



# **FORWARD PLAN**

**8 August 2022 - 11 December 2022**

**Produced By:**

**Democratic Services  
City of York Council  
West Offices  
York  
YO1 9GA  
Tel No. 01904 551031**

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# EXECUTIVE FORWARD PLAN

## What is the Executive Forward Plan?

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

## What is a non-key decision?

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

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

## What is a key decision?

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

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

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

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

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

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

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

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

**EXECUTIVE FORWARD PLAN**  
**ALPHABETICAL LIST OF ENTRIES**

<b>ITEM</b>	<b>PAGE NO</b>
Annual report on financial inclusion and welfare benefits activities (2021/22)	14
Capital Programme 2022/23 Monitor 1	6
City Centre Access – Security Measures – update including tender return	7
Director of Public Health Annual Report 2020-2022: York – The Pandemic Years	17
Emergency Planning Shared Service Collaboration Agreement between City of York Council and North Yorkshire County Council	10
Enhanced Partnership for Bus Services	18
Finance & Performance 2022/23 Monitor 1	5
Food Service Plan 2022/23	21
*Haxby Station – Update & Next Steps	20
Heworth Without Multi-use games area (MUGA)	12
Quarterly Economic Update	22
Submission of funding bids to Levelling Up Fund in accordance with delegations from Executive Committee at item 5, 16.6.22	15
Update on Community Asset Transfer Affecting Community and Parks Assets	16
York Green Streets	13

## FORWARD PLAN ITEM

**Meeting:** Executive

**Meeting Date:** 18/08/22

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

**Title of Report:** Finance & Performance 2022/23 Monitor 1

**Description:** Purpose of Report: To present details of the overall finance and performance position.

**Wards Affected:** The Executive will be asked to note the report.  
All Wards

**Report Writer:** Ian Cunningham, **Deadline for Report:** 08/08/22  
Debbie Mitchell

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

**Lead Director:** Chief Finance Officer

**Contact Details:** Ian Cunningham, Debbie Mitchell, Chief Finance Officer

ian.cunningham@york.gov.uk, debbie.mitchell@york.gov.uk

### Implications

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

**Making Representations:**

**Process:**

**Consultees:**

**Background Documents:** Finance & Performance 2022/23 Monitor 1

### Call-In

If this item is called-in, it will be considered by the **19/09/22**  
Corporate and Scrutiny Management Committee on:

## FORWARD PLAN ITEM

**Meeting:** Executive

**Meeting Date:** 18/08/22

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

**Title of Report:** Capital Programme 2022/23 Monitor 1

**Description:** Purpose of Report: To provide members with an update on the capital programme.

The Executive will be asked to note the issues, recommend to full Council any changes as appropriate.

**Wards Affected:** All Wards

**Report Writer:** Emma Audrain **Deadline for Report:** 08/08/22

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

**Lead Director:** Chief Finance Officer

**Contact Details:** Emma Audrain, Accountant - Customer & Business Support Services

emma.audrain@york.gov.uk

### Implications

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

**Making Representations:**

**Process:**

**Consultees:**

**Background Documents:** Capital Programme 2022/23 Monitor 1

### Call-In

If this item is called-in, it will be considered by the Corporate and Scrutiny Management Committee on: 19/09/22

## FORWARD PLAN ITEM

**Meeting:** Executive

**Meeting Date:** 18/08/22

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

**Title of Report:** City Centre Access – Security Measures – update including tender return

**Description:** Purpose of Report: The report will provide an update on progress of the proposed security measures (Hostile Vehicle Measures) scheme. The proposed scheme is being tendered and prices should be returned by the time of the meeting, it will detail any cost pressures since the last forecast and give more certainty on cost.

The report will provide an update on the scheme including the procurement process. The report will inform Members about the programme of work and what can be achieved in the months ahead.

Given that Christmas 2022 is approaching, the project team will confirm the contractors assessment of what is deliverable and what temporary arrangements will be needed.

