



# **FORWARD PLAN**

**4 June 2020 - 2 October 2020**

**Produced By:**

**Democratic Services  
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# EXECUTIVE FORWARD PLAN

## What is the Executive Forward Plan?

The Executive Forward Plan is a list of all non-key and key decisions the Authority intends to take during the next four month period. The Plan is updated weekly, every Monday and is available to view on-line at [www.york.gov.uk](http://www.york.gov.uk)

## What is a non-key decision?

For the purposes of the Plan, a non-key decision is defined as a 'decision of normal importance' which:

- the Executive can collectively take as set out in Part 3 of the council's constitution
- which any Executive Member can take individually in line with the Council's Scheme of Delegation

## What is a key decision?

A key decision is defined as a decision which is likely:

- to result in the Council incurring expenditure, or making savings, which are significant having regard to the Council's budget for the service or function to which the decision relates i.e.:
  - make a saving of more than 10% of the budget for a particular area - or be more than £500,000
  - require spending that is more than 10% of the budget for a particular area - or be more than £500,00
- to be significant in terms of its effects on communities

Such 'key decisions' can only be taken by the Executive, unless they have been **specifically** delegated to an Executive Member or Officer, or unless the Leader or Chief Executive is exercising their urgency powers.

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## **What information does the Forward Plan contain?**

In relation to each issue entered on the Forward Plan, there are details of:

- the date on which or time period within which the decision will be taken;
- the wards affected;
- how to make representations on the issue in hand; and
- what the consultation will be taking place, where applicable.

## **If I have a query about an entry on the Forward Plan, who do I contact ?**

Wherever possible, full contact details are listed in the individual entries in the Forward Plan. If you are unsure how to make contact or have any general enquiries about the Forward Plan, please ring Democratic Services on Tel No. 01904 551031

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## FORWARD PLAN ITEM

**Meeting:** Executive

**Meeting Date:** 25/06/20

**Item Type:** Executive Decision - a 'Key Issue' - decision with significant effects on communities

**Title of Report:** City of York Council Recovery and Renewal Strategy

**Description:** Purpose of Report: To present the plan which provides an overarching guide to the approach City of York Council will take to shape the recovery and renewal in York over the next 12 months.

The Executive are asked to review and confirm they are happy with the approach and approve the strategy.

It has not been possible to give 28 clear days' notice of the intention to make the Key Decision. The reasons why compliance is impracticable in this matter is that the current unique circumstances and changing environment meant the specific nature of the report was not confirmed prior to the notice period. The report remains key in facilitating a decision on the council's plans for recovery from the coronavirus pandemic.

**Wards Affected:** All Wards

**Report Writer:** Will Boardman

**Lead Member:** Executive Leader (incorporating Policy, Strategy and Partnerships)

**Lead Director:** Deputy Chief Executive

**Contact Details:** Will Boardman, People and Neighbourhoods Strategy and Policy Group Manager

will.boardman@york.gov.uk

### Implications

**Level of Risk:** 04-08 Regular monitoring required

**Reason Key:** It is significant in terms of its effect on communities

### Making Representations:

**Process:** Consulted with relevant CYC Officers, Executive Members and Key Partners.

### Consultees:

**Background Documents:** City of York Council Recovery and Renewal Strategy Reg 10. 25 June 2020. City of York Council Recovery and Renewal Strategy

### Call-In

If this item is called-in, it will be considered by the Corporate and Scrutiny Management Committee on:

## FORWARD PLAN ITEM

**Meeting:** Executive Member for Environment and Climate Change

**Meeting Date:**

**Item Type:** Executive Member Decision - of 'Normal' importance

**Title of Report:** York February 2020 Flood Review

**Description:** Purpose of Report: To review the flood event experienced during February 2020 and the response of City of York Council and partners.

The Executive Member is asked to consider the review and make recommendations to enhance the response to future flood events in the city.

