

Appendix 1



City of Westminster

Business, Planning and Transport Policy and Scrutiny
Committee Briefing

Date: Monday 8th May 2017

Briefing of: Cllr Robert Davis MBE DL, Deputy Leader and Cabinet
Member for Business, Culture and Heritage

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1. Adult Education

- 1.1 On the 1st April 2107 Arinola Edeh became the new Head of Service for the Westminster Adult Education Service (WAES) following the retirement of Barbara Holm who held the position for 19 years.
- 1.2 To date, WAES has enrolled 4659 learners on classroom based and community learning programmes for the 2016-17 academic year, 46% of whom are resident in Westminster.

2. Apprenticeships

- 2.1 From 1 April 2017, Westminster City Council will pay 0.5% of its total annual pay cost as an apprenticeship levy. The levy fund can be used to pay for apprenticeship training and assessment against an approved apprenticeship standard for both existing staff and for new apprentice recruits.

Westminster City Council Apprenticeships

- 2.2 The City Council has engaged with WAES as its employer-provider to manage the delivery of apprenticeships under the new apprenticeship levy arrangements. There will be two aspects to this, the Entry Level Programme (Level 2 & 3) for New Apprentice Starts and the Higher Level (Level 4 and above) Apprenticeship Programme for internal staff.
- 2.3 The entry level programme will be delivered by WAES with an estimated 40 new starts per annum. The first cohort is scheduled to start in September 2017 with advertising and recruitment starting this summer.

Apprenticeships (General)

- 2.4 At the beginning of March a number of events were hosted by officers from the City Council, WAES and Westminster Business Council which aimed to raise the profile of apprenticeships amongst employers. The events focused on helping employers recognise the benefits of apprenticeships in meeting current and future skills needs.

3. Berwick Street Market

- 3.1 On the 21st of March I wrote to traders and key stakeholders to inform them of my decision not to pursue previous proposals to bring in a private operator for Berwick Street Market.
- 3.2 This decision was taken in light of the discussions with officers and ward councillors.
- 3.3 Since my announcement the Street Trading Team has been in frequent contact with all traders who operate under a temporary license to discuss their individual circumstances and ensure that trading continued beyond the 31st March when those licenses were set to expire.
- 3.4 The application process for street trading licences for vacant pitches on Berwick Street Market was opened to new traders on 6th April 2017 and closed on the 24th April; officers have been supporting existing temporary traders to make fully completed applications for permanent licenses.
- 3.5 Berwick Street Market has 34 pitches, with 9 traders currently operating under permanent licences. To date 7 traders who currently hold temporary licenses have been successful in applying for permanent licenses. A further 44 applications have been received by new applicants and these are now being considered by Licensing officers.
- 3.6 All information relevant to the application process is available on the City Council website under the search criteria of 'becoming a market trader'.
- 3.7 The information available is designed to support potential applicants through the process of making an application, as well as providing background information such as a plan of market pitches, selection criteria and links to the City of Westminster Act 1999 and Street Trading Policy.
- 3.8 I am currently working with officers to consider the options available for Berwick Street Market and will subsequently address other markets.

4. British Science Week

- 4.1 British Science Week took place from Friday 10th March – Sunday 19th March. The City Council in partnership with the Victoria Business Improvement District and a number of STEM (Science, Technology, Engineering and Maths) employers hosted a series of science and technology focused activities for local schools. as part of British Science Week.

- 4.2 Over the course of five days, over 350 young people from schools across Westminster met with Westminster businesses to explore local STEM careers. Highlights of the week included a Construction and Technology Careers Day, organised by Land Securities, as well as 1-2-1 Careers Advice Sessions delivered by NatWest.

5. Broadband

- 5.1 The Economy Team has been successful in securing a European Regional Development Fund bid to deliver a three year Connect Westminster Programme.
- 5.2 This programme will support at least 1000 businesses to connect to superfast or ultrafast broadband over the next two years and represents £2.8m in new investment to benefit local SMEs and Micro businesses.
- 5.3 Officers are currently exploring a proposal for an industry funded post to support broadband providers to engage with the Council. The post would encourage providers to coordinate their build programmes with the Council's street works and public realm programmes, promote opportunities to connect the Council's estate and deliver projects to support the rollout of connectivity within Westminster.

