



**Notice of meeting of
Mansion House and Mayoralty Advisory Group**

To: Councillors Sue Galloway (Chair), Galvin, Horton, Taylor,
B Watson, Hudson

Mrs J Hopton (Vice-Chair), Mr P Vaughan, Hon Alderman
K Wood, Hon Alderman C Hall (Co-opted Non-Statutory
Member), Mr J Walker (Co-opted Non-Statutory Member)
and Mr P Brown (Co-opted Non-Statutory Member)

Date: Wednesday, 2 February 2011

Time: 4.00pm

Venue: The Guildhall, York

AGENDA

1. Declarations of Interest

At this point Members are asked to declare any personal or prejudicial interests they may have in the business on this agenda.

2. Minutes (Pages 3 - 8)

To approve and sign the minutes of the meeting held on 7 July 2010.

3. Public Participation

At this point in the meeting members of the public who have registered their wish to speak regarding an item on the agenda or an issue within the Groups remit can do so. Anyone who wishes to register or requires further information is requested to contact the Democracy Officer on the contact details listed at the foot of this agenda. The deadline for registering is **Tuesday 1 February 2011 at 5:00pm.**

4. Mansion House Business & Development Plan (Pages 9 - 2011-2021 12)

This report seeks the endorsement of the Advisory Group to the Mansion House Business & Development Plan 2011/21. The Plan sets out a vision for Mansion House over the coming years, as the city's primary civic residence and as an important and viable community asset.

5. Workplan and Future Meeting Dates (Pages 13 - 14)

Members are asked to consider the Advisory Groups Work Plan and future meeting dates.

6. Any other business which the Chair considers urgent under the Local Government Act 1972

Democracy Officer:

Name: Catherine Clarke and Louise Cook (job-share)

Contact Details:

- Telephone – (01904) 551031
- E-mail – catherine.clarke@york.gov.uk and louise.cook@york.gov.uk

(If contacting us by e-mail, please send to both democracy officers named above).

For more information about any of the following please contact the Democracy Officer responsible for servicing this meeting Catherine Clarke and Louise Cook Democracy Officers

- Registering to speak
- Written Representations
- Business of the meeting
- Any special arrangements
- Copies of reports

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The purpose of all scrutiny and ad-hoc scrutiny committees appointed by the Council is to:

- Monitor the performance and effectiveness of services;
- Review existing policies and assist in the development of new ones, as necessary; and
- Monitor best value continuous service improvement plans

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City of York Council

Committee Minutes

MEETING	MANSION HOUSE AND MAYORALTY ADVISORY GROUP
DATE	7 JULY 2010
PRESENT	COUNCILLORS SUE GALLOWAY (CHAIR), GALVIN, HORTON, TAYLOR, B WATSON AND HUDSON. MRS J HOPTON (VICE-CHAIR) AND HONORARY ALDERMAN K WOOD MR J WALKER (CO-OPTED NON-STATUTORY MEMBER) AND MR P BROWN (CO-OPTED NON-STATUTORY MEMBER)
APOLOGIES	MR P VAUGHAN AND HALL (CO-OPTED NON-STATUTORY MEMBER)

1. DECLARATIONS OF INTEREST

Members were invited to declared at this point in the meeting any personal or prejudicial interests they might have in the business on the agenda. No interests were declared.

2. MINUTES

Further to the minutes of the last meeting, the Group provided updates on work which had taken place in relation to minute 13 (**Draft Outline Framework for the Mansion House Business and Development Plan 2010-15**) in the following areas:-

Collection Management/Development – Honorary Alderman Wood advised the Group that he had met with Councillor Brian Watson and Mrs Janet Hopton to look at how to manage civic gifts received by the Lord Mayor. The Group put a number of suggestions forward in relation to arrangements for the future display of gifts and the Democratic Services Manager agreed to pursue these actions which had been identified. ¹

Income Generation – In response to a request for an update on the maximum number of persons allowed in State Room, the Chair stated that the Chief Fire Officer had been contacted and would visit the Mansion House in due course. The Democratic Services Manager agreed to pursue this further and report back to the Group. ²

Building Maintenance - The Group advised that Action 2 should refer to Mr John Walker (instead of Mrs J Hopton) and Cllr D Taylor contacting the Council's Conservation Architect and the Historic Buildings Officer at the

Council for British Archaeology to discuss environmental sustainability issues relating to the Mansion House.

