

**Notice of meeting of  
Cabinet**

**To:** Councillors Alexander (Chair), Crisp, Fraser, Gunnell, Looker, Merrett, Simpson-Laing (Vice-Chair) and Williams

**Date:** Tuesday, 6 December 2011

**Time:** 5.30 pm

**Venue:** Rooms 2F103/4, York College, Sim Balk Lane, York YO23 2BB

**AGENDA**

**Notice to Members - Calling In:**

Members are reminded that, should they wish to call in any item on this agenda, notice must be given to Democracy Support Group by:

**10:00 am on Monday 5 December 2011**, if an item is called in *before* a decision is taken, *or*

**4:00 pm on Thursday 8 December 2011**, if an item is called in *after* a decision has been taken.

Items called in will be considered by the Scrutiny Management Committee.

**1. Declarations of Interest**

At this point, Members are asked to declare any personal or prejudicial interest they may have in the 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 annex to Agenda Item 12 (Gym Expansion at Energise) on the grounds that it contains information relating to the financial or business affairs of particular persons. 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. Minutes** (Pages 3 - 16)

To approve and sign the minutes of the Cabinet meeting held on 1 November 2011.

**4. Public Participation/Other Speakers**

At this point in the meeting, members of the public who have registered their wish to speak regarding an item on the agenda or a matter within the Cabinet's remit can do so. The deadline for registering is **5:00 pm on Monday 5 December 2011**.

**5. Forward Plan** (Pages 17 - 22)

To receive details of those items that are listed on the Forward Plan for the next two Cabinet meetings.

**6. Minutes of Working Groups** (Pages 23 - 48)

This report presents the minutes of recent meetings of the Local Development Framework Working Group and the Young People's Working Group and asks Members to consider the advice given by the Groups in their capacity as advisory bodies to the Cabinet.

**7. Affordable Housing Targets in Rural Areas** (Pages 49 - 54)

This report asks Members to consider the advice of the Local Development Framework Working Group (LDFWG) in respect of proposed changes to the affordable housing targets in rural areas. The advice will be tabled at the meeting, following the meeting of the LDFWG on 5 December 2011.

**8. Reference Report: Review of Council-supported Community Transport Services** (Pages 55 - 74)

This report considers the way the Council supports York Wheels Limited, a voluntary sector transport operator, which provides transport for York residents who cannot use conventional transport due to disability or cost.

The report was referred to Cabinet by the Cabinet Member for City Strategy at a Decision Session on 3 November 2011, due to his having declared a personal interest in the matter.

**9. Lord Mayoralty 2012/13** (Pages 75 - 78)

This report asks Cabinet to consider which of the political groups should be invited to appoint the Lord Mayor for the municipal year 2012/2013.

**10. Organisation Review 2011** (Pages 79 - 98)

In the light of major changes to the operating environment of local government, and the approval of the City of York's Council Plan, this report proposes to Cabinet: redefined responsibilities for Directors and Assistant Directors, action to strengthen staff and organisational development, and the deletion of two Chief Officer posts.

**11. Community Stadium Update** (Pages 99 - 108)

This report provides an update on the Community Stadium project, including details of the timetable for progression of the business case and the resources required to develop the business case to the next stage.

**12. Gym Expansion at Energise** (Pages 109 - 130)

This report presents a business case for the Council to borrow £540k on behalf of York High School to facilitate an extension of the Energise gym facility, which will improve customer service and reduce the need for Council subsidy.

- 13. The Hungate Site** (Pages 131 - 140)  
This report seeks approval to proceed with the archaeological investigation required on the former Peaseholme Hostel Site and part of the Haymarket Car Park and to fund this work by prudential borrowing against the future enhanced capital receipt resulting from the subsequent increase in value of the site.
- 14. York Museums Trust Funding 2013-2018** (Pages 141 - 150)  
This report asks Cabinet to agree core funding for the York Museums Trust for the period 2013 to 2018.
- 15. 2012-14 Budget Update** (Pages 151 - 156)  
This report provides an update on the Council's 2012-14 budget process.
- 16. Review of Fees and Charges** (Pages 157 - 176)  
This report seeks approval to increase a range of the Council's fees and charges, with effect from the 2<sup>nd</sup> January 2012.
- 17. Urgent Business**  
Any other business which the Chair considers urgent under the Local Government Act 1972.

Democracy Officer:

Name: Fiona Young

Contact details:

- Telephone – (01904) 551027
- E-mail – [fiona.young@york.gov.uk](mailto:fiona.young@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

Contact details are set out above.

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- register by contacting the Democracy Officer (whose name and contact details can be found on the agenda for the meeting) **no later than 5.00 pm** on the last working day before the meeting;
- ensure that what you want to say speak relates to an item of business on the agenda or an issue which the committee has power to consider (speak to the Democracy Officer for advice on this);
- find out about the rules for public speaking from the Democracy Officer.

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If you have any further access requirements such as parking close-by or a sign language interpreter then please let us know. Contact the Democracy Officer whose name and contact details are given on the order of business for the meeting.

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## **Holding the Cabinet to Account**

The majority of councillors are not appointed to the Cabinet (39 out of 47). Any 3 non-Cabinet councillors can 'call-in' an item of business from a published Cabinet (or Cabinet Member Decision Session) agenda. The Cabinet will still discuss the 'called in' business on the published date and will set out its views for consideration by a specially convened Scrutiny Management Committee (SMC). That SMC meeting will then make its recommendations to the next scheduled Cabinet meeting in the following week, where a final decision on the 'called-in' business will be made.

## **Scrutiny Committees**

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

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MEETING	CABINET
DATE	1 NOVEMBER 2011
PRESENT	COUNCILLORS ALEXANDER (CHAIR), CRISP, FRASER (NOT PRESENT FOR AGENDA ITEMS 1 & 2 - MINUTES 54 & 56 REFER) , GUNNELL, LOOKER, MERRETT, POTTER (NOT PRESENT FOR AGENDA ITEMS 6-10; MINUTES 59-65 REFER) AND SIMPSON-LAING (VICE-CHAIR)
IN ATTENDANCE	COUNCILLORS BARNES, FITZPATRICK AND WARTERS

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## **PART A - MATTERS DEALT WITH UNDER DELEGATED POWERS**

### **54. DECLARATIONS OF INTEREST**

Members were invited to declare at this point in the meeting any personal or prejudicial interests they might have in the business on the agenda.

The following Members each declared a personal interest in agenda item 6 (The Review of City of York Council's Elderly Persons' Homes), insofar as it related to staffing issues:

- Cllr Alexander – as a member of the GMB union
- Cllr Crisp – as a member of the retired section of Unison
- \*Cllr Fraser – as a member of the retired sections of Unison and Unite (TGWU/ACTS sections)
- Cllr Simpson-Laing – as a member of Unison.

\*Note: Cllr Fraser was not present for this item, but declared his interest at a later stage in the meeting.

### **55. MINUTES**

RESOLVED: That the minutes of the Cabinet meeting held on 4 October 2011 be approved and signed by the Chair as a correct record.

**56. PUBLIC PARTICIPATION / OTHER SPEAKERS**

It was reported that there had been seven registrations to speak at the meeting under the Council's Public Participation Scheme and three requests to speak from councillors, all in relation to agenda item 5 (The Distribution and Condition of Houses in Multiple Occupation in York).

Mr Telfer, Chair of the Badger Hill Residents' Association, spoke in support of Option C in the report, on the grounds that it offered the most effective means of managing HMOs without undue delay and would help address the issues facing communities such as Badger Hill by bringing the planning requirements for HMOs into line with other changes of use.

Niall McTurk, of the York Residential Landlords' Association, expressed strong objections to the implementation of an Article 4 Direction, on the basis that it would not enable the Council to control the spread of HMOs but would restrict the availability of low cost accommodation, not just for students but for all lower paid residents of the City. He handed his written comments to the Chair.

Catherine Odell, a resident of Badger Hill, spoke in support of Option C, which she considered was the only way to retain a balanced, diverse and sustainable community. She noted that the University was not fulfilling its obligations under the Section 106 agreement with the Council to accommodate students on campus.

Leigh Hankinson, president of the York St John's University Students' Union, spoke in objection to the implementation of an Article 4 Direction, stating that there was no evidence that it would reduce the number of HMOs or address issues of litter, noise and parking. He expressed students' willingness to work collaboratively with the Council to find alternative solutions to these issues.

Trevor Dale, a commercial lettings agent, outlined the problems facing those on low incomes seeking rented accommodation in York, who often had no choice but to rent a room in a shared house. In view of the potential effects of an Article 4 Direction on the City's economy, he urged Members to commission a further impact analysis before reaching a decision.



Tim Ellis, of York University Students' Union, spoke of the adverse effects that an Article 4 Direction would have on students, including increased rents and a shortage of housing, and stressed the need for a joint initiative to tackle the issues raised by residents.

Johanne Spittle, of Dennison Till, Solicitors, spoke on behalf of the York Chamber of Commerce. She highlighted the importance of HMOs in providing accommodation for employees as well as students and urged Members to consider a more measured response to residents' issues, as an Article 4 Direction would exacerbate the City's housing shortage and increase commuting and congestion.

Cllr Barnes spoke as a ward member for Hull Road. He voiced the concerns expressed to him by ward residents regarding the erosion of the character of certain streets by an excess of HMOs and 'super houses' taking property out of the family housing market. He stressed the need for additional planning controls to ensure a balanced mix of housing and urged Members to support Option C.

Cllr Fitzpatrick also spoke as a ward member for Hull Road. She re-iterated the points made by Cllr Barnes, stressing the importance of this issue to local residents and the need for an Article 4 Direction as part of an overall package of measures to ensure sufficient housing stock for families.

Cllr Warters spoke as ward member for Osbaldwick, in support of Option C. He expressed the view that any policy on HMOs should restrict, and not just manage, student housing, and that the code of practice steering group should include local resident representatives.

## **57. FORWARD PLAN**

Members received and noted details of those items listed on the Forward Plan for the next two Cabinet meetings at the time the agenda was published.

**58. THE DISTRIBUTION AND CONDITION OF HOUSES IN MULTIPLE OCCUPATION IN YORK**

Members considered a report which outlined the challenges facing the shared housing sector in York and suggested options for addressing these issues. Specifically, it examined whether to confirm the Article 4 Direction made by Council on 15 April 2011 to remove permitted development rights for change of use from dwelling houses to houses in multiple occupation (HMOs), and advised of the measures available to improve the management and condition of HMOs, such as an accreditation scheme.

Houses in Multiple Occupation represented a significant and growing proportion of all housing sectors in York, due to expansion of the universities, current economic conditions and proposed changes to the benefit rules. The adverse effects of this increase in some parts of the City, including an increase in anti-social behaviour and crime, poorer standards of property maintenance and repair, and increased noise and littering, had been highlighted by residents and by an analysis carried out in September 2010. Existing and suggested approaches to improving the management and condition of HMOs, including the introduction of an accreditation scheme, were set out in paragraphs 10 to 22 of the report and in Annex B.

The report provided an analysis of the representations received to consultation on the Article 4 Direction and invited Members to consider the following options:

**Option A** – no change to current approach towards housing standards in private rented sector, and no confirmation of the Article 4 Direction.

**Option B** – explore approaches to improving the standard of HMOs through an accreditation scheme, but do not confirm the Article 4 Direction.

**Option C** – explore approaches to improving the standard of HMOs and confirm the Article 4 Direction (Annex C) covering the urban area of the City.

**Option D** - explore approaches to improving the standard of HMOs and amend the Article 4 Direction in the light of representations received.

**Option E** – no change to current approach towards housing standards in private rented sector and amend the Article 4 Direction in the light of representations received.

Having taken into account the consultation responses to the making of the Article 4 Direction and the comments made at the meeting under Public Participation / Other Speakers, it was

RESOLVED: (i) That Option C be agreed as outlined in paragraph 4 of the report; that is, to explore approaches to improving the standard of Houses in Multiple Occupation (HMOs) and confirm the Article 4 Direction at Annex C to the report, covering the urban area of the City, to take effect on 20 April 2012.<sup>1 & 2</sup>

REASON: To provide a co-ordinated approach to addressing the issues of quality and local impact associated with HMOs within the urban area of York.

(ii) That Officers be instructed to continue to work with stakeholders and landlords' representatives to develop a strategic approach towards HMOs, taking into account the offer made at the meeting by the York Residential Landlords' Association to work with the Council to address the management of HMOs.<sup>3</sup>

REASON: To encourage the involvement of all interested parties in improving the management of HMOs.

(iii) That the impact and effectiveness of the implementation of the Article 4 Direction and other measures introduced be reviewed and considered 12 months after they have taken effect.<sup>4</sup>

REASON: To ensure that these measures are effective and enable any problems to be dealt with.

(iv) That Officers work with the universities and students' unions to secure the provision of more dedicated accommodation for students.<sup>5</sup>

REASON: To help minimise any adverse effects on communities of the increase in the student population in York.

Action Required

1. Explore approaches to improving the standards of HMOs SW
2. Take any action necessary to confirm the Article 4 MS  
Direction

3. Work with stakeholders and landlords' representatives to develop a strategic approach towards HMOs SW
4. Take action to ensure that a review of these measures takes place after 12 months MS
5. Work with the universities and students' unions to secure the provision of more dedicated accommodation for students MS

**59. THE REVIEW OF CITY OF YORK COUNCIL'S ELDERLY PERSON'S HOMES**

Members considered a report which presented the results of consultation on future options for the Council's Elderly Persons' Homes (EPHs) and proposed some first steps towards implementing the preferred option.

At their meeting on 19 July 2011, Cabinet had agreed that consultation be carried out on five alternative options for the future of EPHs in York. Consultation had taken place by means of a survey posted to 2,480 people on relevant mailing lists and to 873 EPH residents and staff. A further 1,450 self-completion surveys had been made available at public meetings and in public buildings across the City. In total, 1,163 responses had been received. Of these, 86% supported Option D as detailed in the original report, involving the Council funding, building and operating three new EPHs. 49.4% of respondents positively supported Option E – a partnership approach with a developer / operator to fund, build and operate three new homes. There was strong support for the focus of these facilities to be on meeting the needs of those with dementia and high dependency and the provision of lifetime care.

In order to embark on the programme of modernisation endorsed by these responses, it was necessary to propose the early closure of two existing EPHs – Fordlands and Oliver House. Current residents of these homes would be offered a choice of vacancies in Oakhaven, Willow, Wolnough and Grove House pending the demolition and rebuild of two homes at Fordlands and Haxby Hall. Approval was sought to carry out further consultation on this proposal and on the overall development programme set out in the report.

RESOLVED: (i) That the results of the consultation, and the strong desire amongst consultees for the development of new homes and a village concept, as outlined in Options D and E, be recognised.

(ii) That approval be given to carry out a further six-week period of consultation on the proposal to close two existing homes, Fordlands and Oliver House, and on the possible overall development programme contained in the report.<sup>1</sup>

(iii) That a further report on the outcome of this additional consultation be received at the Cabinet meeting on 10 January 2012 before a final decision is made.<sup>2</sup>

(iv) That a further, more detailed proposal on the Lowfields Village be received at the Cabinet meeting in February 2012.<sup>3</sup>

(v) That approval be given to officially progress a commissioning programme to expand existing day activities in the community and establish new ones.<sup>4</sup>

REASON: In order to respond to the need for changes to the current provision highlighted by the review and to take steps to implement the vision for new facilities in the City that has been supported overwhelmingly by the responses to the consultation.

Action Required

1. Carry out consultation on proposal to close Fordlands and Oliver House GT
2. Schedule report on consultation results on Forward Plan for Cabinet on 10/1/12 GT
3. Schedule report detailing Lowfields Village proposal on Forward Plan for Cabinet in February 2012 GT
4. Take action to implement a commissioning programme re community day activities GT

**60. THE YORK EDUCATION PARTNERSHIP - THE LOCAL RESPONSE TO CHANGING TIMES**

Members considered a report which provided an overview of recent developments in education policy and a briefing on key local issues, notably the formation of the York Education Partnership.

The coalition government had introduced legislation that was expected to lead to wide and significant changes in the

education system and the way in which schools were managed, funded, and held accountable. The Academies Act sought to *'enable more schools to become academies..'* and two schools in York, Manor and Archbishop Holgate's, had opted for academy status. Further changes were proposed under the Education Bill, expected to receive Royal Assent later this year, as set out in paragraph 7 of the report.

During 2010/11, local debate and extensive consultation had led to the formation of the York Education Partnership. The Interim Board set up to progress the work needed to establish the Partnership had now concluded its task. The report set out details of the Partnership, its purpose, full Board membership and chairing arrangements. A draft constitution for the Partnership Board was attached at Annex 1. With regard to the monitoring of school performance, the Partnership would be supported by the small school improvement team ('the Hub') retained by the local authority to fulfil its statutory duties in this area. Examination results in the City for Key Stages 2, 4 and 5 in 2010/11 were summarised in Annex 2 to the report.

RESOLVED: That the formation of the York Education Partnership be supported.

REASON: Proposals for the York Education Partnership were strongly endorsed by the education community, and the Partnership will enable local schools, with support from the local authority, to continue to work together in providing the best possible educational experience for all children and young people across the City.

## **61. 2011-12 FINANCE AND PERFORMANCE MONITOR 2**

Members considered a report which provided a summary of the Council's financial and performance progress during the second monitor period of 2011-12, structured under the five priority themes set out in the new Council Plan.

With regard to performance, significant progress had been made in delivering the Council Plan priorities, including:

- York's economy continuing to perform well, with lower than average unemployment and shop vacancies
- A continued reduction in crime rates in the City

- An increase in core educational attainment results across York schools
- A 22% reduction in CO2 emissions.

Details were provided in paragraphs 6-37 of the report. Performance areas to be addressed included dealing with a continued increase in adult and child social care customers, tackling the shortfall in planning income, increasing bus passenger numbers, improving housing re-let times and encouraging more visits to libraries and sports centres.

With regard to finance, good progress was being made in most areas on delivery of the £21m savings identified as necessary to achieving a balanced budget position for 2011/12. Mid year forecasts indicated that the Council was facing financial pressures totalling £3,504k across all directorate budgets, as compared to the £4,288k identified in the last monitor report. Details in respect of individual portfolio areas, corporate budgets, the Dedicated Schools Grant and Housing Revenue Account were set out in paragraphs 46-66.

RESOLVED: (i) That the performance issues identified in the report be noted.

REASON: So that corrective action can be taken by Members and directorates.

(ii) That the current projected pressures of £3,504k, and that strategies are being prepared to mitigate this position, be noted.

REASON: In order to ensure that expenditure is kept within budget.

## **62. CAPITAL PROGRAMME - MONITOR 2**

*[See also under Part B Minutes]*

Members considered a report which informed them of the likely out-turn position of the Council's 2011/12 Capital Programme, based upon the spend profile and information to September 2011, and sought approval for slippage resulting from changes to the programme.

The report detailed changes that would result in a revised programme of £72.122m – a net increase of £0.587m on the current approved programme of £71.535m, made up of:

- Adjustments to schemes increasing expenditure by £1.708m
- Net re-profiling of -£1.121m of schemes from future years to the current year.

There had been £23.94m capital spend up to the end of September, representing 33.3%% of the revised budget.

Budget variances in each portfolio area were summarised in Table 2 at paragraph 5 of the report and detailed in paragraphs 8-16. They included the re-profiling and adjustment of budgets in relation to Highway Resurfacing & Reconstruction (£150k), York Pools Strategy (£200k), the Local Transport Plan programme (£158k), the Administrative Accommodation project (£930k) and the IT Development Plan (£41k). The addition of a further £1.550m to the programme for the purchase of land to bring forward developments at York Central had already been approved by the Staffing Matters & Urgency Committee.

RESOLVED: (i) That the addition of £1.550m capital expenditure, approved by the Staffing Matters & Urgency Committee on 30 August 2011 for the strategic purchase of land at Holgate Park to assist with bringing forward development of York Central and to be funded from borrowing, be noted.

(ii) That the revised 2011/12 budget of £72.122m, as set out in paragraph 5 of the report and Table 2, be noted.

(iii) That the re-stated capital programme for 2010/11-2014/15, as set out in paragraph 66, Table 3, and detailed in Annex A, be noted.

REASON: To enable the effective management and monitoring of the Council's capital programme.



**63. TREASURY MANAGEMENT MONITOR 2 MID YEAR REVIEW AND PRUDENTIAL INDICATORS 2011/12**

*[See also under Part B Minutes]*

Members considered a report which provided an update on the Council's treasury management activities for the first six months of the 2011/12 financial year, in compliance with statutory requirements. It also recommended changes to the 2011/12 Treasury Management Strategy Statement (TMSS) and Prudential Indicators, in the light of the Housing Revenue Account (HRA) reform changes.

The report set out details of treasury management performance against the current national background of a stagnating economy, falling employment and rising inflation. It was noted that investments had remained within the Council's approved credit limits and that investment activity had earned an interest rate return of 1.5%, which was higher than the average London Inter-Bank Deposit rate and base rate for the period. Loans taken in 2011/12 were below the original target of 5%; the target rate at this stage for the remainder of the year was 4.3%.

Reform of the HRA subsidy arrangements was expected to take place on 28 March 2012. It would involve the Council paying £112m to the Department of Communities and Local Government (CLG), removing the obligation to make annual payments to the CLG through the housing subsidy system. This payment would increase the Council's level of borrowing, requiring approval of a revised borrowing limit as a change to the Prudential Indicators included in the TMSS approved by Council in February 2011.

**RESOLVED:** (i) That the Treasury Management activities in 2011/12 be noted.

**REASON:** In accordance with statutory requirements and to ensure the continued performance of the Council's Treasury Management function.

## **PART B - MATTERS REFERRED TO COUNCIL**

### **64. CAPITAL PROGRAMME - MONITOR 2**

*[See also under Part A Minutes]*

Members considered a report which informed them of the likely out-turn position of the Council's 2011/12 Capital Programme, based upon the spend profile and information to September 2011, and sought approval for slippage resulting from changes to the programme.

The report detailed changes that would result in a revised programme of £72.122m – a net increase of £0.587m on the current approved programme of £71.535m, made up of:

- Adjustments to schemes increasing expenditure by £1.708m
- Net re-profiling of -£1.121m of schemes from future years to the current year.

There had been £23.94m capital spend up to the end of September, representing 33.3%% of the revised budget.

Budget variances in each portfolio area were summarised in Table 2 at paragraph 5 of the report and detailed in paragraphs 8-16. They included the re-profiling and adjustment of budgets in relation to Highway Resurfacing & Reconstruction (£150k), York Pools Strategy (£200k), the Local Transport Plan programme (£158k), the Administrative Accommodation project (£930k) and the IT Development Plan (£41k). The addition of a further £1.550m to the programme for the purchase of land to bring forward developments at York Central had already been approved by the Staffing Matters & Urgency Committee.

**RECOMMENDED:** That Council approve the following net adjustments to the capital programme, as detailed in the report and Annex A:

- an increase of £0.587k in 2011/12
- an increase, as a result of re-profiling, of £1.121m in 2012/13

**REASON:** To enable the effective management and monitoring of the Council's capital programme.

**65. TREASURY MANAGEMENT MONITOR 2 MID YEAR REVIEW AND PRUDENTIAL INDICATORS 2011/12**

*[See also under Part A Minutes]*

Members considered a report which provided an update on the Council's treasury management activities for the first six months of the 2011/12 financial year, in compliance with statutory requirements. It also recommended changes to the 2011/12 Treasury Management Strategy Statement (TMSS) and Prudential Indicators, in the light of the Housing Revenue Account (HRA) reform changes.

The report set out details of treasury management performance against the current national background of a stagnating economy, falling employment and rising inflation. It was noted that investments had remained within the Council's approved credit limits and that investment activity had earned an interest rate return of 1.5%, which was higher than the average London Inter-Bank Deposit rate and base rate for the period. Loans taken in 2011/12 were below the original target of 5%; the target rate at this stage for the remainder of the year was 4.3%.

Reform of the HRA subsidy arrangements was expected to take place on 28 March 2012. It would involve the Council paying £112m to the Department of Communities and Local Government (CLG), removing the obligation to make annual payments to the CLG through the housing subsidy system. This payment would increase the Council's level of borrowing, requiring approval of a revised borrowing limit as a change to the Prudential Indicators included in the TMSS approved by Council in February 2011.

**RECOMMENDED:** That Council:

- (i) Approve the changes to the Prudential Indicators in the light of the HRA reform; specifically, the Authorised Borrowing Limit at £347m.
- (ii) Note that the HRA reform is to be approved by the Government White Paper in November 2011, and that the payment of £112m is to be made to the CLG on 28 March 2012.

- (iii) Note the expected impact on the capital and treasury activities of the HRA reform.

REASON: To ensure the inclusion of the effects of the HRA reform on treasury management activities.

J Alexander, Chair

[The meeting started at 5.30 pm and finished at 7.00 pm].