**Wards Affected:** All Wards

**Report Writer:**

**Deadline for Report:**

**Lead Member:**

Executive Member for Environment and Climate Change

**Lead Director:**

Corporate Director of Economy and Place

**Contact Details:**

Neil Ferris, Corporate Director of Economy and Place, Steve Wragg, Flood Risk Manager

Tel: 01904 55 1448, Tel: 01904 553401

neil.ferris@york.gov.uk, steve.wragg@york.gov.uk

**Implications**

**Level of Risk:**

**Reason Key:**

**Making Representations:** Please contact the report author for further details.

**Process:** All relevant parties will be consulted.

**Consultees:**

**Background Documents:**

**Call-In**

If this item is called-in, it will be considered by the Corporate and Scrutiny Management Committee on:

## FORWARD PLAN ITEM

**Meeting:** Executive Member for Culture, Leisure and Communities

**Meeting Date:**

**Item Type:** Executive Member Decision - of 'Normal' importance

**Title of Report:** Make it York Service Level Agreement

**Description:** Purpose of Report: To set out the new priorities for Make It York for 2020/21 as part of the service level agreement between the council and Make It York.

The Executive Members will be asked to approve the revised priorities.

This decision will be taken in consultation with the Executive Member for Economy and Strategic Planning.

**Wards Affected:** All Wards

**Report Writer:**

**Deadline for Report:**

**Lead Member:**

Executive Member for Culture, Leisure and Communities

**Lead Director:**

Corporate Director of Children, Education and Communities

**Contact Details:**

Charlie Croft, Assistant Director Communities and Equalities

charlie.croft@york.gov.uk

**Implications**

**Level of Risk:**

**Reason Key:**

**Making Representations:**

**Process:**

**Consultees:**

**Background Documents:**

**Call-In**

If this item is called-in, it will be considered by the Corporate and Scrutiny Management Committee on:



## FORWARD PLAN ITEM

**Meeting:** Executive Member for Finance and Performance

**Meeting Date:**

**Item Type:** Executive Member Decision - of 'Normal' importance

**Title of Report:** Application for Community Right to Bid under the Localism Act 2011

**Description:** Purpose of report: To present an application to list The Murton Arms Public House, Murton, York as an asset of community value.

The Executive Member will be asked to make a decision on whether the above listed property should be added to the list of assets of community value.

**Wards Affected:** Osbaldwick and Derwent Ward

**Report Writer:**

**Deadline for Report:**

**Lead Member:** Executive Member for Finance and Performance

**Lead Director:** Corporate Director of Economy and Place

**Contact Details:** Tim Bradley

tim.bradley@york.gov.uk

**Implications**

**Level of Risk:**

**Reason Key:**

**Making Representations:**

**Process:** Please contact the report author for further information.

**Consultees:**

**Background Documents:**

**Call-In**

If this item is called-in, it will be considered by the Corporate and Scrutiny Management Committee on:

## FORWARD PLAN ITEM

**Meeting:** Executive Member for Children, Young People and Education

**Meeting Date:**

**Item Type:** Executive Member Decision - of 'Normal' importance

**Title of Report:** Project Executive Fee Level

**Description:** Purpose of Report: Approval to apply the appropriate fee percentage level for the role of Education Project Executive against Basic Need Schemes. That is on any expansion schemes being project managed by Multi Academy Trusts and being overseen by the Education School Services team.

**Wards Affected:** All Wards

**Report Writer:**

**Deadline for Report:**

**Lead Member:** Executive Member for Children, Young People and Education

**Lead Director:** Corporate Director of Children, Education and Communities

**Contact Details:** Alison Kelly, Policy and Planning Officer

alison.kelly@york.gov.uk

**Implications**

**Level of Risk:**

**Reason Key:**

**Making Representations:**

**Process:** Education Finance

**Consultees:**

**Background Documents:**

### **Call-In**

If this item is called-in, it will be considered by the Corporate and Scrutiny Management Committee on:

## FORWARD PLAN ITEM

**Meeting:** Executive Member for Transport

**Meeting Date:**

**Item Type:** Executive Member Decision - of 'Normal' importance

**Title of Report:** Traffic Management and Speed Limit Traffic Regulation Order Waiting Lists

**Description:** Purpose of report: To outline the likely costs and the likelihood of there being an improvement of taking forward proposals to manage the movement or speed of traffic.

