

**Notice of a public meeting of
Executive**

To: Councillors Aspden (Chair), Ayre, Craghill, Cuthbertson, D'Agorne, Runciman, Smalley, Waller and Widdowson

Officers: Ian Floyd (Deputy Chief Executive), Janie Berry (Monitoring Officer), Debbie Mitchell (Section 151 Officer), Amanda Hatton (Corporate Director of Children, Education and Communities), Sharon Stoltz (Director of Public Health), Will Boardman (Head of Corporate Policy and City Partnerships)

Date: Thursday, 7 May 2020

Time: 5.30 pm

Venue: Remote Meeting

AGENDA

1. Declarations of Interest

At this point, Members are asked to declare:

- any personal interests not included on the Register of Interests
- any prejudicial interests or
- any disclosable pecuniary interests

which they may have in respect of business on this agenda.

2. Minutes

(Pages 1 - 14)

To approve and sign the minutes of the last Executive meeting, held on Thursday 19 March 2020.

3. Public Participation

At this point in the meeting members of the public who have registered to speak can do so. The deadline for registering is **5.00pm on Wednesday, 6 May 2020**. Members of the public can speak on agenda items or matters thin the remit of the committee.

To register to speak please contact the Democracy Officer for the meeting, on the details at the foot of the agenda. The Democracy Officer will then advise on the procedures for dialling into the remote meeting.

Webcasting of Remote Public Meetings

Please note that, subject to available resources, this remote public meeting will be webcast including any registered public speakers who have given their permission. The remote public meeting can be viewed live and on demand at www.york.gov.uk/webcasts.

During coronavirus, we've made some changes to how we're running council meetings. See our coronavirus updates (www.york.gov.uk/COVIDDemocracy) for more information on meetings and decisions.

4. Fulford School Remodelling Phase 1 & Access Improvements by Highways (Pages 15 - 26)

The Director of Children, Education and Communities to present a report that requests funding for two projects at Fulford School. The first project will address the requirement for more teaching space at the school to accommodate additional pupils for September 2020. The second project provides a solution for the current and projected transport access issues at the school.

5. Term Dates for the 2021/22 School Year (Pages 27 - 34)

The Director of Children, Education and Communities to present a report that seeks approval of the school term dates for schools for whom the City of York Council (CYC) is the employer, for the school year beginning in September 2021.

6. Update on Coronavirus Response (Pages 35 - 58)

The Deputy Chief Executive to present a report on the complete transformation of the way the council operates, reprioritising support to those most in need, and facilitated the ongoing delivery of critical services in response to Coronavirus.

7. Amendment to Standing Orders (Pages 59 - 82)

The Monitoring Officer to present the amendments to the Constitution following the publication of The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 (the “Regulations”) which came into force on 4th April 2020, and provide for alternative arrangements for Local Authority meetings which are required to be held between 4th April 2020 and 7th May 2021.

The Monitoring Officer to also present in accordance with the Council’s constitution the report of the decisions made using the Urgent Decision Making Guidance for the period 23rd March 2020 to 7th April 2020.

8. Urgent Business

Any other business which the Chair considers urgent under the Local Government Act 1972.

Democracy Officer:

Name: Christopher Elliott

Contact details:

- Telephone – (01904) 553631
- E-mail – christopher.elliott@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 and
- For receiving reports in other formats

Contact details are set out above.

This information can be provided in your own language.

我們也用您們的語言提供這個信息 (Cantonese)

এই তথ্য আপনার নিজের ভাষায় দেয়া যেতে পারে। (Bengali)

**Ta informacja może być dostarczona w twoim
własnym języku. (Polish)**

Bu bilgiyi kendi dilinizde almanız mümkündür. (Turkish)

یہ معلومات آپ کی اپنی زبان (بولی) میں بھی مہیا کی جاسکتی ہیں۔ (Urdu)

