



## **Notice of a public meeting of**

### **City of York Trading Shareholder Group**

- To:** Councillors Cuthbertson (Chair), Boyce and Gates
- Date:** Monday, 4 April 2016
- Time:** 4.00 pm
- Venue:** The Thornton Room - Ground Floor, West Offices (G039)

## **AGENDA**

### **1. Declarations of Interest**

At this point, Members are asked to declare:

- any personal interests not included on the Register of Interests
- any prejudicial interests or
- any disclosable pecuniary interests

which they may have in respect of business on this agenda.

### **2. Exclusion of Press and Public**

To consider the exclusion of the press and public from the meeting during consideration of the following items:

- Annex A to Agenda Item 5 - 2016-17 Draft Budget
- Annex A to Agenda Item 6 - Managing Director Appointment on the grounds that they contain information relating to the financial or business affairs of any particular person (including the authority holding that information). This information is classed as exempt under paragraph 3 of Schedule 12A to Section 100A of the Local Government Act 1972 (as revised by The Local Government (Access to Information) (Variation) Order 2006).

### **3. Public Participation**

At this point in the meeting members of the public who have registered to speak can do so. The deadline for registering is **5.00pm on Friday 1 April 2016**. Members of the public can speak on agenda items or matters within the remit of the Group.

To register to speak please contact the Democracy Officer for the meeting, on the details at the foot of the agenda.

#### **Filming, Recording or Webcasting Meetings**

Please note this meeting may be filmed and webcast or audio recorded and that includes any registered public speakers, who have given their permission. The broadcast can be viewed at <http://www.york.gov.uk/webcasts> or, if sound recorded, this will be uploaded onto the Council's website following the meeting.

Residents are welcome to photograph, film or record Councillors and Officers at all meetings open to the press and public. This includes the use of social media reporting, i.e. tweeting. Anyone wishing to film, record or take photos at any public meeting should contact Democracy Officer (whose contact details are at the foot of this agenda) in advance of the meeting.

The Council's protocol on Webcasting, Filming & Recording of Meetings ensures that these practices are carried out in a manner both respectful to the conduct of the meeting and all those present. It can be viewed at [https://www.york.gov.uk/downloads/file/6453/protocol\\_for\\_webcasting\\_filming\\_and\\_recording\\_council\\_meetingspdf](https://www.york.gov.uk/downloads/file/6453/protocol_for_webcasting_filming_and_recording_council_meetingspdf)

### **4. Minutes** (Pages 1 - 4)

To approve and sign the minutes of the last meeting of the Group held on 13 January 2016.

### **5. 2016-17 Draft Budget** (Pages 5 - 10)

This report informs Group members of the Company's draft budget for 2016-17.

**6. Managing Director Appointment** (Pages 11 - 18)

This report informs Group members of the Company's proposals for the appointment of a Managing Director for the Company and changes to the Board's structure.

**7. Urgent Business**

Any other business which the Chair considers urgent.

Democracy Officer:

Name: Laura Bootland

Contact details:

- Telephone: (01904) 552062
- Email – laura.bootland@york.gov.uk

For more information about any of the following please contact the Democratic Services Officer responsible for servicing this meeting:

- Registering to speak
- Business of the meeting
- Any special arrangements
- Copies of reports and
- For receiving reports in other formats

Contact details are set out above.

**This information can be provided in your own language.**

**我們也用您們的語言提供這個信息 (Cantonese)**

**এই তথ্য আপনার নিজের ভাষায় দেয়া যেতে পারে। (Bengali)**

**Ta informacja może być dostarczona w twoim własnym języku. (Polish)**

**Bu bilgiyi kendi dilinizde almanız mümkündür. (Turkish)**

**یہ معلومات آپ کی اپنی زبان (بولی) میں بھی مہیا کی جاسکتی ہیں۔ (Urdu)**

** (01904) 551550**

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City of York Council

Committee Minutes

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Meeting	City of York Trading Shareholder Group
Date	13 January 2016
Present	Councillors Cuthbertson (Chair), Boyce and Gates
In attendance	Karen Bull (Operations Manager, City of York Trading Ltd)

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## 12. Declarations Of Interest

At this point in the meeting, Members were asked to declare any personal interests not included on the register of interests, any prejudicial interests or any disclosable pecuniary interest which they might have in respect of the business on the agenda. No additional interests were declared.