The Executive Member is asked to agree the proposed priority of the waiting list put forward.

**Wards Affected:** All Wards

**Report Writer:**

**Deadline for Report:**

**Lead Member:** Executive Member for Transport

**Lead Director:** Corporate Director of Economy and Place

**Contact Details:** Alistair Briggs, Traffic Network Manager

alistair.briggs@york.gov.uk

**Implications**

**Level of Risk:**

**Reason Key:**

**Making Representations:** Please contact the report author for further details.

**Process:** Please contact the report author for further details.

**Consultees:**

**Background Documents:**

### **Call-In**

If this item is called-in, it will be considered by the Corporate and Scrutiny Management Committee on:

## FORWARD PLAN ITEM

**Meeting:** Executive Member for Transport

**Meeting Date:**

**Item Type:** Executive Member Decision - of 'Normal' importance

**Title of Report:** Main Avenue Area, Heworth : Resident consultation

**Description:** Purpose of Report: To consider the results of the consultation undertaken with residents with reference to introducing a Residents Priority Parking Scheme on First Avenue, Second Avenue, Main Avenue and East Parade.

The Executive Member will be asked to consider the results of the consultation and decide the way forward on this issue from options given within the report.

**Wards Affected:** Heworth Ward

**Report Writer:**

**Deadline for Report:**

**Lead Member:**

Executive Member for Transport

**Lead Director:**

Corporate Director of Economy and Place

**Contact Details:**

Sue Gill

sue.gill@york.gov.uk

**Implications**

**Level of Risk:**

**Reason Key:**

**Making Representations:**

**Process:**

Information package delivered to properties in the consultation area. Residents asked to indicate their views on the Questionnaire sheet and return in the Freepost Envelope provided, or email their preferences to highway.regulation@york.gov.uk

Ward Cllrs sent the information electronically

**Consultees:**

**Background Documents:**

**Call-In**

If this item is called-in, it will be considered by the Corporate and Scrutiny Management Committee on:

## FORWARD PLAN ITEM

**Meeting:** Executive Member for Transport

**Meeting Date:**

**Item Type:** Executive Member Decision - of 'Normal' importance

**Title of Report:** TSAR Junction Alterations – Osbaldwick Link Road/Hull Road

**Description:** Purpose of report: A decision is required to approve the proposed alterations to the junction of Hull Road and Osbaldwick Link Road.

The Executive Member will be asked to consider of the officer recommendations as outlined in the report and approve option 1.

**Wards Affected:** Hull Road Ward

**Report Writer:**

**Deadline for Report:**

**Lead Member:** Executive Member for Transport

**Lead Director:** Corporate Director of Economy and Place

**Contact Details:** James Williams, Transport Systems Project Manager

**Implications**

**Level of Risk:**

**Reason Key:**

**Making Representations:** Please contact the report author for further details.

**Process:** Please contact the report author for further details.

**Consultees:**

**Background Documents:**

**Call-In**

If this item is called-in, it will be considered by the Corporate and Scrutiny Management Committee on:

## FORWARD PLAN ITEM

**Meeting:** Executive Member for Transport

**Meeting Date:**

**Item Type:** Executive Member Decision - of 'Normal' importance

**Title of Report:** FS-17-23 Bikehanger Pilot Scheme

**Description:** Purpose of report: To seek approval to implement the Experimental TRO and to purchase the bike shelter.

The Executive Member will be asked to approve the making of the Experimental Traffic Regulation Order (ETRO) land to conclude the trial by implementing the scheme as permanent.

**Wards Affected:** Fishergate Ward

**Report Writer:**

**Deadline for Report:**

**Lead Member:** Executive Member for Economy and Strategic Planning,  
Executive Member for Transport

**Lead Director:** Corporate Director of Economy and Place

**Contact Details:** David Mercer

david.mercer@york.gov.uk

**Implications**

**Level of Risk:**

**Reason Key:**

**Making Representations:** Please contact the report author for further details.

**Process:** Internal consultation with key officers, and external consultation with residents (immediate frontages) during the initial design stage.