6. Westminster Business Unit

- 6.1 During 2016/17 the Westminster Business Unit handled 306 business enquiries exceeding the set target of 300 with a resolution rate of 95%.
- 6.2 The most common enquiry type was a desire for access to business support enquiries; licencing and Business Rates came second and third respectively.
- 6.3 The Westminster Business Unit recently launched a programme of face to face drop-in sessions with businesses held at the Business Information Points across the city.
- 6.4 There are 4 Business Information Points (BIPs) located at libraries throughout the city: Westminster Reference Library Church Street library Pimlico Library and Paddington Library.

7. Business Improvement Districts (BIDs)

- 7.1 On the 21st March I, along with the Leader and senior officers, met with the Chief Executives and Chairmen of the Westminster BIDs as part of my regular programme of engagement with the BIDs and will meet with them again at the end of June.

7.2 Throughout February and March Westminster City Council ran a formal ballot for the renewal of the Heart of London Business Alliance (HOLBA) for a further five year term.

7.3 The results were as follows:

- 91.43% Heart of London Business Alliance Leicester Square and Piccadilly Circus Occupier BID voted to renew the BID. 60.70 turnout
- 92.44% of businesses in the Heart of London Business Alliance Piccadilly and St James Occupier BID voted to renew the BID. 52.19% turnout.

7.4 The following BIDs will hold renewal ballots in 2017/18:

Business Improvement District	End Date of Current Term	Renewal Ballot Dates
Paddington Now	31 st March 2018	October – November 2017
Baker Street Quarter Partnership	31 st March 2018	October – November 2017
New West End Company Occupier	31 st March 2018	November - December 2017
The Northbank	31 st March 2018	January – February 2018

8. Business Rates

8.1 Following the announcement of targeted business rates help for pubs and small businesses in the Spring Budget officers have written to all businesses potentially affected to advise that further information will be forthcoming once the Government has confirmed how these reliefs will work in practice.

9. Employment

9.1 The Westminster Employment Service (WES) provides free help to unemployed residents who need help training for and finding a job.

9.2 The website for WES went live on the 31st March; the site has already received 351 visitors.

Recruit London

9.3 Recruit London is a free local recruitment service for businesses. Workplace Coordinators train and place out of work residents into jobs across central London.

9.4 The service is delivered in partnership by the City Council, Cross River Partnership, and other local stakeholders.

9.5 In March, **Recruit London**, working with 67 Westminster residents, supported 21 people into work with local employers including Boots, Nickelodeon, Titbits, Bao Fa Garden, ISG and the Left Shoe Company.

9.6 Quarterly and year end performance for Recruit London as well as all of the services which contribute to the Westminster Employment Service will be published later this month.

10. Baker Street and Gloucester Place Two Way project

10.1 A Traffic Management Order (TMO) consultation was undertaken in November 2016 which involved the publication of notices and distribution of letters, statement of reasons and notice of proposals to stakeholders, residents and businesses in the consultation area. Emails were also sent out to all statutory stakeholders and those who have registered for an update on this project.

10.2 Over 200 responses were received during this consultation. A report has now been drafted which includes all of the responses received along with officer's comments.

10.3 Officers are currently finalising a Cabinet Member Report which summarises the concerns raised during the consultation, outlines proposed changes to scheme details to meet these concerns and seeks approval to undertake implementation of the proposed scheme.

10.4 Approval has also been received for the project from Transport for London's Surface Board confirming their funding commitment.

10.5 Subject to final approval, it is proposed to start implementation in July 2017. The works are programmed to take 18 months. Work is also being undertaken to coordinate these works with other major projects in Central London during this period to ensure network resilience.

11. Bond Street Public Realm Improvement Scheme

11.1 In March I and other responsible Cabinet Members, signed a Cabinet Member Report to approve the final designs for the improvements to Bond Street.