## 13. Exclusion of Press and Public

Resolved: That the press and public be excluded from the meeting during consideration of Annex 1 to Agenda Item 6 (City of York Trading Ltd Board Report) on the grounds that it contains information relating to the financial or business affairs of any particular person including the authority holding that information. This information is classed as exempt under paragraph 3 of Schedule 12A to Section 100A of the Local Government Act 1972 (as revised by The Local Government (Access to Information) (Variation) Order 2006).

## 14. Minutes

Resolved: That the minutes of the last meeting of the Group, held on 30 September 2015, be approved and signed by the Chair.

At this point Councillor Boyce joined the meeting.

## **15. Public Participation**

It was reported that there had been two registrations to speak at the meeting, under the Council's Public Participation Scheme.

Gwen Swinburn spoke to welcome the steps that had been taken to hold the Group meetings in public; however she expressed concern that the Board report, which included performance information, would be considered in private. She highlighted the need for metrics, including customer numbers, overheads, staff/customer satisfaction etc to be included in future public reports.

As the second registered speaker, Martin Whiteley had been unable to attend the meeting the Chair read out his comments and copies were circulated to Members. Mr Whiteley confirmed his support for the successful operation of Work with York (WwY) and the generation of income that would support the Council. However he expressed concern that he considered WwY was not fully competitive with the commercial agencies and pointing out that customer satisfaction was a key measure.

## **16. City of York Trading Ltd Performance Update**

Consideration was given to the performance update on the company's progress since the Group's last meeting in September.

The Operations Manager provided an overview of progress over the last four month period and, in particular, highlighted the problem of providing detailed reports without breaching commercial confidentiality relating to the Company's operating, financial and marketing performance and strategies, details of which could be used by competitors.

Members were asked to note the following progress:

- A staff survey undertaken last year had resulted in a 90% 'good' rating
- Weekly pay had recently been implemented together with the enrolment of staff in a workplace pension scheme
- Turnover had improved despite the additional overheads of introducing a new payroll system

- New customers were being recruited and existing clients retained and others recaptured in a competitive market
- A number of business events had been organised during this period

Members questioned a number of aspects of the report and in answer Officers confirmed;

- That both staff and those under contracts were automatically enrolled in the pension scheme, following employment for a month
- Running the payroll weekly had been well received and was more cost effective
- The increase in turnover during the period did not reflect the earlier public participation reference to customer dissatisfaction
- Inclusion of indicative figures for staff and client satisfaction would be an important monitoring tool and would be included in future reports
- That clarification of the standard reporting periods would be provided

The Chair referred to the regularity of reporting to the Shareholder Board and Group which was currently undertaken on a quarterly basis. In order to streamline the process he suggested further discussion with the Operations Manager regarding future reporting.

- Resolved: (i) That the update report to the Shareholder Board be received and noted;
- (ii) That the Chair and Operations Manager give further consideration to the regularity of reporting to the Shareholder Board and Group and confirm future arrangements with all concerned.

Reason: To ensure the interests of City of York Council as shareholder are considered at Board decision level and that any appropriate representations deemed necessary are made by this Group to decision makers.

**17. City of York Trading Ltd Board Report**

The Group considered the Work with York performance report presented at the Company's last Board meeting on 17 December 2015.

The Operations Manager provided a verbal update in relation to finances and charging, customers and turnover and details of marketing activities and performance target monitoring.

Members thanked the Operations Manager for her informative report and update. Members then went on to question a number of aspects of the report, highlighting the need for an overview of trends in future reports.

Following further discussion it was

**Resolved:** That the report presented to the Company's Board and verbal update be received and noted.

**Reason:** To ensure that the interests of City of York Council as shareholder are considered at Board decision level and that any appropriate representations deemed necessary are made by this group to decision- makers.

Cllr I Cuthbertson, Chair

[The meeting started at 4.30 pm and finished at 5.50 pm].





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**CYT Shareholder Group****4 April 2016**

Report of the Operations Manager, City of York Trading Ltd on the Company's draft budget for 2016-17.

