



FORWARD PLAN

18 March 2024 - 21 July 2024

Produced By:

**Democratic Services
City of York Council
West Offices
York
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CABINET FORWARD PLAN

What is the Cabinet Forward Plan?

The Cabinet 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 monthly on or around the 14th of each month and is available to view on-line at 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 Cabinet can collectively take as set out in Part 3 of the council's constitution
- which any Cabinet 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

In addition to elected Councillors, chief officers can also take key decisions in line with the Officers Delegation Scheme as set out in Schedule 3, Part 3 of the Council's Constitution

What information does the Forward Plan contain?

Each issue entered in the Forward Plan lists:

- The history of the issue in relation to the Forward Plan
- What consultation will be undertaken prior to a decision being made
- The name and contact details of the chief officer responsible for the issue and the forthcoming report
- The date of the meeting at which a decision is due to be taken
- The wards which will be affected by any decision taken

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

CABINET FORWARD PLAN
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FORWARD PLAN ITEM

Meeting: Decision Session - Executive Member for Finance, Performance, Major Projects and Equalities

Meeting Date: 19/03/24

Keyword:

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

Title of Report: Council Tax Debt Pilot

Description: Purpose of Report: The report sets out the findings of the council tax debt pilot undertaken across 2022/23 and sets out recommendations to improve the recovery process for residents.

The Executive Member will be asked: To note the findings and approve the recommendations.

Wards Affected: All Wards

Report Writer:

Deadline for Report:

Lead Member:

Executive Member for Finance, Performance, Major Projects and Equalities

Lead Director:

Director of Customer & Communities

Contact Details:

David Walker

david.walker@york.gov.uk

Implications

Level of Risk:

Reason Key:

Making Representations:

Process: This was undertaken as part of the project key stakeholder interviews been undertaken by the University of York.

Consultees: This included third sector organisations, council officers, and residents who participated

Consultees:

Background Documents:

Call-In

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

15/04/24

FORWARD PLAN ITEM

Meeting: Decision Session - Executive Member for Economy and Transport

Meeting Date: 16/04/24

Keyword:

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

Title of Report: Introduction of Blue Badge car parking bays on Lendal, Blake Street and Davygate

Description: Purpose of the Report:

To implement an Experimental Traffic Regulation Order (ETRO) to provide Blue Badge parking bays in the city centre on Lendal and Blake Street, which will be accessible for Blue badge holders during the footstreet hours (10.30 to 17.00), and on Davygate outside of footstreet hours.

This will be implemented as an experimental order to enable the consultation to take place once the bays are provided. The bays will initially provide loading capacity in the morning and Blue Badge parking for the rest of the day (similar to the bays on Piccadilly, near the junction with Pavement). The bays will enable Blue Badge holders to park for longer periods in the city centre (compared to Blue Badge parking on double yellow lines which is restricted to a maximum of 3 hours).

The experimental order requires monitoring and consultation to take place once the bays are implemented and for up to 18 months. The ETRO also offers the ability to make changes during the 18-month period, based on the feedback received. This will help to understand whether the initial locations and timings work well or whether they need to be modified or relocated before a permanent order is made.

Executive Member will be asked to approve the making of an Experimental Traffic Regulation Order to provide Blue Badge parking bays in the city centre on Lendal, Blake Street and Davygate.

Wards Affected: Guildhall Ward

Report Writer:

Deadline for Report:

Lead Member: Executive Member for Economy and Transport

Lead Director: Corporate Director of Place

Contact Details: Helene Vergereau, Traffic and Highway Development Manager

helene.vergereau@york.gov.uk

Implications

Level of Risk:

Reason Key:

Making Representations:

Process:**Consultation process:**

Consultation with York Access Forum and through the city centre access project before the implementation of the ETRO.

Statutory consultation to take place during the ETRO with feedback informing any changes made during the experimental period and any changes required before the order can be made permanent.

Consultees:

Before the ETRO is implemented:

- York Access Forum
- City Centre access project workshop participants (more information available at www.york.gov.uk/news/article/1398/residents-invited-to-workshops-to-make-city-centre-accessible)
- Statutory consultees: bus operators, blue light services, the Freight Transport Association, the Road Haulage Association
- Local residents and businesses
- Ward Councillors

During the ETRO, the statutory consultation will be open to anyone who wants to register an objection, comment in support, or propose changes to the order.