The report will ask Members to note progress on the scheme and give delegated authority for the Director of Environment, Transport and Planning to accept the winning tender in order to make an award to the contractor to commence work in line with the anticipated programme.

This item has been deferred to 18 August 2022 the reason for this is as stated: The contractors tendering for the work have requested more time to enable them to submit prices therefore the report has been delayed to accommodate this request.

**Wards Affected:** Guildhall Ward

**Report Writer:** Gary Frost, **Deadline for Report:** 18/07/22  
Catherine Higgins

**Lead Member:** Executive Member for Transport

**Lead Director:** Corporate Director of Place

**Contact Details:** Gary Frost, Major Transport Project Manager, Catherine Higgins, Engineer (Transport Projects) Sustainable Transport Service

gary.frost@york.gov.uk, catherine.higgins@york.gov.uk

**Implications**

**Level of Risk:****Reason Key:**

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

**Making Representations:****Process:**

Consultation Process: Consultation on the HVM project and the Traffic Regulation Order changes have been reported to previous meetings. No further consultation has been conducted. Although businesses directly affected by the trial holes at the proposed location of the measures, were contacted prior to this work starting. Further contact will follow as the construction programme is developed.

The general public, key stakeholders and statutory consultees – all reported previously. As the construction programme is developed a communications plan will follow to include general publicity as well as targeted contact with those directly affected by the works and the restrictions that will be enforced by the measures.

**Consultees:****Background Documents:**

City Centre Access – Security Measures – update including tender return  
Part Exempt notice - City Centre Access – Security Measures – update including tender return -

**Call-In**

If this item is called-in, it will be considered by the

19/09/22



Corporate and Scrutiny Management Committee on:

## FORWARD PLAN ITEM

**Meeting:** Executive

**Meeting Date:** 18/08/22

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

**Title of Report:** Emergency Planning Shared Service Collaboration Agreement between City of York Council and North Yorkshire County Council

**Description:** Purpose of Report: An Officer decision was made in consultation with the relevant Executive Member to enter into a pilot shared service arrangements with North Yorkshire County Council. Executive will be updated on the pilot and asked to consider ongoing arrangements:

The Executive will be asked to consider options to either; terminate the arrangement allowing for a required 6 month termination process and revert to previous arrangements by 31st March 2023 or to continue the arrangement for a shared service between the Authorities.

**Wards Affected:** All Wards

**Report Writer:** Steve Ball **Deadline for Report:** 08/08/22

**Lead Member:** Executive Member for Transport

**Lead Director:**

Corporate Director of Place

**Contact Details:** Steve Ball

steve.ball@york.gov.uk

### Implications

**Level of Risk:**

**Reason Key:** A decision which is likely to result in the Council incurring expenditure, or making savings which are significant having regard to the Council's budget for the service or function to which the decision relates. The savings or expenditure are significant if they are equal to or greater than £500,000 or equal to or greater than £100,000 where the savings or expenditure exceeds 10% of the

budget for the service plan area whichever is the less. Expenditure in excess of these levels will not constitute a key decision if such expenditure is made as part of the implementation of a decision which itself was a key decision e.g. the award of a contract.

**Making Representations:**

**Process:** The Local Resilience Forum are aware of the new ways of working and the Deputy Leader whose Portfolio this falls within was briefed on the pilot.

**Consultees:**

**Background Documents:** Emergency Planning Shared Service Collaboration Agreement between City of York Council and North Yorkshire County Council

**Call-In**

If this item is called-in, it will be considered by the Corporate and Scrutiny Management Committee on: 19/09/22

## FORWARD PLAN ITEM

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

**Meeting Date:** 06/09/22

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

**Title of Report:** Heworth Without Multi-use games area (MUGA)

**Description:** Purpose of Report: to present options for the installation of a MUGA in Heworth Without using Section 106 funding allocated through the Hungate development.

The Executive Member will be asked to launch a consultation on where the MUGA should be sited.