In relation to minute 11 (**Reviewing the Role of the Lord Mayor and Civic Party**), one member of the Group suggested that the Constitution should refer to the Lord Mayor being the honorary keeper of the archives. The Democratic Services Manager advised that this could instead be included in the list of operational duties listed under the role of the Lord Mayor in the Civic Guide.³

RESOLVED:

- (i) That the minutes of the meeting of the Mansion House and Mayoralty Advisory Group held on 21 April 2010 be approved and signed as a correct record, subject to the Minute 13 (Draft Outline Framework – Mansion House Business and Development Plan 2010-15) be amended so that Action point 2 refers to Mr J Walker (instead of Mrs J Hopton) and Councillor Taylor.
- (ii) That issues raised relating to the minutes of the meeting on 21 April 2010 be noted.

Action Required

- 1. Democratic Services Manager to follow up suggestions made in relation to collection management. DS
- 2. Democratic Services Manager to follow up visit by Chief Fire Officer and report back to the Group. DS
- 3. Democratic Services Manager to update Civic Guide DS

3. PUBLIC PARTICIPATION

It was reported that there had been no registrations to speak under the Council's Public Participation Scheme.

4. PROMOTING AND RAISING THE PROFILE OF THE MAYORALTY AND MANSION HOUSE IN YORK

The Group considered a report which set out new arrangements in place and proposed some specific ways to raise the profile, locally, nationally and ultimately internationally, of the Mayoralty and the Mansion House.

The Group discussed what was currently taking place and what more could be done in relation to raising the profile of the Mayoralty, promoting the Mansion House as the home of the Lord Mayor and as a premier venue in the city, and maintaining networks and contacts.

With regard to raising the profile of the Mayoralty, the Chair advised that she had met with the Chief Executive of Visit York to discuss visits to the city and the involvement of the Lord Mayor. This work would continue.

The Group requested an update on current work around the creation of the Mansion House website. The Mansion House and Guildhall Manager provided an update to the Group and agreed to circulate information on the website to members of the Group as requested.¹ The Democratic Services Manager advised the Group that both the brochure and the website would hopefully be launched in September/October 2010.

The Group considered civic and other links to the city. They noted that some Council departments already have existing links with other countries but felt there was no apparent process in place to coordinate this. The Head of Civic, Democratic and Legal Services advised the Group that the Council needed to think strategically about how such links were formed and undertook to pursue this further.

The Group discussed details contained in the report on international visits undertaken by former Lord Mayors in recent years. Further information from Councillors Brian Watson and Irene Waudby which had been received after the agenda was published was circulated at the meeting.

RESOLVED: (i) That the steps already being taken to improve promotion and profile of the Mayoralty and Mansion House be noted.

(ii) That comments made by members of the Advisory Group be taken into consideration, particularly in relation to the forging of appropriate corporate links.

REASON: To ensure that the great traditions of the Mayoralty and Mansion House are maintained.

Action Required

1. Mansion House and Guildhall Manager to circulate requested website information. RP

5. MANSION HOUSE AND YORK ARCHAEOLOGICAL TRUST PARTNERSHIP WORKING

The Group considered a report which set out the work which has been carried out to date between the Mansion House and the York Archaeological Trust (YAT).

Mr John Walker, Chief Executive of the York Archaeological Trust and a co-opted member of the Advisory Group, and the Mansion House and Guildhall Manager explained the types of work which have been carried out between the two organisations to date and future collaborative work which has been planned.

The Chief Executive of YAT answered queries from the Group regarding the organisation of events.

The Group expressed their thanks to YAT for their help in organising events which raise the public's awareness of the Mansion House and in particular noted the excellent work which had been carried out to repair and conserve the Sigmund sword.

In response to enquiries from the Group regarding the mosaic floor in the Guildhall, the Mansion House and Guildhall Manager updated the Group on progress to date with regard to providing labour for the work which he stated could be carried out in August.