Consultees:**Background Documents:****Call-In**

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

FORWARD PLAN ITEM

Meeting: Executive

Meeting Date: 18/04/24

Keyword:

Item Type: Executive Decision - of 'Normal' Importance

Title of Report: Advertising contract

Description: Purpose of Report: Prior to the ending of the current bus shelter advertising contract with JC Decaux, the council conducted an independent market appraisal to understand the value of place based advertising across the city.

This provided several additional opportunities the council will explore at a later date.

In the meantime, the market appraisal provided sufficient information for the council to negotiate a new 15-year contract with JC Decaux, providing and maintaining bus shelters with either no advertising, paper adverts or digital adverts, and digital information panels, subject to the necessary planning consents.

In tandem, The council's Public Health team have been working on a number of policies which promote a health food environment in York; this is in line with the city's 'Healthy Lives, Healthy Weight Policy', and the 'Local Government Declaration on Health Weight' which the council signed in 2019.

In addition a strong body of research evidence suggests that tackling the advertising and marketing environment is a valid and necessary policy to support a healthy weight in our population. One of the areas which the council is able to directly influence is the types of adverts that are shared on council land. This has informed a refresh of the council's advertising policy that forms part of the JC Decaux contract.

The Executive are invited to:

- i. Note the independent market appraisal and the potential revenue opportunities from place-based advertising;
- ii. Approve the direct award of a new 15-year (plus a possible 1-year extension) bus shelter advertising and digital information board concession contract to JC Decaux and delegate authority to negotiate and conclude the new concession contract (and the provisions of any subsequent modifications and/or extensions thereto) to the Director Public Health in consultation with the Head of Procurement and the Director of Governance;
- iii. Approve the council's advertising policy embedded into the

bus shelter and digital information board contract.

Wards Affected: All Wards

Report Writer: Claire Foale **Deadline for Report:** 08/04/24

Lead Member: Executive Member for Finance, Performance, Major Projects and Equalities

Lead Director: Director of Governance

Contact Details: Claire Foale, Assistant Director of Policy and Strategy

claire.foale@york.gov.uk

Implications

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

Making Representations:

- York BID
- Heritage England
- Public Health

York Civic Trust and Make It York were also invited to respond to the market appraisal.

Process: The market appraisal has been developed in consultation with both market providers, the heritage sector and public health

Consultees:

Background Documents: Advertising contract

Call-In

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

FORWARD PLAN ITEM

Meeting: Executive

Meeting Date: 18/04/24

Keyword:

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

Title of Report: Consultation on an Equity, Diversity and Inclusion Strategy 2024-27 and Next Steps

Description: Purpose of Report: To present the results of the assessment against the Equalities Framework for Local Government. To present a draft Equity, Diversity and Inclusion Strategy 2024-27 strategy in response. To present a recommendation to consult on the draft strategy to inform the final proposal and a detailed action plan.

The Executive will be asked: To approve the recommendation to consult on the draft Equity, Diversity and Inclusion Strategy 2024-27, and a draft action plan to present back to Executive for approval.

Wards Affected: All Wards

Report Writer: Pauline Stuchfield
Lead Member: Executive Member for Finance, Performance, Major Projects and Equalities, Executive Member for Housing, Planning and Safer Communities

Lead Director: Director of Customer & Communities

Contact Details: Pauline Stuchfield, Director of Customer & Communities

pauline.stuchfield@york.gov.uk

Implications

Level of Risk: 04-08 Regular
monitoring required

Reason Key:

Making Representations:

Process: To consult with employees ,and a wide range of representative resident groups representing all protected characteristics under the Equalities Act and consider Human Rights implications also.