**Cabinet Meeting 6 December 2011**

**FORWARD PLAN (as at 14 November 2011)**

<b>Table 1: Items scheduled on the Forward Plan for the Cabinet Meeting on 10 January 2012</b>		
<b>Title &amp; Description</b>	<b>Author</b>	<b>Portfolio Holder</b>
<p><b>Proposed Expansion of Veritau Limited</b></p> <p><i>Purpose of report: To inform members of a proposed expansion in the operations of the Council's shared service company and the resulting change in the company's structure.</i></p> <p><i>Members are requested to: Approve the expansion and the change in the company structure.</i></p>	Max Thomas	Cabinet Member for Corporate Services
<p><b>Yorkshire Citizens Theatre Trust Funding 2012-16</b></p> <p><i>Purpose of report: To consider the provision of grant funding to the Theatre for the period 2012-2016.</i></p> <p><i>Members are asked to approve the funding for this period.</i></p>	Charlie Croft	Cabinet Member for Leisure, Culture and Social Inclusion
<p><b>Housing Revenue Account Business Plan</b></p> <p><i>Purpose of Report: To set out the Housing Business Plan following Housing Revenue Account (HRA) reform and the introduction of self financing from April 2012.</i></p> <p><i>Members are asked to approve the outline HRA business plan and agree the recommendations.</i></p>	Steve Waddington	Cabinet Members for Corporate Services and Health, Housing and Adult Social Services

<p><b>Customer Strategy 2011-13</b></p> <p><i>Purpose of report: To seek approval for the council's Customer Strategy and the action plans to deliver and support the priorities within the Council Plan.</i></p> <p><i>Members are asked to approve the refreshed Customer Strategy 2011-13.</i></p>	<p>Pauline Stuchfield</p>	<p>Cabinet Member for Corporate Services</p>
<p><b>Workforce Strategy 2011-15</b></p> <p><i>Purpose of report: To seek approval for the council's Workforce Strategy to deliver a healthy, responsive and skilled work force to deliver the priorities within the Council Plan.</i></p> <p><i>Members are asked to approve the new Workforce Strategy 2011-15.</i></p>	<p>Pauline Stuchfield</p>	<p>Cabinet Member for Corporate Services</p>
<p><b>Minutes of Working Groups</b></p> <p><i>Purpose of Report: This report presents the minutes of recent meetings of the Young People's Working Group, the Local Development Framework Working Group and the Equality Advisory Group and asks Members to consider the advice given by the groups in their capacity as advisory bodies to the Cabinet.</i></p> <p><i>Members are asked to: Note the minutes and decide whether they wish to approve the specific recommendations made by the Working Groups, and/or respond to any of the advice offered by the Groups.</i></p>	<p>Jayne Carr</p>	<p>Cabinet Leader</p>
<p><b>The Future of Neighbourhood Working</b></p> <p><i>Purpose of Report: This report sets out a new model for neighbourhood working in York.</i></p> <p><i>The Cabinet will be asked to approve a new model for neighbourhood</i></p>	<p>Charlie Croft</p>	<p>Cabinet Member for Leisure, Culture and Social Inclusion</p>

*working including: the roll out of elements of the area working pilot across the city; the introduction of service contracts; a new focus for the Neighbourhood Management Unit; reorganisation of other front-line posts to support the new way of working. This report has been slipped from the October meeting to the November meeting to allow further work to be undertaken on the options. This report has now been slipped to the December meeting to enable additional work to be undertaken on the report. This report has now been slipped to the January meeting to allow time to take account of initial findings from the Fairness Commission.*

**Table 2: Items scheduled on the Forward Plan for the Cabinet Meeting on 7 February 2012**

<b>Title &amp; Description</b>	<b>Author</b>	<b>Portfolio Holder</b>
<p><b>Quarter 3 Capital Monitor 2011/12</b></p> <p><i>Purpose of report: To provide members with an update on the capital programme.</i></p> <p><i>Members are asked to: Note the issues and approve any variations to the programme as necessary.</i></p>	<p>Louise Brandford-White</p>	<p>Cabinet Member for Corporate Services</p>
<p><b>Quarter 3 Finance Monitor 2011/12</b></p> <p><i>Purpose of report: To provide members with an update on 2011/12 financial performance.</i></p> <p><i>Members are asked to: Note the issues.</i></p>	<p>Debbie Mitchell</p>	<p>Cabinet Member for Corporate Services</p>
<p><b>Treasury Management Monitor 3 and Prudential Indicators 2011/12</b></p> <p><i>Purpose of report: To provide members with an update on the treasury management position.</i></p> <p><i>Members are asked to: Note the issues and approve adjustments as</i></p>	<p>Louise Brandford-White</p>	<p>Cabinet Member for Corporate Services</p>

<p><i>required to the prudential indicators of strategy.</i></p>		
<p><b>Changes to Council Tax Benefit</b></p> <p><i>Purpose of Report: To inform members about the cuts to Council Tax Benefit proposed by the government.</i></p> <p><i>Members are asked to consider how they would like to deal with the implications to York residents.</i></p>	<p>David Walker</p>	<p>Cabinet Member for Corporate Services</p>
<p><b>Equality Act 2010 - Implementing the public sector duties in City of York Council</b></p> <p><i>The public sector duties in the Equality Act 2010 support public bodies to improve quality of life outcomes in their areas. They came into effect in April and September 2011. The report will summarise the duties as outlined in legislation and how the government and the Equality and Human Rights Commission expect us to meet them. It will outline proposals for action to meet the duties and also minimum standards for these actions.</i></p> <p><i>Cabinet will be requested to consider and approve the actions proposed in the report.</i></p>	<p>Charlie Croft</p>	<p>Cabinet Member for Leisure, Culture and Social Inclusion</p>



**Table 3: Items slipped on the Forward Plan**

<b>Title &amp; Description</b>	<b>Author</b>	<b>Portfolio Holder</b>	<b>Original Date</b>	<b>Revised Date</b>	<b>Reason for Slippage</b>
<p><b>The Future of Neighbourhood Working</b></p> <p><i>Purpose of Report: This report sets out a new model for neighbourhood working in York.</i></p> <p><i>The Cabinet will be asked to approve a new model for neighbourhood working including: the roll out of elements of the "area working" pilot across the city; the introduction of service contracts; a new focus for the Neighbourhood Management Unit; reorganisation of other front-line posts to support the new way of working.</i></p>	<p>Charlie Croft</p>	<p>Cabinet Member for Leisure, Culture and Social Inclusion</p>	<p>6 December 2011</p>	<p>10 January 2012</p>	<p>To allow time to take account of the initial findings from the Fairness Commission.</p>

<p><b>Equality Act 2010 - Implementing the public sector duties in City of York Council</b></p> <p><i>The public sector duties in the Equality Act 2010 support public bodies to improve quality of life outcomes in their areas. They came into effect in April and September 2011. The report will summarise the duties as outlined in legislation and how the government and the Equality and Human Rights Commission expect us to meet them. It will outline proposals for action to meet the duties and also minimum standards for these actions.</i></p> <p><i>Cabinet will be requested to consider and approve the actions proposed in the report.</i></p>	<p>Charlie Croft</p>	<p>Cabinet Member for Leisure, Culture and Social Inclusion</p>	<p>6 December 2011</p>	<p>7 February 2012</p>	<p>To allow more time to develop an action plan for excellence for the Equalities Framework for Local Government.</p>
<p><b>Funding the Voluntary Sector 2012 - 2015</b></p> <p><i>The purpose of this report is to approve grant funding to voluntary sector organisations for the 3 years 2012-2015. (Some of the grants are over £50k and therefore require Cabinet approval).</i></p> <p><i>Members are asked to approve the grants.</i></p>	<p>Adam Gray</p>	<p>Cabinet Leader</p>	<p>6 December 2011</p>	<p>6 March 2011</p>	<p>To await the outcome of the Fairness Commission and to fit with the timescales of the Council's overall budget process.</p>



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**Cabinet**

6 December 2011

## **Report of the Cabinet Member for Corporate Services**

### **Minutes of Working Groups**

#### **Summary**

1. This report presents the minutes of meetings of the Local Development Framework Working Group (LDFWG) and the Young People's Working Group (YPWG) and asks Members to consider the advice given by the Groups in their capacity as advisory bodies to the Cabinet.

#### **Background**

2. Under the Council's Constitution, the role of Working Groups is to advise the Cabinet on issues within their particular remits. To ensure that the Cabinet is able to consider the advice of the Working Groups, it has been agreed that minutes of the Groups' meetings will be brought to the Cabinet on a regular basis. In accordance with the requirements of the Constitution, minutes of the following meetings are presented with this report:
  - LDF Working Group of 3 October 2011 (Annex A)
  - LDF Working Group of 7 November 2011 (Annex B)
  - Young People's Working Group of 17 October 2011 (Annex C)

#### **Consultation**

3. No consultation has taken place on the attached minutes, which have been referred directly from the Working Groups. It is assumed that any relevant consultation on the items considered by the Groups was carried out in advance of their meetings.

## Options

4. Options open to the Cabinet are either to accept or to reject any advice that may be offered by the Working Groups, and / or to comment on the advice.

## Analysis

5. Members are asked to note the comments of the LDF Working Group in respect of the York City Centre Movement and Accessibility Framework and the draft City Centre Area Action Plan, as contained in the attached minutes at Annex A (minute 4 refers).
6. The LDF's recommended response to the consultation on the draft National Planning Policy Framework, as contained in the attached minutes at Annex A (minute 5 refers), have already been considered by Cabinet at their meeting on 4 October 2011.
7. In respect of City of York Council: Sub Division of Dwellings Supplementary Planning Document, Members are asked to consider the following recommendation contained in the attached draft minutes at Annex B (minute 10 refers):

*"That Members recommend that Cabinet:*

- (i) Approve the draft Sub Division of Dwellings SPD for consultation purposes.*
- (ii) Delegate to the Director of City Strategy, in consultation with the Cabinet Member for City Strategy, the making of any changes to the SPD"*

8. In respect of City of York Council: House Extensions and Alterations Supplementary Planning Document, Members are asked to consider the following recommendation contained in the attached draft minutes at Annex B (minute 11 refers):

*"That Members recommend that Cabinet:*

- (i) Approve the draft House Extensions and Alterations SPD for consultation purposes.*
- (ii) Delegate to the Director of City Strategy, in consultation with the Cabinet Member for City Strategy, the making of any changes to the SPD that*

*are necessary as a result of the recommendation of the LDF Working Group”.*

9. Members may wish to note the discussions that had taken place with young people at the YPWG, including members of the Youth Council and Young Inspectors, as detailed in the attached draft minutes at Annex C.
10. Members are asked to consider the following suggestion put forward by the Chair of the Young People’s Working Group, as contained in Annex C (minute 14 refers):

*“That the Chairs of Working Groups should be invited to future Cabinet meetings when the minutes of their groups were scheduled to be considered”.*

11. Although the Chairs of the LDF Working Group and the Equality Advisory Group are Cabinet Members, it is not currently standard practice to invite all Chairs of Working Groups to attend the Cabinet meetings at which minutes of their groups are presented. Members are asked to consider whether they wish to make changes to the existing arrangements and for the Chairs of all working groups to be extended an invitation to speak at Cabinet when the minutes of their groups are being considered.

### **Corporate Priorities**

12. The aims in referring these minutes accord with the Council’s recognition that to achieve the priorities set out in the Council Plan it needs to be a confident, collaborative organisation completely in touch with its communities.

### **Implications**

13. There are no known implications in relation to the following in terms of dealing with the specific matter before Members, namely to consider the minutes and determine their response to the advice offered:
  - **Financial**
  - **Human Resources (HR)**
  - **Equalities**

- **Legal**
- **Crime and Disorder**
- **Property**
- **Other**

### **Risk Management**

14. In compliance with the Council's risk management strategy, there are no risks associated with the recommendations of this report.

### **Recommendations**

15. Members are asked to note the minutes attached at Annexes A, B and C and to decide whether they wish to:
- a. Approve the specific recommendations made by the LDF Working Group and the Young People's Working Group, as set out in paragraphs 5 to 11 above, and/or;
  - b. Respond to any of the advice offered by the Working Groups.

### **Reason:**

To fulfil the requirements of the council's Constitution in relation to the role of Working Groups.

### **Contact details:**

#### **Author:**

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#### **Chief Officer Responsible for the report:**

Andrew Docherty  
Assistant Director Governance and  
ICT

**Report**  
**Approved**

✓ **Date** 25/11/11

**Specialist Implications Officer(s)** None

**Wards Affected:**

All

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

**Annexes**

Annex A – Minutes of the meeting of the LDF Working Group of 3 October 2011.

Annex B – Draft minutes of the LDF Working Group of 7 November 2011.

Annex C – Draft minutes of the meeting of the Young People's Working Group of 17 October 2011.

**Background Papers**

Agendas and associated reports for the above meetings (available on the Council's website).

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City of York Council

Committee Minutes

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MEETING	LOCAL DEVELOPMENT FRAMEWORK WORKING GROUP
DATE	3 OCTOBER 2011
PRESENT	COUNCILLORS MERRETT (CHAIR), LEVENE, POTTER, RICHES, SIMPSON-LAING, REID, BARTON AND D'AGORNE
IN ATTENDANCE	COUNCILLOR WARTERS (ITEMS 1-3)
APOLOGIES	COUNCILLOR WATT

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## 1. DECLARATIONS OF INTEREST

At this point in the meeting, Members were asked to declare any personal or prejudicial interests they may have in the business on the agenda. The following interests were declared:

- Councillor D'Agorne declared a personal interest in agenda item 4 – “City Centre Area Action Plan City Centre Movement and Accessibility Framework”, as a member of the Cycle Touring Club and York Cycle Campaign.
- Councillor Merrett declared a personal interest in agenda item 4 – “City Centre Area Action Plan City Centre Movement and Accessibility Framework”, as an honorary member of the Cycle Touring Club and a member of York Cycle Campaign.
- Councillor Potter declared a personal interest in agenda item 4 – “City Centre Area Action Plan City Centre Movement and Accessibility Framework”, as Operations Manager for York Wheels.
- Councillor Riches declared a personal interest in agenda item 5 – “Draft National Planning Policy Framework”, as a student member of RIBA.

## 2. MINUTES

RESOLVED: That the minutes of the meeting held on 14 March 2011 be approved and signed by the Chair as a correct record.

**3. PUBLIC PARTICIPATION/OTHER SPEAKERS**

Councillor Warters had requested to speak at the meeting. He expressed concern at the cancellation of scheduled meetings of the group. He stated that previously the LDF Working Group had provided an opportunity for cross-party involvement and public consultation but he was concerned that this was no longer the case. He drew attention to decisions in respect of the Core Strategy that had been taken by the Cabinet at their meeting on 21 June 2011. Councillor Warters stated that he questioned the relevance of the LDF Working Group if its views were not taken into account.

**4. LOCAL DEVELOPMENT FRAMEWORK: CITY CENTRE AREA ACTION PLAN CITY CENTRE MOVEMENT AND ACCESSIBILITY FRAMEWORK**

Members received a report that advised them of the production of a City Centre Movement and Accessibility Framework as an evidence base document for the City Centre Area Action Plan.

The Framework had been produced by a multi-disciplinary consultant team as part of the Yorkshire Forward funded Renaissance programme. Key stakeholders had been consulted in the production of the report.

Officers explained that the framework was a visionary document that made a series of recommendations to help inform policies and projects relating to movement and accessibility. The production of the framework was part of a process in developing the vision for the city centre to be included in the City Centre Area Action Plan preferred options document.

Members were asked to consider the following options:

Option 1: To approve the City Centre Movement and Accessibility proposals, as included in the draft Area Action Plan Preferred Options policy in paragraph 33 of the report for inclusion in the City Centre Area Action Preferred Options document, which would be put out for consultation.

Option 2: To seek amendments to the strategy and main proposals and/or further work to be undertaken to review these proposals.

The Chair stated that it was acknowledged that comprehensive modelling had not yet been carried out to ascertain how it might work in practice and he drew attention to the need for full consultation to be carried out with residents.

Members commented on the need to address traffic issues and congestion in the city centre and to look at ways at reducing pollution.

Members stated that it was important that inaccuracies in the document were addressed prior to the consultation on the City Centre Area Action Plan taking place.

The following amendments to the document were put forward:

Reference	Members' Comments
General	There needed to be greater clarity regarding the different phases – there were currently inconsistencies in the proposed timescales.
Page 10 Para 18	Make improvements to grammar to ensure greater clarity.
Page 28 Para 2	Note that issues in respect of the city centre cannot be seen in isolation. Issues in respect of the outer ring road also have an impact.
Page 30 Bullet point 4	Concerns expressed regarding the use of the term "Great Street". "Route" may be a more appropriate term.
Page 35	Figure of 6,500 houses may be misleading
Page 46	No mention has been made of the new council offices and how this could impact on travel plans.
Page 50/51	More emphasis required as to the new supermarket buildings in this area and the impact on traffic.
Page 58	Account should be taken of the fact that consultation had previously taken place in respect of Micklegate Bar, although it was acknowledged that the views put forward at the time of the previous consultation may have changed.
Page 62	There were inconsistencies in the report in respect of St George's Field. Whilst there

	were some references in the document to the possibility of a two-storey car park, there were also references to enhancing the area.
Page 62	Suggestions in respect of the Foss area should also take into account developments already proposed by the Castle Museum.
Page 64	Issues in respect of routes for people travelling from the East Riding and Selby to the railway station need to be given more consideration. It was noted that an aspiration of York Central was for there to be a major transport interchange in place.
Page 72	There is lack of clarity regarding the hours of operation of footstreets. The wording should be amended to address this matter.
Page 72	Reference is made to “subject to legislation”. In the shorter term, and pending the introduction of new legislation, measures should be put in place to address issues in respect of moving traffic offences.
Page 76	Residents of Leeman Road should be exempt and should have access to Leeman Road. Further consideration needs to be done in respect of the installation of a traffic control system.
Page 84	Further consideration should be given to the suggested removal of kerbs. In some instances these are in place to protect medieval buildings. Some disabled people also find them to be helpful.
Page 84	Any changes to the Green Badge Scheme would need to be carefully considered and be subject to consultation with the Equality Advisory Group.
Page 85	Reference is made to “St Leonard’s Place, the current Council offices car park”. As this car park will no longer be in the council’s ownership, they will not be able to determine that it will be a disabled only car park.
Page 89	It should be acknowledged that reducing the evening charge tariffs and removing

	the two-tier parking charges would impact on revenue levels.
Page 90	Esplanade car park is outside of the city walls.
Page 94	Referring to the bus fleet, Members stated that it was important to acknowledge that lower emission vehicles had been introduced and had made an impact. It was, however, recognised that it was the bus companies who determined which vehicles were used although the council could influence this, as it had with the Park and Ride contract.
Page 94	When making recommendations regarding pre-paid tickets, care must be taken to avoid putting in place measures that resulted in social exclusion.
Page 97	It was suggested that there was a need to address the current problems in respect of insufficient cycle parking.
Page 98	The views of the Blind and Partially Sighted Society should be obtained in respect of the suggestions regarding High Ousegate.
Page 106	It is important that taxis are recognised as public transport. More consideration needs to be given to suggestions in respect of Duncombe Place and the taxi rank at the Station Entrance.
Page 117	Although the removal of guardrail by the Tourist Information Centre had improved the situation – still more could be done.
Page 119	Terminology used should be “20mph zone” not “20mph speed limit”.
Page 120	More clarity required in respect of improvements to St George’s Field
Page 130	Reference to Leeman Road to make clear residents would be exempt.
General	There should be greater clarity within the document as to whether the measures are intended to address issues in respect of pollution, traffic management or both. Further consideration should be given in respect of arrangements for low emission cars or electric cars.

It was agreed that it was important that all Members were consulted on the document, as not all wards were represented by the LDF working group. Members also stressed the importance of ensuring that when public consultation took place, the document was presented as a vision for the city and it was not prescriptive. The timescales within the document would also be subject to budgetary considerations.

RESOLVED:(i) That the York City Centre Movement and Accessibility Framework be noted and that the LDF's comments on the framework, as detailed above, be noted.

(ii) That the Draft City Centre Area Action Plan preferred option for movement and accessibility be agreed for consultation, taking into account the comments of the LDF Working Group, as detailed above.

REASON: To help progress the plans to the next stage of development.

## **5. DRAFT NATIONAL PLANNING POLICY FRAMEWORK**

Members considered a report that informed them of the content of the Government's draft National Planning Policy Framework (NPPF). A presentation was given on the proposed planning reforms.

It was noted that consultation on the draft framework had begun on 25 July 2011 and would end on 17 October 2011. Cabinet would be considering the Council's response on 4 October 2011.

Members noted the draft response to the consultation statement, as detailed in Annex C of the report, and were asked to consider whether or not they wished to recommend to Cabinet that the proposed response be amended prior to its submission to the Department of Communities and Local Government.

Members made the following general comments in respect of the NPPF:

- Whilst accepting that there was a need to make national policy more concise and accessible, concerns were expressed that the proposed simplification of planning law had gone too far.
- There would be an unfair balance in terms of the interests of developers and local communities.
- The use of the term “sustainable development” is not adequately defined.
- Concerns were expressed regarding the non-inclusion of a ‘brownfield first’ target.
- Undesignated assets had not been afforded a sufficient level of protection, for example areas of open green space.
- The framework did not provide sufficient control of advertising.
- It was imperative that transitional arrangements were in place to cover the gap between the new NPPF being in place and the adoption of Local Plans particularly given that PINS have been instructed to begin implementing the NPPF.
- The framework had contradictory elements. Whilst there was recognition of Neighbourhood Plans, there were statements in respect of a presumption in favour of development.
- More needed to be done to ensure that there was an adequate supply of affordable housing.

Members recommended that the issues of Brownfield First and a clearer requirement on affordable housing be specifically reflected within the “General Comments” of the Council’s response to the draft NPPF, and other comments picked up in the appropriate section of the text. It was also requested that the introductory “General” issues section be amended to read “Headline”. They also recommended that the following amendments be made to the wording of the response in Annex C:

Reference	Members’ comments
General comment (iii)	Delete the second sentence. Add text specifically about the importance of transitional arrangements to allow LAs and York in particular to get up to

	date plans in place.
General comment (iv)	More detail required regarding SPDs playing a key role and usually having a financial impact. This should not be precluded, provided that the financial burdens are taken account of in the overall assessment of the plan's viability testing.
General comment (v)	Need to be more explicit as to what is being referred to eg local green space.
2(b) para 48	Clarify what is meant by 'positively prepared' test of soundness.
5(a)	Recommend that this be amended to read "Disagree", as there would be more uncertainty for business in terms of interpretation unless issues in respect of the oversimplification were addressed.
6(a)	Recommend that this be amended to read "strongly disagree". The importance of sequential testing was stressed.
7(a)	Recommend that this be amended to read "strongly disagree".
8(a)	More detailed comments should be included. The Council should provide a response on this issue as siting of communication infrastructure is a key issue for York.
10(a)	Recommend that this be amended to read "disagree" to reflect concerns raised, including issues in respect of affordable housing and



	windfalls.
14(g)	Recommend that this be amended to read “strongly disagree”.
15(a)	Recommend that this be amended to read “strongly disagree”.

**RESOLVED:** That, subject to the amendments detailed above, Cabinet be recommended to approve the response to the consultation.

**REASON:** So that representation can be made in an appropriate timescale on the NPPF.

#### **6. CHAIR'S REMARKS**

Referring to issues raised by Councillor Warters under agenda item 3, the Chair reminded Members that although regular meetings of the LDF Working Group had been scheduled, this was to ensure that the group could consider business as it arose and in a timely manner. If there were no items of business requiring attention at a particular time then meetings would be cancelled.

Councillor D Merrett, Chair  
[The meeting started at 4.30 pm and finished at 6.30 pm].

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City of York Council

Draft Committee Minutes

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MEETING	LOCAL DEVELOPMENT FRAMEWORK WORKING GROUP
DATE	7 NOVEMBER 2011
PRESENT	COUNCILLORS MERRETT (CHAIR), BARTON, D'AGORNE, LEVENE, POTTER, REID, WILLIAMS (SUBSTITUTE) AND WATT (VICE-CHAIR)
APOLOGIES	COUNCILLOR RICHES

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## 7. DECLARATIONS OF INTEREST

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

Councillor Merrett declared a prejudicial interest in relation to page 54 of the agenda, paragraph 4.1 as he is considering installing solar panels on his property. He advised he would leave the room and take no part in discussions regarding paragraph 4.1. He also declared a personal interest as his neighbours have an extension.

Councillor D'Agorne declared a personal interest as he already has solar panels installed at his property.

Councillor Reid declared a personal interest as she already has solar panels installed at her property.

## 8. MINUTES

RESOLVED: That the minutes of the LDF Working Group held on 3<sup>rd</sup> October 2011, be approved and signed by the Chair, subject to the following amendment:

That resolution (ii) at minute item 4 be amended to read as follows:

That the Draft City Centre Area Action Plan preferred option for movement and accessibility be agreed for consultation,

taking into account the comments of the LDF Working Group, as detailed above.

**9. PUBLIC PARTICIPATION**

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

**10. CITY OF YORK COUNCIL: SUB DIVISION OF DWELLINGS SUPPLEMENTARY PLANNING DOCUMENT.**

Members considered a report which sought approval from Members for the draft Supplementary Planning Document (SPD) on the Subdivision of Dwellings, which was attached at Annex A of the report, to be published for consultation.

Officers explained that the role of the SPD was to ensure that the subdivision of dwellings was controlled in a manner that provided well designed, good quality homes. There had been concern in recent years that some proposals for the subdivision of dwellings in the City had not been of an adequate standard.

Members made the following comments:

- Paragraph 2.4, Members queried whether all subdivided dwellings would need to be accessible to people with mobility problems. Officers advised that this should be delivered where possible but they acknowledged there may be exceptions.
- Paragraph 2.4 – Members asked that it be made clear that in relation to bullet point 1 it is 'As originally built' dwellings with 4 bedrooms.
- Paragraph 3.4 – Members suggested amending the wording to make it clear that this paragraph was referring to 'areas not covered by article 4 direction'
- Paragraph 3.9 – Members queried if the requirement to have all rooms accessed from a corridor would be applicable in all cases as they knew of converted properties where bathrooms lead on from bedrooms.
- Paragraph 3.22 – Members queried how noise between floors is measured and Officers agreed to liaise with the Council's Environmental Protection Unit to explore this further.

- Paragraph 3.36 – Members raised concerns regarding the creation of basement flats, particularly in flood zones and asked that officers look at adding a reference to this.
- Paragraph 3.46 - In response to Members' concerns, Officers agreed to ensure that the contents of paragraph 3.46 were consistent with the LDF Core Strategy.