Advertisement of ETRO during trial period and consultation with residents and users of the shelter.

**Consultees:**

**Background Documents:**

**Call-In**

If this item is called-in, it will be considered by the Corporate and Scrutiny Management Committee on:

## FORWARD PLAN ITEM

**Meeting:** Executive

**Meeting Date:**

**Item Type:** Executive Decision - a 'Key Issue' - decision with significant effects on communities

**Title of Report:** Huntington Neighbourhood Plan - Examiner's Report and Decision Statement

**Description:** Purpose of Report: To inform Members of the recommendations made in the Examiner's Report and to explain the Council's response to these and to gain approval of the subsequent Decision Statement to allow the Neighbourhood Plan to proceed to Referendum.

Members are asked to approve the Proposed Modifications recommended in the Examiner's Report and the Council's Decision Statement to allow the Huntington Neighbourhood Plan to proceed to Referendum.

**Wards Affected:** Huntington & New Earswick Ward

**Report Writer:** Anna Pawson **Deadline for Report:** 08/04/20

**Lead Member:** Executive Member for Economy and Strategic Planning

**Lead Director:** Corporate Director of Economy and Place

**Contact Details:** Anna Pawson

anna.pawson@york.gov.uk

### Implications

**Level of Risk:** 04-08 Regular monitoring required **Reason Key:** It is significant in terms of its effect on communities

### Making Representations:

**Process:** Previous consultations have taken place at area designation stage (2015), pre-submission stage (2018) and submission stage (2019).

Consultees included in Schedule 1 of the Neighbourhood Planning (General) Regulations 2012, and people who live, work and do business in the parish of Huntington.

### Consultees:

**Background Documents:** Huntington Neighbourhood Plan - Examiner's Report and Decision Statement

### Call-In

If this item is called-in, it will be considered by the Corporate and Scrutiny Management Committee on:

## FORWARD PLAN ITEM

**Meeting:** Executive

**Meeting Date:**

**Item Type:** Executive Decision - of 'Normal' Importance

**Title of Report:** Street Works – Changing from noticing to a permitting scheme

**Description:** Purpose of Report: The aim of this report is to seek approval from the Executive to conduct a public consultation on proposals to introduce a permit scheme to govern all utility and highway works activities within the authority's highway network.

The consultation will take place in May to June 2020, with feedback received analysed in July-Aug 2020, and a report assessing options and making recommendations for a decision on the introduction of a permit scheme to be presented to the Executive Meeting or Full Council in September 2020.

If a decision is taken to move to a permit scheme, the Street Works team will then aim to implement this change by April 2021 at the latest.

Executive are asked to approve a public consultation exercise to take place between May and June 2020 to seek feedback from statutory consultees and other stakeholders on the proposals to introduce a permit scheme to govern all utility and highway works activities in York.

**Wards Affected:** All Wards

**Report Writer:** Helene Vergereau **Deadline for Report:** 13/04/20

**Lead Member:** Executive Member for Transport

**Lead Director:** Corporate Director of Economy and Place

**Contact Details:** Helene Vergereau, Traffic and Highway Development Manager

helene.vergereau@york.gov.uk

### Implications

**Level of Risk:** 04-08 Regular **Reason Key:**  
monitoring required

**Making Representations:** Please contact the report author for further details.

**Process:** Please contact the report author for further details.

**Consultees:**

**Background Documents:** Street Works – Changing from noticing to a permitting scheme

**Call-In**



If this item is called-in, it will be considered by the  
Corporate and Scrutiny Management Committee on:

## FORWARD PLAN ITEM

**Meeting:** Executive

**Meeting Date:**

**Item Type:** Executive Decision - a 'Key Issue' - decision with significant effects on communities

**Title of Report:** Proposal for an article 4(1) direction for the Heslington conservation area and production of a strategy for article 4(1) directions for City of York conservation areas

**Description:** Purpose of Report: To propose the service of an article 4(1) direction in the Heslington conservation area in response to local requests and produce a strategy for implementing article 4 directions in the city's conservation areas.