RESOLVED: That the continuing productive relationship between York Archaeological Trust and the Mansion House, offering wide ranging support to the Mansion House, be noted.

REASON: To keep the Advisory Group informed of the valuable work emerging from the relationship between the Mansion House and York Archaeological Trust.

6. MANSION HOUSE AND GUILDHALL PLANNED REPAIRS AND CONSERVATION MAINTENANCE PROGRAMME

The Group received a verbal update on the Mansion House and Guildhall repairs and maintenance programme.

The Mansion House and Guildhall Manager explained that the planned repairs and maintenance programme included the refreshing of paintwork in the hallway and repair of flaking paintwork and water damage around the staircase window, ongoing repairs to chairs and the purchase of new cases for the Civic Party's chains. However he went on to inform that Group that sadly due to budget constraints funding for much of this work was not currently available and would therefore not go ahead at this stage.

However he advised the group that improved security measures for the Mansion House were now in place with the alarm and CCTV equipment now installed. He stated that this work would ensure the security of the Mansion House and prevent insurance premiums being increased. He advised the Group that if there was any money remaining in the budget from this work, it could be used to towards the planned work detailed above.

RESOLVED: That the update be noted.

REASON: In order that the Group is kept informed on ongoing repair and maintenance work on the Mansion House and Guildhall.

7. WORKPLAN

The Group considered a draft workplan for the Mansion House and Mayoralty Advisory Group for the remainder of the current civic year.

The Group were reminded that at the next meeting on 20 October 2010, they would be asked to consider the final version of the Mansion House Business and Development Plan 2010-15 and in response to a question from the group, officers confirmed that finance was an integral part of this plan.

RESOLVED: That the workplan be noted.

REASON: In order to progress the work of the Group.

Councillor Sue Galloway, Lord Mayor, Chair
[The meeting started at 4.00 pm and finished at 6.00 pm].

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Mansion House & Mayoralty Advisory Group 2 February 2011

Report of the Assistant Director, Legal, Governance & ITT

Mansion House Business & Development Plan 2011-21

Summary

1. This report seeks the endorsement of the Advisory Group to the Mansion House Business & Development Plan 2011/21. The Plan sets out a vision for Mansion House over the coming years, as the city's primary civic residence and as an important and viable community asset.

Background

2. In April 2010, this Group endorsed an outline framework for the development of this Plan and it is that framework which has been used to guide the fundamental core principles set out in the produced Plan.
3. The Mansion House was built between 1725-32 and became the official residence of the Lord Mayor. Indeed, it has remained so to this day, providing a historical and civic link between the modern day and its Georgian roots.
4. In 1998, the Civic Trust and City of York Council worked together to restore the Mansion House to its present state. In 2005/6 as part of the first Business Plan for the building, the Mansion House was officially opened to the public and tours were provided of the building for the first time. This was made possible, through the Civic Trusts earlier donation, which in part created the Civic Apartments at the top building, thereby allowing the main rooms to be opened up.
5. Since then, the Mansion House and its use has gradually evolved and this Plan aims to take that evolution to the next stage. Taking into account modern day pressures associated with managing a Georgian building in the 21st century, the Plan sets out measures incrementally aimed at maintaining the Mansion House over the next 10 years, as:

- A civic residence open to the public;

- A building for special occasions, available to the wider community;
 - The historic home to an important civic collection;
 - An important Georgian house in York, open to the public; and
 - An accessible business venue, at the historic and commercial heart of York.
6. The full Mansion House Business & Development Plan 2011-2021 is attached to this report at Annex A.

Consultation

7. This Advisory Group has already been consulted on the core areas of development for this Business & Development Plan as referred to above. In April 2010, this Group endorsed the framework which has provided the basis for the approach adopted in the Plan. This Group will be the primary consultative body on the Plan, in view of the wideranging experience of those Members and co-optees on the Group and their direct relevant working experience.

Options

8. The Advisory Group is asked to endorse the Plan but any comments made by the Group at this meeting will be taken on board and the Plan revised, where appropriate.