Members noted that the document would be taken to Planning Committee as part of the Consultation and not after it.

RESOLVED: That Members recommend that Cabinet:

- (i) Approve the draft Sub Division of Dwellings SPD for consultation purposes.
- (ii) Delegate to the Director of City Strategy, in consultation with the Cabinet Member for City Strategy, the making of any changes to the SPD

REASON: So that the SPD can be consulted on, and amended accordingly ahead of it being used for Development Management purposes to support the emerging LDF Core Strategy.

**11. CITY OF YORK COUNCIL: HOUSE EXTENSIONS AND ALTERATIONS SUPPLEMENTARY PLANNING DOCUMENT.**

Members considered a report which sought approval for the Supplementary Planning Document (SPD) on House Extensions and Alterations to be published for consultation.

Officers advised that the SPD will replace the City Council's existing guidance note relating to extensions that was approved in 2001.

Members made the following comments:

- In relation to obscure glazing, some Members raised concerns about its use for primary windows in habitable rooms and felt it should only be used in secondary windows and bathrooms. Other Members suggested that it

may be appropriate in some cases and asked that the wording of paragraph 3.3 be amended accordingly.

- Some Members queried paragraph 4.1 and how the degree of harm is measured and how levels of light are measured in homes and gardens. It was agreed that this paragraph would be left unchanged for the consultation.
- In relation to paragraph 14.5, some Members raised concerns about the wording and diagrams used to illustrate dormer windows and asked that Officers look at the section to ensure the guidance is clear.

Members noted that the draft SPD would go to Main Planning Committee within the consultation process and not after it.

RESOLVED: That Members recommend that Cabinet:

- (i) Approve the draft House Extensions and Alterations SPD for consultation purposes.
- (ii) Delegate to the Director of City Strategy, in consultation with the Cabinet Member for City Strategy, the making of any changes to the SPD that are necessary as a result of the recommendation of the LDF Working Group.

REASON: So that the SPD can be consulted on, and amended accordingly ahead of it being used for Development Management purposes to support the emerging LDF Core Strategy.

Cllr Merrett, Chair

[The meeting started at 5.00 pm and finished at 5.35 pm].

City of York Council

Draft Committee Minutes

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MEETING	YOUNG PEOPLE'S WORKING GROUP
DATE	17 OCTOBER 2011
PRESENT	COUNCILLORS SCOTT (CHAIR), POTTER, LEVENE, AYRE (VICE-CHAIR), RICHARDSON AND D'AGORNE

## 7. **DECLARATIONS OF INTEREST**

Members were invited to declare at this point in the meeting, any personal or prejudicial interests they might have in the business on the agenda.

Councillor D'Agorne declared a personal interest in the remit of the Working Group as a Careers Adviser at York College.

Councillor Potter also declared a personal interest in the remit of the Working Group as the Cabinet Member for Education, Children and Young People's Services.

No other interests were declared.

## 8. **MINUTES OF THE PREVIOUS MEETINGS AND MATTERS ARISING**

RESOLVED: That the minutes of the Young People's Working Group held on 18 October 2010 and 20 June 2011 be approved and signed by the Chair as a correct record.

## 9. **PUBLIC PARTICIPATION**

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

**10. CONSULTATION AND DISCUSSION WITH THE YOUTH COUNCIL AND OTHER YOUNG PEOPLE**

Discussion between Members, the Youth Council and other Young People who were present at the meeting took place. Details of this discussion are presented under the following minute items, “York Youth Council Annual Report and Future Priorities” and “The Young Inspectors”.

**11. YORK YOUTH COUNCIL ANNUAL REPORT AND FUTURE PRIORITIES**

Members received a report which invited them to meet representatives of the Youth Council for an informal discussion, and to consider the Youth Council’s Annual Report.

Members of the Youth Council who were present at the meeting summarised their report and spoke about the three main campaigns that they had focused over the last year, these being;

- The development of a City Centre Youth Café
- The establishment of a Festival of Youth
- Change Champions

Three Youth Council Members who were also Members of the UK Youth Parliament spoke about achievements that had been reached in relation to the Young Carers Card (which requests that young carers get more time and support) and Future Decision Making Packs. The Working Group was informed that the new Youth Council had met for their first session and would report back to Members at a future meeting.

Discussion between Members and Youth Councillors took place around issues such as;

- Increased participation in Youth Council elections, such as the use of webcams for candidates to make speeches.
- Promotion of these elections and the Youth Council in general, on the schools curriculum in York.
- Widening participation in the Youth Council to include secondary schools.



It was noted that funding to resolve issues was often a challenge (in particular, the widening of the YorZone card to students aged 16-18) and that co-operation from all schools in the city was not always guaranteed.

It was suggested that bus travel and the issues around this could be a priority for the Youth Council. Members suggested that the Youth Council might have a better chance of success if they present the idea of a trial period for the extension of the YorZone card to the bus companies, rather than a full extension.

Finally, it was reported, that the Youth Council was happy to offer Members a standing invite to attend their meetings, the next one being on 2 November 2011.

**RESOLVED:** That the Annual Report of the York Youth Council be received.

**REASON:** To ensure that young people's views are taken into account in Council decision-making.

## **12. THE YOUNG INSPECTORS**

Members received a report about the York Young Inspectors Programme and met some of the Young Inspectors present at the meeting.

Members were informed about the work of the Young Inspectors, in inspecting organisations in York on how they considered young people when providing their services.

It was reported that the Young Inspectors would undertake an assessment of an organisation and then write a report which would be sent to the organisation. The inspections would often take place, after organisations had approached the Young Inspectors to inform them of what their strengths were in relation to their services to young people, but sometimes a 'mystery shopper' assessment would be undertaken.

In relation to how the current Young Inspectors took up their roles, Members were informed that invitations were sent out to Youth Clubs to urge involvement in the scheme. In some cases, potential Youth Inspectors were referred through mentoring schemes.

Members asked the Young Inspectors if feedback and findings from their inspections were being shared with other organisations in the city. The Young Inspectors responded that there were often issues with confidentiality, such as in the assessment of the anti bullying survey, which prevented sharing information with others.

Some Members asked if assessments could be carried out unannounced when the Young Inspectors had not informed organisations of the inspection. It was noted that inspections had not been planned in this way. The Young Inspectors added that they wished to inspect provision for young people by bus companies in York. Some Members added that they would inform the Quality Bus Partnership of the Young Inspectors concerns.

Members were informed of the inspection of the Council's Shine Magazine for young people. Conclusions from this inspection included that more pictures needed to be included, stronger language regarding bullying should be used and that more leaflets on Sex Education and alcohol needed to be available for young people in the city.

- RESOLVED:
- (i) That the report be noted.
  - (ii) That the oral feedback from the Young Inspectors be noted.

REASON: To ensure that young people's views are taken into account in Council decision-making.

### **13. CHANGE CHAMPIONS**

Members received a presentation on the Change Champions scheme. This was not part of the printed agenda, but with the agreement of the Chair, the Working Group received the presentation.

Members were informed about the scheme and what work the scheme had been involved in. They were informed that the scheme was a model of neighbourhood working which trained Young People to look at statistics and priorities at a local level. This would then allow for an action plan to be produced for the

ward regarding the issues that were important for young people in the local area.

Issues that the Change Champions had raised included;

- Open Spaces and the use of these by young people
- The use of more positive signs to replace signs such “No Ball Games”, an example of a more positive sign being “You Can Play Here”.

Discussion between Members and Officers focused on updated case studies of Change Champion work, young people submitting priorities to Ward Committees and if, as a result of the trial in the selected wards, that the programme would be extended in the rest of the city.

It was noted that the Neighbourhood Management Team were taking the lead on the trial of Change Champions in the city, but that Members wished to receive a further update report from Officers in relation to Voice and Influence work at a future meeting.

- RESOLVED:
- (i) That the presentation be noted.
  - (ii) That an update report on the Change Champion and other Voice and Influence work be presented to the Young People’s Working Group at a future meeting.

REASON: To ensure that the Change Champions’ views are taken into account in Council decision-making.

#### **14. FUTURE WORK PLAN**

Discussion took place between Members and Officers which related to the work plan of the Young People’s Working Group.

The Chair raised a comment about the presentation of minutes of Working Groups being presented at Cabinet meetings. He suggested that the Chairs of Working Groups should be invited to future Cabinet meetings when the minutes of their groups were scheduled to be considered.

RESOLVED: That the following items be added to the work plan;

- (i) That a report on Change Champions and Voice and Influence Work be considered at the meeting of the Young People's Working Group in January.<sup>1</sup>
- (ii) That an invitation be extended to the York Youth Council to attend the next meeting of the Young People's Working Group in January.<sup>2</sup>
- (iii) That dates of Youth Council meetings be circulated to Members.<sup>3</sup>

REASON: So that the Working Group's work plan be updated.

Action Required

- 1. To produce a report on Change Champions and Voice and Influence Work. MB
- 2. To invite the Youth Council to attend the YPWG meeting in January. SN
- 3. To circulate Youth Council dates to Members of YPWG. CP

Cllr D Scott, Chair  
[The meeting started at 5.40 pm and finished at 7.10 pm].



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**Cabinet****6<sup>th</sup> December 2011**

Report of the Cabinet Member for City Strategy

**AFFORDABLE HOUSING TARGETS IN RURAL AREAS****Summary**

1. A report on a proposed interim approach to affordable housing was considered by the Council's Executive on 14<sup>th</sup> December 2010. This endorsed the reduced affordable housing targets in line with the Fordham's Affordable Housing Viability Study (AHVS, July 2010), as amended following consultation with the York Property Forum and Developers, as an interim measure in advance of the LDF Core Strategy examination in 2012. The AHVS has previously been adopted as part of the LDF evidence base.
2. However, whilst Members approved the recommendation, the minutes exempted the reduction of the rural affordable housing target on sites between 2 and 15 homes from the interim approach. This resulted in an affordable housing target of 25% on brownfield and 35% on Greenfield sites on urban and rural developments above 15 units, but retained a 50% target on rural sites between 2 and 15 homes. This report seeks to clarify and amend this anomaly, reducing the rural target in-line with the study recommendations and current interim approach for sites above 15 homes.

**Background**

3. The LDF Working Group considered the findings of the Affordable Housing Viability Study, conducted by Fordham Research and dated July 2010, at the meeting of 5<sup>th</sup> July 2010. The study is an LDF evidence base for setting affordable housing targets and the thresholds which trigger the requirement and will support the LDF affordable housing policy.

4. The AHVS provides the levels of affordable housing at which the majority of sites will be viable, based on a detailed assessment of viability on a range of types of site in York. The targets are linked to a dynamic viability model which enables them to be updated on an annual basis so they align with market conditions. The review mechanism is based on house prices, build costs and alternative use values of land. Sensitivity testing of the Dynamic Model matrices is currently being undertaken in preparation of re-running the model following adoption as part of the LDF Core Strategy.
5. In following this methodology the study has identified the realistic and appropriate level of affordable housing that is viable in York, as set out in Table 1 below. The targets set out will be linked to the dynamic viability model in order to ensure accuracy over time:

<b>Table 1 – Recommended targets for adoption through LDF</b>	
<b>Nature of target</b>	<b>Urban/Rural Target</b>
<b>Short term targets (Target 1):</b> Broad-brush (brownfield) PPS3 target on sites of 15+ dwellings	25%
Greenfield target on sites of 15+ dwellings	35%
Sites 11-14 dwellings	25%
Sites 5-10 dwellings	20%
Sites of 2-4 dwellings	Off-site financial contribution
<b>Long term need requirement target (Target 2):</b> Plan-long and including grant expectations	50%

6. There is a recognition that the generally higher costs associated with brownfield development will lead to lower affordable targets than greenfield, and also that smaller sites will generally be less viable than larger ones. However, the study recommends abolishing the current distinction between urban and rural areas as it concludes that the targets are viable in all locations. This will mean that, once the LDF is adopted, all sites of 2 homes and above would contribute to affordable housing at the levels identified in Table 1.
7. Given the findings of the AHVS, Officers considered it would be inappropriate to continue to pursue a 50% affordable housing target when the Council's own LDF evidence base concluded that

this percentage was currently unviable. Consequently officers tabled a report proposing that the recommendations of the AHVS were adopted as an interim approach in advance of adoption through the LDF.

8. In consultation with Legal Services it became apparent that, whilst the revised targets could be introduced as an interim measure, the changes to thresholds could not as this would represent a change in policy rather than an amendment to existing policy. It was therefore recommended that the targets were revised to those identified in the study, as amended following consultation with the York Property Forum and Developers (Table 1), but within the existing urban/ rural thresholds. This proposal is summarised in Table 2 below:

<b>Table 2 – Proposed interim approach December 2010</b>	
<b>Thresholds</b>	<b>Target</b>
Brownfield sites => than 15 dwellings	25%
Greenfield sites => than 15 dwellings	35%
Urban sites < than 15 dwellings	0%
Rural sites 11-14 dwellings	25%
Rural sites 5-10 dwellings	20%
Rural 2-4 dwellings	Off site financial contribution

9. The minute of the approval of the above proposal excluded the rural threshold of between 2 and 15 units, meaning that the new recommended targets relating to rural areas were not applicable. As a result the affordable housing target on rural developments remains at 50% between 2 and 15 units, but then reduces to only 25% or 35% on sites above 15.
10. The inconsistency within this approach and the difficulty in negotiating for 50% affordable housing when the council's own approved evidence base states that this is not achievable, has resulted in officers applying the policy in a pragmatic manner. When developers have provided a letter with their application stating that 50% is not achievable, the targets in Table 2 have been pursued.
11. This approach has been successful, with two applications already approved with a commuted sum. Affordable housing has also been agreed in principle on four formal pre-application discussions, as well

as a number of informal discussions on sites of between 2 and 15 homes.

12. Clearly it is inconsistent to have a 50% target on rural sites below 15 units and a 25% target on sites above 15 units. Whilst Officers have responded by applying the inconsistent policy position pragmatically (and with success), it lacks the clarity, fairness, and consistency of being a transparent, publically-stated interim position.

### **Consultation**

13. Internal consultation has been undertaken with colleagues from relevant professional disciplines across City Strategy and Communities and Neighbourhoods.

### **Options**

14. There are three options identified in relation to this report:

**Option 1:** In-line with the interim policy approach for large sites greater than 15 units, reduce the affordable housing target on small rural sites (between 2 and 15 units) to the targets identified in Table 2, evidenced by the AHVS.

**Option 2:** Retain a 50% target on rural developments of between 2 and 15 units and apply the targets identified in the evidence base pragmatically.

**Option 3:** Retain the 50% target but increase the threshold at which it will apply to 8 homes.

### **Analysis**

For the reasons given in paragraphs 3-13 above, the recommendation of this paper is Option 1.

Option 2 would maintain the current position and only seek to amend the anomaly at the point the LDF is adopted. Although in practice officers can work with this policy by adopting a realistic and pragmatic approach to negotiations it remains an unsatisfactory approach which understandably has created confusion and has been questioned by the house building industry in the local media.

Option 3 represents a compromise position between options 1 and 2. Although there is some merit in this, it is the view of officers



that, instead of providing clarity, it would add further confusion to the policy. It would contradict the council's own approved evidence base upon which the interim approach is predicated and would exclude small sites from any affordable housing requirement which, in recent applications and negotiations, have proven to be viable. Furthermore, it would contradict the advice of legal services that the site thresholds can not be amended in an interim approach, only the actual affordable targets.

### **Corporate Priorities**

15. The options outlined above accord with the following Corporate Priorities:

- Sustainable City
- Thriving City
- Inclusive City
- Healthy City

### **Implications**

16. The following implications have been assessed:

- **Financial** – None
- **Human Resources (HR)** - None
- **Equalities** - None
- **Legal** – Option Three would counter legal advice that thresholds can not be altered in an interim approach as it would constitute a change to the actual policy.
- **Crime and Disorder** - None
- **Information Technology (IT)** - None
- **Property** - None
- **Other** – None

### **Risk Management**

17. In compliance with the Council's Risk Management Strategy, there are no risks associated with the recommendations of this report.

### **Recommendations**

18. That Cabinet consider the recommendations made by the LDF Working Group at their meeting on 5 December 2011 in respect of

the contents of this report. These recommendations will be tabled at the Cabinet meeting.

**Reason**

In accordance with the provisions of the Council's Constitution and the position of the LDF Working Group as an advisory body to the Cabinet.

**Contact Details**

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**Report  
Approved**



**Date** 14/11/2011

**Specialist Implications Officer(s)**

N/A

**Wards Affected:** *List wards or tick box to indicate all*

**All**

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

**Background Papers:**

None



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**Cabinet**

**6<sup>th</sup> December 2011**

Report of the Cabinet Member for City Strategy

### **Review of Council-supported community transport services**

#### **Summary**

1. The report included as Annex A was taken to the City Strategy Cabinet member Decision Session on 3<sup>rd</sup> November 2011. At the meeting the Cabinet Member declared a personal non prejudicial interest in relation to this Agenda Item as a founder member of York Wheels. The Cabinet Member confirmed that he had however had no direct involvement with the body for a number of years but knew the Operations Manager who was also a Cabinet colleague.
2. This report considers the way the Council supports York Wheels Limited, a voluntary sector transport operator, which provides transport for York residents who cannot use conventional transport due to disability or cost.
3. The report outlines the current support given to York Wheels and the arrangement currently in place to deliver York's Dial & Ride service, which the charity manages and delivers on a day-to-day basis for the Council.
4. The report recommends the Council's response to a proposal from York Wheels to take a greater role in planning and delivering community transport services.

#### **Recommendations**

- 5 The Cabinet Member for City Strategy makes the following recommendations to the Cabinet:
  - i) To note the report contents.
  - ii) Agree to York Wheels taking responsibility and control for the planning and delivery of Dial and

Ride, within the context of a revised service level agreement.

- iii) Ask officers to negotiate the details of a service level agreement with York Wheels to support the range of services that it currently delivers and its Dial and Ride service.
- iv) Agree to the requested grant settlement for the period January to December 2012 and delegate responsibility to officers for the grant agreement for subsequent years within agreed budgetary limitations.<sup>2</sup>

REASON:

This course of action will allow the Council to continue to support York Wheels in its delivery of services to York residents at a sustainable cost. It will also allow York Wheels the flexibility to adapt its services to the changing needs of York's residents and communities.

**Contact Details**

**Author:**

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Sustainable Transport  
Service  
1413.

**Chief Officer Responsible for the report:**

**Richard Wood**  
Assistant Director for Strategic  
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**Report**  
**Approved**

**Date** 24/11/11

**Andrew Bradley**  
**Sustainable Transport**  
**Ops Manager**  
Sustainable Transport  
Service  
1404.

**Specialist Implications Officer(s)** *List information for all*  
*None*

**Wards Affected:** *List wards or tick box to indicate all*

**All**

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

**Annexes**

**Annex A – Report of the Director of City Strategy, 3<sup>rd</sup> November 2011**

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**Decision Session  
– Cabinet Member for City Strategy**

3<sup>rd</sup> November 2011

Report of the Director of City Strategy

**Review of Council-supported community transport services**

**Summary**

1. This report considers the way the Council supports York Wheels Limited, a voluntary sector transport operator, which provides transport for York residents who cannot use conventional transport due to disability or cost.
2. The report outlines the current support given to York Wheels and the arrangement currently in place to deliver York's Dial & Ride service, which the charity manages and delivers on a day-to-day basis for the Council.
3. The report recommends the Council's response to a proposal from York Wheels to take a greater role in planning and delivering community transport services.

**Recommendations**

4. The Cabinet Member for City Strategy is recommended to:
  - i) Note the contents of the report
  - ii) Agree to York Wheels taking responsibility and control for the planning and delivery of Dial & Ride, within the context of a revised service level agreement
  - iii) Ask officers to negotiate the details of a service level agreement with York Wheels to support the range of services that it currently delivers and its Dial & Ride service
  - iv) Agree to the requested grant settlement for the period January to December 2012 and delegate responsibility to officers for the grant agreement for subsequent years within agreed budgetary limitations.

Reason: This course of action will allow the Council to continue to support York Wheels in its delivery of services to York residents at a sustainable cost. It will also allow York Wheels the flexibility to adapt its services to the changing needs of York's residents and communities.

### **Background**

5. York Wheels is a registered charity and company limited by guarantee, whose aim is to provide transport for people who cannot use conventional transport due to disability or cost. As such, its services ensure that many York residents are not excluded from the services that they need and supports them to maintain their independence.
6. The Council's current involvement with York Wheels is through a mixture of individual contracts and agreements and a grant, which the Council gives to York Wheels to support the operation of its successful volunteer car scheme. The mix of grants, contracts and agreements has resulted at times in a lack of clarity between both parties and a lack of flexibility for York Wheels to best develop services for the benefit of the local communities in York.
7. York Wheels has approached the Council with a proposal to formalise existing grant funding and investigate taking more direct control over the planning and operation of Dial & Ride services.
8. This report proposes the creation of a single service level agreement outlining how the Council will work with York Wheels for the benefit of York residents. The agreement will still provide York Wheels with the opportunity to bid for individual Council-procured journeys, for example home-to-school transport for students with special educational needs.

### ***Current structure***

9. York Wheels is the largest community transport provider in York, delivering 21,632 passenger journeys in 2010/11. British Red Cross also delivers a large volunteer car scheme and minibus-based services but tends to do so over a larger geographic area and tends to avoid directly competing with York Wheels. It does, however, provide other services to those provided by York Wheels, such as a community car service with passenger escorts. The Council is also aware of other small-scale community transport schemes in the city, often provided as secondary services to enable people to undertake other activities.



10. The Council, through the Directorate of City Strategy, provides financial support to York Wheels through grant funding (£19,750 per annum in 2011/12). York Wheels uses this grant to support its core operation, notably the volunteer car scheme. The Council does not restrict what York Wheels can spend this grant on and no targets have been set linked to this grant.
11. The Council, again through the Directorate of City Strategy, also has a service level agreement with York Wheels for the provision of the Council's Dial & Ride service. Although the agreement is set out in a 'service level agreement', the arrangement is in effect a formal contract with the Council agreeing to buy staff resource from York Wheels at agreed rates. The service level agreement gives York Wheels no incentive to develop the service as the Council retains all income from fares and does not set any performance targets.
12. The Council's financial regulations dictate that it is unable to continue to buy staff time from York Wheels in this way to operate its Dial & Ride service as the arrangement has not been market tested and the value exceeds that at which it should be advertised in the Official Journal of the European Union. The current Dial & Ride Service Level Agreement with York Wheels continues by virtue of a financial waiver. Finance officers have stated that the Council should not continue on this basis.
13. With regard to concessionary travel, York Wheels is not part of the wider Concessionary Fares (bus pass) Scheme. The Council does, however, offer bus pass holders half price travel on its Dial & Ride service. Further, disabled residents benefiting from the 'Taxicard' concession may use this on York Wheels' volunteer car scheme and on Dial & Ride.
14. York Wheels also has individual contracts with the Council through the Directorate of Adult and Community Services.
15. Details of the current Dial & Ride service provided by the Council are shown in Annex A.

### **Consultation**

16. York Wheels has presented a proposal to the Council to formalise the current arrangement and to take over responsibility for the planning and delivery of Dial & Ride services in York. Council officers have subsequently held discussions with York Wheels to identify the details of the service level agreement and to share information about historic service costs. Through these discussions,

York Wheels has proposed a level of grant (£75,000 for the calendar year 2012) that it will require to deliver the network of Dial & Ride services as currently exist.

17. The following comments were made by York Wheels with regard to the proposal and the operation of Dial & Ride services in general:

*York Wheels Trustees are clear that they would not take on the service if the level of current funding is reduced. However, for the same level of funding they are convinced that the service can be further developed with new runs being added and longer distance trips provided so that a greater number of customers receive a service. At our last meeting with CYC we agreed that targets in the Service Level Agreement should cover patronage growth for existing trips, growth in passengers booking for special trips, reliability and punctuality of advertised core timetable journeys, fuel efficiency and extended use of vehicles outside of the core timetable on evening and weekends.*

*York Wheels would increase the number of vehicles available, adding our 2 vehicles to the fleet and also making better use of the existing Dial & Ride vehicles which are under utilised at certain times of the week.*

*The Council have not had the capacity to properly market the service for a number of years and York Wheels believe that this has led to a situation where the majority of elderly people in the City are unaware of the service on offer. In this financial year we have started to run new trips in response to requests from service users. These have been very popular and we now have a programme of trips running on Mondays and Tuesdays to a variety of places which provide social links for older people. We believe that the service is vital for helping older people remain independent in their own homes, helps to prevent social exclusion and contributes to reductions in Council budgets in other directorates by preventing older people requiring more intensive and expensive services from the Council.*

*York Wheels are absorbing the increases in fuel prices (and additional fuel costs for the provision of the extra journeys), wage increases, staff training and development so will be delivering a net budget reduction for the Council straight away.*

*In addition, York Wheels would be able to undertake fund raising to replace the existing vehicles through applying for grants. As a charity we are able to access pots of money not available to the*

*Council and have been successful in replacing our own vehicles in this way.*

### **Options**

18. The following options are presented for the Cabinet Member's consideration:
  - A. Continue to award the annual grant, at the same level, to York Wheels for its other operations and conduct a tendering exercise to procure a Dial & Ride service from the open market
  - B. Implement a framework service level agreement with York Wheels, with a fixed grant payment each year and with York Wheels taking responsibility for the planning and delivery of Dial & Ride.