**Wards Affected:** Heworth Without Ward

**Report Writer:**

**Deadline for Report:**

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

**Lead Director:** Director of Customer & Communities

**Contact Details:** Charlie Croft, Assistant Director of Customer and Communities

charlie.croft@york.gov.uk

**Implications**

**Level of Risk:**

**Reason Key:**

**Making Representations:**

**Process:** The report will initiate the consultation process. Consultees are local residents and key stakeholders in relation to potential sites including the Parish Council.

**Consultees:**

**Background Documents:**

**Call-In**

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

19/09/22

## FORWARD PLAN ITEM

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

**Meeting Date:** 07/09/22

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

**Title of Report:** York Green Streets

**Description:** Purpose of Report: To report on the outcome of the York Green Streets opportunity mapping exercise (urban street trees) and the next steps.

The Executive Member will be asked to note the outcome of the mapping exercise and progress made to date in planning for the expansion of York's non woodland treescape.

**Wards Affected:** All Wards

**Report Writer:**

**Deadline for Report:**

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

**Lead Director:** Director of Governance

**Contact Details:** Paul McCabe

paul.mccabe@york.gov.uk

### Implications

**Level of Risk:**

**Reason Key:**

### Making Representations:

**Process:** Relevant internal consultees such as Public realm, Communities and carbon reduction teams – briefed on the outcome of the mapping exercise and ideas sought.

Consultees:  
Public realm team  
Carbon reduction team  
Community team

**Consultees:**

### Background Documents:

#### Call-In

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

19/09/22

## FORWARD PLAN ITEM

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

**Meeting Date:** 12/09/22

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

**Title of Report:** Annual report on financial inclusion and welfare benefits activities (2021/22)

**Description:** Purpose of Report: This paper will update the Executive Member on:

- Financial inclusion (FI) activity during 2021/22 including delivery of FI grant schemes
- An update on benefits statistics and performance as administered by the council including the York Financial Assistance Scheme
- Any ongoing impact of the covid-19 pandemic and cost of living importantly the support available for residents in dealing with these challenges.

**Wards Affected:** All Wards

**Report Writer:**

**Deadline for Report:**

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

**Lead Director:** Director of Customer & Communities

**Contact Details:** David Walker, John Madden, Benefits Assessments Manager, Resources - Financial Services Group

david.walker@york.gov.uk, john.madden@york.gov.uk

### Implications

**Level of Risk:**

**Reason Key:**

### Making Representations:

**Process:** Includes the work of Financial Inclusion Steering Group

**Consultees:**

**Background Documents:**

### Call-In

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

03/10/22

## FORWARD PLAN ITEM

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

**Meeting Date:** 12/09/22

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

**Title of Report:** Submission of funding bids to Levelling Up Fund in accordance with delegations from Executive Committee at item 5, 16.6.22

**Description:** Purpose of Report: To formally record the decision to submit Levelling Up Funding bids in accordance with Executive resolutions.

The Executive Member will be asked to formally record their support for the submission of the funding bids, and receive any update reports on the progress of determination of the bids by government.

**Wards Affected:** All Wards

**Report Writer:**

**Deadline for Report:**

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

**Lead Director:** Corporate Director of Place

**Contact Details:** Ben Murphy, Senior Major Development Project & Initiative Officer, Katie Peeke-Vout, Regeneration Project Manager

ben.murphy@york.gov.uk, katie.peeke-vout@york.gov.uk

**Implications**

**Level of Risk:**

**Reason Key:**

**Making Representations:**

**Process:** Extensive community and stakeholder engagement undertaken as part of the project development activity underpinning the bid for funding.