 (01904) 551550

City of York Council

Committee Minutes

Meeting	Executive
Date	19 March 2020
Present	Councillors Aspden (Chair), Ayre, D'Agorne, Smalley, Waller and Widdowson
Apologies	Councillors Craghill, Cuthbertson and Runciman Councillor Myers (usually in attendance on behalf of the Labour Group)

Opening Remarks of the Chair and the Acting Chief Executive

The Chair announced that, due to the coronavirus / Covid-19 outbreak, this would be the last scheduled meeting of the Executive to take place in the current municipal year. He outlined the work taking place with partners to respond to the crisis in order to minimise the risks to residents, provide support to families and ensure the availability of up to date information. Work was also in progress to recruit and train volunteers, establish an emergency fund (details of which would be released next week), and to put in place a robust decision-making framework. The Chair went on to express his thanks to staff, residents and communities for their response to the crisis, and highlighted the following email addresses for residents to contact the council:

For residents wishing to volunteer: Volunteering@york.gov.uk

For assistance to vulnerable residents: COVID_19@york.gov.uk

The Acting Chief Executive confirmed that the council was doing all it could to prioritise resources in preparation for the unprecedented challenge that lay ahead. Many members of staff were now working from home but would continue as far as possible to deliver services in full. To that end, some staff would be re-deployed to areas requiring more capacity. The council was seeking to protect its supply chains as well as its service delivery, and assistance to businesses was being revised. Updated information would continue to be posted on the council's website as it became available.

103. Declarations of Interest

Members were asked to declare at this point in the meeting any personal interests not included on the Register of Interests, or any prejudicial or disclosable pecuniary interests, that they might have in the business on the agenda. No interests were declared.

104. Minutes

Resolved: That the minutes of the Executive meeting held on 13 February 2020 be approved and then signed by the Chair as a correct record.

105. Public Participation

It was reported that, due to the Coronavirus epidemic, members of the public who wished to speak under Public Participation had been asked to submit their comments in writing instead.

Written representations had been received from:

- a) Chris Sherrington, co-owner of The Fulford Arms and co-founder of York Music Venues Network, urging Members to support the recommendations in the report at Agenda Item 5 (Protecting Live Music Venues and Nightclubs) in the light of the work carried out by the Network and the current threats to live venues.
- b) The Labour Group, providing detailed comments in respect of all items of business on the agenda, and on aspects of the council's response to the coronavirus outbreak.

106. Forward Plan

Members received and noted details of the items that were on the Forward Plan for the next two Executive meetings at the time the agenda was published.

107. Protecting Live Music Venues and Nightclubs

Members considered a report of the Director of Economy & Place and the Director of Children, Education & Communities which responded to a motion approved by Council on 31

October 2019 calling on Executive to take a number of actions in respect of live music venues in the city.

Paragraphs 6 to 20 of the report discussed the eight issues identified in the Council motion, detailing work already carried out in response to these and further actions proposed. In summary, it recommended that the council work collaboratively with the recently established York Music Venues Network to:

- promote positive messages about the city's venues and (with MakeitYork) raise awareness of events and activities;
- involve the Network in development of the Cultural Strategy and include it in the new cultural forum;
- raise Network members' awareness of the planning system and legislation as it applied to venues.

It was also proposed that the Executive Member for Culture, Leisure & Tourism write to the appropriate secretary of state on the issue of business rate relief for music venues.

The Executive Member thanked those officers and Members who had helped bring the proposals forward and, having taken into account the comments received under Public Participation, it was

Resolved: (i) That the importance of York's live music venues and nightclubs be recognised as an integral part of the city's cultural offer.

(ii) That the work of the York Music Venues Network be endorsed and that the Council be a member of the network through the Executive Member for Culture, Leisure & Communities.

(iii) That the actions set out in paragraphs 6 to 17 of the report be agreed.

Reason In order to respond appropriately to the issues identified in the Council motion.

108. Empty Property Report

Members considered a report of the Assistant Director for Housing & Community Safety which provided a response to a motion approved by Council on 17 July 2019 regarding long-term empty properties in York.