### **Analysis**

19. Under both options A and B, the Council would pass over the following responsibilities to the service operator:
  - a. Marketing
  - b. Responsibility for procuring and paying for vehicle fuel. The Council could continue to allow access to fuel supplies at the Ecodepot site, to allow the operator to take advantage of the Council's bulk fuel purchasing arrangements. The Council would then recharge the costs to the operator in arrears at an appropriate frequency. As such, the operator would take over responsibility for claiming Bus Service Operators Grant or any future fuel-based rebate for the vehicles.
  - c. Retention of fare revenue, including any concessionary fare reimbursement.
  - d. Responsibility for ensuring that vehicles are at all times roadworthy and co-ordinating and making available vehicles for regular maintenance.
20. Under both options A and B, the Council would retain:
  - a. Ownership of the Dial & Ride minibuses.
  - b. Operational costs relating to office accommodation, IT and telephone for one member of staff.

- c. Responsibility for carrying out and paying for maintenance through its workshops or agents.
  - d. Overnight parking for the four vehicles.
21. **Option A** – Continue to award the annual grant, at the same level, to York Wheels for its other operations and conduct a tendering exercise to procure a Dial & Ride service from the open market.
22. The Council would devise a tendering process which was equitable in its requirements for all potential bidders. To this end, the Dial & Ride specification would need to be devised in such a way that all operators, including York Wheels, would have access to the same facilities. This would mean allowing them access to office facilities and providing telecommunications on Council premises. The Council would need to reach a decision as to whether it continued to offer maintenance of the vehicles (currently costing the Council c.£15k per annum).
23. If the facilities listed above were not offered, smaller operators, notably from the voluntary sector, may be discouraged from bidding due to the high risks associated with maintaining a small fleet of older vehicles.
24. This option would see the Council retain control for the planning of Dial & Ride services in York or a tightly defined service specification. The Council may also need to limit the type of uses that the vehicles were put to, to prevent them from being used for commercial gain in ways which were not beneficial for York residents.
25. This option could bring reduced direct costs to the Council but any savings could be offset by higher costs in performance monitoring and a less flexible service.
26. This option would not allow the Council to realise the opportunities presented by closer integration between Dial & Ride and other community transport services if York Wheels was not the successful bidder. It would also leave York Wheels with a smaller level of funding and hence fewer opportunities to deliver services for York residents. The value of the Dial & Ride service is a large element of York Wheels' current work – in terms of its financial turnover and the number of paid staff – and therefore the loss of the service represents a significant risk. This risk may make it difficult for York Wheels to invest and develop its services to the benefit of York residents.

27. This option has been explored previously through the Collaborative Transport Project and the Transport and Fleet Review board. This option could potentially deliver Dial & Ride for the Council at a lower cost. It would, however, open the service to the market and the Council would have to consider any submissions from private sector operators alongside any submissions from York Wheels (or other charitable organisations).
28. **Option B** – Implement a framework service level agreement with York Wheels, with a fixed grant payment each year and with York Wheels taking responsibility for the planning and delivery of Dial & Ride.
29. A new service level agreement would bring together all of the services currently supported through the Directorate of City Strategy. In order to give York Wheels the flexibility to adapt the Dial & Ride service, there are other elements that are currently undertaken by the Council that York Wheels would take responsibility for, as outlined in paragraph 19.
30. As part of the new agreement, York Wheels will develop their range of additional journeys, which will create additional wear and tear on the vehicles. However, this would not be significantly higher than the current Dial & Ride operation. With two vehicles at seven years old, it is likely that maintenance costs could be high and more variable in future years and this risk would be too great for a relatively small operator such as York Wheels to stand. The age would also prevent the operator from securing an annualised maintenance cost for these vehicles.
31. As outlined at paragraph 17, the net cost of the fuel and drivers wages would be born by York Wheels for any additional journeys delivered.
32. The benefits to the Council from the proposed agreement would be:
  - a. A single grant payment to York Wheels with a clear set of targets to be agreed bilaterally before the start of each year. Targets will be a combination of service metrics, and development targets. This will replace the core grant and most of the Dial & Ride operating costs.
  - b. Grant funding commitment agreed and reducing over an agreed period to account for increased revenues.
  - c. Secure provision of community car-based services.
  - d. Improved accessibility for local residents through a more responsive transport service.

- e. Wider acceptance of the recently introduced Taxicard scheme for local residents.
- f. A strong voluntary sector able to deliver more services to York residents and to adapt quickly to change.
- g. Additional community transport services offered by York Wheels utilising six rather than the current fleet of four vehicles
- h. A higher quality of service to York residents from an organisation with a strong commitment to training and an understanding of the needs of older and disabled people.
- i. As outlined at paragraph 17 above, York Wheels would be able to attract additional funding to support the purchase of replacement vehicles and in support of expansions to the operation.

33. The benefits to York Wheels from the proposed agreement would be:

- a. Additional fixed funding with the freedom to decide how best to use it (based on the existing staff, fuel and marketing budgets for Dial & Ride, minus fare and concessionary fare reimbursement income). This will not be separated out but incorporated into a single grant payment.
- b. Additional (variable) income from fare revenue, compared to the current arrangement.
- c. Additional (variable) income from concessionary fare reimbursement<sup>1</sup>
- d. Access to the Dial & Ride vehicles (which will remain in Council ownership) to utilise for non-Dial & Ride services.
- e. Ability to set fares (within certain parameters) and special offers.
- f. Zero cost for overnight parking for minibuses and office accommodation for one member of booking staff.
- g. Continuing and enhanced ability to take advantage of bulk purchase items, such as vehicle fuel, and Council vehicle maintenance facilities.
- h. York Wheels has a strong record of fundraising to cover the rolling replacement of its vehicle fleet. This includes a combination of active fund raising by its members and through legacies and donations. However, it may not be able to fully cover the replacement cost of a larger fleet. With this in mind, the level of Council grant will be set on the basis that the Council will retain ownership of the vehicles

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<sup>1</sup> York Wheels will still be able to allow half-price travel for York concessionary pass holders on Dial & Ride. The Council will reimburse the difference at 100%, i.e. it will not apply a generation factor.

and will actively search for funding for capital replacement costs of the vehicles.

34. As highlighted in the final paragraph of 17 above, the Council will work with York Wheels to work towards the transfer of vehicle ownership and maintenance from the Council to York Wheels. Under such an arrangement, the Council could look to assist York Wheels in the replacement of vehicles, but such an initiative would be led by York Wheels.

### **Corporate Objectives**

35. Support for bus services in York contributes to the following Corporate priorities:

- **Sustainable City** - There is considerable scope for reducing vehicle congestion delay on the overall network through greater bus use, thereby reducing the associated adverse affects, such as air pollution.
- **Inclusive City** – The retention of sustainable bus routes across York increases access to opportunities and facilities by a wider (and potentially cheaper) range of travel choices.

36. Local Transport Plan 2006-2011 (LTP2): Support for the services outlined above would contribute to several of the aims of the second Local Transport Plan, namely:

- To tackle congestion
- To improve economic performance in a sustainable manner;
- To enhance opportunities for all community members, including disadvantaged groups, to play an active part in society;
- To reduce the impact of traffic and travel on the environment, including air quality, noise and the use of non-renewable resources.

### **37. Implications**

- **Financial**

For option A, the cost to the Council is less certain as it has never tendered for this type of work before. The quality and value of bids are likely to be dependent on the level of interest from local private and voluntary sector operators, which is difficult to judge. Option A will also incur additional staff costs associated with

undertaking the procurement exercise and a higher level of performance monitoring.

For option B a grant of £75,000 as proposed by York Wheels, in discussion with Council officers, would represent a zero net cost increase for the Council in 2012. The value of the grant is set to reflect the cost that the Council would have incurred to continue with the present arrangement. A summary of previous years' outturn figures and projected budget for 2012 is shown in Annex B.

In future years, income from fares and charges for services using the Dial & Ride minibuses will increase as the service develops. As this occurs, the Council will agree appropriate grant reductions with York Wheels in advance of setting the subsequent year's grant.

The transfer of more areas of responsibility from the Council to York Wheels will also, to a lesser extent, reduce the level of variability and hence risk to the Council. At this stage, the highest cost risk item – vehicle maintenance and fleet renewal – will remain with the Council. Subject to the successful implementation of the Grant funding arrangements, however, the Council will work with York Wheels to determine how these responsibilities might be transferred.

- **Human Resources (HR)**

There are no HR implications for Options A and B, as all staff are already employed by York Wheels, including those specifically employed for Dial & Ride. For Option B, there are no direct HR implications for the Council but Dial & Ride staff could be subject to the Transfer of Undertakings (Protection of Employment) Regulations (TUPE).

- **Equalities**

An Equalities Impact Assessment to support the Council's support of community transport services is currently being revised.

- **Legal**

There are no Legal implications



- **Crime and Disorder**

There are no Crime and Disorder implications

- **Information Technology (IT)**

York Wheels will continue to use Council IT equipment, with all passenger contact details only stored on a single database on the Council's server. The service level agreement will contain appropriate clauses to ensure that data is not removed from the Council's IT network and that it is used only for the purposes of delivering the services set out in the agreement.

- **Property**

The Council will continue to provide office accommodation at no charge to York Wheels for one member of staff.

- **Other**

There are no other implications

### **Risk Management**

38. The Council has a number of grant based agreements with third party organisations for the delivery of services. The day to day delivery of the service will remain unchanged for members of the Over the next 12-24 months, the Council will need to agree arrangements with York Wheels for the replacement of Dial & Ride vehicles as they reach life expiry.
39. Measured in terms of impact and likelihood, the risk score for all risks has been assessed at less than 16. This means that at this point the risks need only to be monitored as they do not provide a real threat to the achievement of the objectives of this report.

**Contact Details**

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Richard Wood  
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City Strategy

**Report  
Approved**



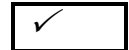
**Date** 19.10.11

**Specialist Implications  
Officer(s)**

*Implication: Financial  
Name: Patrick Looker  
Title: Finance Manager  
Tel No: 01904 551633*

**Wards Affected:**

All



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

**Annexes**

**Annex A:** Summary of Dial & Ride service

**Annex B:** Financial information relating to the setting of grant level

## Annex A – Summary of current Dial & Ride service

1. This Council service operates five days per week, Monday to Friday. The Council entered into the current arrangement with York Wheels operating Dial & Ride on its behalf in 2003 in order to support the development of the voluntary sector. Before this date, it was operated by the Tees East and North Yorkshire Ambulance Service on the Council's behalf.
2. The service uses the following resources:
  - i. 3 mini bus vehicles<sup>2</sup>
  - ii. 6 drivers<sup>3</sup>
  - iii. 0 passenger escorts
  - iv. 1 back up/spare vehicle
3. The buses are all equipped for people who have difficulty walking and for wheelchair users. Passenger capacity for the 2 older buses (Iveco 04 plate) is 12 seated and up to 2 wheelchairs. Passenger capacity for the 2 newer buses (Mercedes 60 plate) is 14 seated or 12 seated and up to 2 wheelchairs.
4. The Dial & Ride service operates between 9am and 5pm and provides a door-to-door service for qualifying residents<sup>4</sup> taking them from home to the city centre or to edge of town shopping locations. The service also provides transport to the Swimability disabled swimming sessions at Energise pool on Sundays. The list of current destinations is:
  - i. City Centre
  - ii. Askham Bar / Clifton Moor (dependent on passengers' ward)
  - iii. Energise (formerly Oaklands Sports Centre)
  - iv. Monks Cross
  - v. Sainsbury's (Foss Bank) and Morrisons (Foss Islands)
5. Bookings are made in advance by telephone between 8:00am and 12:00pm, Monday to Friday. There are limited seats available on

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<sup>2</sup> The buses are owned and maintained by the council.

<sup>3</sup> The council purchases 120 hours per week of 'driver-time' from York Wheels (3 FTE). York Wheels currently employs 6 dedicated drivers to fulfil the requirements of the Service Level Agreement (working one week on, one week off).

<sup>4</sup> Qualification for Dial and Ride is classed as people who cannot use other public transport services'

each bus, therefore bookings cannot be taken once a bus is full. Bookings for journeys can be made up to four weeks in advance.

6. The administration function for Dial & Ride is undertaken by an employee working for York Wheels but based at 9 St Leonards Place, utilising Council IT and telephones. The employee's responsibilities include arranging bookings, route planning, dealing with vehicle maintenance and breakdowns and responsibility for ensuring that the revenue is correctly accounted for and transferred to CYC.
7. The charges for journeys are currently:
  - i. Single fare £1.75
  - ii. Return fare £3.50
  - iii. Single for bus pass holder £1.00
  - iv. Return for bus pass holder £1.75
  - v. Blind person's bus pass holders travel free
8. In the calendar year 2010, 15,655 journeys were undertaken by the Dial & Ride service carrying 365 passengers in total. The breakdown of journey destinations for this period is as follows:
  - i. City Centre (with Sainsbury's Foss Bank and Morrisons Foss Islands) – 33%
  - ii. City centre only – 16%
  - iii. Tesco (Askham Bar) – 6%
  - iv. Tesco (Clifton Moor) – 7%
  - v. Sainsbury/Asda (Monks Cross) – 35%
  - vi. Edmund Wilson/Energise – 3%

Annex B – Financial information relating to setting of grant level

			Outturn for 2009/10 (£)	Outturn for 2010/11 (£)	Grant value for 2012 (£)
<b>Dial &amp; Ride costs</b>					
Code	Description	Items included			
21160	Fuel		12,052	12,051	12,100
32100	Clothing and uniforms <sup>5</sup>				150
33140	Advertising and publicity <sup>6</sup>				1,000
35110	Mobile communications		174	226	200
39600	Bus services	Staff costs	75,223	75,478	75,500
61100	Other grants	BSOG <sup>7</sup>	-8,817	-5,149	-5,200
61200	Recharge to other committees	Home-to-school	-7,025	-5,440	-5,500
63100	Fees and charges				
		Fares	-12,091	-11,149	-11,200
		Concessionary fares	-12,824	-11,792	-11,800
					55,250
<b>Core grant to support York Wheels' volunteer car scheme</b>					
			19,750	19,750	19,750
<b>TOTAL GRANT PER ANNUM</b>					<b>75,000</b>
<b>Ongoing Council costs (not to be passed to York Wheels)</b>					
	<b>Vehicle maintenance</b>		29,393	19,336	Est.20,000


<sup>5</sup> Outturn figures have not been included as they vary considerably from year to year

<sup>6</sup> Outturn figures have not been included as they vary considerably from year to year

Annex B – Financial information relating to setting of grant level

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<sup>7</sup> Bus Service Operators Grant

	
<b>Cabinet</b>	6 December 2011
Report of the Cabinet Leader	

## LORD MAYORALTY 2012/13

### Summary

1. The purpose of this report is to ask the Cabinet to consider which of the political groups should be invited to appoint the Lord Mayor for the municipal year 2012/2013.

### Background

2. Members will be aware that the system for nominating the Lord Mayor is based on an accumulation of points determined by the number of seats held by each particular group on the Council. The party having the largest cumulative total of points on Lord Mayor's Day each year is invited to nominate the Lord Mayor for the following year. A party loses 47 points when nominating the Lord Mayor. It should be noted that a nominee for Lord Mayor requires at least five years' service as a Councillor. Service on the former District or County Councils also count towards the five years.
3. Members previously agreed an amendment to the 1996 policy to allow a party which loses all its seats on the City Council to have any accumulated points frozen until seats are once again gained by that party on the council.
4. Under this current scheme the points system is as follows:

PARTY	POINTS FOR 2011/2012	LOSS FOR LM	POINTS FOR 2012/2013
Labour	43	-47	43-47+26 = 22
Lib Dem	19		19+8 = 27

Green	16		16+2 = 18
Conservatives	3		3+10 = 13
Councillor Warters	0		1

- 5 The above table shows that the Liberal Democrat group with a total of 27 points qualify for the Lord Mayoralty in 2012/2013.

### Consultation

6. A draft of this report has been circulated to the political groups for their information.

### Options

#### 7. Option 1

To invite the Liberal Democrat group to nominate the Lord Mayor for 2012/2013.

#### Option 2

To revisit the procedure for nominations

### Analysis

8. **Option 1** is in accordance with the agreed procedure.

**Option 2** would require implementation of a new process which would represent a change in the Council's agreed procedure.

### Corporate Priorities

9. The appointment of the Lord Mayor forms part of the Council's civic leadership and assists in the improvement of leadership at all levels to provide clear, consistent direction to the organisation.



## Implications

7. The report must demonstrate that all relevant implications of the proposals have been considered. **All** the following sub-headings should be included. Where a sub-heading is not relevant, this should be indicated by a brief sentence under the title; e.g. “There are no legal implications”. Report authors are advised to contact the relevant Head of Department at an early stage if their report is likely to have significant implications under any of these sub-headings for more advice and information.

- (a)**Financial** – there are no financial implications
- (b)**Human Resources (HR)** – there are no HR implications
- (c)**Equalities** - there are no equalities implications
- (d)**Legal** - The function of selecting the Lord Mayor is a function of full council as is the agreement of any change to the system of selecting which Group will make the nomination in any particular year
- (e)**Crime and Disorder** - there are no crime and disorder implications
- (f) **Information Technology (IT)** – there are no IT implications
- (g)**Property** – there are no property implications
- (h)**Other** – there are no other implications

## Risk Management

8. Failure to properly appoint a Lord Mayor would have a significant impact on the Council’s reputation in terms of undertaking its important civic functions.


## Recommendations

9. Members are asked to invite the Liberal Democrat group to nominate the Lord Mayor for 2012/2013.

**Reason:** To ensure that the Council secures the necessary leadership to undertake its civic functions and provides continuity for future selection

## Contact Details

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	<b>Report Approved</b>	<input checked="" type="checkbox"/>	<b>Date</b> 24/10/11e
<b>Specialist Implications Officer(s)</b> <i>List information for all</i> <i>Implication ie Financial</i> <span style="float: right;"><i>Implication ie Legal</i></span> <i>Name</i> <span style="float: right;"><i>Name</i></span> <i>Title</i> <span style="float: right;"><i>Title</i></span> <i>Tel No.</i> <span style="float: right;"><i>Tel No.</i></span>			
<b>Wards Affected:</b> <i>List wards or tick box to indicate all</i>		<b>All</b>	<input checked="" type="checkbox"/>
<b>For further information please contact the author of the report</b> <b>Background Papers:</b>  None			

	
<b>Cabinet</b>	6 <sup>th</sup> December 2011
Cabinet portfolio: Leader Report author: Chief Executive	

## Organisation Review 2011

### Summary

1. In the light of major changes to the operating environment of local government and the approval of the City of York's Council Plan this report proposes to Cabinet:
  - Redefined responsibilities for Directors and Assistant Directors
  - Action to strengthen staff and organisational development
  - The deletion of two further Chief Officer posts which will entail a total permanent saving of £250k per annum in the cost of the Chief Officer structure

### Background

2. In December 2009 the then Executive of the Council approved a new senior management structure for leadership, management and delivery of services by the local authority. The Organisation Review of 2009 created four Directorates and reduced the senior management posts in the authority by 33% at Director level, 24% at Assistant Director level and 10% at grades 10-12, achieving a permanent annual saving of £2.293 million per annum. It was agreed that a further Assistant Director post to be deleted from the Adults, Children and Education Directorate in 2012.
3. Since 2009 significant changes have taken place in the operating environment of the City of York Council. These are

outlined below. Given their significance, it is appropriate that a further assessment takes place of Chief Officer roles and responsibilities, working arrangements and organisational systems to ensure that the Council's priorities – as detailed in the Council plan – are delivered and that all expenditure of the Council is effectively deployed.

4. The formation of a Conservative and Lib-Dem coalition government has brought profound change to local government. The Government's priority of 'deficit reduction' led directly to the decision in the Comprehensive Spending Review to reduce national funding for the local government sector by some 28% over four years. For the City of York this equates to a funding gap of £50 million over a four years. In the period 2012-14 it is estimated that £22m of revenue savings will be required to be taken from the budget of the council.
5. This has been accompanied by a major programme of reform affecting all aspects of local authority business, from the formation of Academies and Free Schools, reform of the welfare benefits system, establishment of clinical commissioning groups, establishment of local enterprise partnerships, election of Police and Crime Commissioners to the abolition of Regional Spatial Plans, Comprehensive Area Assessment, police authorities, strategic health authorities and regional development agencies.
6. The Government has stated a commitment to localism and has legislated to give local communities new additional defined legal rights to have a say and involvement in the decisions, design and delivery of services.
7. Of specific relevance to the Organisation Review 2011 is the requirement to have initial arrangements in place from April 2012 to discharge new responsibilities for the local authority in relation to the delivery of public health. It is intended by Government that these are statutory from April 2013.
8. These fiscal and policy changes are dramatic particularly when set against a backdrop of the changing and increased demands of a larger older population in the City, the predicted

impact on residents of benefit changes and challenging prospects for economic growth nationally.

9. The primary objective of the City of York Council within this context is to secure the best possible quality of life for the residents of York.
10. In May 2011 a new administration was elected for the City of York Council and in October 2011 the Council's priorities for the period 2011-2015 – as expressed in the Council plan – were adopted. This plan takes account of the demands and challenges facing the organisation whilst keeping focus on the priority needs of the City and its residents.
11. The five delivery priorities of the Council are:
  - To create jobs and grow the economy
  - To get York moving
  - To build strong communities
  - To protect vulnerable people
  - To protect the environment
12. To deliver these priorities effectively the Council plan also sets out the 'core capabilities' that will be required in the organisation. These are:
  - A confident, collaborative, high performing workforce
  - To be completely in touch with the communities we serve
  - To have a relentless focus on the established priorities of the Council.
13. Detailed arrangements are in place for delivery of the Council plan priorities, and a major programme of business change and innovation is underway to ensure that outcomes are secured with the resources which are available; continuing to drive out expenditure which is not related to priorities and to seek additional investment for delivery of priorities. The council is working with the National Endowment for Science, Technology and the Arts to innovate in public service design and delivery as part of the Creative Councils Network.

14. In July 2011 the Leader of City of York Council attended the inaugural meeting of the Co-operative Councils Network. The council is now a member of this network and one of 17 local authorities committed to developing new models of working including the formation of employee and community owned mutuals, social enterprises and the introduction of more open, participative, less hierarchical ways of working.
15. In Autumn 2012 the council will relocate its city centre delivery to West Offices. This will provide a very significant opportunity to introduce more collaborative ways of working and to eliminate the duplication of activity inherent in multi-site delivery, as is the case currently.
16. This report therefore concentrates on:
  - changes to the roles, responsibilities, capabilities and numbers of Chief Officer posts as they lead and deliver on the Council plan priorities
  - investment in the development of senior managers and development of a fast track programme to identify and develop emerging talent and contributions from all levels of the organisation
  - proposals for the implementation of the new responsibilities of the local authority for public health from April 2012.
  - proposals for some rearrangement of service functions to maximise focus on delivery of council plan priorities
17. The recommendations have been drafted following wide ranging consultation, an appraisal of the strengths and weaknesses of current arrangements, and a review of models and trends in high performing / low spending unitary and metropolitan authorities.

## **Consultation**

18. Consultation has taken place between June and November 2011, the outcomes of which have informed the development of the proposals before Cabinet.

19. Consultation has comprised the following:

- Briefings with Group Leaders, Cabinet portfolio holders, the Leader
- Workshop discussions with the Chief Officers and Senior Managers of the Council
- Workshop sessions with staff from across the Council (400 staff in total)
- Briefings at the Corporate JCC
- Written submissions received on behalf of individuals, teams and Directorate Management Teams
- Discussions with partners through the public sector roundtable meeting
- Discussions with the Council's regulators – the Audit Commission, Ofsted and the CQC

20. The consultation process delivered a comprehensive range of views on the current effectiveness of the organisation and thoughts about how to strengthen delivery.

## 21. **Council Employees**

Over 400 employees expressed views. It was generally felt that the previous organisation review, change programme and production of the Council plan have delivered benefit in the following ways:

- A much clearer and more strategic focus for the work of the Council
- The Council has taken a much higher profile in the City, region and nationally in the last couple of years
- Much of the service reconfiguration has made for more integrated and effective delivery e.g. bringing adult and children's services into one Directorate, similarly Human Resources and Finance and the merging of housing maintenance and housing management
- There is more collaboration and less territorialism across the authority between services
- There is greater focus on 'customer service' and the use of good rigorous evidence about resident needs in the design and delivery of service

- Despite significant reductions and disruption in senior management posts and at other levels service standards have been sustained to the credit of staff and managers.

People also identified the following issues:

- A persistence of bureaucracy and unnecessary hierarchy preventing employees at all levels from making their full contribution
- A lack of a coherent approach to provision of employee training and development
- That due to lack of turnover and recruitment the organisation is not representative of the communities it serves and as there is limited career progression talented people may be unable to contribute at the level of their potential
- Although delivery is imminent on a number of major projects, improvements to systems have been slow and staff particularly at the front line sometimes feel ill equipped to deliver the high standards of service to which they are personally committed
- Further potential for integration of some services which have significant common agendas, particularly in the planning and delivery of physical environmental services
- A persistence of unnecessary internal trading
- In some areas the concept of one organisation - 'Team York' - is not subscribed to
- Further potential to consolidate support services for the organisation
- That the way people and teams work together in the organisation is as important as any structure – it is strong focus, leadership and the quality of people's performance that delivers
- An anxiety about further major change and its impact on morale

## 22. Trade Unions

Corporate JCC has been briefed on the Organisation Review. UNISON have expressed some concerns about the Director of



Public Health post. A commitment has been given to involve the trade unions in the development of the revised Director and Assistant Director job roles and of the relevant trade unions in the implementation process for affected staff. UNISON welcome the commitment to introduce a programme on systems thinking.

### **23. Elected Members**

There is agreement that the organisation needs to function with as streamlined processes as possible, and to prioritise delivery of frontline services.

