



**CYC SHAREHOLDER SCRUTINY COMMITTEE**  
**City of York Trading Ltd Update**

**Content**

The Committee has before it a report containing the Company's updated business plan for 2021/2022 including performance summary information for 2020/21 to date and the Company's Annual Budget for 2021/22 on which Karen Bull, Managing Director will address the Committee. Both contain commercially sensitive information and are not for general circulation

**Business Reporting Cycle**

The City of York Trading Ltd business cycle has the following key elements:-

1. Annual Budget – approved by the City of York Trading Ltd Board of Directors and submitted to the Shareholder. This contains commercially sensitive information and is not for general circulation
2. Annual Business Plan – a summary of objectives approved by the City of York Trading Ltd Board of Directors (including performance summary of current year to date) and submitted to the Shareholder for approval. This contains commercially sensitive information and is not for general circulation.

**Business Plan – Executive Summary**

City of York Trading Ltd (trading as WorkwithYork, WorkwithSchools and WorkwithYorkshire) was formed in 2011 with the intention of supplying temporary staff to City of York Council (CYC), to schools (in and around the York area) and to other outside organisations. City of York Trading Ltd is a Teckal company wholly owned by CYC.

Through City of York Trading Ltd, the reductions in cost to CYC and the return of the profit achieved are designed to assist CYC's financial position. If CYC had to source staff in the open market, the cost would be substantially higher than current rates paid to the Company.

CYC receive an annual dividend payment based on the annual profits of City of York Trading Ltd and this will increase as the Company is able to grow further.



## **Key Company Matters 2020/21:-**

### **The Board of Directors**

#### **Current**

- The Board of Directors of the Company currently comprises Karen Bull (Managing Director – Executive Director) with Non-Executive Directors Cllr Ian Cuthbertson (Chair), Cllr Kallum Taylor, Cllr Simon Daubeney, John Dobson and Oliver Wright.

### **Company Performance**

- CYT Board Meetings held monthly review both the Managing Director's Performance report and the monthly Accounts prepared by the Company's Management Accountant.
- Overall, the performance of the Company financially year-to-date has been affected by Covid-19 though remaining profitable.
- In total since April 2020, CYT has furloughed around 180 of its temporary staff owing to reductions in work mainly during the first lockdown. At 15th February 2021 just 16 of these staff remain furloughed (in most cases people with either underlying health issues or caring responsibilities) though the Company continues to keep this under review.
- WorkwithSchools, the Company's education division, has continued to provide supply staff to local schools, nurseries and colleges throughout the pandemic, but in much lower numbers than in 2019/20. More information is in the confidential performance summary information.
- WorkwithYorkshire, the Company's new commercial division had a challenging start the week after lockdown, though has continued to engage with local and regional businesses. The Company's existing commercial clients have also been affected by lockdown, with bookings again down on 2019/20 again details can be seen in the confidential performance summary.



- For WorkwithYork which mainly provides temporary staff to CYC, flexibility in the numbers and specialisms of staff supplied has been more critical than ever during the pandemic as local government responsibilities and responses have changed since April 2020. More details are in confidential documents.
- At 15th February 2021, WorkwithYork is providing over 160 Covid Testing Staff to CYC Public Health working within Lateral Flow Testing sites at York St John University, University of York and York Community Stadium. These staff have been critical in carrying out over 22,700\* asymptomatic rapid lateral flow tests between 14th December 2020 and 8th January 2021 (with an average positivity rate of 1.38%\* equating to 263\* individuals who were then able to self-isolate).  
*\*figures from CYC Public Health presentation 10th February 2021.*
- In addition 6 Covid Marshalls were recruited by WorkwithYork in November 2020 to support CYC Public Protection and Public Health in engaging with residents, visitors and businesses to promote Covid safety and compliance. Upto 27th January 2021 successes for these staff have included:-
  - 622 businesses spoken to #
  - 580 groups of individuals engaged with #
  - 131 items of ppe issued (face coverings, anti-bac gel) #
  - 735 discarded face coverings picked up #
  - 99% of people happy with the interaction #*# figures from CYC Public Health Presentation 8th February 2021*
- Key Performance Indicators are monitored on weekly and monthly basis.
- Marketing activities continue, including utilisation of the Company's websites and social media channels and the Company also advertises its roles on a range of job boards.
- Despite a challenging year with reduced revenue, the Company remains profitable however and plans to build on this into 2021/22. The 2021/22 business plan contains more detail but is commercially sensitive information and is not for general circulation.



## **Shareholder Approvals**

Shareholder approval is being sought for the following:-

- Approval of Annual Business Plan 2021-22

## **Appendices**

**The following documents are not for general circulation:-**

1. Annual Business Plan 2021–22 (including performance update for 2020/21 to date).  
**Commercially sensitive**
2. Annual Budget 2021-22. **Commercially sensitive**