The motion sought to increase the council tax premium charged to owners of empty properties to 300% and asked Executive to consider options to further reduce the numbers of such properties. The increase to the council tax had been approved by Executive on 29 August 2019 as part of the Performance Monitor report (Minute of that meeting refers).

In respect of the second part of the motion, it was stressed that the number of long term empty properties in York was low, as indicated in the appendices to the report. However, the following options were available, as detailed in paragraphs 17-23:

Option 1 – continue with the current strategy and level of resources (one half time officer – 0.5 FTE).

Option 2 – as Option 1, plus a review and a progress report after 6 months to the Executive Member for Housing & Community Safety.

Option 3 – increase the resource by 0.5 FTE to provide additional capacity.

Option 2 was recommended, on the basis that officers believed current capacity was sufficient to continue to monitor the situation and support property owners but that it was essential to ensure the council did everything possible to bring viable empty properties back into use. This option was supported by the Executive Member, whose comments were reported at the meeting. Having also noted the comments of the Labour Group on this item, it was

Resolved: That Option 2 be approved, and that:

- (i) The current strategy and level of resource within the Housing Standards and Adaptations Team be continued.
- (ii) Healthy Homes interventions continue to be carried out, to focus on providing the necessary support to homeowners living in poor housing conditions and to bring back into use empty properties that are in moderate or good condition, with information about homes found to be no longer empty to be shared with Council Tax teams.

- (iii) A progress report and review be provided to the Executive Member for Housing & Community Safety after 6 months.

Reason: While the proportion of empty properties in the City of York is very low and a significant number of those reported as empty were found to be occupied, there is a need to ensure that the council does everything possible to bring viable empty properties back into use.

109. Lowfield Green: Responding to Older Persons' Accommodation Needs

Members considered a report of the Director of Health, Housing & Adult Social Care which set out proposals to make the plot on the Lowfield Green development site that had been earmarked for a Care Home available instead for the development of Extra Care accommodation.

It was reported that, of the two bidders that had expressed an interest in developing, constructing and operating a care home on the site, only one had been invited to tender and they had withdrawn from the procurement prior to the submission deadline. The procurement had therefore been terminated. Consultation had since been carried out with York residents on their priorities and preferences for accommodation in later life.

The following options were now available:

Option A – to undertake a procurement exercise to secure a developer and operator of extra care accommodation. This was the recommended option, as it was in line with the results of consultation with residents and supported by the Health & Adult Social Care Policy & Scrutiny Committee and by local community representatives.

Option B – to repeat the exercise to procure a care home developer and operator. Not recommended as it did not deliver independent living accommodation and was unlikely to generate viable bids.

Option C – to appropriate the plot into the Housing Revenue account and the council itself to develop extra care accommodation within the housing delivery programme. Not recommended as the council was already committed financially to the delivery of homes on the site.

The comments of the Executive Member for Health & Adult Social Care, endorsing the recommendations, were reported at the meeting. Having also noted the comments of the Labour Group on this item, it was

- Resolved:
- (i) That it be noted that the procurement of a developer and operator for a care home on the Lowfield Green site has been terminated.
 - (ii) That approval be given to procure a developer/operator to construct and operate an Extra Care Housing development on the Lowfield Green site (instead of a residential and nursing care home) and that authority to award a contract be delegated to the Corporate Director of Health, Housing & Adult Social Care.
 - (iii) That approval be given to dispose of the site of the proposed Extra Care development to its developer by way of a long lease (125 years), in return for payment of a premium/capital sum.
 - (iv) That an obligation be imposed within the lease to construct and Extra Care accommodation scheme on the land within a specified period and thereafter to operate that scheme for a specified minimum period.
 - (v) That a covenant be imposed within the lease that the land can only be used for extra care accommodation (and not for any other purpose or use) for a specified period.
 - (vi) That it be noted that these proposals reflect the views of residents about where and how they want to live in their later years, gathered through a consultation and engagement exercise.

Reason: To enable the development of independent living accommodation with care in response to what residents have said that they want and to work towards the Council Plan ambitions for residents' good health and wellbeing.