### **24. Partners**

Detailed discussions have taken place with the Strategic Health Authority, Regional Director of Public Health, Primary Care Trust, Chief Executive of North Yorkshire County Council and shadow Vale of York Clinical Commissioning Group on arrangements for the delivery of Public Health.

There is consensus that the transfer of responsibility to public health represents a significant opportunity to tackle the wider determinants of health. Services such as housing, leisure, parks and open spaces, environmental health and trading standards collectively can make a greater impact on the general health of individuals and communities than the provision of acute and secondary services.

Health organisations are keen to see the role of Director of Public Health accommodated at 2<sup>nd</sup> tier within local government, reporting directly to the Chief Executive. At this point although shadow responsibilities for public health will be transferred to the City of York Council from April 2012 there is no definitive information on the financial allocation from the Department of Health to fund the public health function, the recruitment framework for Directors of Public Health or clarification re potential application of TUPE to the transfer of existing employees from the PCT. It has however been agreed that secondment of existing employees of the York and North Yorkshire PCT will take place from April 2012 to discharge shadow responsibilities and to develop permanent

arrangements from April 2013, without prejudice to subsequent determination of these arrangements.

## 25. **Regulators/ Inspections**

Discussion took place with the Audit Commission, CQC and Ofsted. It is not for regulatory bodies to express a view on specific structures. However, the following comments were made:

### Audit Commission

The Audit Commission would be concerned if management capacity was significantly reduced but have observed that in City of York Council greater time and effort is spent by management on low level processes and functions remain more decentralised than elsewhere. The Audit Commission is willing to act as a critical friend to tackle these issues.

### Ofsted

Ofsted confirmed that they have no significant concerns about the proposals and endorse the focus on vulnerable children in the Council Plan including closing the gap in attainment for secondary pupils from more deprived backgrounds. Ofsted would wish to be updated on proposals which have an impact on senior management posts in Children's Services.

### CQC

Pleased to be informed of proposals, have no issues and understand all statutory requirements re. the role of Director of Adult Services, Director of Children's Services and Director of Public Health will be complied with.

## **Proposal**

26. The following proposal is presented to Cabinet with regard to the outline portfolios of Directors and the number of Chief Officer posts within the Council. The proposal satisfies the

objectives of the organisation review, and is based on analysis of current performance, structures elsewhere, consultation feedback and assessment of the required organisational capacity and capability to deliver Council priorities.

27. In implementation of the proposal, there is a clear recognition that structural changes alone do not achieve the organisational change we require – something reflected clearly from staff consultation. The following, therefore, apply in support of the proposal:

- That the primary role of all Chief Officers will be strategic planning for service delivery – and the commissioning of the appropriate arrangements for its delivery. These arrangements may range from in-house provision, provision by an employee- or community-owned mutual, voluntary or private sector provision to provision in partnership with others as a shared service.
- That the role of senior managers in grades 10-12 is strengthened and investment is made in their training, development, support and opportunities to work together across the organisation through greater use of project management approaches.
- That a programme is adopted which identifies and supports the development of talent at all levels of the workforce and builds a culture that enables greater involvement in and contribution to the shaping and decision making about service delivery by employees at all levels.

**28. The Role of the Chief Executive and the functions within the Chief Executive's Office**

The primary responsibility of the Chief Executive is to ensure that the priorities of the Council are delivered, and that all the resources of the organisation – financial, physical and human – are effectively deployed for delivery.

The Chief Executive has a distinctive role to provide strategic advice and support to elected members, to ensure good governance of the organisation and to act as head of the paid service. Whilst functions may be operationally located

within a Directorate ultimate responsibility and accountability to elected members – with the exception of roles with a statutory designation for specific functions (the monitoring officer, section 151 officer and Director of Children’s Services) – remains with the Chief Executive. Currently the Chief Executive leads strategic work with functions some of which are not directly located within the Chief Executive’s Office, for example:

- Human Resources
- Customer/Resident Service Standards
- Health and Social care
- Economic development

29. The functions that are proposed to be located directly within the Chief Executive’s office are as follows

- Policy, partnerships, marketing and communications
- Innovation and performance improvement
- Economic Development

Whilst as noted it is not necessary for functions to be directly located within the Chief Executive’s Office, policy, planning and performance improvement lie at the heart of the Chief Executive’s role on a daily basis. The transfer of the Economic Development would reflect its prominence within the Council Plan and the Leader’s portfolio.

30. **Council Directorates**

Four portfolios are proposed – as currently – at Director level.

It is proposed that portfolios of responsibility are amended and that Director job titles are changed to reflect this as follows:

- Director of Customer and Business Support Services**
- Director of Communities and Neighbourhoods**
- Director of Adults Children and Education**
- Director of City and Environment Services**

The functional responsibilities of each Director are summarised below.

**31. Director of Customer and Business Support Services**

It is proposed that the opportunity is taken to consolidate further the provision of support services within the organisation to create a more consistent support provision across all service areas. In response to consultation feedback, staff should expect a consistently good service which adequately supports them in their duties. This consistency is best achieved through consolidation of resources and expertise.

Customer and Business Support Services would include:

Strategic finance  
Accountancy Services  
Treasury Management  
Council Tax Collection  
Income Collection  
Debt Management  
Audit Client  
Housing and Council Tax Benefits Management  
Procurement  
Asset Management (including Property Services)  
Facilities Management (including Cleaning Services)  
Administrative Support  
Reprographic Services  
Reception Services and Council contact centres  
Human Resources  
Information Communication Technology Services  
Legal Services  
Civic and Democratic Services  
Development of the Local Authority Trading Company  
Information Governance  
Risk Management  
Insurance

**32. This grouping of functions assumes the following:**

- That all telephony services are managed as one service

- That an integrated package of facilities management services is developed in advance of the CYC move to its new location in West Offices
33. Whilst responsibility for commissioning workforce development will rest with Human Resources, further work will be undertaken to assess the potential to deliver greater employee development from the merged functions of Adult and Community Education, York Training Centre, Future Prospects and internal workforce development resources. This is discussed below in paragraph 39.
34. Consideration was given to additional services which could be located within this Directorate, such as Fleet Management and Business Change and Performance. Given the scale of change and additional responsibilities to be transferred, combined with capacity and capability within this area it is not proposed that these functions are transferred. But it is important that close working takes place between these functions.
35. **Director of Adults, Children and Education**

It is proposed that the core responsibilities of this Directorate are retained – to plan for and secure delivery of:

Adult Assessment and Safeguarding  
Adult Service Provision  
Children’s Specialist Services  
School Planning, Organisation and Improvement

Adults, Children and Education (ACE) is by far the largest set of service areas, both in terms of budget (over 60% net revenue) and staff numbers, with challenging agendas including the development of integrated commissioning of health and social care services in partnership with the proposed clinical commissioning group for the Vale of York.

It is proposed that the current requirement to delete an Assistant Director post within ACE – as per the Executive decision of July 2010 - is implemented; that the Drugs and Alcohol Commissioning functions become part of the new public health cluster of activities, and that the potential to

transfer out and consolidate further support services such as workforce development, building custodians, and administrative services is taken. The latter will bring the support arrangements for ACE further in line with other directorates.

### 36. **Director of Communities and Neighbourhoods**

It is proposed that this Directorate takes the lead responsibility for community engagement by the Council, the responsiveness of the Council to the particular needs and issues of different neighbourhoods and brings together the cluster of services which will provide real benefit around the agenda of public health and health improvement.

In the delivery of this, the following functions are proposed to be located in this area:

- Health Improvement
- Public Health Commissioning
- Emergency Planning
- Environmental Health
- Registrars and Funeral Services
- Trading Standards
- Community Safety
- Prevent
- Community and Neighbourhood Engagement
- Equalities
- Housing
- Leisure
- Culture
- Tourism
- Parks and Open Spaces
- Parking Services
- Street Scene
- City Centre Management

In the delivery of the Public Health Functions, this directorate would contain the team transferred on secondment initially from the Primary Care Trust from April 2012. A further report will be required within the financial year 2012/2013 to clarify

and establish working arrangements from April 2013 when full statutory responsibility for public health transfers to CYC.

The directorate would also have a key role in responding to the Localism Act 2011, including the community rights around challenging for services and community planning.

### **37. Director of City and Environment Services**

It is proposed that the strategic planning for, and delivery of, city-wide and neighbourhood improvements to the physical environment of York are brought together within this Directorate. This would allow for a more responsive set of services to drive improvements faster by completely aligning delivery plans with the strategic aims of the service. It would reduce the need for bureaucratic internal trading mechanisms which add little to the front line delivery of improvements. The functions that would, therefore, be located in this area are as follows:

- Spatial Planning
- Planning
- Development Control
- Transport Planning
- Highways management and maintenance
- Civil Engineering
- Fleet management
- Waste Strategy
- Waste collection and disposal
- Environment and Energy Strategy
- Major Projects Delivery
- Conservation and Heritage Services

### **38. Summary of Structural Changes**

Taking account of a redefined role for Assistant Directors, greater investment in the development of senior managers' capabilities, introduction of more open collaborative, less hierarchical ways of working and efficiencies achieved through the relocation to West Offices it is proposed that there are 13 Assistant Director posts working with the four Directors.



In addition, senior management capability will be strengthened by a seconded resource from the PCT pending appointment of a post-holder with formal designation as the Director of Public Health during 2012/13. This represents a reduction of Assistant Directors from 16 in 2010 to 13 in 2013.

It is proposed the authority be delegated to the Chief Executive to determine the appropriate functional responsibilities within these 13 posts, to enable effective delivery of the Council Plan and fulfilment of all statutory responsibilities. The opportunity will be taken to explore the potential for greater matrix management of senior staff and use of project management as part of this process.

### **39. Organisation and Employee Development**

Consultation, particularly with staff groups as part of this review, highlighted the determination of staff to provide the best service possible to residents. It also identified a view that there are a number of less helpful ways of working, which, if left unaddressed, will impact on the ability of the organisation to move forwards and adapt to the challenges it faces.

Across the organisation, there is a sense that people still work in separate service areas and have not moved as far as we must do to become "Team York". Focus is dictated by the teams people work within, rather than by the combined effect of actions on residents. Staff want to work more closely across these artificial boundaries. Staff don't feel that they can take decisions, even when they are best placed to do so. This lack of confidence suggests that the organisation is not good at calculating and taking risks. It is also indicative of a concern that even minor decisions need ratification, in case issues occur later. This means the organisation does not move as quickly as it could and that we are not using the expertise we have in the most effective way.

Due to very limited turnover within the organisation, opportunities to recruit people into the organisation and opportunities for career progression are restricted. This means that the workforce does not reflect fully the communities it

serves and talented employees have less opportunity to progress and to contribute to the best of their abilities.

The move to West Offices, the council's involvement in the Co-operative Councils Network and the Creative Councils Network will assist in tackling these issues but, to address these issues more forcefully, the following are proposed:

That in the council's workforce plan the following actions are prioritised:

- An annual programme to recruit young people into the council's workforce as apprentices.
- A programme which identifies and develops the contribution of talent from all levels of workforce through opportunities for secondments, mentoring, shadowing, involvement in cross-authority project working.
- The redrafting of senior management job descriptions and specifications to include responsibility for mentoring and coaching of staff from across the organisation.
- That a behavioural competency be included in the appraisal of senior managers relating to commitment to collaborative activity, communication with staff and development of staff at all levels.
- 360 degree feedback (i.e. feedback from staff, peers and managers) is an essential component of performance management for senior staff.
- That a programme of training on systems thinking, service redesign (using 'LEAN' methodology), project management and management of change is established.
- That the council's involvement in the Creative Councils programme funded by the National Endowment for Science, Technology and the Arts is used to drive greater involvement of staff in the process of improvement and innovation in service delivery.

## **Implications**

- (a) **Financial** - The reduction of 3 Chief Officer posts (including the post in ACE already agreed to be removed) will lead to a permanent reduction in salary costs of around £250k.

(b) **Human Resources (HR)** – The proposals in this paper will have an impact on staff, particularly at Director and AD level. The trade unions and those directly affected will be fully consulted on the proposals and the process to be followed. It is acknowledged that ADs have recently gone through a thorough process under phase 2 of the restructure and every effort will be made to balance the need to follow due process whilst minimising the impact of achieving these changes on those affected. Full support will be offered to staff throughout the process. Once the proposals are finalised and agreed, a detailed implementation plan will be developed and shared with staff and the trade unions.

(c) **Equalities** – A full EIA will be undertaken based on the decisions taken by cabinet, to focus on the impacts of the review on both staff and residents. At this stage, consideration has been given to the impacts through the review's alignment with Council Plan priorities. These have been specifically designed to reduce inequality across the city.

(d) **Legal** - Legal Services have been consulted and the change process described above has been reviewed to ensure it is constitutionally appropriate. Should changes be approved to Directors' portfolios, some changes would be required within the constitution to reflect the new responsibilities. No changes are proposed to the arrangements of statutory posts, but the proposals make reference to the future need of a statutory role of Director of Public Health.

(e) **Crime and Disorder** -None

(f) **Information Technology (IT)** - None

(g) **Property** - None

(h) **Other** - None

### **Risk Management**

As with any significant reorganisation a risk is that the energies and focus of services and staff are distracted and uncertainty undermines morale. For that reason effective management of the change process is essential, with priority given to frequent

communication throughout the organisation, support and guidance for staff affected by the change process, use of agreed procedures for the management of change and whilst taking sufficient time to ensure the changes are properly planned for moving at a pace to provide certainty for staff. Reduction in management posts will be challenging and put additional demands on staff unless a thorough review is undertaken of internal operations to ensure all non essential processes are minimised. As ever close attention will be paid to the performance of the organisation through this period to ensure early action on any issues which arise.

### **Recommendations**

It is recommended that Cabinet approve the proposed directorate structure and activities to address organisation and staff development.

Members are asked to consider:

- (a) That approval is given to the functions to be contained within each directorate and director's portfolio as the preferred structure of council services.
- (b) That approval is given for the deletion of two Chief Officer posts at Assistant Director level
- (c) That the Chief Executive is given delegated authority to determine the distribution of services within the Assistant Director portfolios in consultation with the Leader and Cabinet members.
- (d) That Member Appointment Panels are established as and when required to undertake the appointment of Assistant Directors.
- (e) That the Workforce Plan addresses the implementation of the Organisation and Employee development proposals within section 39.
- (f) That a business case is brought back to Cabinet for the development of a consolidated Adult Learning and Workforce Development function

- (g) That a further report is brought to Cabinet as soon as is practicable on the establishment of the Public Health function within the City of York Council.

### Contact Details

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	<b>Report Approved</b>	<input checked="" type="checkbox"/>	<b>Date</b> 25.11.11
	Chief Officer's name Title		
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### Background Papers:

Organisational Review 2011 Consultation Summary  
 Department of Health Public Health Human Resources Concordat  
 Local Authority Comparator Data





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**Cabinet**

6 December 2011

Report of the Cabinet Member for Leisure, Culture and Social Inclusion

**Community Stadium Project****Summary**

1. The purpose of this paper is to:
  - Set out the timetable for progression of the business case.
  - Set out the resources required to develop the business case to the next stage.

**Background**

2. An outline business case for the project was first presented to members in June 2009. It was then developed to a more detailed stage to support the decision of the Executive in July 2010 that the stadium would be at Monks Cross South and delivered as part of an enabling development at the centre of a range of community facilities.
3. The Executive of 19 October 2010 established a Community Stadium Advisory Group (CSAG) through which progress on the community stadium project has been reported. This is an advisory group to the Council Cabinet. The group's minutes are published and are publicly accessible. The business case has been developed, amended and updated as the project and its proposals have progressed. This progression has been reported to the Advisory Group as part of regular updates.
4. A planning application has been submitted for the enabling development. It is clear from the development appraisal that has

been submitted to support the scheme, that the Council's vision is deliverable, subject to the enabling development being satisfactory in planning terms. A summary of the capital funding position is shown in the table below:

**Table 1 Indicative capital costs**

Component	Capital Cost (£000s)	comment
Stadium	12,400	Potential options for value engineering to reduce this figure
External works	1,200	Based on Oakgate development appraisal / DLA plans
Community floor space	3,000	See breakdown in revenue table below
Athletics Facilities	2,500	Cost to be reduced through value engineering and inclusion in wider construction package.
Community sport facilities	750	To include interim ground sharing / training facilities / costs.
Project Costs	1,000	Estimation between £875K and £1,250K dependent on procurement route and risk transfer.
<b>Total</b>	<b>21,050</b>	

Note: These figures are indicative. They include fees @12% and contingency @ 5%, but do not include VAT. A VAT assessment is underway as part of a wider financial due diligence exercise.

**Table 2 Indicative Funding Sources**

Component	Capital Cost (£000s)	comment
S106 Contribution	14,040	Based on Oakgate draft development appraisal
CYC Capital	4,000	CYC approved capital programme
YCFC Capital	2,000	Contribution following Bootham Crescent disposal



External Funding	1,000	Potential contributions from Sport England, UK Athletics and the Football Foundation
<b>Total</b>	<b>21,040</b>	

5. This is a complex development scheme which has a number of projects forming an overall programme. It will involve the procurement of both a design and build of facilities contract, and an operation and maintenance contract. These processes require the business case to be developed in stages as the project progresses. This is an iterative process which continues all the way through the procurement and construction of the project through to delivery. The next key stage will be sign off of the core principles of the way the stadium and associated community facilities will be delivered, operated and maintained. This will set out projections of the principal costs and income streams together with a sensitivity analysis identifying the relevant risks.
6. This report will be presented to the CSAG on 14 December 2011. Following further development it will then be reported to the Council Cabinet meeting on 9 January 2012 together with a procurement and project plan including arrangements for governance and project management and a statement of the resources required to manage risk and control expenditure.

### **Development of the Business Case to Date**

7. In 2008 the council agreed to appoint a dedicated project manager to take forward the concept of a community stadium for York. Detailed feasibility, site selection and other feasibility work has been undertaken resulting in the submission of a major outline planning application, which is due to be determined in January 2012.
8. To date £398k of council revenue funds have been spent or committed on:
  - Detailed feasibility and site selection exercise.
  - Financial due diligence and stage 1 business case.
  - Review of stakeholder accounts (sports clubs).

- Legal reports including procurement and title issues.
  - Development of partnerships with community stakeholders.
  - Development of plans, a draft design brief and cost management.
  - Costs for CYC project management.
9. The creation and development of the business plan has underpinned this work. A detailed financial model was created and has grown with the project. It provides the foundations of the business case. The projections of income streams, costs and attendances are all evidence based, drawing market intelligence and / or relevant comparators. Case studies of other stadia have been examined to assist with the development of the operational principles. Discussion with the sports clubs has been on-going throughout the process.
10. The next stage of development of the business plan as part of the pre-procurement preparation includes:
- Cost management reports on all strands of the capital work.
  - Preparation of the procurement packages.
  - Appointment of the council's design / construction / legal / procurement and financial specialists that will work for the council throughout the procurement exercise.
  - Undertake community consultation.
  - Further develop partnerships with key stakeholders for the provision of the community facilities.
  - Financial and due diligence support for the business case as it develops.
  - Sensitivity analysis on the operation of the leisure facilities.
  - Stage 2 feasibility and survey work at the University Sports Village to proceed with the athletics proposals.
  - Architectural and design work to develop the specifications / design guides for the new facilities, prepare schematics,

developing the indicative plans provided as part of outline planning application.

11. To undertake this work it is estimated that up to £200k now needs to be made available. As the revenue funding previously allocated is now exhausted it is recommended that the £4m capital budget allocated to support the stadium project is drawn upon. This capital funding was allocated subject to approval of the business case.
12. The project has reached a point where it has been demonstrated that sufficient certainty exists to reasonably use some of the capital funding in order to progress the project (subject to planning). This is a considerable milestone in making this a viable development scheme. It is therefore proposed that £200K of the allocated £4M allocated in the capital programme is released. This funding will be used to support the development of the business case to the next key stage, to prepare for and initiate the procurement process and involve principal stakeholders as part of an on-going dialogue. There is also a clear need to further develop the design of the facilities to the next, more detailed stage. This will assist the stakeholders and the wider public to better understand what is being proposed and what the benefits are. It will also provide a more detailed evidence base for the report to Cabinet in January which will set out the resources required to deliver the project. It should be noted that as planning permission has not been awarded the capital funding being requested could result in abortive cost in the result of the stadium not progressing. In this scenario the cost would need to be funded from revenue.
13. If the procurement exercise begins in Jan / Feb 2012, it would result in the completion of the new facilities sometime in 2014 (subject to planning). An indicative project plan is set out in Annex 1.

## **Implications**

### **Financial**

14. A revenue budget of £300k was previously made available by the Council to support this project. This is now fully committed. This

report recommends drawing on the £4m capital budget available to support delivery of the stadium subject to development of the business case with the risks set out in paragraph 12.

### **Risk Management**

15. If members are minded to approve this expenditure the following risks / issues need to be considered:
  - If the project does not proceed, this would be abortive and non-recoverable capital expenditure that would have to be charged to revenue.
  - To help to control this risk and the financial exposure, any externally awarded work would be on the basis that further stages of work are subject to subsequent approval of the business case.
16. A detailed report regarding the project's risks was presented to the Audit and Governance Committee on both 6 December 2010 and 19 April 2011. Risks are addressed, reviewed, analysed and updated regularly through the fortnightly Community Stadium Officer Team meetings.
17. **Equalities** – There are no equalities implications arising from the recommendations of the report.
18. **Legal** – There are no legal implications at this stage.
19. **Human Resources** – There are no implications arising from the recommendations of the report.
20. **Crime and Disorder** – There are no implications arising from the recommendations of the report.
21. **Information Technology** – There are no implications arising from the recommendations of the report at this stage.
22. **Property** – Property implications are set out in the report.

### **Recommendations**

23. That the Cabinet note the progress made to date on developing the business case for the Community Stadium.
24. That the Cabinet recommend to Council that £200k of the £4M allocated in the Council's capital programme for the Community Stadium is released for the purpose of developing the business case to the next key stage.

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**Report Approved**

23.11.11

**Specialist Implications Officer(s) :**

None

**Wards Affected:** *List wards or tick box to indicate*

**All**

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

**Background Papers:**

- Community Stadium Report to Staffing and Urgency Committee 21<sup>st</sup> May 2008
- Staffing and Urgency Committee Minutes 21<sup>st</sup> May 2008
- Deloitte report on community stadium for CYC 20<sup>th</sup> June 2008

- Active York's Sport and Leisure Strategy
- Executive Report 15<sup>th</sup> July 2008
- Executive Report 9<sup>th</sup> September 2008
- Executive Report 20<sup>th</sup> January 2009
- Executive Report 23<sup>rd</sup> June 2009
- Executive Report July 6<sup>th</sup> 2010
- Executive Report October 19th 2010

### Annex 1: Indicative Timeline

	2011	2012				2013				2014			
	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
Pre-procurement preparation													
Outline Planning Application Determined													
Call-in / JR period													
Operation & maintenance CD Procurement													
Design / Build procurement													
Construction of Athletics facility													
Operation and Maintenance Contract Operational													
Construction of main facilities													
FSIF Loan to be repaid													
Athletics facilities operational													
Stadium Facilities Operational													

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**Cabinet**

6 December 2011

Report of the Cabinet Member for Leisure, Culture and Social Inclusion

**Gym Expansion at Energise****Summary**

1. This paper presents a business case for the Council to borrow £540k on behalf of York High School to facilitate an extension of the successful Energise gym facility which will improve customer service and reduce the need for Council subsidy.

**Background**

2. A partnership has existed since 2005 between York High School (the School) and the Council to provide community access to the fantastic range of sporting facilities on site which are made up of the Council's swimming pool together with sports facilities made available by the school.
3. Responsibility for managing the sports facilities rests with the School under the terms of a service level agreement (SLA). They exercise this through the Sports Centre Management Committee (SCMC) which has representatives from the Council, School and school governors. The School employs an operator to run the community facilities on a day to day basis. To date, this has been the Council's Sport & Active Leisure team. The Council pay a grant to the school which is agreed annually.
4. The partnership has been highly successful and has delivered investment into the facilities, a range of new services, and a strong financial performance. User figures reached a high of 391,000 in 2010/11. Energise has achieved a number of accolades including 'Inclusive Fitness Mark' and a 'commended' under the 'Quest' scheme. All of this has been achieved in a challenging period of transition with the new school opening and the public swimming pool being built.

5. The Council's vision has always been to aim for long term sustainability and to continually reinvest in the facility whilst removing the need for a council subsidy. The current financial pressure on the Council has sharpened the focus on presenting an enterprising proposal to achieve this.

### **The Proposal**

6. The proposal to invest £540k to extend the current gym facility at Energise by 219 sq/m can be seen in detail in Annex A, presented as a business case report which is supported by:
  - The School's SCMC
  - York High School Full Governors Committee who approved the plan on 29 September 2011
  - The Communities and Culture finance team

### **Consultation**

7. Energise has embedded a customer engagement process that enables customer and staff comments and planned research to feed into the overall business strategy on a daily basis.
8. Listening to the current gym membership base of 2,500 regular users and capturing comments from members leaving, Energise management team made the following conclusions:
  - The current gym facility was at capacity and members were starting to leave due to overcrowding at peak times
  - The current membership offer is attractive, value for money and competitive.
9. We also commissioned a latent demand survey which concluded that there is a strong unmet demand around Energise. It estimates a potential to attract 975 members if the gym is expanded.
10. Consultation with an independent sales company backed up the latent demand findings and suggested that even more members could be attracted.

### **The Business Plan**

11. The proposal fits within the overall business plan that has been in place since 2005, focussing on reducing the Council's grant by maximising income streams. The business plan is robust and has performed favourably against target year on year. This is

demonstrated by a saving of over £200k in the last 3 years, as the operator performance grows.