11.2 The works started on Bond Street on the 18th April and are programmed to be completed by July 2018 ahead of the arrival of Crossrail 1 in December 2018.

11.3 On the 26th April I attended a formal launch event with the Leader, the Deputy Mayor of London for Planning, Regeneration and Skills and other local stakeholders, including Councillor Tony Devenish as the Greater London Authority Assembly Member for the area, to mark the commencement of the works.

11.4 The aim of the scheme is to improve the public realm throughout Bond Street and provide a safe and secure environment for pedestrians. Wider pavements will improve accessibility, while the use of natural materials in a high quality design will emphasise the importance of Bond Street as a destination.

11.5 A temporary works compound has been sited on the south west of Berkeley Square to ensure the delivery of the improvements to Bond Street along with the adjacent works in Brook and Davies Street and the north side of Berkeley Square itself. The placing of the works compound at this site has not resulted in any loss of parking.

12. Brook Street and Davies Street Two Way Project

12.1 I am pleased to advise that further to approving the final Cabinet Member report for this project in March works are expected to start on site in early May.

12.2 Converting Brook Street and Davies Street into a two-way system will improve accessibility, allow easier traffic movement and provide some shorter journey times.

13. Hanover Square

13.1 I continue to work with officers and local stakeholders to develop design proposals for public realm improvements in Hanover Square.

13.2 The scheme proposes the pedestrianisation of the western side of Hanover Square to provide enhanced pedestrian circulation space outside the new Crossrail Station in the north-west corner of the Square from December 2018, with controlled / timed access for delivery vehicles into Tenterden Street to avoid clashes with the heavy pedestrian flows that Crossrail is expected to bring.

13.3 Further design and survey work has been carried out to assess the feasibility of the proposals. The project will be designed to allow for delivery in phases to accommodate construction and operation of the Crossrail Station and neighbouring major development schemes.

13.4 Further public consultation events were held by officers on 25th and 27th April to update stakeholders and the wider community on the proposed public realm scheme, specifically on the proposed highway and gardens layout and parking and loading arrangements.

14. Crossrail

Crossrail Line 1 – the Elizabeth Line

14.1 From December 2018, the Elizabeth Line will link Heathrow with Paddington, the West End, the City and Canary Wharf.

- 14.2 Officers have been liaising with Crossrail on the delivery of the public realm works across the route including in the West End, around the Dean Street, Tottenham Court Road station sites and the Bond Street sites at Davies Street and Hanover Square.
- 14.3 In each case attention is being paid to ensure these schemes fit with associated and adjacent projects and the over site developments above the Crossrail station sites. The aim remains to have all works complete by the lines opening.

Crossrail Line 2

- 14.4 Crossrail 2 (CRL2) will serve stations throughout the South East, linking south west and north east London, as well as destinations in to Surrey and Hertfordshire.
- 14.5 Further CRL2 public consultation was originally expected in November but has now been postponed until after the General Election on 8th June.
- 14.6 Construction dates for CRL2 are currently being reported as being 2023-2033, subject to the bill receiving Royal Assent in 2019.

15. City Hall refurbishment

- 15.1 Over the past 12 months, colleagues from across the council have received regular communications to keep them informed of the progress of the City Hall refurbishment programme.
- 15.2 A full breakdown of where each Directorate and their teams will be based for the duration of the refurbishment programme is listed in Appendix one.
- 15.3 The phased movement of staff from City Hall began in March and will continue until the end of May, fit out work is still on-going at Portland House, Victoria, 5 Strand and Whitehall.
- 15.4 The 17th floor meeting rooms at City Hall will remain open until the decant is complete and the canteen will remain open until the end of June.
- 15.5 The refurbishment works are programmed to start in July 2017 and staff are expected to begin moving back into the newly refurbished City Hall in December 2018.