**Consultees:**

**Background Documents:**

**Call-In**

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

03/10/22

## FORWARD PLAN ITEM

**Meeting:** Executive

**Meeting Date:** 15/09/22

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

**Title of Report:** Update on Community Asset Transfer Affecting Community and Parks Assets

**Description:** Purpose of Report: This report presents the responses received, following publication of the Notices, under Section 123 of the Local Government Act 1972 for the disposal of council assets which are located within open spaces. Responses have been received in respect of properties at; 159 Mount Vale; 103 Heslington Road; Land at Mayfields South; Rowntree Park Tennis Pavilion & Land at Chapmans Pond.

The report makes recommendations in reply to those representations made and seeks a decision from the Executive on those recommendations.

The Executive will be asked to note the comments received, and continue with the disposal of the assets

**Wards Affected:** Dringhouses and Woodthorpe Ward; Fishergate Ward; Micklegate Ward

**Report Writer:** Dave Meigh                      **Deadline for Report:** 05/09/22  
**Lead Member:** Executive Member for Finance and Performance, Executive Member for Culture, Leisure and Communities

**Lead Director:** Corporate Director of Place

**Contact Details:** Tim Bradley, Nick Collins, Head of Property, Dave Meigh

tim.bradley@york.gov.uk, nicholas.collins@york.ov.uk,  
dave.meigh@york.gov.uk

### Implications

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

### Making Representations:

**Process:** None, the paper is a result of consultation carried out through the statutory Press notices

### Consultees:

**Background Documents:** Update on Community Asset Transfer Affecting Community and Parks Assets

### Call-In

If this item is called-in, it will be considered by the                      03/10/22  
Corporate and Scrutiny Management Committee on:



## FORWARD PLAN ITEM

**Meeting:** Executive

**Meeting Date:** 15/09/22

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

**Title of Report:** Director of Public Health Annual Report 2020-2022: York – The Pandemic Years

**Description:** Purpose of Report: It is a statutory requirement for the Director of Public Health to produce an independent annual report on the health of the city. The report will be presented to Executive members, covering 2020-22 and with the theme of 'York: The Pandemic Years'.

**Wards Affected:** The Executive will be asked to consider and note the report.  
All Wards

**Report Writer:** Sharon Stoltz      **Deadline for Report:** 05/09/22

**Lead Member:** Executive Member for Health and Adult Social Care

**Lead Director:** Director of Public Health

**Contact Details:** Sharon Stoltz, Director of Public Health

sharon.stoltz@york.gov.uk

### Implications

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

**Making Representations:** The Executive will be recommended to note and endorse this report.

**Process:** Not applicable – Statutory report

### Consultees:

**Background Documents:** Director of Public Health Annual Report 2020-2022: York – The Pandemic Years

### Call-In

If this item is called-in, it will be considered by the Corporate and Scrutiny Management Committee on: 19/09/22

## FORWARD PLAN ITEM

**Meeting:** Executive

**Meeting Date:** 15/09/22

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

**Title of Report:** Enhanced Partnership for Bus Services

**Description:** Purpose of Report: To request approval for the York Enhanced Partnership Plan and Scheme, a binding statutory partnership agreement between the council and bus operators which will:

- replace the existing voluntary York Quality Bus Partnership;
- act as the delivery scheme for the council's Bus Service Improvement Plan; and
- comply with the DfT requirement for BSIP recipients to have an Enhanced Partnership in place.

The Executive will be asked to approve the final text of the York Enhanced Partnership Plan and Scheme, enabling it to take legal effect from 19th September.

**Wards Affected:** All Wards

**Report Writer:** Sam Fryers **Deadline for Report:** 05/09/22

**Lead Member:** Executive Member for Transport

**Lead Director:** Corporate Director of Place

**Contact Details:** Sam Fryers

### Implications

**Level of Risk:**

**Reason Key:** A decision which is likely to result in the Council incurring expenditure, or making savings which are significant having regard to the Council's budget for the service or function to which the decision relates. The savings or expenditure are significant if they are equal to or greater than £500,000 or equal to or greater than £100,000 where the savings or expenditure exceeds 10% of the budget for the service plan area whichever is the less. Expenditure in excess of

these levels will not constitute a key decision if such expenditure is made as part of the implementation of a decision which itself was a key decision e.g. the award of a contract.