12. The addition of the new swimming pool in December 2009 has positioned Energise as the main leisure facility in the West of York, with no direct competition within a clear two mile radius. Energise is now well established with a strong market presence and achieving a stable turnover of £1.38m.

### Project costs

13. A summary of the project costs and funding are shown below:

<b>COSTS</b>	<b>£,000</b>	<b>FUNDING</b>	<b>£,000</b>
Build costs & Fees	511	CYC/Energise allocation	140
Equipment	128	Prudential borrowing	540
Feasibility	4		
Contingency	37		
<b>TOTAL COSTS</b>	<b>680</b>	<b>TOTAL FUNDING</b>	<b>680</b>

14. The table below shows the trading position over the next 5 years. It is important to recognise that the income and expenditure shown are in addition to the existing Energise income and expenditure costs for the gym.

<b>TRADING POSITION</b>	<b>Yr 1</b>	<b>Yr 2</b>	<b>Yr 3</b>	<b>Yr 4</b>	<b>Yr 5</b>
	<b>£,000</b>	<b>£,000</b>	<b>£,000</b>	<b>£,000</b>	<b>£,000</b>
<b>Income</b> from new gym membership sales	148	308	308	308	308
<b>Expenditure</b>					
Prudential borrowing repayments	153	153	153	153	0
Additional revenue costs e.g. Marketing and retention	15	15	15	15	15
<b>Total Expenditure</b>	168	168	168	168	15
<b>Net Profit</b>	<b>-20</b>	<b>140</b>	<b>140</b>	<b>140</b>	<b>293</b>

15. The table shows an initial trading loss of £20k in year 1 which can be managed using reserves by the SCMC. This is followed by a net profit in year 2, 3 and 4 of £140k. This net profit could mean an earlier reduction in the Council grant.

### **The Options**

16. The options are:
  - To approve the prudential borrowing so that the School may expand the gym facility at Energise
  - Not to approve the prudential borrowing.

### **Analysis**

17. The implications of not going ahead with the gym expansion would mean capping the membership numbers, as the current level of membership long term is unrealistic in the current size of facility.
18. Failure to build an extension would not only mean capping service provision but missing out on a profitable business opportunity for the Council. It would be possible to look at smaller income generation projects that do not require major capital investment; however, these are limited due to the sports facilities being so well used and almost at capacity. Profits would be smaller, so the ability to reduce the Council's subsidy in the next 5 years will be restricted.

### **Implications**

#### **Finance**

19. The net cost to the Council of this project is nil in revenue terms, as York High School will make the revenue borrowing repayments. However, ultimately the Council underwrites the partnership financially, as agreed in the terms of the Service Level Agreement (SLA).
20. The mechanics of the SLA set out clear guidelines for the operator to deal with any income short falls in the first instance by the adjustment of programming, pricing and staffing. Any ongoing problem must be reported to the SCMC and then to the Full Governors to consider corrective action. The Council's School Funding and Monitoring Officer in the ACE finance team is also to be contacted at the earliest opportunity so that any necessary action can be agreed.

21. In the event of additional profits being made, the SLA sets out a profit share distribution back to the Council up to the level of the revenue grant paid in that financial year.

### **Legal**

22. No legal implications.

### **Human Resource**

23. There are no negative implications for staff, but there is potential to increase staffing levels to meet demand as directed by the operator.

### **Equalities**

24. Energise has been designed from the outset to be a physically accessible building. The SLA requires the operator to provide a wide range of activities to meet the needs of York residents. The service has been externally audited by the Inclusive Fitness Initiative (IFI), who awarded Energise the IFI Mark in recognition of being an inclusive leisure facility.

### **Risk Management**

25. Risks are identified in the business case recognising that payback hinges on successful sales of gym membership.
26. The SMCM will monitor the financial performance of the facilities as it does now. Should it fall short of its budget targets in the first instance the School would deal with the consequences through management action e.g. reducing or adjusting programme; however, the school could not use its delegated budgets to make up any shortfall. Since the School provides the service on behalf of the Council the Council would work with the School to manage the consequences of any deficit, agreeing strategies, and reporting to members. Ultimately the Council would be responsible for the financial consequences should the project fail.

### **Corporate Priorities**

27. This report describes the service's response to the key outcomes described in the Council Plan 2011-2015 with specific emphasis on the section 'Build Strong Communities' and 'Jobs and Growth'.

### **Recommendations**

28. Cabinet is asked to approve the proposal to undertake prudential borrowing on behalf of the School and to recommend to Council the

addition to the Capital Programme in 2011/12 of £540k in order to expand the gym at Energise.

Reason: To improve the efficiency and effectiveness of the Council's leisure offer.

### Contact Details

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	<b>Report Approved</b>		<b>Date</b> 24 Nov 2011
<b>Specialist Implications Officer(s)</b> Patrick Looker – Finance Manager for CANS Ross Brown – Principle Accountant			
<b>Wards Affected:</b> List wards or tick box to indicate all			<b>All</b> <input checked="" type="checkbox"/>

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### Annexes:

Annex – The Business Case (exempt)

### Background Papers:

None

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A  
of the Local Government Act 1972.

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**Cabinet**

**6<sup>th</sup> December 2011**

**Report of the Cabinet Member for Corporate Services**

**The Hungate Site**

**Summary**

1. This report seeks member approval to proceeding with the archaeological investigation required on the former Peaseholme Hostel Site and part of the Haymarket Car Park. It is proposed to fund the work by prudential borrowing against the future enhanced capital receipt, as a result of the increase in value, due to these works.
2. Members are also asked to approve the marketing of the whole Hungate site, following completion of the archaeological investigation.

**Background**

3. The Hungate site is comprised of the site of the former Peaseholme Hostel, Haymarket Car Park and the former Dundas Street Ambulance Station site. A site plan is attached at Annex 1.
4. This site was originally the proposed location of the Council's new headquarters building, until the planning application was withdrawn in July 2008. Since this date the former Peaseholme Hostel and former Dundas Street Ambulance station have been demolished and the Haymarket Car Park has continued to operate. The whole site has been identified for disposal and the anticipated capital receipt is being used to fund the overall capital programme.
5. Important archaeological remains lie underneath part of the site, namely the former Peaseholme Hostel site, the entrance way to Haymarket Car Park and a small area of the former ambulance station site. The site is the former medieval church and churchyard of All Saints Peaseholme Green. The proposed

archaeological investigation will define the areas where development will be restricted, thus reducing risk and giving more certainty to developers as to how the site can be developed. This will enhance the value of the site.

6. A quotation of £85,000 has been received from York Archaeological Trust (YAT) for carrying out the investigation. The main reason for using them is that this piece of work represents a continuation of archaeological work on the adjacent former ambulance station site. The proposed excavation represents a physical continuation of archaeological work in an immediately contiguous area. YAT have all the archaeological finds and records from this previous piece of work. The finds and records from the proposed excavation must be integrated with these other finds and records in order to create a single archive for the site.
7. The archaeological work on the former Ambulance Station site has been procured by the Hungate development partnership using its own procurement procedures. This market-based approach resulted in the appointment of YAT to carry out the archaeological work at the former Ambulance Station site. The work that is the subject of this report is in effect a continuation of this earlier phase of work. The results of the piece of work subject to this report will be incorporated into the assessment, archiving and publication of the earlier phase of work on the former Ambulance Station site. It is essential therefore that this work is carried out by the same archaeological contractor. The City Archaeologist has advised on the scope of archaeological works and scrutinised the proposed costs, to ensure that the work is both necessary in scope, and reasonable in cost. He is happy that this represents value-for-money in the current market for archaeological services.
8. In order to instruct YAT without quotes from other contractors, a waiver will be required to get an exemption from the financial regulations. Our advice is that this will be approved on the basis that the appointment of any other organisation to do this work, will potentially result in an increase in costs, because the work may be duplicated.

9. The quotation from YAT does not include backfilling and reinstatement of the car park surfacing. A budget cost of £30,000 has been allowed for this work.
  
10. In recent months Asset and Property Management have had a number of enquiries from developers and agents, expressing interest in acquiring the site for a number of different employment related uses, including hotel and offices. As a result, it is now considered that the time is now right to look at proceeding with the marketing of the site for sale. A draft planning statement has been produced for the site by the Major Development Projects and Initiatives Team, which will be used as planning guidance by potential purchasers.

### **Consultation**

11. This report has been written in consultation with Corporate Finance, the City Archaeologist and Parking Services.

### **Options**

12. Approve or reject the recommendations.

### **Analysis of Options**

13. Approve the recommendations

#### **Advantages:**

- a. Carrying out the archaeological investigation will define areas where development can or cannot take place on the site, thus creating certainty and reducing risk to any developer.
- b. Enhance value
- c. The City Archaeologist will have more control as to how the investigation is carried out.

Disadvantages:

- a. The cost of the archaeological investigation will ultimately be funded from the increased capital receipt received from the sale of the site. However, any financing costs incurred as a result of the timing differences between the costs of the investigation and the capital receipt being received will be funded from property services revenue budgets.
- b. If the site is not sold then the investigation costs will need to be written off to revenue and funded from property services revenue budget.

**14. Reject the recommendations**

Advantages:

- a. No need for prudential borrowing.
- b. No requirement for the surplus property budget to fund the archaeological investigation costs if the site is not sold.

Disadvantages:

- a. Loss in value of site due to uncertainty of developable area.
- b. Reduced control of archaeological investigation work.
- c. Prolonged disposal process and increased risk of sale not proceeding.

**Corporate Priorities**

- 15.** a. Create jobs and grow the economy.  
b. Protect the environment.

**Implications**

**Finance**

- 16.** The total cost of the works to the Hungate site are £115k - the archaeological investigation will be £85k, and the reinstatement work £30k. The works are required to bring the site into a saleable condition, and therefore these initial costs will be funded from prudential borrowing. Ultimately, the cost will be funded from the sale of the site and the resultant capital receipt.

17. The Hungate site capital receipt is already included as part of the capital programme. By carrying out the proposed archaeological investigation, the anticipated receipt is estimated to exceed the value currently assumed. This additional value will, therefore, fund the cost of the investigation works. Any finance costs incurred as a result of the timing differences between the costs of the works and the capital receipt being received will be funded from property services surplus properties revenue budget. For one year these costs would be £10.3k.
18. If the site is not sold then the archaeological investigation costs incurred will be written off to revenue and the £115k will be charged to property services revenue budget.
19. During the anticipated 10 week period of the investigation works, it is estimated that the Council will lose between £30k and £35k of income from the car park. A certain amount of this income will be taken up by the nearby Foss Bank Car Park. It should be borne in mind that this is a loss that is going to have to be incurred at some point. No developer is going to take on ownership of the property until the outcome of the investigation is known and certainty established as to how the site can be developed.

#### **Legal**

20. None.

#### **Property**

21. All implications are included in this report

#### **Human Resources**

22. None

#### **Risk Management**

23. There are no known risks with the recommendation.

#### **Recommendations**

24. Approve the archaeological investigation at the Hungate site, and the funding of the work from the future capital receipt.

- 25.** Approve the use of the property services revenue budget as required
- a. to fund the finance costs incurred as a result of the timing differences between the archaeological investigation costs incurred and the sale of the capital receipt or
  - b. to fund the archaeological investigation costs from the surplus property fund budget if the site is not sold.
- 26.** Approve the marketing of the whole Hungate site, following completion of the archaeological investigation.

**Contact Details**

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**Tim Bradley**  
**Asset Manager**  
**Property Services**

**Chief Officer Responsible for the report:**

**Cabinet Member**  
**Responsible for the Report:**

**Roger Ranson**  
**Assistant Director of Economy and Asset Management**

**Cllr Julie Gunnell**  
**Cabinet Member,**  
**Corporate Services**

**Report**  **Date**  
**Approved**

**Specialist Implications Officers**

Louise Branford-White -Technical Finance Manager  
John Oxley – City Archaeologist

**Ward Affected:**  
**Guildhall**

**AI**   
**I**

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

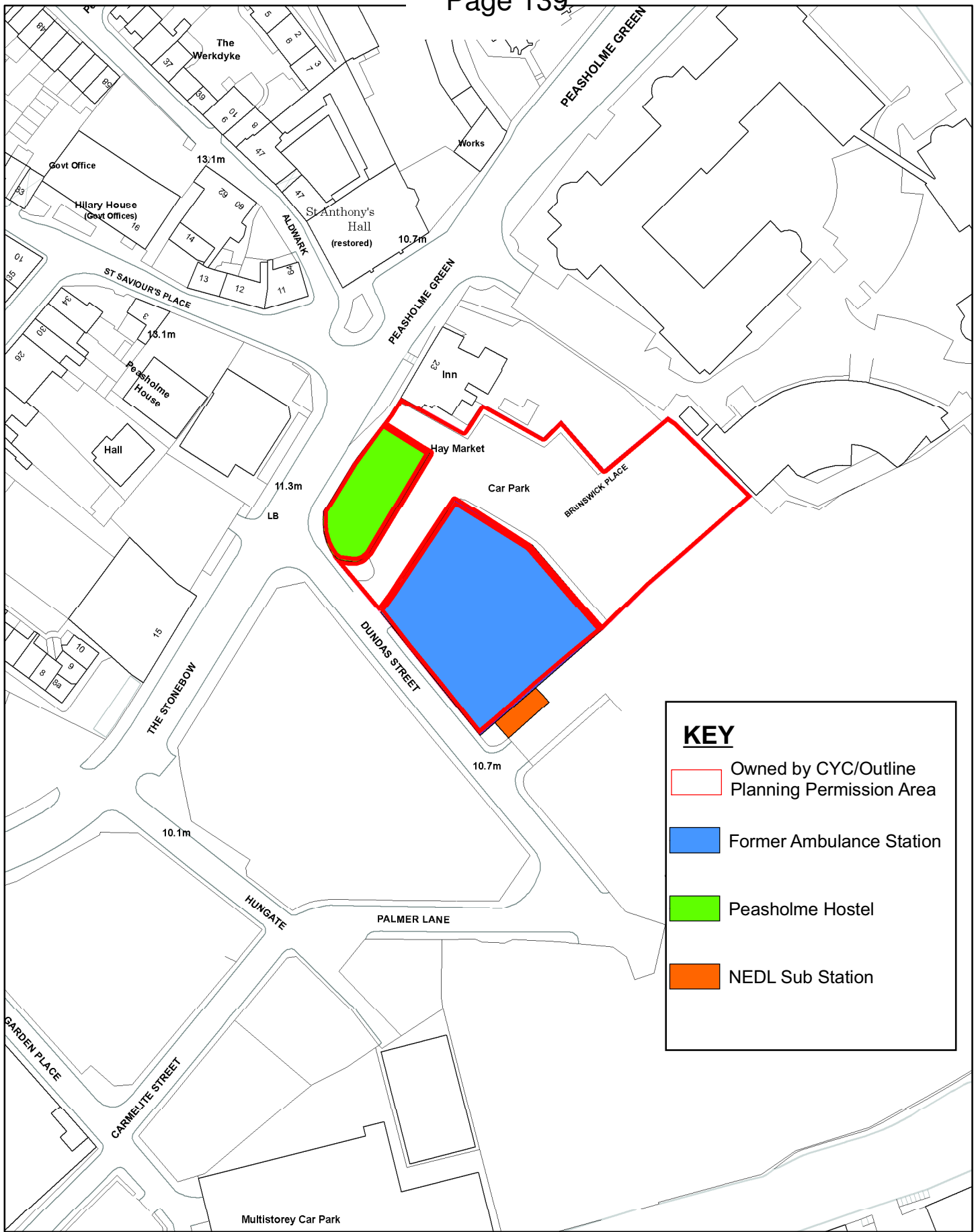
**Background Papers:** File no. E232/B01 held in Asset and Property Management.

**Annexes:**

Annex 1 - A plan showing the location of the site.

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**KEY**

- Owned by CYC/Outline Planning Permission Area
- Former Ambulance Station
- Peasholme Hostel
- NEDL Sub Station



**Resources**  
**Property Services**

# Hungate Site



SCALE 1:1,250      DRAWN BY: CC      DATE: 01/04/2009

Originating Group:

Drawing No.  
**E00187/232/1165**

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**Cabinet**

6 December 2011

Report of the Cabinet Member for Leisure, Culture and Social Inclusion

## **York Museums Trust Funding 2013-18**

### **Summary**

1. This report asks the Cabinet to agree core funding for the York Museums Trust for the period 2013 to 2018.

### **Background**

2. In 2002 the Council entered into a partnership agreement with the newly constituted York Museums Trust (YMT) in order to ensure the long-term stability and prosperity of the City's museums and collections. The background to the decision to create YMT was the need to turnaround the business performance of the museums which had been losing an average of 37,000 visits every year over the previous ten years and were costing around £120k more to run each year.
3. A business plan was agreed for 2003 to 2008 and this was updated for 2008 to 2013. YMT's key achievements against the main outcome areas agreed with the Council have been:
  - **Stabilising visitor figures:** Visitor numbers have risen from 387,000 in the first full year of operation to 641,000 in 2010/11 (which included a period of 4 months when the Yorkshire Museum was shut for refurbishment).
  - **Delivering new income streams:** YMT has increased the diversity of their income streams and their overall income. In 2002 the Council's grant accounted for over 50% of YMT's income; in 2011 it has reduced to less than 30% of income with admission charges, *Renaissance in the Region* funding, and other trading income making up the remainder.
  - **Developing new exhibitions and interpretive service:** There is now an excellent programme of activities at all the sites managed by the Trust. Partnerships with the Arts Council: England, The Tate and the British Museum have not only brought the best of national collections to York but have also shown

York's collections regionally and nationally. The Trust's Learning support team have won awards and plaudits for their interpretation and informal learning programme. The Trust contributes to wider city initiatives including Illuminating York and the Viking Festival and, in 2012, it is one of the partners delivering the York Mystery Plays.

- **Upgrade the building assets:** YMT has so far raised approximately £7m which it has invested in the Council's buildings, gardens, public programmes and collections.
- **Increase use and involvement by residents:** Visits by York residents, free of charge, reached 112,000 last year. Of this figure 6,000 were from York school children from over 50 state and independent sector schools. A volunteer programme introduced in 2009 has over 200 active volunteers at any one time, and working with the H.E. sector the trust hosts over 20 student placements annually. They have an active inclusivity programme supported by the Joseph Rowntree Foundation, Arts Council: England and Renaissance in the Regions.
- **Achieve high visitor satisfaction:** The Trust has successfully retained the Visitor Quality Assurance standard and their own visitor survey show that visitor satisfaction is consistently above 96% with an average 98% of visitors willing to recommend the visit to others.
- **Ensure the cataloguing of the collections:** The agreed programme of retrospective documentation is on target. The Trust team has also developed an acquisitions programme to reflect the history, science and culture of the city and region.

4. Funds raised have been used to:

- Completely refurbish art gallery space, removing all admission charges, and increasing visitor numbers by 100,000 p.a. The collection of British Studio Ceramics in York is now the largest outside London and represents around 3,500 pots plus an important archive of 20<sup>th</sup> century potters.
- Create a vibrant museums education provision with 3 new learning posts
- Tackle the problems in collections management through a new Directorate of Collections
- Strengthen the curatorial team with new posts in archaeology and natural history

- Re-fit the entrance to the Castle Museum, resulting in a much more appealing space and a higher retail spend per visitor
  - The Castle Museum has been re-displayed in part. Film and voice based on real people powerfully tells the stories of the Debtors prison and the 1960s exhibition has brought the social history remit of the museum up to date. Kirkgate has been refreshed with new interpretation with sound and light.
  - Yorkshire Museum has had a 3.2m refurbishment with an entirely new lay out and a redisplay of the museums collections. A specially commissioned History of York Video is now available to all visitors in the Tempest Anderson Hall. The display space now has a much lighter and more open and flexible feel and visitors can appreciate the grandeur of the building itself.
  - Yorkshire Museum Gardens: YMT have started a programme of investment in the planting and labelling, to restore the botanical garden and to open up the garden for more sustainable and flexible use. There are currently plans to remove the hutments to the rear of York Art Gallery and provide a new public green space and access to this area. In 2012 the Museum Gardens will play host to the York Mystery Plays for the whole of August.
  - Develop a new contemporary art venue in the city at York St Mary's showcasing the best of international contemporary artists and developing a programme of events to support major festivals in the city.
  - Achieve accreditation for all of YMT museums, an important marque of quality within the sector
5. The Trust has recently employed independent assessors DC Research to undertake an impact assessment of their business. This found that:
- YMT injects at least £6.4m annually into the regional economy supporting 100 full time equivalent jobs for York people
  - The economic impact of visits to YMT venues is worth at least £15.5m per year to the York economy, the equivalent of 196 full time jobs supported in the York economy
  - This represents a 'return on investment' of around £10 of impact for every £1 invested by City of York Council
6. The legal agreement between the Council and YMT provides that the level of 5-year core funding for 2013 to 2018 must be agreed now. The purpose of this paper is to explain YMT's current financial

position, its business and capital plans, and to make the business case for continued revenue funding.

### **Current Funding Position**

7. The Council has provided stable funding to YMT since 2002. Over the last ten years YMT has also successfully bid for *Renaissance in the Regions* funding from the MLA (Museum Libraries and Archives Council). Last year the Trust received over £700k from *Renaissance in the Regions*.
8. Following the transfer of the MLA functions to the Arts Council England (ACE) there is considerable uncertainty as to the future of this funding. From April 2012 this fund will be divided up amongst a small number of museums services and the Trust is currently bidding to be one of these. It is important to note that ACE will not act as a 'gap' funder replacing monies cut from the normal core funder, in this case the Council. The outcome of this bid will be known in January 2012.
9. As noted above, YMT has also been successful in developing new sources of income for example developing the Hospitium as a conferencing and weddings facility.
10. Stable funding from the Council combined with YMT's entrepreneurial approach has facilitated the significant achievements set out above. The sharp reduction in government funding to local authorities and the Council's challenging financial circumstances, however, mean that it is now necessary to ask YMT to bear a significant budget reduction and to seek to maximise its income from other sources to minimise the impact on the services. It is therefore proposed that the Council's grant is reduced by 25% which, based on 2011/12 figures, would mean a reduction to £1,130k per annum for 2013 to 2018. Inflation uplifts would be applied over the five years as previously.
11. Given that the outcome of YMT's bid for replacement *Renaissance* funding will not be known until January next year, as set out in paragraph 7 above, and that the outcome is highly significant to YMT's overall funding and consequent business plan, it is proposed that negotiation of the detailed Partnership Delivery Plan takes place after the outcome is known and is reported to the Cabinet Members for Leisure, Culture and Social Inclusion in June next year.

## **Development Plans**

12. Given the uncertainty over revenue funding it is imperative that YMT is able to continue the development of the Council's museums over the next 5 year period in order to strengthen its business position and its ability to operate more independently and with reduced public subsidy. Its exciting plans are described in the following paragraphs.

### **York Art Gallery and Museum Gardens:**

13. YMT intends to position the York Art Gallery as one of the top art galleries in the North and to create a major new visitor attraction for the city. The exhibition space will be increased by 60% and there will be improved public facilities such as learning studios, café, shop and toilets. This will involve expanding into the part of the building occupied by York City Archives, by creating a new gallery above the Main Gallery into the previously hidden roof space, and by developing the spaces within the 1952 extension to the rear of the Gallery.
14. The additional gallery spaces will enable the display of the internationally important collection of 20th and 21st Century ceramic collections and the designated picture collections as well as having the suite of ground floor galleries to mount major exhibitions. YMT has been left a substantial private legacy to seed-corn this project and will be making bids to Arts Council England, and trusts and foundations for match funding. YMT expect the gallery to close at the beginning of 2013 and reopen at Easter 2015. Creating new gardens to the rear of the gallery with new access and connectivity across the whole of the St Mary's Abbey site are an integral part of the development.
15. Discussions are currently underway to enable the current city centre free Wi-Fi zone to be expanded to include Museum Gardens. It is hoped that work on this could take place prior to summer 2012 to ensure coverage during the hosting of the Mystery Plays in August 2012.
16. A bid has been submitted through the Council's capital allocation process (CRAM) for £510k spread over 3 years to support York Art Gallery and Museum Garden expansion project. Council capital support will be essential to establishing the credibility of the project with other key funders and to leveraging their support.

### **Castle Museum:**

17. YMT recognises that the key to its financial future is the continuing popularity of York Castle Museum, and that the Castle remains so

popular because YMT have been able to refresh the visitor offer there every year so that it remains a 'must see' attraction. The highlight for most visitors to the Castle Museum is Kirkgate, the recreated Victorian street. YMT has refreshed this over the years, and now feel that is the time to extend the street, and introduce visitors to 'real' people who tell us more about life in the Victorian age. This is involving public consultation and partnership working with the Rowntree Society, the two universities and many more local interest groups. This will be funded by *Renaissance in the Regions* and is due to reopen in April 2012. The project will also involve the refurbishment of the public toilets.

18. The second Castle Museum project is to open up the green and riverside areas behind the museum, comprising the medieval Castle, the River Foss and Raindale Mill. This will enable a walk way along the river, a flexible event space, an area promoting wildlife conservation, and the area next to the Mill having a suitable 19th century garden added. Visitors will also have the opportunity to see areas of York Castle that are currently 'out of bounds' that will be interpreted. This project is also funded by *Renaissance in the Regions* and will be completed by April 2012.
19. The third and most ambitious part of the Castle Museum capital project is to create new gallery spaces across the whole of the first floor of the Debtors Prison. This will involve moving the current office, meeting and learning spaces to the second floor. The project is called 1914 and will look at how life changed during the period 1914-1918 due to the impact of the First World War. As well as new galleries with flexible display cases and spaces being created, YMT will also install a lift, which will be the first lift in the building, allowing a more accessible museum. This project will cost more than £2m. A bid will be made to the Heritage Lottery Fund and other funding bodies. This project will open in spring 2014. The Stage 1 HLF bid for £1.3m has been successful.