Consultees:

Background Documents: Consultation on an Equity, Diversity and Inclusion Strategy 2024-27 and Next Steps
Consultation on an Equity, Diversity and Inclusion Strategy 2024-27 and Next Steps

Call-In

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

FORWARD PLAN ITEM

Meeting: Executive

Meeting Date: 18/04/24

Keyword:

Item Type: Executive Decision - of 'Normal' Importance

Title of Report: LGA Peer Challenge – report, recommendations and action plan

Description: Purpose of report: An LGA Peer Challenge took place in February 2024. The LGA Peer Challenge set out to understand how the council operates, exploring the council's leadership at place and organisational level, governance, culture, financial management and capacity to improve, with a focus on improving customer service and working closely with regional partners to best represent York's interests.

The LGA report presented to Executive shares their recommendations about how the council can improve, the council's strengths and areas of concern. In response to the LGA Peer Challenge, the council will share an action plan setting out the activities and projects that will support the council be best placed to address issues and consider opportunities.

Members will be asked to: Note the LGA Peer Challenge report and recommendations, and approve the council's action plan in response to the LGA recommendations and consider next steps.

Wards Affected: All Wards

Report Writer: Claire Foale

Deadline for Report: 08/04/24

Lead Member: Executive Leader inc. Corporate Services, Policy, Strategy and Partnerships (and Devolution)

Lead Director: Director of Governance

Contact Details: Claire Foale, Assistant Director of Policy and Strategy

claire.foale@york.gov.uk

Implications

Level of Risk: 04-08 Regular monitoring required

Reason Key:

Making Representations:

Process: The Audit and Governance Committee considered the approach to the LGA Peer Challenge prior to it taking place. The LGA Peer Challenge involved over 60 interviews to gain a clear understanding of how the council operates, it's strengths and areas of concern.

Consultees:

Focus groups and 121 discussions were held by the LGA Peers with:

- Residents / invited participants of the Talkabout Panel
- Elected members / Executive / Scrutiny Chairs / Group Leaders
- Partners / Public Sector partners / economic partners
- Officers / Corporate Management Team / Heads of Service / Frontline

Consultees:

Background Documents: LGA Peer Challenge – report, recommendations and action plan

Call-In

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

FORWARD PLAN ITEM

Meeting: Executive

Meeting Date: 18/04/24

Keyword:

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

Title of Report: Recommissioning of Sensory Services in York

Description: Purpose of Report: Local authorities have a statutory duty to prevent, reduce or delay needs for care and support (Care Act 2014 section 2) for all adults including carers; this means early intervention to prevent deterioration and reduce dependency on support from others including those with sensory impairments. The current Sensory Support service contract is coming to an end this year, the commissioning team are in the process of recommissioning the service. The purpose of the report is for Executive Meeting to review the report and recommendations to come to a decision on the best option to go forward.

The Executive will be asked: To recommend the best option to recommission York Sensory Support Services.

Wards Affected: All Wards

Report Writer: Edward Njuguna **Deadline for Report:** 04/04/24
Lead Member: Executive Member for Health, Wellbeing and Adult Social Care
Lead Director: Corporate Director of Adult Services & Integration
Contact Details: Edward Njuguna

edward.njuguna@york.gov.uk

Implications

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

Making Representations:

Process: A sensory Support survey was conducted to get views from customers who use sensory support services, and those who might need to in the future (and their families and carers). We hoped this would give us a better understanding of what sensory support people need and what needs to improve.

The survey was open for 10 weeks from 1 November 2023 to 8 January 2024

Consultees:

- The Wilberforce Trust (YorSensory)
- MySight York.
- Specialist Teaching Team and Deaf Café
- City of York Council Access Team
- People with lived experience of sensory loss
- North Yorkshire Sight Loss Council.

- Living 4 Moments
- Community Links
- York Older People's Assembly
- York and Scarborough Teaching Hospitals
- Age Friendly York Older Citizens Group
- York Disability Rights Forum
- NHS Humber and North Yorkshire Integrated Care Board
- Tees Esk Wear Valleys NHS FT
- Age UK
- Healthwatch
- York Advocacy
- Dementia Strategy Group
- Carers Groups/Forums
- York CVS
- Other Stakeholders

Consultees:

Background Documents: Recommissioning of Sensory Services in York

Call-In

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

FORWARD PLAN ITEM

Meeting: Executive

Meeting Date: 18/04/24

Keyword:

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

Title of Report: Future Resettlement Pathway – Building Independence

Description: Purpose of Report: This report sets out the results of the review of homelessness rough sleeping resettlement pathways which provides emergency /temporary accommodation and support via residential placements for everyone over the age of 16 who needs it.