The Executive will be asked to consider and authorise the service of an article 4(1) direction in the Heslington conservation area and production of a strategy for implementing article 4 directions in the city's conservation areas.

**Wards Affected:** All Wards

**Report Writer:** Edward Freedman **Deadline for Report:** 08/04/20

**Lead Member:** Executive Member for Economy and Strategic Planning

**Lead Director:** Corporate Director of Economy and Place

**Contact Details:** Edward Freedman, Conservation Officer

edward.freedman@york.gov.uk

### Implications

**Level of Risk:** 04-08 Regular monitoring required **Reason Key:** It is significant in terms of its effect on communities

### Making Representations:

**Process:** The service of an article 4 direction requires statutory consultation involving advertisement and consultation with affected parties including residents and the parish council. The production of a strategy would not be subject to statutory consultation as it is considered to be an internal document used to prioritise resources, but it is proposed that informal consultation be carried out with relevant bodies during production of the document.

Heslington: consultation with affected owners, the Secretary of State, Historic England and the Parish Council in accordance with DoE Circular 9/95 and CoYC Statement of Community Involvement

**Consultees:**

**Background Documents:** Proposal for an article 4(1) direction for the Heslington

conservation area and production of a strategy for article  
4(1) directions for City of York conservation areas

**Call-In**

If this item is called-in, it will be considered by the  
Corporate and Scrutiny Management Committee on:

## FORWARD PLAN ITEM

**Meeting:** Executive

**Meeting Date:**

**Item Type:** Executive Decision - a 'Key Issue' - decision leading to savings or expenditure of £500,000 or above

**Title of Report:** NSLC Commercial proposals

**Description:** Purpose of Report: To present commercial options in relation to the New Stadium and Leisure Complex at Monks Cross.

The Executive will be asked to review the 2 options within the report and recommendations as provided.

This item was first deferred to the 19 March 2020 and has now been deferred to the 23 April 2020 meeting to enable a more detailed report to be prepared.

**Wards Affected:** All Wards

**Report Writer:** Paul Forrest **Deadline for Report:** 13/04/20

**Lead Member:** Executive Member for Finance and Performance

**Lead Director:** Corporate Director of Customer and Corporate Services

**Contact Details:** Paul Forrest

paul.forrest@york.gov.uk

### Implications

**Level of Risk:**

**Reason Key:** A decision which is likely to result in the Council incurring expenditure, or making savings which are significant having regard to the Council's budget for the service or function to which the decision relates. The savings or expenditure are significant if they are equal to or greater than £500,000 or equal to or greater than £100,000 where the savings or expenditure exceeds 10% of the budget for the service plan area whichever is the less. Expenditure in excess of these levels will not constitute a key decision if such expenditure is made as part of the

implementation of a decision which itself was a key decision e.g. the award of a contract.

**Making Representations:**

**Process:**

**Consultees:**

**Background Documents:** NSLC Commercial proposals

**Call-In**

If this item is called-in, it will be considered by the Corporate and Scrutiny Management Committee on:

## FORWARD PLAN ITEM

**Meeting:** Executive

**Meeting Date:**

**Item Type:** Executive Decision - of 'Normal' Importance

**Title of Report:** Organisational Development (OD) Plan

**Description:** Purpose of report: to review the draft OD plan and proposed governance for implementation across the council

Executive members will be asked to review and approve the draft OD plan and proposed governance for implementation across the council.

**Wards Affected:** All Wards

**Report Writer:** Trudy Forster **Deadline for Report:** 13/04/20

**Lead Member:** Executive Leader (incorporating Policy, Strategy and Partnerships)

**Lead Director:** Deputy Chief Executive

**Contact Details:** Trudy Forster, Head of Human Resources

trudy.forster@york.gov.uk

### Implications

**Level of Risk:** 04-08 Regular **Reason Key:**  
monitoring required

**Making Representations:**

**Process:** Series of interactive meetings and workshops held  
Consultation with CMT members, Executive members, CYC staff,  
CCS Scrutiny Committee and Trade Unions

**Consultees:**

**Background Documents:** Organisational Development (OD) Plan

### Call-In

If this item is called-in, it will be considered by the  
Corporate and Scrutiny Management Committee on:

## FORWARD PLAN ITEM

**Meeting:** Executive Member for Housing & Safer Neighbourhoods

**Meeting Date:**

**Item Type:** Executive Member Decision - of 'Normal' importance

**Title of Report:** Garden Assistance for CYC Tenants

**Description:** Purpose of Report: To outline the details of our approach for alternatives to the Garden Assistance Scheme that ended in 2019 including interim measures and longer term community strength based approach.