### **Options**

20. In setting the funding for the period 2013–2018 the Cabinet can:
  - a) Agree funding at the level proposed in paragraph 10 above, or
  - b) Agree a different level of funding

### **Analysis**

21. Providing partnership funding for 2013 to 2018, albeit at a reduced level, will provide YMT with a clear base going forward. YMT has set out clear ambitions to work with other partners in the City to



contribute to a city of world class culture. Following on from the Cultural Quarter Scrutiny Report YMT has made huge strides in developing plans for the York Art Galley and Exhibition Square and is working collaboratively on the 2012 Mystery plays. Provided that the Council is able to support the York Art Gallery project with capital funding YMT will be able to move forward with confidence and attract funding from other sources in order to secure its business position.

### **Consultation**

22. York Museums Trust have asked the council to consider a reduction in funding limited to 20% which, based on 2011/12 figures, would mean a reduction to £1,205k per annum.

### **Corporate Objectives**

23. In negotiating a new Partnership Delivery Plan (PDP) with YMT for the period 2013-18 the Council will be able to commission a range of actions that further the outcomes of the Council Plan notably:
- *York will have an enhanced role as a World Class City recognised as a great place to invest, visit, do business:* The PDP will have clear targets to develop world class visitor attractions particularly the new York Art Gallery
  - *There will be a strong volunteering infrastructure with increased levels of volunteering in the city:* YMT have greatly expanded volunteering activity in the museums and will continue to develop this
  - *We will achieve safe, resilient and cohesive communities:* YMT will continue to involve communities in the development of their services and to develop the city's museums to increase civic pride and participation
  - *We will establish an appropriate community infrastructure:* YMT will continue to invest in high quality community facilities
  - *We will consult with young people to build Communities where young people flourish:* There is potential for YMT to continue to increase the range of its provision tailored to the needs of young people

### **Implications**

#### **Finance:**

24. YMT has received the same base level of grant since 2002 with increases and decreases applied in line with the inflation assumptions made in the Council's budgeting process. (This stable funding position compares with 10 years of increased Council

expenditure on museums prior to the establishment of YMT). The grant in 2011/12 is 1,507k. The reduced grant level will commence from April 2013.

25. In agreeing funding for 2013-18 members would be pre-committing resources ahead of the budget process for the period in question, in the same way that they did in 2002 and 2006.
26. A bid has been submitted through the Council's capital allocation process (CRAM) for £510k spread over 3 years to support the York Art Gallery and Museum Gardens expansion project. This bid will be considered through the Council's budget process in the normal way.

### **Equalities:**

27. As part of the process of detailed delivery planning with YMT we will be ensuring that the requirements of the 2010 Equalities Act and the Public Sector duty are fully addressed.

### **Other Implications**

28. There are no additional Human Resources, Crime and Disorder, IT, Legal, Property or other implications arising from this report.

### **Risk Management**

29. If the funding available to YMT is not adequate there is a risk that:
  - ❖ Confidence will be lost, external funding opportunities will dry up, and the service will return to a cycle of decline
  - ❖ YMT will then not be able to achieve the visitor numbers set out in the business plan. No surpluses will be generated and YMT will not then be able to generate their own capital contributions
  - ❖ The Council may be faced with significant capital liabilities on the buildings, and requests for further dowry payment
30. The situation will need to be monitored especially in the light of the outcome of YMT's funding application to the Arts Council (England).

### **Recommendations**

31. The Cabinet is asked to:
  - Agree in principle to core funding for York Museums Trust for the period 2013 to 2018 as set out in paragraph 10 and to include appropriate provision in its proposals to Council as part of the Council's budget setting process.

- Instruct officers to negotiate a detailed Partnership Delivery Plan with YMT to be brought back to the Cabinet Member for Leisure, Culture and Social Inclusion in May next year.

In order to continue the development of the Council's museums and art gallery.

### Contact Details

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Charlie Croft, Assistant Director (Communities and Culture)	Sally Burns Director of Communities and Neighbourhoods		
	<b>Report Approved</b>	✓	<b>Date</b> 23.11.11.
<b>Specialist Implications Officer(s)</b>			
<b>Wards Affected:</b>			<b>All</b> ✓
<b>For further information please contact the author of the report</b>			

### Background Papers:

1. *Establishment of the Museums Trust* – report to the Executive 26 July, 2002
2. *York Museums Trust Funding* – report to the Executive 30 May, 2006

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**Cabinet****6 December 2011****Report of the Cabinet Member for Corporate Services****2012 – 14 Budget Update****Purpose of Report**

1. The purpose of this report is to provide an update on the 2012-14 budget process.

**Background**

2. The previous budget report to Cabinet on 19th July 2011 set out the process for ensuring a robust budget is developed and approved within the statutory timescale. It also introduced a 2 year budgeting period and outlined the need to achieve savings of some £20m over the next 2 years.

**Budget Process Update**

3. The 2012-14 budget process will be the second and third annual budgets to be set under the current spending review and as such continue to present councils across the country with significant challenges. In York, demand for council services continues to rise against a backdrop of reduced central funding which creates significant financial pressures.
4. Financial planning is embedded within the organisation as a continual process, which ensures financial pressures are dealt with in a timely and appropriate manner, and meetings have been ongoing between Members and Officers since the summer to formulate proposals that meet the current challenges.
5. As part of the financial planning process, the council maintains a detailed Medium Term Financial Forecast (MTFF) and the latest version shows that savings of £12m are required in 2012/13 and £10m in 2013/14, a total of £22m.
6. A number of significant pressures are driving this savings requirement, not least in 2012/13:
  - i) A significant provisional reduction in the council's Formula Grant settlement of £5m.

- ii) Continued pay and pension pressures. The council is currently budgeting for prudent pay increases whilst building increased capacity to deal with future changes to the Local Government Pension Scheme.
- iii) Continuing the increased capacity for waste management in line with the requirements of the PFI project.
- iv) Meeting the challenges of rising demand for other council services such as social care.

7. In terms of next steps, meetings between Members and Officers will continue in order to produce a set of proposals that form a balanced budget that will be presented to Cabinet on 7 February 2012, before full recommendation to Council on 23 February 2012.

### **Council Tax Freeze Grant**

8. In relation to Council Tax, the Chancellor of the Exchequer has announced that Central Government will be offering local Councils the opportunity to extend the Council Tax Freeze for a further year and that this would be funded by one-off underspends.
9. Whilst the offer pledges a grant the equivalent to a 2.5% increase in 2012/13 (c. £1.8m in York's case), it differs from the 2011/12 offer (which guaranteed the funding for four years) in that the funding is only available for one year, creating a corresponding cost pressure for the 2013/14 budget.
10. The following paragraphs compare two scenarios, one where the grant is accepted and the other where a Council Tax increase is used. For ease of comparison, where a Council Tax increase is used, this is set at 2.5% for illustrative purposes only so that the effects can clearly be compared against the freeze grant. In both cases, it shows the corresponding impact on the two year budget's approximate required savings of £22m, given that any reduced Council Tax income would shift the emphasis to budget savings in order to reach a balanced budget.
11. Table 1 overleaf shows the impact of taking illustrative 2.5% Council Tax increases in both 2012/13 and 2013/14. This shows that a total of £3.6m of resources is added to the base budget over the two years and therefore has no impact on the £22m savings target.

	<u>2012/13</u>	<u>2013/14</u>	
Council Tax Increase	2.5%	2.5%	
	<b>£m</b>	<b>£m</b>	<b>Total</b>
Council Tax Increase	1.8	1.8	3.6
Council Tax Freeze Grant	0.0	0.0	0.0
Impact on Base Budget	1.8	1.8	<b>3.6</b>
Medium Term Strategy Imbalance	0.0	0.0	0.0
Assumed Budget Savings	12.0	10.0	<b>22.0</b>

Table 1 - 2.5% Council Tax pa

12. Table 2 on the other hand shows the impact of a 0% Council Tax rise, including receiving the freeze grant in 2012/13 then an illustrative 2.5% Council Tax increase the following year. Where this differs from Table 1 is that only £1.8m of resources have been added to the base budget due to the fact that the effects of the 2.5% Council Tax increase in 2013/14 are negated by the need to meet the pressure from the freeze grant falling out of the base. This then serves to put the Medium Term Strategy out of balance by that 'lost' £1.8m and inflates the 2013/14 savings target from £10.0m to £11.8m, or £23.8m over the two years. The only other option to recover this £1.8m would be to increase Council Tax beyond the projected levels of 2.5%.

	<u>2012/13</u>	<u>2013/14</u>	
Council Tax Increase	0.0%	2.5%	
	<b>£k</b>	<b>£k</b>	<b>Total</b>
Council Tax Increase	0.0	1.8	1.8
Council Tax Freeze Grant	1.8	-1.8	0.0
Impact on Base Budget	1.8	0.0	<b>1.8</b>
Medium Term Strategy Imbalance	0.0	1.8	1.8
Assumed Budget Savings	12.0	11.8	<b>23.8</b>

Table 2 - 0.0% Council Tax in 12/13 followed by 2.5%

13. It is clear from the figures that taking a Council Tax increase in 2012/13 is of greater long term financial benefit to the council than taking the freeze grant and dealing with it falling out of the base budget in 2013/14 (in effect avoiding the need to increase savings targets to meet the £1.8m gap).

## Capital

14. Resources available to support new schemes are limited and pressure continues to be placed on the funding of the existing capital plans. As part of the CRAM process new bids are being considered that support the council plan along with a review of all existing approved capital schemes. Extension of rolling programmes for future years are also being considered in line with

the 5 year rolling capital programme to ensure capital investment remains available for those priority areas.

15. The capital programme places reliance for funding on prudential borrowing and as such the revenue implications of all schemes are being considered.

### **Consultation**

16. The council's budget process has numerous consultation strands. Equalities advice is being sought, and implications noted, at all stages of the budget planning process. Furthermore, members of the public and business leaders will be consulted in the run up to setting the budget in February.
17. There continues to be extensive consultation with Trade Union groups on the ongoing implications of the council's financial situation via corporate and directorate JCC's.
18. The Fairness Commission released its recommendations on 28 November 2011 and Members will consider their findings as part of formulating their final budget proposals.

### **Corporate Priorities**

19. This report demonstrates that early and comprehensive planning of the budget process is key to the effective management of the Council's resources and delivery of the Council Plan.

### **Implications**

20. The implications are:
  - Financial - the financial implications are dealt with in the body of the report.
  - Human Resources - there are no specific human resource implications to this report.
  - Equalities – there are no specific equality implications to this report, however equalities issues are being accounted for at all stages of the budget process.
  - Legal - there are no legal implications to this report.
  - Crime and Disorder - there are no specific crime and disorder implications to this report.
  - Information Technology - there are no information technology implications to this report.
  - Property - there are no property implications to this report.
  - Other - there are no other implications to this report.



**Risk Management**

21. There are a number of risks associated with the budget process, in particular with regard to the delivery of the overall savings target over the 2 year budget period and work is ongoing to develop proposals.

**Recommendations**

22. Members are asked to note the current position and the ongoing work that is being undertaken to deliver the 2012-14 budget.

*Reason: So that the budget process can be completed in a timely manner.*

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	<b>Report Approved</b>		<b>Date</b>
<b>Wards Affected: All</b>			
<b>For further information please contact the authors of the report</b>			

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**Cabinet****6 December 2011****Report of the Cabinet Member for Corporate Services****Review of Fees and Charges****Purpose of report**

1. The purpose of this report is to seek approval to increase a range of the council's fees and charges with effect from the 2<sup>nd</sup> January 2012.

**Background**

2. Across the council a wide range of services operate fees and charges for services provided, some of which attract VAT at the current rate of 20%. Where necessary the charges in the attached annexes have been rounded to prevent problems with small change.
3. This report mainly focuses on those fees that were last reviewed 12 months ago in January 2011 and proposes an increase of 5%, based on the current rate of inflation (as at October 2011).

**Options and Analysis**

4. Option 1 (recommended option) – Agree the fees and charges as set out in the annexes to the report. The majority of fees and charges have been increased by 5%, subject to minor variations due to roundings. No increases are proposed on sports charges, adult social care, car parking and markets at this time as it is felt that any increase in these areas would have an adverse impact either on service users or the volume of activity in these areas. These areas will be examined further as part of the 2012/14 budget strategy and any proposals included in the overall financial strategy if appropriate.
5. Option 2 – Agree a different increase to that proposed.

**Consultation**

6. No specific consultation has been carried out for this report. However, the level of all fees and charges is informed by the extensive consultation carried out as part of the development of the budget.

**Corporate Priorities**

7. This report demonstrates effective management of the councils resources

## Implications

8. The implications are:
- Financial - the fees and charges increases outlined in the annex to this report will generate additional income of £30k in the remainder of the current financial year with a full year effect of £120k in 2012/13. This assumes there will be the same level of activity across all services.
  - Human Resources - there are no specific human resource implications to this report.
  - Equalities – all council services complete Equalities Impact Assessments to ensure that the charges levied on users are fair and take into account any equalities issues.
  - Legal - there are no legal implications to this report.
  - Crime and Disorder - there are no specific crime and disorder implications to this report.
  - Information Technology - there are no information technology implications to this report.
  - Property - there are no property implications to this report.
  - Other - there are no other implications to this report.

## Risk Management

9. There is a risk that the increase in charge could result in users deciding not to use a service. Individual service areas will continue to monitor activity to ensure any loss of income is identified and mitigated by other savings.

## Recommendations

10. Members are asked to approve option 1 and increase the relevant fees and charges as set out in the attached annexes.

Reason: To enable the council to effectively manage its budget.

<b>Author:</b>	<b>Cabinet Member &amp; Chief Officer Responsible for the report:</b>		
Debbie Mitchell Corporate Finance Manager Tel (01904) 554161	Councillor Julie Gunnell, Cabinet Member for Corporate Services		
	Ian Floyd, Director of Customer and Business Support Services		
	<b>Report Approved</b>		<b>Date</b>
<b>Wards Affected: All</b>			
<b>For further information please contact the author of the report</b>			

	Charge 2011/12	Proposed Charge with effect from 1st Jan 2012	Increase	Increase
<b>Registrar of Births, Deaths and Marriages</b>				
	£	£	£	%
<b><u>Statutory Fees review effective from 1st April 2011</u></b>				
<u>Searches</u>				
General Search - up to eight searches and not exceeding six hours	18.00	18.00	-	-
<u>Certificates - Superintendent Registrar</u>				
Standard certificate of birth, death or marriage sent within 10days	9.00	9.00	-	-
Short certificate of birth	9.00	9.00	-	-
<u>Certificates - Registrar</u>				
Standard certificate of birth, death or marriage	3.50	3.50	-	-
Photographic copy of an entry of birth, death or marriage	3.50	3.50	-	-
Certificate of birth, death or marriage for certain statutory purposes	3.50	3.50	-	-
Short certificate of birth (other than the first issued at the time of birth registration)	7.00	7.00	-	-
<u>Marriages - Superintendent Registrar</u>				
For attending at the residence of a house-bound or detained person to attest notice of marriage	40.00	40.00	-	-
For entering notice of marriage in a marriage notice book	33.50	33.50	-	-
For entering notice of marriage by Registrar General's licence in marriage notice book	3.00	3.00	-	-
For attending a marriage at the residence of a house-bound or detained person	40.00	40.00	-	-
For attending a marriage by Registrar General's licence	2.00	2.00	-	-
<u>Marriages - Registrar</u>				
For attending a marriage solemnised in the Register Office	40.00	40.00	-	-
For attending a marriage solemnised in a registered building	80.00	80.00	-	-
For attending a marriage at the residence of a house-bound or detained person	40.00	40.00	-	-
For attending a marriage by Registrar General's Licence	2.00	2.00	-	-
<u>Certificate for Worship and Registration for Marriage - Superintendent Registrar</u>				
Certification of a place of meeting for religious worship	28.00	28.00	-	-
Registration of a building for the solemnisation of marriages	120.00	120.00	-	-
<b><u>Discretionary</u></b>				
Standard certificate within 1 hour at the Registry Office	17.00	18.00	1.00	5.9
Standard certificate - same day, or posted 1st class on same day	14.00	15.00	1.00	7.1
Standard certificate provided from phone / electronic information	14.00	15.00	1.00	7.1
Standard certificate requiring same / next day postal delivery	24.00	25.00	1.00	4.2
Certification of a venue for marriage ceremonies (valid for three years)	2,400.00	2,550.00	150.00	6.3
<u>Non-refundable booking fee for all weddings</u>	50.00	50.00	-	-
<u>Marriage and Civil Partnership Ceremonies</u>				
<u>Attendance of Registration Staff at Approved premises</u>				
Large marriage room at Register Office Mon-Thurs	180.00	190.00	10.00	5.6
Large marriage room at Register Office Fri-Sat	250.00	265.00	15.00	6.0
Small room at Register Office Mon - Thurs	100.00	105.00	5.00	5.0
Small room st Register Office Fri - Sat	130.00	140.00	10.00	7.7
Approved Premises (venues) Mon-Thurs	410.00	430.00	20.00	4.9
Approved Premises (venues) Fri - Sat	475.00	500.00	25.00	5.3
Approved Premises (venues) Sun / Bank Holidays	520.00	550.00	30.00	5.8

	Charge 2011/12	Proposed Charge with effect from 1st Jan 2012	Increase	Increase
<b>Registrar of Births, Deaths and Marriages</b>				
<u>Nationality Checking Service</u>				
- Adult	45.00	50.00	5.00	11.1
- Child	25.00	27.50	2.50	10.0
<u>Citizenship Ceremonies</u>				
	150.00	150.00	-	-
<u>Funerals</u>				
	150.00	150.00	-	-
<u>Baby Naming Ceremonies</u>				
At Register Office	180.00	180.00	-	-
Approved Premises (venues)	200.00	200.00	-	-
<u>Renewal of Vows</u>				
At Register Office	180.00	180.00	-	-
Approved Premises (venues)	200.00	200.00	-	-
<u>Sale of Goods and Miscellaneous Charges :-</u>				
- Scrolls	5.00	5.00	-	-
- Baby Folders	2.00	2.00	-	-
- Books of Verse	4.00	4.00	-	-
- Business Card Advertising	100.00	125.00	25.00	25.0

<b>BURTON STONE COMMUNITY CENTRE</b>	Charge 2011/12 (incl Vat at 20% if applicable)	Proposed Charge with effect from 1st Jan 2012(incl Vat at 20% if applicable)	Increase	Increase
	£	£	£	%
<u>Room Hire</u>				
Main Hall Local	6.80	7.10	0.30	4.41
Main Hall Voluntary & Non Profit	12.00	12.50	0.50	4.17
Main Hall Profit	18.50	19.50	1.00	5.41
Birthday Party	11.00	11.50	0.50	4.55
<u>Meeting Rooms</u>				
Local	4.70	5.00	0.30	6.38
Voluntary & Non Profit	5.80	6.20	0.40	6.90
Profit	7.50	8.10	0.60	8.00
<u>Gym Hire</u>				
Local	6.80	7.00	0.20	2.94
Voluntary & Non Profit	12.00	12.50	0.50	4.17
Profit	18.50	19.50	1.00	5.41
<u>Badminton (per person per hour)</u>				
York Card Standard	2.70	3.00	0.30	11.11
York Card Concession	2.20	2.50	0.30	13.64
Non York Standard	3.10	3.50	0.40	12.90
Non York Concession	2.60	3.00	0.40	15.38

BEREAVEMENT SERVICES	2011/12	Fee from 1st Jan 2012			Charge to Customer (After VAT if app)
	Charge (Before VAT) £	Proposed Charge (Before VAT) £	Increase £	Increase %	
<b>CREMATORIUM</b>					
Use of electronic Organ 1 Hymn	19.17	20.00	0.83	4.3%	24.00
<b>CREMATIONS (VAT EXEMPT)</b>					
Adult (including medical referee fee)	665.00	699.00	34.00	5.1%	699.00
Still Born	0.00	0.00	0.00	0.0%	0.00
Up to Six Months	0.00	0.00	0.00	0.0%	0.00
Six Months to Sixteen Years	0.00	0.00	0.00	0.0%	0.00
<b>INTERMENT (VAT EXEMPT)</b>					
Interment of Ashes	22.00	23.00	1.00	4.5%	23.00
<b>SCATTERING OF ASHES (VAT EXEMPT)</b>					
Ashes received from external sources	58.00	61.00	3.00	5.2%	61.00
Ashes forward to other places	45.00	48.00	3.00	6.7%	48.00
Additional Service Time	76.00	80.00	4.00	5.3%	80.00
<b>EXHUMATIONS</b>					
Exhumation fee	155.00	160.00	5.00	3.2%	160.00
<b>BEARING SERVICE</b>	13.00	15.00	2.00	15.4%	15.00
<b>RECORDINGS</b>					
CD recording	n/a	29.17	29.17	new	35.00
DVD recording	n/a	37.50	37.50	new	45.00
Webcast	n/a	37.50	37.50	new	45.00
<b>MEMORIALS AND PLAQUES</b>					
<b>PLAQUES</b>					
60 letter inscription 10 years	262.50	275.00	12.50	4.8%	330.00
60 letter inscription 20 years	350.00	367.50	17.50	5.0%	441.00
Display for a further 5 years	91.67	95.83	4.16	4.5%	115.00
<b>MEMORIALS</b>					
Memorial Plaque with Rose tree 10 yrs	300.00	315.00	15.00	5.0%	378.00
Memorial Plaque with rose tree 20 yr	387.50	406.67	19.17	4.9%	488.00
Memorial seat with plaque (10 yrs)	829.17	870.00	40.83	4.9%	1044.00
Memorial seat plaque renewal (5yrs)	154.17	161.67	7.50	4.9%	194.00
Granite Seat (10 yrs) - new fee	875.00	918.33	43.33	5.0%	1102.00
Granite vase Block 10years	416.67	437.50	20.83	5.0%	525.00
Granite vase Block 20years	791.67	830.83	39.16	4.9%	997.00
Vase Block Plaque	116.67	122.50	5.83	5.0%	147.00
Bronze rose memorial plaque on stake (10 yr)	370.00	388.33	18.33	5.0%	466.00
Bronze rose memorial plaque on stake (20 yr)	465.83	489.17	23.34	5.0%	587.00
Circular bench memorial plaque (10 yrs)	308.33	323.33	15.00	4.9%	388.00
Circular bench memorial plaque (20 yrs)	413.33	433.33	20.00	4.8%	520.00
Babies garden memorial plaque (10yrs)	258.33	271.67	13.34	5.2%	326.00
Granite mushroom memorial plaque (10 yrs)	262.50	275.00	12.50	4.8%	330.00
Granite mushroom memorial plaque (20 yrs)	358.33	376.67	18.34	5.1%	452.00
Memorial Disc	287.50	302.50	15.00	5.2%	363.00
Granite Shaped Planter	345.83	363.33	17.50	5.1%	436.00
Summer House Memorial Plaque	273.33	287.50	14.17	5.2%	345.00
<b>URNS</b>					
Cardboard Box	8.33	8.75	0.42	5.0%	10.50
Baby Urn	22.50	23.75	1.25	5.6%	28.50
Urn	25.00	26.25	1.25	5.0%	31.50
Casket	43.33	45.42	2.09	4.8%	54.50
<b>NICHES</b>					
Niche 10 years	620.00	650.00	30.00	4.8%	650.00
Niche 20 years	1,035.00	1,087.00	52.00	5.0%	1087.00
Sanctum 2000 (Average Charge)	842.50	884.17	41.67	4.9%	1061.00
Second Plaque on Sanctum 2000	273.33	287.50	14.17	5.2%	345.00
Inscription (second Plaque/Renewals)	233.33	245.00	11.67	5.0%	294.00
Additional inscription p/letter over 80 letters	2.92	3.08	0.16	5.5%	3.70
<b>BOOK OF REMEMBRANCE</b>					
2 line entry	57.50	60.00	2.50	4.3%	72.00
5 line entry	85.83	90.00	4.17	4.9%	108.00
5 line entry with floral emblem	120.83	126.67	5.84	4.8%	152.00
5 line entry with badge, bird, crest & shield	141.67	148.33	6.66	4.7%	178.00
8 line entry	108.33	114.17	5.84	5.4%	137.00
8 line entry with floral emblem	145.83	153.33	7.50	5.1%	184.00
8 line entry with badge, bird, crest & shield	165.83	173.33	7.50	4.5%	208.00
8 line entry with coat of arms	199.17	208.33	9.16	4.6%	250.00
<b>FOLDED BOOK OF REMEMBRANCE CARDS</b>					
5 line entry with floral emblem	95.83	100.00	4.17	4.4%	120.00
5 line entry with badge, bird, crest & shield	121.67	127.50	5.83	4.8%	153.00



BEREAVEMENT SERVICES	2011/12	Fee from 1st Jan 2012			Charge to Customer (After VAT if app)
	Charge (Before VAT)	Proposed Charge (Before VAT)	Increase	Increase	
8 line entry with floral emblem	119.17	125.00	5.83	4.9%	150.00
8 line entry with badge, bird, crest & shield	145.83	153.33	7.50	5.1%	184.00
8 line entry with coat of arms	175.00	183.33	8.33	4.8%	220.00
Regimental Badge Etc	included above	included above		n/a	
<b>MEMORIAL CARDS</b>					
2 line card	37.50	39.17	1.67	4.5%	47.00
5 line card	48.33	50.83	2.50	5.2%	61.00
8 line card	56.67	60.00	3.33	5.9%	72.00
Regimental Badge	included above	included above		n/a	
<b><u>DRINGHOUSES CEMETERY</u></b>					
<b>INTERMENT (VAT EXEMPT)</b>					
Adult ( 4ft 6" grave)	525.00	675.00	150.00	28.6%	675.00
Child up to 12 years	250.00	250.00		0.0%	250.00
Interment of Ashes	160.00	185.00	25.00	15.6%	185.00
Exhumation (negotiated at cost)				n/a	at cost
Exhumation of Cremated Remains	155.00	160.00	5.00	3.2%	160.00
<b>MEMORIALS</b>					
Headstones	79.17	91.67	12.50	15.8%	110.00
Add Inscription	48.33	50.83	2.50	5.2%	61.00
Marking out grave	n/a	16.67	16.67	new	20.00
Removal of grave memorial by stonemason prior to interment	62.50	68.33	5.83	9.3%	82.00
Cremation plot with exclusive Right of Burial for period of 50 yrs.	320.00	355.00	35.00	10.9%	355.00