16. Victoria Area Schemes

- 16.1 The Victoria Palace Theatre is currently closed for refurbishment works until November 2017.
- 16.2 Discussions are on-going between Council officers, London Underground, Transport for London and Crossrail 2 regarding the future of Terminus Place at the front of

Victoria rail station. Officers are working with the various stakeholders to ensure that all work still to be carried out, including Network Rail improvements to the main station, London Underground upgrades to the District and Circle line and Crossrail Line 2 development work from 2022, are co-ordinated in order to minimise disruption.

- 16.3 Network Rail continue to develop their improvements within Victoria Station to ease way-finding and congestion although recent changes in funding mean that some of these may be delayed until after 2020.

17. Oxford Street Consultation

- 17.1 The City Council, Transport for London (TfL), and the Mayor of London are working together to transform Oxford Street and the surrounding streets. In response to the mayors manifesto commitments – everyone consulted incl taxi trade and residents

- 17.2 A first round of consultation was launched on the 24th April which aims to hear from as many people as possible, who live, work, run a business or visit the district and will close on the 18th June.

- 17.3 Over two thousand responses have been received to the consultation at the time of submitting this report.

- 17.4 As part of the consultation a series of public road show events will be held with officers from TfL and Westminster City Council available to discuss the consultation with any interested residents and other stakeholders. To ensure that as many people can attend as possible these events will also be held at the weekend.

- 17.5 The views gathered at this first stage will inform a further round of consultation currently scheduled for late 2017.

- 17.6 The consultation can be viewed at www.tfl.gov.uk/oxford-street.

18. City Promotions, Events and Filming

- 18.1 The last few months has seen the usual variety of events and filming activity being successfully managed by the team.

- 18.2 Significant filming for the new feature film 'Mary Poppins returns' starring Emily Blunt took place throughout March across multiple locations in Westminster, including Queen Anne's Gate, King Charles St and Cowey St. Filming for Stan and Oly also took place in March/early April.

- 18.3 St Patrick's Day was once again delivered successfully with both the parade and the event in Trafalgar Square being managed in partnership with the Greater London Authority (GLA).

- 18.4 Officers from the team also worked very closely with the GLA to organise the vigil in Trafalgar Square following the tragic events on Westminster Bridge and at the Houses of Parliament.
- 18.5 The Olivier Awards took place at the Royal Albert Hall in early April, with the very best of London Theatre in attendance.
- 18.6 The London Marathon took place on the 23rd April, all road closures and clear up operations took place within the time agreed by event organisers.

Marble Arch Theatre

- 18.7 In February this year the City Council granted permission for the installation of a temporary 600 seat Spiegeltent theatre at Marble Arch. The theatre, which will open in August, is to host a nine month production of the award winning musical 'Five Guys Called Moe' which will be produced by Underbelly Ltd and Cameron Mackintosh.
- 18.8 The operators are working with local businesses to maximise the benefit to the local area and are offering Westminster residents discounted tickets.

West End Live

- 18.9 West End LIVE, the annual festival showcasing world-class productions on offer in the West End will be returning to Trafalgar Square for its 13th year on the 24th and 25th June.
- 18.10 I am working with officers and the Society of London Theatres to finalise the schedule for this year's event which will provide thousands of theatre fans with a chance to see their favourite shows for free.

19. City of Sculpture

- 19.1 'Danse Gwenedour' by Bushra Fakhoury was unveiled on Saturday 11th March at Marble Arch; this is the second sculpture by Bushra that has been displayed in Westminster as part of the City of Sculpture programme. Danse Gwenedour, cast in bronze, depicts four dynamic human forms inspired by the traditional dance performed by French villagers in Bretagne.
- 19.2 'The Four Loves' by Lorenzo Quinn was installed in Berkeley Square on 24th March.
- 19.3 Riverside Walk Gardens is now home to 'Love' also by Lorenzo Quinn which was installed on 25th March.

20. Green Plaque Scheme

20.1 There are now 117 green plaques around Westminster to celebrate the life and works of individuals and organisations that have made contributions that have, in many cases, extended well beyond our borders.