The report outlines the continued move towards a tailored, person-centred, strength-based approach to resettlement and makes recommendations to reshape existing provision to deliver long term improvements to the lives of care experienced young people as they proceed into adulthood and to vulnerable, homeless adults and young people.

Existing provision is a mixture of internally delivered and externally commissioned services. Significant external service contracts come to an end in the 31st July 2024 and decisions need to be made about future models of provision.

The Executive will be asked: To review the report and agree future Delivery arrangements

Wards Affected: All Wards

Report Writer: Tracey Carter

Deadline for Report: 08/04/24

Lead Member: Executive Member for Children, Young People and Education, Executive Member for Health, Wellbeing and Adult Social Care, Executive Member for Housing, Planning and Safer Communities
Lead Director: Corporate Director of Adult Services & Integration

Contact Details: Tracey Carter, Director Economy, Regeneration and Housing, Michael Melvin, Corporate Director of Adult Social Care and Integration

tracey.carter@york.gov.uk, michael.melvin@york.gov.uk

Implications

Level of Risk:

Reason Key:

Making Representations:

Process:

Consultation process:
In 2024 an in-depth piece of co-production was undertaken to review the resettlement pathway and related services and

support. Key stakeholders service users and delivery partners contributed to key recommendations which will inform the delivery and design of the future Service. Officers initiated a review involving a multidisciplinary team with colleagues from Housing Childrens and Adults Social services Public Health, current service providers and service users (through a lived experience group).

Consultees:

- CYC Housing
- CYC Children's Social Care
- CYC Adult Social Care
- CYC Contracts and Commissioning
- Public Health
- Service Providers
- Service Users
- Other Stakeholders

Consultees:

Background Documents: Future Resettlement Pathway – Building Independence
Exempt Notice - Future Resettlement Pathway

Call-In

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

FORWARD PLAN ITEM

Meeting: Executive

Meeting Date: 18/04/24

Keyword:

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

Title of Report: Housing Retrofit update

Description: Purpose of report: This paper will update members on the delivery of retrofit works in the city and seek approval to continue this programme of activity through further grant funded works.

Executive will be asked to: Note progress to date on the delivery of retrofit works in both the private and social housing sectors and to progress with the delivery of further grant funded retrofit works.

Wards Affected: All Wards

Report Writer: Anthony Dean,
Michael Jones

Deadline for Report: 08/04/24

Lead Member: Executive Member for Housing, Planning and Safer Communities
Lead Director: Corporate Director of Place

Contact Details: Anthony Dean, Principal Environmental Protection Officer, Michael Jones, Head of Housing Delivery and Asset Management

anthony.dean@york.gov.uk, michael.jones@york.gov.uk

Implications

Level of Risk:

Reason Key:

Making Representations:

Process: Consultation has been undertaken with external stakeholders, Council Members and officers at various stages, on key priorities identified within the draft Retrofit Action Plan, which informs the recommendations of this report.

Consultation with tenants has been carried including briefings with Ward Councillors, and internally with Housing Management teams to identify tenant needs. Further consultation is planned with tenants and partners as design work is carried out.

Consultees:

Background Documents: Housing Retrofit update

Call-In

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

FORWARD PLAN ITEM

Meeting: Executive

Meeting Date: 18/04/24

Keyword:

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

Title of Report: Ward Funding Allocation 2024/25

Description: Purpose of Report: The 2024/25 ward budget allocation is comprised of £250,000 to be allocated across the city, and the report will outline potential models to inform making the split to wards.

The Executive will be asked: To approve recommendations on the allocation of ward funding, taking into account any feedback from Corporate Services, Climate Change and Scrutiny Management Committee.