110. Climate Emergency Response

Members considered a report which provided an update on the council's work to reduce emissions at a city level following the declaration of a Climate Emergency by Full Council in March 2019.

The report set out actions taken in response to the requests made by Executive when they received their last update, in August 2019. These had included:

- Council approving in December 2019 a recommendation to re-state the city's commitment to the Covenant of Mayors;
- Investment of £384k in developing and co-ordinating a climate action plan, plus additional funding in the budget for work relating to carbon reduction across council work areas;
- Recruitment to a new Carbon Reduction team to co-ordinate work across the council and engage with the whole city;
- Plans for the Carbon Reduction team to consider participation in the UK Climate Emergency Cities network and engage with the Local Government Association Climate Emergency Task and Finish Group.
- Plans to bring further reports to Executive and Executive Members (including the next two items on this agenda), as listed in paragraph 5e.
- Preparation of a public facing and accessible update, attached as Annex A to the report, summarising work under way, areas of future work and actions for residents to consider to help deliver the zero carbon target for the city.

The Executive Member for Environment & Climate Change thanked officers for the work they had put in and, having noted the Labour Group's comments on this item, it was

Resolved: That the update be noted.

Reason: To confirm that Members have been informed of current progress in respect of carbon reduction activities.

111. **Electric Vehicle Charging Strategy**

Members considered a report of the Director of Economy & Place which sought approval for a proposed Public Electric Vehicle (EV) Charging Strategy (the Strategy) to set out the rationale for the number and location of charging points, the principles of tariff-setting, and the council's approach to providing charging for residents in streets without off-road parking.

The Strategy had been developed in accordance with the decisions of the Executive on 26 September 2019 in relation to an update report on provision of EV charger points at park & ride sites (Minute 42 of that meeting refers). Despite the completion of work to make 100% of charge points available by the end of 2019, a number of longer-term underlying issues remained. The Strategy aimed to address these by setting out how the council would provide a future-proofed, high quality charging network to meet the needs of residents, fleets, through traffic and commuters.

The Executive Member for Environment & Climate Change expressed full support for the proposals, describing them as detailed and comprehensive. Having also noted the comments of the Labour Group on this item, it was

Resolved: (i) That the EV Charging Strategy be approved for adoption.

Reason: The Strategy is necessary to provide direction on future investments into the public charging network, and with the predicted growth in plug-in vehicle sales it is important to formalise the council's approach ahead of investment decisions.

(ii) That the ambition in the Strategy for a minimum of 5% of bays in council-owned car parks will be charging bays by 2023 be endorsed, noting that, based on initial costing estimates, this is expected to cost around £0.8m and that delivery will be subject to successful external funding bids, this being in addition to agreed budgets for Hyperhubs at Monks Cross and Poppleton Bar (£2.2m) and renewal of the existing charging estate (£0.25m).

Reason: In order to assist with the acceleration of EV take-up and to ensure there is robust provision of EV charging points across the city and meet carbon reduction targets, 5% is consistent with current planning policy for developments.

(iii) That the approach to bay management based on the recommendations of the Scrutiny Committee and set out in paragraphs 31-35 of the report be endorsed.

Reason: To provide a fair system for charging and parking, prevent bay blocking and allow efficient management of car parks and charging bays.

(iv) That a standard tariff of 20 p/kWh for Fast Chargers and 25 p/kWh for Rapid and Ultra Rapid chargers to agreed, to be reviewed on an annual basis as part of budget setting.

Reason: To ensure a fair tariff for all residents and a sustainable approach to the council-managed EV charging estate.

(v) That it be noted that officers will continue to explore options for on-street parking where viable.

Reason: To ensure there is equal opportunity for all potential users.

(vi) That it be noted that officers will explore options for EV taxi charging in the city centre.

Reason: To assist taxi drivers to utilise EV.

112. Future Fleet Management Policy

Members considered a report of the Director of Economy & Place which informed them of the adoption of a Vehicle Management Policy designed to help minimise the size of the council's fleet, and set out options for the transition to a green fleet.