<b>WASTE SERVICES</b>	2011/12	1st Jan 2012	Increase	Increase
	Charge	Charge		
	£	£	£	%
<b>Bulky Household Collections</b>				
10 items (VAT status changed with effect from 1 July 2001 and is no longer applicable)	31.00	33.00	2.00	2.0
White Goods - Fridges/Freezers only (domestic collections)	16.50	17.50	1.00	6.1
Bonded Asbestos Collections for quantities up to 200 kg, including assessment visit (excluding VAT)	57.00	60.00	3.00	5.3

**TRADE WASTE CHARGES - HAZEL COURT HOUSEHOLD WASTE RECYCLING CENTRE**

<b>TRADE WASTE CHARGES</b>	2011/12	1st Jan 2012	Increase	Increase
	charge	charge		
	£	£	£	%
<b>Hazel Court - Household Waste Recycling Centre</b>				
Waste to be charged per tonne or part thereof :-				
Residual Waste to Landfill per tonne	110.00	120.00	10.00	9.1
Minimum Charge	55.00	60.00	5.00	9.1
Recycling or Waste for Composting per tonne	55.00	60.00	5.00	9.1
Minimum Charge	27.50	30.00	2.50	9.1
Minimum percentage of waste be recycable to qualify for charge for recycling or waste for composting rate = 85%				

LIBRARIES & HERITAGE	2011/12	1st Jan 2012		
	Charge from 4 Jan 2011	Proposed Charge	Increase	Increase
	£	£	£	%
<b>COMPACT DISCS</b>				
Loan Charge per title per 3 weeks	1.00	1.00	0.00	0.00
<b>DVDS - Occasional Users</b>				
New Films added to stock (Price Band A) - 3 day loan	3.00	3.00	0.00	0.00
Older Films/Operas/Plays/Classics (Price Band B) - 1 week loan	3.00	3.00	0.00	0.00
<b>FACSIMILE TRANSMISSION</b>				
<b>Transmit First Page</b>				
UK Charge Band 1	1.70	1.80	0.10	5.88
BT Chargebands 2 Europe	2.70	2.80	0.10	3.70
BT Chargebands 3-5	2.70	2.80	0.10	3.70
<b>Transmit Other Pages (each)</b>				
UK Charge Band 1	1.70	1.80	0.10	5.88
BT Chargebands 2 Europe	2.70	2.80	0.10	3.70
BT Chargebands 3-5	2.70	2.80	0.10	3.70
<b>Receive</b>				
UK Charge Band 1	2.20	2.30	0.10	4.55
BT Chargebands 2 Europe	2.20	2.30	0.10	4.55
BT Chargebands 3-5	2.20	2.30	0.10	4.55
<b>INTERNET COSTS</b>				
Library members two hours per day free				
Non member				
	additional hours at £1 per hour	additional hours at £1 per hour		
	£1 per half hour	£1 per half hour		
<b>LOST &amp; DAMAGED STOCK</b>				
<b>Minimum Charge For Books Out Of Print</b>				
Adult Non Fiction - Hardback	23.50	25.00	1.50	6.38
Adult Non Fiction - Paperback	17.00	18.00	1.00	5.88
Adult Fiction - Hardback	18.50	19.50	1.00	5.41
Adult Fiction - Paperback	9.00	9.50	0.50	5.56
Children's fiction	0.00	0.00	0.00	0.00
Children's non fiction	0.00	0.00	0.00	0.00
Children's stock	3.00	3.00	0.00	0.00
<b>Audio Visual Stock Minimum Charge</b>				
Compact Discs - single	8.50	9.00	0.50	5.88
Compact Discs - double	12.50	13.00	0.50	4.00
Language course	23.50	25.00	1.50	6.38
DVDs	8.50	9.00	0.50	5.88
<b>OVERDUE CHARGES</b>				
<b>Books, audiobooks and language courses - Adult Rates</b>				
1 Day	0.15	0.15	0.00	0.00
<b>Books, audiobooks and language courses - Young People' rate (12-17 yrs)</b>				
1 Day	0.05	0.05	0.00	5.00
	Then 5p per day to a max of £2.50			
<b>Audio-Visual Items</b>				
Videos and DVDs				
	Weekly charge re-payable on items overdue (per week or part week) s shown above			

LIBRARIES & HERITAGE	2011/12	1st Jan 2012		
	Charge from 4 Jan 2011	Proposed Charge	Increase	Increase
	£	£	£	%
<b>RESERVATION CHARGES</b>				
<b>Per Requests From Outside York Stock</b>				
Adult	8.00	8.50	0.50	6.25
<b>PHOTOCOPYING</b>				
A4 sheet	0.10	0.10	0.00	0.00
A3 sheet	0.20	0.20	0.00	0.00
Colour A4	0.50	0.50	0.00	0.00
Colour A3	1.00	1.00	0.00	0.00
Staff assisted photocopying	0.00	0.00	0.00	0.00
<b>COMPUTER PRINTS</b>				
Black & White Prints	0.15	0.15	0.00	0.00
Colour Prints	0.70	0.70	0.00	0.00
Photo Quality Prints				
<b>IT CONSUMABLES</b>				
USB Memory Sticks 4gb	7.00	7.35	0.35	5.00
<b>HIRE OF ROOMS</b>				
<b>Explore York Library Learning Centre</b>				
<b>Marriott Room</b>				
Profit-making Organisations Per Hour	60.00	63.00	3.00	5.00
Profit-making Organisations Per Day - 7 hours - 9-4 , 10-5	400.00	420.00	20.00	5.00
Profit making organisations per evening - 5.30 - 7.30	100.00	105.00	5.00	5.00
Non-Profit Making Organisations Per Hour	35.00	36.75	1.75	5.00
Non profit making organisations per day	210.00	220.50	10.50	5.00
Non profit making organisations per evening	60.00	63.00	3.00	5.00
Technology Pack per day - (laptop, digital projector)	0.00	0.00	0.00	0.00
<b>Garden Room - 40 theatre style, 25 boardroom</b>				
Profit-making Organisations Per Hour	50.00	52.50	2.50	5.00
Profit-making Organisations Per Day	320.00	336.00	16.00	5.00
Profit making organisations per evening	90.00	94.50	4.50	5.00
Non-Profit Making Organisations Per Hour	30.00	31.50	1.50	5.00
Non profit making organisations per day	200.00	210.00	10.00	5.00
Non profit making organisations per evening	50.00	52.50	2.50	5.00
<b>Brierley Room - 20 theatre style, 15 boardroom</b>				
Profit-making Organisations Per Hour	40.00	42.00	2.00	5.00
Profit-making Organisations Per Day	260.00	273.00	13.00	5.00
Profit making organisations per evening	70.00	73.50	3.50	5.00
Non-Profit Making Organisations Per Hour	25.00	26.25	1.25	5.00
Non profit making organisations per day	150.00	157.50	7.50	5.00
Non profit making organisations per evening	40.00	42.00	2.00	5.00
<b>Flexible Learning Centres - Acomb, Tang Hall, Clifton &amp; York - incl.IT support</b>				
Profit-making Organisations Per day	700.00	735.00	35.00	5.00
Non-Profit Making Organisations Per day	350.00	367.50	17.50	5.00
<b>Meeting Room at Tang Hall Library</b>				
Profit-making Organisations Per Hour	25.00	26.25	1.25	5.00
profit making organisations per day	160.00	168.00	8.00	5.00
Profit making organisations per evening	40.00	42.00	2.00	5.00
Non-Profit Making Organisations Per Hour	20.00	21.00	1.00	5.00
Non profit making organisations per day	120.00	126.00	6.00	5.00
Non profit making organisations per evening	30.00	31.50	1.50	5.00

LIBRARIES & HERITAGE	2011/12	1st Jan 2012		
	Charge from 4 Jan 2011	Proposed Charge	Increase	Increase
	£	£	£	%
<b>Explore Acomb Library Learning Centre</b>				
<b>Room 1 - 30 People</b>				
Profit-making Organisations Per Hour	45.00	47.25	2.25	5.00
Profit-making Organisations Per Day	300.00	315.00	15.00	5.00
Profit making organisations per evening 5.30 - 8.30	120.00	126.00	6.00	5.00
Non-Profit Making Organisations Per Hour	30.00	31.50	1.50	5.00
Non-Profit Making Organisations Per day	190.00	199.50	9.50	5.00
Non profit making organisations per evening	80.00	84.00	4.00	5.00
<b>Room 2 - 12 People</b>				
Profit-making Organisations Per Hour	25.00	26.25	1.25	5.00
Profit-making Organisations Per Day	160.00	168.00	8.00	5.00
Non-Profit Making Organisations Per Hour	15.00	15.75	0.75	5.00
Non-Profit Making Organisations Per day	85.00	89.25	4.25	5.00
<b>Room 4 - 20 People</b>				
Profit-making Organisations Per Hour	35.00	36.75	1.75	5.00
Profit-making Organisations Per Day	230.00	241.50	11.50	5.00
Non-Profit Making Organisations Per Hour	25.00	26.25	1.25	5.00
Non-Profit Making Organisations Per day	160.00	168.00	8.00	5.00
<b>ARCHIVES &amp; LOCAL HISTORY SERVICES</b>				
<b>Research service for private enquiries</b>				
First 15 mins free, then per 15 mins	5.80	6.00	0.20	3.45
<b>Copy documents for personal &amp; private study</b>				
<b>Self-service copies</b>				
Microfilm/microfiche copies A4	0.50	0.50	0.00	0.00
Microfilm/microfiche copies A3	0.75	0.75	0.00	0.00
Copying of documents using customer's own camera - daily facility fee	3.00	3.15	0.15	5.00
<b>Copies produced by ALH staff</b>				
<b>Paper</b>				
Flat rate fee for one order of up to 6 A4 sheets (or equivalent) incl p&p	5.00	5.25	0.25	5.00
Each additional A4 sheet (or equivalent) on same order incl p&p	0.70	0.70	0.00	0.00
<b>Digital</b>				
In TIFF file format on disc, incl p&p - first image	8.00	8.40	0.40	5.00
Additional TIFF images ordered at same time - per image	5.00	5.25	0.25	5.00
In JPEG format on disc, incl p&p - first image	6.00	6.30	0.30	5.00
Additional JPEG images ordered at same time - per image	4.00	4.20	0.20	5.00
Additional fee for overseas postage = 10% of total order value				
<b>Research service for commercial/publication enquiries</b>				
Per 15 mins, minimum charge 30 mins	5.80	6.10	0.30	5.17
<b>Copy documents for commercial use and publication</b>				
Digital copies will be supplied for initial research purposes at the prices above plus a flat rate research and administration fee per enquiry of	15.00	15.75	0.75	5.00
<b>Reproduction licence fees for CYC copyright items</b>				
<b>Single-use all media non-exclusive 5 year licences.</b>				
<b>Discounts may be available by negotiation for multiple image use</b>				
<b>Educational products, text books, York-based not-for-profit organisations</b>				
UK licence	13.00	13.65	0.65	5.00
World licence (required if image is to be used on a website)	30.00	31.50	1.50	5.00
<b>Other non-advertising printed media</b>				
UK licence	50.00	52.50	2.50	5.00
World licence (required if image is to be used on a website)	75.00	79.00	4.00	5.33
<b>Television/film/video factual or dramatic programming</b>				
World licence (required if image is to be used on a website)	95.00	100.00	5.00	5.26
<b>Commercial promotions and advertising media</b>				
World licence (required if image is to be used on a website)	200.00	210.00	10.00	5.00

PARKS, STRAYS & ALLOTMENTS	2011/12	1st Jan 2012		
	Current Charge	Proposed Charge	Increase	Increase
	£	£	£	%
<b>PITCHES COURTS &amp; BOWLS</b>				
<b>Tennis (per court per hour, not per person)</b>				
Adult	6.00	6.50	0.50	8.33
Concession	3.00	3.50	0.50	16.67
<b>Bowls (including reservation fee and woods)</b>				
Adult per hour	2.50	3.00	0.50	20.00
Concession per hour	1.50	2.00	0.50	33.33
Season tickets - adults	70.00	73.50	3.50	5.00
Season tickets - concessions	37.00	39.00	2.00	5.41
<b>Pitches</b>				
Per season				
per pitch per team	85.00	89.25	4.25	5.00
<b>ALLOTMENTS (from Jan. 2013)</b>				
<b>Plot Size A (0-75 Sq Yards)</b>				
Full Rent	17.00	17.75	0.75	4.41
Concession	10.20	10.65	0.45	4.41
<b>Plot Size B (75-150 Sq Yards)</b>				
Full Rent	34.00	35.75	1.75	5.15
Concession	20.40	21.45	1.05	5.15
<b>Plot Size C (150-300 Sq Yards)</b>				
Full Rent	68.00	71.50	3.50	5.15
Concession	40.80	42.90	2.10	5.15
<b>Plot Size D (300-450 Sq Yards)</b>				
Full Rent	90.50	95.00	4.50	4.97
Concession	54.30	57.00	2.70	4.97

HOUSING FEES & CHARGES	2011/12	
	Current Charge	
<b>Houses in Multiple Occupation Licences</b>	£	
<b>New Licence Applications</b>		
Band A	620	
Band B	748	
Band C	840	
Band D	908	
Fit & proper person check	25	
<b>Licence Renewals</b>		
Band A	310	
Band B	374	
Band C	420	
Band D	454	

1st Jan 2012		
Proposed Charge	Increase	Increase
£	£	%
651	31	5.0%
785	37	4.9%
882	42	5.0%
953	45	5.0%
26	1	4.0%
325	15	4.8%
392	18	4.8%
441	21	5.0%
476	22	4.8%

**FEES AND CHARGES SCHEDULE**

Note : Vat is chargeable at the appropriate rate

SERVICE	2011/12	1st Jan 2012			
	Current Charge £	Proposed Charge £	Increase £	Increase %	
<b>Transport and Highway Fees and Charges</b>					
Highways Adoption Fees	7% of Scheme Costs	7% of Scheme Costs		n/a	
Checking Developers Plans	£500 + 1% of estimated works	£500 + 1% of estimated works		n/a	
Scaffold & Hoarding licences					
Initial consent and 1 month permission	52.50	55.50	3.00	5.7%	
Each additional month or part thereof	30.50	32.00	1.50	4.9%	
Skip licence	25.00	26.25	1.25	5.0%	
Additional fee for dealing with unlicensed issues	36.00	38.00	2.00	5.6%	
Cherry picker licences	52.50	55.50	3.00	5.7%	
Building materials on highway licence	£6.30 per day (or part)	£6.60 per day (or part)		5.0%	
Vehicle Crossing Fees - Flat Fee	44.00	46.00	2.00	4.5%	
Road Closures (exc VAT and advertising costs) (Non-Commercial Events Exempt)	360.00	380.00	20.00	5.6%	
Temporary Waiting Restrictions	129.00	135.50	6.50	5.0%	
Brown Sign Applications	263.00	276.20	13.20	5.0%	
Pavement Cafe Licences	523.00	550.00	27.00	5.2%	
General Solicitor Highway Enquiries					
Simple	65.00	68.00	3.00	4.6%	
Medium	86.00	90.00	4.00	4.7%	
Complex	174.00	183.00	9.00	5.2%	
Approval consent for House Builder signs	247.00	260.00	13.00	5.3%	
Rental charge for House Builder signs on street furniture	£15 per month (or part) per sign	£16 per month (or part) per sign		Nil	
<b>NRSWA (Set Nationally)</b>					
Section 50 Licence Administration	250.00	250.00		0.0%	
Special Permission Inspections	250.00	250.00		0.0%	
Utility sample fee	50.00	50.00		Nil	
Investigatory/ Third Party	68.00	68.00		Nil	
Defect Inspections fee	47.50	47.50		Nil	
Special Permissions	£750 or 6%	£750 or 6%			
<b>Bus Stop</b>					
Installation & removal of temporary bus stop	84.00	88.00	4.00	4.8%	
Removal of permanent bus stop during work	158.00	166.00	8.00	5.1%	
Damage to bus stop or unauthorised removal	158.00	166.00	8.00	5.1%	
<b>Dial and Ride</b>					
- Single	1.90	1.90		0.0%	
(pass holder)	1.00	1.00		0.0%	
- Return	3.70	3.70		0.0%	
(pass holder)	1.90	1.90		0.0%	
<b>Road Safety</b>					
<b>Local Authority School Children</b>					
Pre Basic Cycle Training	Level 1	£3.00 / child	£3.20 / child	0.20	6.7%
Basic Cycle Training	Level 2	£15 / child	£16 / child	1.00	6.7%
Advanced Cycle Training	Level 3	£7.50 / child	£8.00 / child	0.50	6.7%
<b>Adults</b>					
1:1 adult training (first hour)		£17 / adult	£18 / adult	1.00	5.9%
1:1 adult training (90 minutes)		£22 / adult	£23 / adult	1.00	4.5%
<b>Pedestrian Training</b>					
School training by class ( 2 x 1.5hr class)		25.00	26.00	1.00	4.0%
External Trainer Training		£400 / person	£400 / person		Nil



**DEVELOPMENT MANAGEMENT FEES & CHARGES****Section A - Advice as to whether permission / consent is required**

Category	Current Fee £	Proposed from 1st Jan 2012 £	Increase £	Increase %
<b>Householder Enquiry</b> (ie house extensions, garages/sheds, etc)	50.00	52.50	2.50	5.00
<b>Listed Building Enquiry</b> (Is LBC required for works eg re-roofing, re-painting, re-wiring, plumbing etc)	50.00	52.50	2.50	5.00
<b>Other Commercial Development</b> (to establish if "development" or whether "permitted development" or not	50.00	52.50	2.50	5.00

**Section B - Advice in relation to the prospects of permission / consent being granted****Category - Minor Development**

Proposed Development Type	Current Fee		From 1st Jan 2012	
	Fee for formal written advice (see notes 1 and 2) £	Fee for 2nd and subsequent written advice (see notes 1 and 2) £	Fee for formal written advice (see notes 1 and 2) £	Fee for 2nd and subsequent written advice (see notes 1 and 2) £
Householder	50.00	25.00	52.50	26.25
Advertisements	50.00	25.00	52.50	26.25
Commercial (where no new floorspace)	75.00	38.00	78.75	40.00
Change of Use	75.00	38.00	78.75	40.00
Telecommunications	100.00	50.00	105.00	52.50
Other (See note 3)	100.00	50.00	105.00	52.50
<b>Small Scale Commercial Development</b> (Incl shops offices, other commercial uses * Upto 500m2 * 500-999m2	250.00 500.00	125.00 250.00	265.00 265.00	132.50 132.50
<b>Small Scale Residential</b> * 1 Dwelling * 2-3 Dwellings * 4-9 Dwellings	100.00 250.00 500.00	50.00 125.00 250.00	105.00 262.50 525.00	52.50 131.25 262.50

Note 1 - All Fees are subject to VAT

Note 2 - With site visit and meeting if Development Management Officer considered to be required

Note 3 - Includes all other minor development proposals not falling within any of the categories such as variation or removal of condition, car parks and roads and certificates of lawfulness

**DEVELOPMENT MANAGEMENT FEES & CHARGES****Category - Major Developments**

Proposed Development Type	Current Fee		From 1st Jan 2012	
	Fee for formal written advice (see notes 1 and 2) £	Fee for 2nd and subsequent written advice (see notes 1 and 2) £	Fee for formal written advice (see notes 1 and 2) £	Fee for 2nd and subsequent written advice (see notes 1 and 2) £
Major new residential Sliding scale as follows * 10-49 Dwellings * 50-199 Dwellings	1,500.00 2,000.00	750.00 1,000.00	1,600.00 2,200.00	800.00 1,100.00
Small Scale Commercial Development (inc shops, offices, other commercial uses) * 1,000 m2 to 3,000m2	1,500.00	750.00	1,600.00	800.00

Note 1 - All Fees are subject to VAT

Note 2 - With site visit and meeting if Development Management Officer considered to be required

**Category - Very Large Scale Developments**

Proposed Development Type	Fee for formal written notice (see notes 1 and 4) £
* Single use or mixed use developments involving sites of 1.5 ha or above * Development of over 200 dwellings * Development of over 3,000m2 of commercial floorspace * Planning briefs / Masterplans	Fee to be negotiated with a minimum fee of £3,000

Note 1 - All Fees are subject to VAT

Note 4 - With multiple meetings including a lead officer together with Development Management case officer and other specialist officer inputs as required for a period of upto 12 months

Note 5 - The fee for pre-application advise expected to be not less than 20% of anticipated planning fee for a full application for the development proposal

**Exemptions**

Advice sought in the following categories is free

- \* Where the enquiry is made by a Parish Council or Town Council
- \* Where the development is for a specific accommodation/facilities for a registered disabled person
- \* Advice on how to submit a planning application
- \* Enquiries relating to Planning Enforcement

**FEES AND CHARGES SCHEDULE**

Note : Vat is chargeable at the appropriate rate

SERVICE	2011/12	1st Jan 2012		
	Current Charge £	Proposed Charge £	Increase £	Increase %
<b><u>Planning fees and charges</u></b>				
Land Charges				
Basic search - over the counter	85.00	85.00	-	0.0%
Basic search - electronic	85.00	85.00	-	0.0%
Business search	157.00	157.00	-	0.0%
Optional enquiries	40.00	40.00	-	0.0%
Additional enquiries	20.00	20.00	-	0.0%
Personal search (set by government)				
Planning Register	tbc	tbc	tbc	Nil
Highway Register	tbc	tbc	tbc	Nil
Building Control				
Letter of confirmation }				
Completion Certificates }	36.00	36.00	-	0.0%
Approvals }				
Naming & Numbering				
1 - 2 units	30.00	32.00	2.00	6.7%
3 - 10 units	60.00	64.00	4.00	6.7%
10 - 100 units	120.00	128.00	8.00	6.7%
Over 100 units	190.00	200.00	10.00	5.3%
Development Management				
Pre-application advice see separate sheet				
Discharge of planning conditions (non-householder)	89.00	89.00	-	TBC
Discharge of planning conditions (householder)	27.00	27.00	-	TBC
Copies of S106 Agreements	44.00	47.00	3.00	6.8%
Other				
Tree Preservation Orders	36.00	36.00	-	0.0%
Historic Environment Record consultation <50ha	75.00	75.00	-	0.0%
Historic Environment Record consultation >50ha	150.00	150.00	-	0.0%
Sites & Monuments Record search	36.00	36.00	-	0.0%

**HIRE OF MANSION HOUSE**

	Charge 2011/12	Proposed Charge 1st Jan 2012	Increase	Increase
	£	£	£	%
<b>Weddings (Exclusive hires) Daily rate</b>	750.00	750.00	0.00	0.00
<b>Room Hires</b>				
Dining Room OR State Room hourly rate				
Morning	65.00	65.00	0.00	0.00
Afternoon	65.00	65.00	0.00	0.00
Evening	80.00	80.00	0.00	0.00
Blue Room hourly rate				
Morning	35.00	35.00	0.00	0.00
Afternoon	35.00	35.00	0.00	0.00
Evening	40.00	40.00	0.00	0.00
There is a minimum usage charge of 2hrs				
Full House				
Morning (9am-1pm)	250.00	250.00	0.00	0.00
Afternoon (1pm-5pm)	250.00	250.00	0.00	0.00
Evening (5pm-11pm)	500.00	500.00	0.00	0.00
25% discount for charities and York Based Community Groups				
Kitchen hire, cookery demonstrations (per group/2 hour session)	100.00	100.00	0.00	0.00
<b>Tours (Prices include VAT)</b>				
House tours per person	5.00	5.00	0.00	0.00
House tours - concessions per person	4.00	4.00	0.00	0.00
Silver Tours per person (Pre-booked minimum of 10)	8.50	10.00	1.50	17.65
Connoisseur Tour (Pre-booked minimum of 10)	12.00	15.00	3.00	25.00
Candlelit tours and spooky Stories	8.50	10.00	1.50	17.65
Behind the scenes	8.50	10.00	1.50	17.65

**HIRE OF GUILDHALL**

	Charge 2011/12	Proposed Charge 2012/13	£ Increase	% Increase over 2011/12
	£	£	£	%
Monday - Friday				
Morning	85.00	150.00	65.00	76.47
Afternoon	85.00	150.00	65.00	76.47
Evening	151.00	200.00	49.00	32.45
All Day	274.00	350.00	76.00	27.74
Saturday				
Morning	131.00	170.00	39.00	29.77
Afternoon	131.00	170.00	39.00	29.77
Evening	196.00	300.00	104.00	53.06
All Day	393.00	500.00	107.00	27.23
Sunday				
Morning	158.00	170.00	12.00	7.59
Afternoon	158.00	170.00	12.00	7.59
Evening	223.00	300.00	77.00	34.53
All Day	444.00	500.00	56.00	12.61
25% discount for charities and York Based Community Groups				
Council Chamber Per session ( 4 hours)	130.00	130.00	0.00	0.00
Committee Rooms Per session ( 4 hours)	61.00	80.00	19.00	31.15
Per session ( 2 hours)	33.00	40.00	7.00	21.21

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