Wards Affected: All Wards

Report Writer: Joe Micheli

Deadline for Report: 04/04/24

Lead Member: Executive Member for Finance, Performance, Major Projects and Equalities, Executive Member for Housing, Planning and Safer Communities

Lead Director: Director of Customer & Communities

Contact Details: Ian Cunningham, Joe Micheli

ian.cunningham@york.gov.uk, joe.micheli@york.gov.uk

Implications

Level of Risk: 04-08 Regular monitoring required

Reason Key:

Making Representations:

Process: Consultation through Corporate Services, Climate Change and Scrutiny Management Committee held on 18th March 2024.
Consultees : Corporate Services, Climate Change and Scrutiny Management Committee

Consultees:

Background Documents: Corporate Services, Climate Change & Scrutiny Management Committee (Calling In)
Ward Funding Allocation 2024/25

Call-In

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

FORWARD PLAN ITEM

Meeting: Executive

Meeting Date: 13/06/24

Keyword:

Item Type: Executive Decision - of 'Normal' Importance

Title of Report: Capital Programme outturn

Description: Purpose of report: To provide members with the outturn position on the capital programme.

Members will be asked: To note the outturn, recommend to full Council any changes as appropriate.

Wards Affected: All Wards

Report Writer: Debbie Mitchell

Deadline for Report: 03/06/24

Lead Member: Executive Member for Finance, Performance, Major Projects and Equalities

Lead Director: Chief Finance Officer

Contact Details: Debbie Mitchell, Chief Finance Officer

debbie.mitchell@york.gov.uk

Implications

Level of Risk: 04-08 Regular monitoring required

Reason Key:

Making Representations:

Process:

Consultees:

Background Documents: Capital Programme outturn

Call-In

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

FORWARD PLAN ITEM

Meeting: Executive

Meeting Date: 13/06/24

Keyword:

Item Type: Executive Decision - of 'Normal' Importance

Title of Report: Finance & performance outturn

Description: Purpose of report: To provide members with the year-end position on both finance and performance.

Wards Affected: Members will be asked: To note the report.
All Wards

Report Writer: Ian Cunningham, **Deadline for Report:** 03/06/24
Debbie Mitchell

Lead Member: Executive Member for Finance, Performance, Major Projects and Equalities

Lead Director: Chief Finance Officer

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

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

Implications

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

Making Representations:

Process:

Consultees:

Background Documents: Finance & performance outturn

Call-In

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

FORWARD PLAN ITEM

Meeting: Executive

Meeting Date: 13/06/24

Keyword:

Item Type: Executive Decision - of 'Normal' Importance

Title of Report: Treasury Management 23/24 outturn

Description: Purpose of report: To provide the annual treasury management review of activities and the actual prudential and treasury indicators.

Members will be asked: To note the issues and approve any adjustments as required to the prudential indicators or strategy.

Wards Affected: All Wards

Report Writer: Debbie Mitchell

Deadline for Report: 03/06/24

Lead Member: Executive Member for Finance, Performance, Major Projects and Equalities

Lead Director: Chief Finance Officer

Contact Details: Debbie Mitchell, Chief Finance Officer

debbie.mitchell@york.gov.uk

Implications

Level of Risk: 04-08 Regular monitoring required

Reason Key:

Making Representations:

Process:

Consultees:

Background Documents: Treasury Management 23/24 outturn

Call-In

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

FORWARD PLAN ITEM

Meeting: Executive

Meeting Date: 13/06/24

Keyword:

Item Type: Executive Decision - of 'Normal' Importance

Title of Report: Treasury Management Quarter 4 Prudential Indicators

Description: Purpose of report: To provide members with an update on the treasury management position.

Members will be asked: To note the issues and approve any adjustments as required to the prudential indicators or strategy.

Wards Affected: All Wards

Report Writer: Debbie Mitchell

Deadline for Report: 03/06/24

Lead Member: Executive Member for Finance, Performance, Major Projects and Equalities

Lead Director: Chief Finance Officer

Contact Details: Debbie Mitchell, Chief Finance Officer

debbie.mitchell@york.gov.uk

Implications

Level of Risk: 04-08 Regular monitoring required

Reason Key:

Making Representations:

Process:

Consultees:

Background Documents: Treasury Management Quarter 4 Prudential Indicators

Call-In

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