The Policy, attached as Annex 1 to the report, had been developed in response to a review undertaken by the Economy

& Place Policy Development Committee in 2018. Its focus was on reducing the requirement for vehicles in the first place by enabling under-used assets to be identified, reviewed and re-allocated. Another key part of addressing transport emissions lay in the council's policy for replacing its existing fleet. The following options available, as detailed in paragraphs 21-46 of the report:

Option 1 – replace all vehicles under 3.5 tonnes with a fossil fuel vehicle. This was the most cost effective option but did not respond to the climate emergency declaration.

Option 2 – replace the fleet of 3.5 tonne vehicles with electric vehicles immediately. This would be costly and may have an impact on service delivery due to current lack of infrastructure.

Option 3 – adopt a phased approach, transitioning to an electric fleet over the next 4 years. This was the recommended option, as it would achieve the objectives of Option 2 while allowing time to plan and restructure services around an electric fleet.

The Executive Member for Transport welcomed the report and the contribution of all parties in bringing forward the proposals. Having also noted the comments of the Labour Group on this item, it was

Resolved: (i) That the adoption of the draft Vehicle Management Policy at Annex A to the report be noted.

Reason: The policy will formalise the current working practice and strengthen the work to minimise the size of the fleet actually required to deliver council services

(ii) That Option 3 be approved and the transition be commenced to an electric fleet for all vehicles under 3.5 tonnes as part of a four-year programme, by extending the operational life of some existing vehicles, with this to be incorporated into the Fleet Management Policy.

Reason: The transition to an electric fleet will reduce the environmental impact of the council's operations, and taking a phased approach to this will ensure service quality is maintained.

(iii) That officers be asked to continue to explore the options for vehicles over 3.5 tonnes to move away from fossil fuels.

Reason: The alternative fuel technology is evolving rapidly and will be able to support a wide range of tasks undertaken by the council's vehicles; the green technology for heavier vehicles is still emerging, but wherever viable the greenest possible option will be recommended.

(iv) That an allocation of £50k be requested from the One Planet Council capital budget to fund further development and design work to upgrade Hazel Court to operate an electric fleet.

Reason: Hazel Court Depot will be key in the delivery towards an electric fleet, and this upgrade needs to be progressed prior to the final business case.

113. Bus Services Update

Members considered a report of the Director of Economy & Place which set out progress on a number of bus-related initiatives being taken forward by the council and sought Executive support for proposals to continue with, or make changes to, existing policies.

The report detailed the investments in, and improvements to, bus services in York since the policies were adopted in 2012. The focus now was on continuing to develop these services while managing their environmental impact. Much of this work was already under way and a more general 'York Public Transport' study, considering how to serve the new development proposed in the Draft Local Plan, was due to start soon.

Paragraphs 7 to 57 of the report set out options and recommendations in those areas where an Executive decision or endorsement was required in advance of the Local Transport Plan refresh; namely: York Clean Air Zone (CAZ), Tour Bus electric retro-fit conversions, Electrification of Bus Network Fund, Superbus Fund, supported services 3A and 12, and Better Deal for Bus Users supported services funding. In respect of the tour bus conversions, it was noted that the current

mix of electric and diesel buses could not be continued as this would not meet the requirements of the CAZ. In respect of services 3A and 12, the options were to cease providing the services, as they were not affordable within the current support budget, or to allocate funding from the devolved Bus Services Operators Grant (BSOG).

The Executive Member for Transport thanked officers for their work and bus operators and drivers for maintaining essential services in the current circumstances. Having also noted the comments of the Labour Group on this item, it was

Resolved: (i) That it be noted that Clean Air Zone upgrade grant has been allocated to meet the requirements of York's Clean Air Zone and that operators are now procuring new buses or fitting existing buses with upgrade kits.

Reason: To support delivery of the Clean Air Zone programme, in line with Council Plan objectives.

(ii) That the current trial of retro-fitted electric tour buses be ended and discussions entered into with DEFRA to re-allocate the funding within the York bus network.