20.2 Upcoming unveilings:

- William Henry Hudson at 14 Leinster Square in Bayswater. Hudson authored the acclaimed romance novel 'Green Mansions', as well as being an accomplished naturalist and founding member of the Royal Society for the Protection of Birds. The unveiling of this plaque will take place on the 16th May.
- John Gatti on Villiers Street to mark the bicentenary of his birth (1817-78), Gatti introduced the penny ice cream to the UK as well as founding many restaurants and theatres; his son, Sir John Gatti was Mayor of Westminster in 1911. The unveiling of this plaque will take place on the 4th July.
- Captain Colyer-Fergusson VC was born in Portman Square in February 1896 and was a recipient of the Victoria Cross, the highest and most prestigious award for gallantry in the face of the enemy that can be awarded to British and Commonwealth forces. A plaque adjacent to Portman Square is scheduled for installation in summer 2017.
- William Somerset Maugham at 2 Wyndham Place. Somerset Maugham was a novelist and playwright and lived at the property from 1919 until 1923.
- Gold Brothers at 43 Carnaby Street to commemorate the site of their Lord John Boutique. The shop was an instant success and is considered as one of the main factors in Carnaby Street enduring popularity and fashionable reputation and is also famous for its psychedelic mural. Currently scheduled for installation in autumn 2017.
- Anthony Powell at 9 Shepherd Street where he lived and worked. Powell was the author of the acclaimed twelve volume work 'A Dance to the Music of Time', as well as working as a celebrated critic and reviewer. Installation and unveiling to be confirmed.

Appendix 1 – Council Site Directory

Council site directory

Below you will see an outline of where each team will be based from May 2017 – January 2019.

5 Strand		
Directorate	Team	Floor Location
Corporate Services	Shared IT Service	1st floor
Corporate Services	Procurement Services	2nd floor
Corporate Services	People Services, Occupational Health and Unison	1st floor
Corporate Services	Legal Services	4th floor
City Treasurer	All teams	5th floor
Policy, Performance and Communications	Members' Support, Communications	7th floor
Policy, Performance and Communications	Policy, Evaluation and Performance, Design, Change and Programme Management Unit	6th floor
Adult Social Care and Public Health		4th floor
Families and Children		4th floor
Lord Mayor	Including Lord Mayor's reception	8th floor
Leader, Deputy Leader and Members room		7th floor
Minority Party		5th floor
Chief Executive		7th floor
Chief of Staff Department	Electoral Services, Corporate Complaints, Cabinet and Committee Secretariat	2nd floor
Main meeting room suite and main WCC reception	With Amey reception staff	3rd floor
Visitor touch-downs		1st, 2nd, 4th floors

Portland House		
Directorate	Team	Floor Location
Growth, Planning and Housing	Development Planning, Property, Major Projects and Housing	20th floor
City Management and Communities	Commercial Services, Community Safety, Licensing & Environmental Health Consultation, Street Trading, Highways and Public Realm (Road Management)	22nd floor
Growth, Planning and Housing	Place Shaping and Economy	22nd floor
City Management and Communities	Business/Directorate Support, Residential Services, West End & City Operations, Noise Team, Parking Services, Community Services, Sports and Leisure, Waste and Parks	22nd floor
Growth, Planning and Housing	Service Development	23rd floor
Meeting rooms	Licensing and Planning meeting room facility	23rd floor
Chief Executive and Members facilities		23rd floors
Visitor touch-downs		20th and 23rd floor

Lisson Grove	
Directorate	Team
Adult Social Care	All
Adult Social Care	Front-line services
Adult Social Care	Emergency Response and other specialised services
Children's Services	Front-line services and Locality teams
Children's Services	Administrative functions
Children's Services	Drop-in area for distributed teams
Housing Options	Walk-in services
City Management and Communities	Pest Control
Meeting rooms	Including public access for front-line services

33 Tachbrook	
Directorate	Team
Chief Executive's Department	Coroner
City Management and Communities	Parking

317 Harrow Road	
City Management and Communities	Registrars

Cosway Street	
Amey / Growth, Planning and Housing	Mailroom