The Executive Member is asked to agree to the policy and principles of the proposals.

**Wards Affected:** All Wards

**Report Writer:**

**Deadline for Report:**

**Lead Member:** Executive Member for Housing & Safer Neighbourhoods

**Lead Director:** Corporate Director of Health, Housing and Adult Social Care

**Contact Details:** Peter Holt, Housing Assistant Team Leader

peter.holt@york.gov.uk

**Implications**

**Level of Risk:**

**Reason Key:**

**Making Representations:**

**Process:** Consultation, policy development and discussion sessions.  
Consultees: staff, Cllrs, people living in council homes and leaseholders.

**Consultees:**

**Background Documents:**

**Call-In**

If this item is called-in, it will be considered by the Corporate and Scrutiny Management Committee on:

## FORWARD PLAN ITEM

**Meeting:** Executive Member for Housing & Safer Neighbourhoods

**Meeting Date:**

**Item Type:** Executive Member Decision - of 'Normal' importance

**Title of Report:** Energy Efficiency Accelerator Project

**Description:** Purpose of Report: To seek approval to establish a pilot project to demonstrate retrofit designs that can be used to maximise energy efficiency performance of our social housing stock.

The Executive Member is asked to approve the proposal.

This item will be considered in consultation with the Executive Member for Environment and Climate Change.

This item has been deferred to the 30 April 2020 Executive Member Decision Session in order to allow for the undertaking of further analysis and impact assessment work with the West Yorkshire Combined Authority.

**Wards Affected:** All Wards

**Report Writer:**

**Deadline for Report:**

**Lead Member:** Executive Member for Housing & Safer Neighbourhoods  
**Lead Director:** Corporate Director of Health, Housing and Adult Social Care  
**Contact Details:** Mike Gilsenan, Head of Building Services

mike.gilsenan@york.gov.uk

**Implications**

**Level of Risk:**

**Reason Key:**

**Making Representations:**

**Process:** Taken to SMT in January 2020  
Take to Tenant Scrutiny Panel in February 2020  
Consultees - Housing and Community Safety Senior Management Team (SMT)  
Tenant Scrutiny Panel

**Consultees:**

**Background Documents:**

**Call-In**

If this item is called-in, it will be considered by the Corporate and Scrutiny Management Committee on:



## FORWARD PLAN ITEM

**Meeting:** Executive Member for Housing & Safer Neighbourhoods

**Meeting Date:**

**Item Type:** Executive Member Decision - of 'Normal' importance

**Title of Report:** Communal Areas Policy (Housing Owned Land)

**Description:** Purpose of Report: To set out our approach and ambitions for Housing owned communal areas (land) including principles of our approach and management, contribution to zero carbon target, increasing biodiversity and improving the lives of people using this land.

The Executive Member is asked to agree to the policy and principles, including charging policy, permission to use land and budgetary implications (neutral).

**Wards Affected:** All Wards

**Report Writer:**

**Deadline for Report:**

**Lead Member:**

Executive Member for Housing & Safer Neighbourhoods

**Lead Director:**

Corporate Director of Health, Housing and Adult Social Care

**Contact Details:**

Ruth Abbott

ruth.abbott@york.gov.uk

**Implications**

**Level of Risk:**

**Reason Key:**

**Making Representations:**

**Process:**

Targeted consultation, discussion of draft policy and process.  
Consultees: staff, cllrs, people living in council homes and leaseholders

**Consultees:**

**Background Documents:**

**Call-In**

If this item is called-in, it will be considered by the Corporate and Scrutiny Management Committee on: