users
 - Findings and Recommendations
- Etc.
- Plenary Session – Members to discuss the evidence presented and to identify conclusions and recommendations.

10 Reporting Stage

- 10.1 The key findings from the select committee will then be discussed at a meeting of the advisory panel and collated into a report which will come to the next meeting of the Scrutiny Board for approval by the full Board.
- 10.2 Depending on the outcome and content of the recommendations, this report may also go to the appropriate Cabinet Member/s for consideration.

Gennie Holmes
Scrutiny Co-ordinator
Resources Directorate
gennie.holmes@coventry.gov.uk
024 7683 1172



Coventry City Council

Briefing note

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

Date: 12th October 2016

Subject: Task and Finish Group progress

1 Purpose of the Note

- 1.1 To update Members of the Board on progress of the task and finish groups of the Business, Economy and Enterprise Scrutiny Board

2 Recommendations

- 2.1 The Business, Economy and Enterprise Scrutiny Board is recommended to note the content of the report.

3 Information/Background

- 3.1 At their informal meeting on 8th June 2016, the Board agreed to establish a series of task and finish groups to look at several issues in more detail and report back to the Board,
- 3.2 The task and finish groups agreed are as follows
- 1) Refresh of the Green Space Strategy
 - 2) Digital for Coventry
 - 3) European Funding
 - 4) Tourism and Marketing

4 1) Refresh of the Green Space Strategy

- 4.1 Membership: Cllrs Auluck (chair), Hammon, McNicholas
- 4.2 Meetings: 2
- 4.3 Progress to date: Members have agreed the scope for the task and finish group and will have met on 6th October to consider the draft specification for the appointment of a consultant to write the strategy.
- 4.4 Members will be involved in shaping the scope for the new strategy.
- 4.5 Lead officer: Graham Hood, Head of Streetpride and Green Spaces

5 2) Digital for Coventry

- 5.1 It was agreed that this was a cross-cutting theme with the Finance and Corporate Services Scrutiny Board, so has Members from both boards.
- 5.2 Membership: Cllrs Brown, Mayer, McNicholas, Kelly (chair), Ridley
- 5.3 Meetings: 2 plus a visit to the Customer Services Centre
- 5.4 Progress to date: Members have had an introduction to the Digital Strategy and have visited the new Contact Centre to look at how a more digital approach is being

implemented. The second meeting was on 4th October and focussed on digital approaches in Adult Social Care and Homelessness.

5.5 Lead Officer: Lisa Commane, Assistant Director – ICT Transformation and Customer Services

6 3) European Funding

6.1 Membership: Cllrs Auluck, Lancaster, Lucas (chair), Ridley

6.2 Due to the cross-cutting nature of this work, it was agreed by Scrucro that this task and finish group should report into Scrucro.

6.3 There have been no meetings of this group to date. An officer group is being established and will include the involvement of Scrutiny Members in its remit.

6.4 Lead officer: Rebecca Young, Economy and Jobs Manager

7 4) Tourism and Marketing

7.1 Membership: Auluck, Hammon, McNicholas

7.2 This task and finish group will look at starting in the new year, once the Refresh of the Green Space Strategy task and finish group has completed, considering the duplication of membership.

Gennie Holmes
Scrutiny Co-ordinator
Resources Directorate
gennie.holmes@coventry.gov.uk
024 7683 1172



Coventry City Council

Briefing note

To: Business Economy and Enterprise Scrutiny Board (3)

Date: 12th October 2016

Subject: Coventry Station Masterplan Update

1 Purpose of the Note

- 1.1 To provide Scrutiny Board 3 with an update on progress of the Coventry Station Masterplan.

2 Recommendations

Business, Economy and Enterprise Scrutiny Board are recommended:

- (i) To note the contents of the report;
- (ii) To make any recommendations for further consideration by the Cabinet Member (Jobs and Regeneration).

3 Information/Background

- 3.1 Coventry has the fastest growing railway station in terms of passenger numbers outside London and is a key gateway to the city. It is one of the busiest stations on the West Coast Mainline after London and Birmingham New Street and yet since the current station was built in 1962 it has seen very little investment or updating.
- 3.2 To address this challenge, the Coventry Station Masterplan was approved by Cabinet in March 2015. It aims to deliver transformational improvements to Coventry Station and will also support the wider regeneration and connectivity of the Friargate development.
- 3.3 The proposals are linked to completion of the Friargate masterplan and have been developed in consultation with the rail industry and Friargate LLP. They also form part of the City Centre Area Action Plan and the Coventry and Warwickshire LEP's Strategic Economic Plan as part of an overarching economic regeneration strategy.
- 3.4 Since March 2015 the scheme has been developed further. The City Council has been working with Network Rail, the wider rail industry and Coventry & Warwickshire LEP to identify proposals and a preferred option and secure funding to improve the station and increase capacity. This work remains ongoing and any final decisions will be subject to a further report to Cabinet at a later date.
- 3.5 In terms of the preliminary proposals they seek to deliver new capacity and accessibility within the station through the provision of a new footbridge between platforms; a new

station building which can be accessed from platform level and Warwick Road; replacement and additional car parking and passenger drop off facilities; and a new high quality public transport interchange. To support overall connectivity to Coventry Station and to Friargate, opportunities are also being explored for the integration of a potential future rapid transit system which will connect the city centre to the University of Warwick and eventually serve connections further afield.

- 3.6 The works will be delivered in conjunction with NUCKLE 1.2, a 'sister' scheme, which provides a new bay platform; associated track and signalling works; and an enhanced train service between Coventry and Nuneaton. This will also improve train service performance and provides reliability benefits.
- 3.7 To date the focus of the work has been on design optioneering and completion of concept designs. The emphasis has been on high quality design which respects the heritage of the existing Grade 2 listed building in order to make Coventry an attractive station able to compete with neighbouring stations across the region.
- 3.8 Construction of the first phase of works has commenced on a pedestrian access under Warwick Road and progress is being made on the delivery of NUCKLE 1.2. Extensive traffic modelling work has also been undertaken to ensure the new station infrastructure is supported by an effective highway layout.
- 3.9 The Station Masterplan improvements are expected to be supported by funding from Network Rail to provide enhancements to the existing station buildings. This is complemented by the recent improvements to the station forecourt area and Station Square undertaken by the City Council and Friargate LLP.
- 3.10 An external funding package is being sought to deliver the remaining aspects of the Station Masterplan which could include Growth Deal, Integrated Transport Block and Devolution Deal.
- 3.11 Any formal decisions in terms of design, scope and funding will be subject to further Cabinet approval.

AUTHOR'S NAME, DIRECTORATE AND TELEPHONE NUMBER

Paul Boulton
Place
Ext: 2452



Coventry City Council

Briefing note

To: Business, Economy and Enterprise Scrutiny Board
Date: 12th October 2016

Subject: Friargate Progress

1 Purpose of the Note

- 1.1 To update members of the Business, Economy and Enterprise Scrutiny Board on progress on the Friargate Development

2 Recommendations

- 2.1 The Business, Economy and Enterprise Board is recommended to:
- 1) Consider the content of the briefing note and note progress made to date
 - 2) Identify any recommendations to the appropriate Cabinet Member

3 Information/Background

- 3.1 On 25 June 2013 Council approved that the organisation support the development of the Friargate Business District to regenerate the City, transform the Council and deliver savings by the construction of a new Council owned office building at Friargate, the construction of a new bridge deck, the rationalisation of its operational property estate and the subsequent disposal of property assets vacated through such rationalisation.
- 3.2 Since this time the Friargate development has achieved the following milestones:
- Construction of CCC building 1 has commenced with an estimated completion date of mid-2017.
 - Highway works to junction 6 complete
 - The boulevard linking the station to city centre is completed.
 - Heatline connection to Friargate underway
 - Demolition/clearance of site completed
 - Planning permission granted on building 2
 - Discussions with RICS around pre-let of building 2 on-going.
 - Further discussions with further office occupiers [and hotel operators] underway.
 - Discussions on securing of £50m of commitment from Combined Authority to allow development of buildings 2/3 to expedite development
 - Sale of Civic Centre 1-4, Elm Bank and vacation of West Orchards House.
 - Should this scheme be fully developed it is likely to produce a business rates income of circa 23 million per annum.

David Cockroft
Assistant Director – City Centre and Major Project Development
Place Directorate

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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
21st Sept 16
Accessible Transport background and context
12th October 16
Friargate and the Station Masterplan
2nd November 16
Rail Story background and context Bus Usage background and context
14th December 16 18th January 17
Transport Select Committee
22nd March 17
Digital for Business T&F report back Tourism and Marketing T&F report back Select Committee – Public Transport report back
Date to be decided
Refreshed Green Space Strategy T&F Report

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 Nuttal
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 January 2017	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
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	Andrew Walster

Date	Title	Detail	Cabinet Member/ Lead Officer
		Members for the select panel in the new year	
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			
18th January 17	Transport Select Committee		
22nd March 17	Digital for Business T&F report back		
	Tourism and Marketing T&F report back		
	Select Committee – Public Transport report back	Report back on the evidence provided at the public transport select committee in September	Cllr O'Boyle Colin Knight
Date to be decided	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