Analysis

9. This Plan is based around two key elements:
- (i) respecting the traditional civic traditions of York, the Mansion House will continue to remain the city's primary civic residence for the foreseeable future; and
 - (ii) enhanced opportunities for wider community and public use of the Mansion House, in the interests both of raising income towards the future maintenance and development of the House, and of enabling greater access to the building and the story it can tell.

Corporate Strategy

10. The Plan has 5 core principles running throughout it and each of those core principles blends the objectives set out in the Council's Corporate Strategy 2009/2012.

Implications

11. The implications of each core principle, including resourcing and financial, are set out in the attached Business & Development Plan. The relevant Finance Manager has been consulted on the financial elements of the Business Plan, including operational budgets and a suitable pricing structure of use of or tours around the Mansion House. The pricing structure is incorporated under Core Principle 2 (Financial Management and Income Generation) and is also being considered as part of the fees and charges element of the Councils budget for 2011/12.

Risk Management

12. This Business & Development Plan has been carefully approached to manage the future activity and development of the Mansion House on a stepped, incremental basis. This approach takes into account the current economic climate but also the recent steady increase in non-civic use of the Mansion House, arising from the launch of the Mansion House website and increased marketing and profile efforts in general. It is essential to consolidate those efforts in 2011/12 and beyond to fulfil the objectives and core principles of the Business Plan.
13. This Plan sees enhancing use of the Mansion House and generating a regular contributory income from that use as key ingredients towards maintaining the House as the city's primary civic residence and home to a nationally important civic collection. Adopting this incremental and planned approach at this time, should minimise any risk to the building becoming neglected in the future. Equally, it can help to keep the history of the building and its place in the civic pride of the city alive and relevant today.

Recommendations

14. The Advisory Group is asked to endorse and comment upon the Mansion House Business & Development 2011/21.

Reason: To ensure a vision and planned approach for managing the ongoing development of the Mansion House is in place for the future

Contact Details

Author:	Chief Officer Responsible for the report:			
Dawn Steel Democratic Services Manager Tel: 551030	Andrew Docherty Assistant Director, Legal, Governance & ITT			
Richard Pollitt Mansion House & Guildhall Manager Tel: 552036	Report Approved	<i>tick</i>	Date	24January 2011
		✓		
Specialist Implications Officer(s) None				
Wards Affected: <i>List wards or tick box to indicate all</i>			All	<i>tick</i>
			Guildhall	
For further information please contact the author of the report				

Background Papers:

None

Annexes

Annex A –Business & Development Plan for the Mansion House 2011-21

Mansion House and Mayoralty Advisory Group Workplan

Meeting Date	Business	Responsible Officer	Timescale
21 April 2010	Define and publish roles for Lord Mayor (and Civic Party)	Dawn Steel/Anne Platt	Any changes to be considered by Executive and recommended to Full Council – end July 2010
	Draft Mansion House Business & Development Plan	Dawn Steel/Richard Pollitt	For initial consultation before presentation of final version in October 2010
	Review article in Constitution on Lord Mayoralty;	Monitoring Officer/Dawn Steel	Any changes to be considered by Executive and recommended to Full Council – end July 2010
	Understanding of civic budget re-alignment	Dawn Steel/Anne Platt	Already done – intended for Group feedback.
7 July 2010	Progress update on joint Mansion House/York Archaeological Trust Events Planning and review commitment for the future	Richard Pollitt/YAT	Events horizon for ongoing calendar year agreed. This update would help the Group get an early overview
	Mansion House and Guildhall planned repairs, conservation maintenance programme	Richard Pollitt	Ongoing but guidance on any future repairs/maintenance issues at this stage would help shape the programme for remaining months and assist in budget planning
	Promoting and Raising the Profile of the Mayoralty and the Mansion House	Dawn Steel	

Mansion House and Mayoralty Advisory Group Workplan

20 October 2010	Final version Business & Development Plan	Dawn Steel/Richard Pollitt	Prior to submission to Executive in November 2010
February 2011	Mansion House Business & Development Plan 2011-2021	Dawn Steel/Richard Pollitt	