**CITY OF YORK TRADING LTD 2016-17 BUDGET****Summary**

1. This report informs Group members of the Company's draft budget for 2016-17.

**Background**

2. This report implements the budget presentation and approved approach outlined at previous meetings of the Group.
3. Subject to discussion and any recommendations arising from the Group's consideration of the draft budget, the proposals will be presented for approval at Executive level and for adoption by the Company's Board. The draft budget and accompanying verbal update from the Company's Operations Manager are presented as an exempt item of business owing to the commercially confidential nature of its contents in relation to the Company's operating, financial and marketing performance and strategies.

**Consultation**

4. None.

**Options**

5. No options for consideration and accompanying recommendations are presented in this report.

**Analysis**

6. None.

## **Council Plan**

7. The report contents are not directly relevant to the Council Plan.

## **Implications**

8. The report has no direct implications under any of the following standard sub-headings:
  - **Financial** (Contact – Director of Resources)
  - **Human Resources (HR)** (Contact – Head of HR)
  - **Equalities** (Contact – Equalities Officer)
  - **Legal** (Contact – Head of Legal and Democratic Services)
  - **Crime and Disorder** (Contact - Senior Partnerships Support Officer, Community Planning & Partnerships)
  - **Information Technology (IT)** (Contact – Head of IT)
  - **Property** (Contact – Property)
  - **Other**

## **Risk Management**

9. There are no known risks arising from this report.

## **Recommendations**

10. Members of the Group are asked to consider the contents of the Company's draft budget for 2016-17 and make any appropriate recommendations to the Executive/Executive Member and/or to the Board of City of York Trading Ltd.

Reason: To ensure that the interests of City of York Council as shareholder are considered at Board decision level and that any appropriate representations deemed necessary are made by this Group to decision-makers.

**Contact Details**

**Author:**

Karen Bull  
Operations Manager  
City of York Trading Ltd  
01904-554675

**For further information please contact the author of the report**

**Background Papers:**

None

**Annexes**

Confidential Annex A – 2016/17draft budget of City of York Trading Ltd

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of the Local Government Act 1972.

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**CYT Shareholder Group****4 April 2016**

Report of the Chairman of the Board of City of York Trading Ltd on the proposed appointment of a Managing Director for the Company and changes to the Board's structure.

**CITY OF YORK TRADING LTD MANAGING DIRECTOR****Summary**

1. This report informs Group members of the Company's proposals for appointing a Managing Director and changes to the structure of the Company's Board.

**Background**

2. This report implements the appointment of a Managing Director for the Company and changes to the Board's structure as outlined at previous meetings of the Group.
3. Subject to discussion and any recommendations arising from the Group's consideration of this proposed appointment, the proposal will be presented for approval at Executive level and for adoption by the Company's Board. The proposal for the appointment and changes to the Board's structure, along with the accompanying verbal update from the Chairman of the Board, are presented as an exempt item of business owing to the commercially confidential nature of its contents in relation to the Company's operating, financial and marketing performance and strategies.

**Consultation**

4. None.

**Options**

5. No options for consideration and accompanying recommendations are presented in this report.

## **Analysis**

6. None.

## **Council Plan**

7. The report contents are not directly relevant to the Council Plan.

## **Implications**

8. The report has no direct implications under any of the following standard sub-headings:

- **Financial** (Contact – Director of Resources)
- **Human Resources (HR)** (Contact – Head of HR)
- **Equalities** (Contact – Equalities Officer)
- **Legal** (Contact – Head of Legal and Democratic Services)
- **Crime and Disorder** (Contact - Senior Partnerships Support Officer, Community Planning & Partnerships)
- **Information Technology (IT)** (Contact – Head of IT)
- **Property** (Contact – Property)
- **Other**

## **Risk Management**

9. There are no known risks arising from this report.

## **Recommendations**

10. Members of the Group are asked to consider the contents of the Company's proposal for appointing a Managing Director and changing the structure of the Company's Board, and to make any appropriate recommendations to the Executive/Executive Member and/or to the Board of City of York Trading Ltd.

Reason: To ensure that the interests of City of York Council as shareholder are considered at Board decision level and that any



appropriate representations deemed necessary are made by this Group to decision-makers.

### **Contact Details**

**Author:**

Cllr Stuart Rawlings  
Chairman of the Board  
City of York Trading Ltd  
cllr.srawlings@york.gov.uk

**For further information please contact the author of the report**

### **Background Papers:**

None

### **Annexes**

Confidential Annex A – Report of the Chair of CYT in relation to the appointment of Managing Director and changes to the Board structure

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of the Local Government Act 1972.

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