**Making Representations:**

**Process:** Consultation Process: The statutory 'bus operator objection' period runs from 8th July until 5th August, following which a 28-day statutory consultation period will take place, with stakeholders and the public invited to provide their views on the planned scheme. It is a legal requirement that the operator objection period must be completed ahead of commencing the statutory stakeholder consultation period.  
Consultees: Bus operators, neighbouring local transport authorities, York residents, passenger representation and user groups, disability groups, the Traffic Commissioner for the Northeast of England, the Competition and Markets Authority.

**Consultees:**

**Background Documents:** Enhanced Partnership for Bus Services

**Call-In**

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

19/09/22

## FORWARD PLAN ITEM

**Meeting:** Executive

**Meeting Date:** 15/09/22

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

**Title of Report:** Haxby Station – Update & Next Steps

**Description:** Purpose of Report: An update on the progress of the Haxby Station project. This to include:

- results of the public consultation undertaken earlier in 2022;
- acceptance of additional £1.1m grant from government;
- advise on the application to the Levelling Up Fund regarding enhanced sustainable transport access to the station;
- advise on the next stages, including further commissioning of Network Rail; and seeking planning consent for construction (in principle) including procurement.

**Wards Affected:** Haxby and Wigginton Ward

**Report Writer:** Richard Holland      **Deadline for Report:** 05/09/22

**Lead Member:** Executive Member for Transport

**Lead Director:** Corporate Director of Place

**Contact Details:** Richard Holland

Richard.Holland@york.gov.uk

### Implications

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

### Making Representations:

**Process:** Full public consultation undertaken for the Haxby Station project in April/May 2022.

### Consultees:

**Background Documents:** Haxby Station – Update & Next Steps

### Call-In

If this item is called-in, it will be considered by the      03/10/22  
Corporate and Scrutiny Management Committee on:

## FORWARD PLAN ITEM

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

**Meeting Date:** 27/09/22

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

**Title of Report:** Food Service Plan 2022/23

**Description:** Purpose of Report:  
1. The council is required to produce an annual food service plan to satisfy the statutory requirements within the Food Law Code of Practice which is overseen by the Food Standards Agency (FSA).  
2. It is recommended that the service plan is approved at a level which ensures local transparency and accountability.  
  
This report sets out the annual food service plan as well as a review of last year's performance including the number of food safety and food standards inspections undertaken.  
  
The Executive Member will be asked to approve the food service plan.  
Reason: This will ensure that the council has a plan to fulfil its obligations under the Food Law Code of Practice.

**Wards Affected:** All Wards

**Report Writer:** **Deadline for Report:**  
**Lead Member:** Executive Member for Economy and Strategic Planning  
**Lead Director:** Corporate Director of Place  
**Contact Details:** Anthony Dean, Principal Environmental Protection Officer  
  
anthony.dean@york.gov.uk

### Implications

**Level of Risk:** **Reason Key:**

### Making Representations:

**Process:** Not Applicable.

### Consultees:

### Background Documents:

### Call-In

If this item is called-in, it will be considered by the Corporate and Scrutiny Management Committee on: 03/10/22

## FORWARD PLAN ITEM

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

**Meeting Date:** 01/11/22

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

**Title of Report:** Quarterly Economic Update

**Description:** Purpose of Report: To update the Executive Member on key measures of the economy, emerging issues and achievements.

The Executive Member will be asked to note the content of the report.

**Wards Affected:** All Wards

**Report Writer:**

**Deadline for Report:**

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

**Lead Director:** Corporate Director of Place

**Contact Details:** Simon Brereton, Head of Economic Growth

simon.brereton@york.gov.uk

### Implications

**Level of Risk:**

**Reason Key:**

**Making Representations:**

**Process:** Not Applicable.

**Consultees:**

**Background Documents:**

### Call-In

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

21/11/22