Reason: The trial of retro-fitted electric open top buses has fallen short of the operators' requirements and exploring the scope for re-use of the funds will allow a new approach to be identified which will best achieve air quality objectives in York.

(iii) That the council submit an Expression of Interest to the Department for Transport's Electric Bus Tour Fund on 30 April.

Reason: A successful bid would improve air quality in York by increasing the proportion of the bus network operated by electric buses.

(iv) That the council not submit an Expression of Interest to the Superbus Fund, but instead monitor Department for Transport (DfT) activity for future bidding opportunities to similar funds and develop projects in conjunction with the LTP refresh.

Reason: Enquiries with the DfT have confirmed that York is not eligible for Superbus funding; however, attracting funding for a similar project in the future would be an opportunity to improve York's bus network.

(v) That the council support ongoing provision of services 3A and 12 using monies from the council Bus Service Operator Grant (BSOG) allocation, and allow expenditure of BSOG in York on other supported bus services at the discretion of the Executive Member for Transport.

Reason: To allow continuation of a well-used service that would otherwise not be affordable within the council's supported bus services constraints, and to allow the council flexibility to subsidise other bus services as and when required to support Council Plan objectives.

(vi) That the council claim an £83.5k allocation from the DfT to support additional tendered bus services, noting the delegated decision about which routes to support that was taken by the Director of Economy & Place in consultation with the Executive Member for Transport and submitted to the DfT.

Reason: To increase the number and variety of bus services available to York residents in line with the objectives of the DfT administered fund.

Cllr K Aspden, Chair

[The meeting started at 5.33 pm and finished at 6.03 pm].

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Executive**7th May 2020**

Report of the Corporate Director of Children, Education and Communities
Portfolio of the Executive Member for Children, Education and Communities

Fulford School –Remodelling of Internal Space and Transport Access Improvements**Summary**

1. This report requests funding for two projects at Fulford School. The first project will address the requirement for more teaching space at the school to accommodate additional pupils for September 2020. This is needed to accommodate the increase in pupil numbers from within the school's catchment from September 2020. The second project provides a solution for the current and projected transport access issues at the school.
2. A further report will be brought back to Executive with the details of a more extensive capital scheme which will address the long term expansion needs of the school in order to ensure that the local authority is able to meet its statutory responsibility to provide sufficient school places. A budget of £6m has previously been approved in principle by the Executive in July 2019, pending the receipt of the detailed capital plan for the long term expansion of the school. This is currently being developed in conjunction with the School, Multi Academy Trust and its building consultants and the timeline for delivery of the project is being revisited in the light of the current national uncertainty about the plans for the phased re-opening of schools.

Recommendations

3. The Executive is asked to:
 - 1) Approve the allocation of £500k of basic need funding to enable remodelling of areas of the existing Fulford School building to accommodate additional pupils above the school's planned admission

number for September 2020. This will allow the school to admit the growth in pupil numbers from within its catchment meaning that all children in catchment can access their local secondary school.

Reason: To enable the council to meet its statutory responsibility to provide sufficient school places in this area.

- 2) Approve funding of £550k in principle to carry out access improvements to the Fulford School site.

Reason: To make improvements to the access route to the school to reduce congestion and improve road safety in the area.

Background

Education

4. The Local Authority (LA) has a statutory duty under the 1996 Education Act to ensure a sufficient supply of good/outstanding school places in its local area. To deliver this duty the LA continues to work with all local partners and stakeholders including multi-academy trusts to ensure that we are able to meet the demands of demographic change, parental choice, approved and planned future housing developments.
5. In order to meet parental demand for secondary school places in York the local authority has to work with existing academies. Whilst the local authority has no powers of direction over academies the Department for Education expects academy trusts to work collaboratively with LAs to ensure that there is a co-ordinated approach to place management and the strategic needs of the area. In York a high level of collaborative working exists between the academy trusts and the local authority and this is helping to ensure that children are able to access good quality school places. This proposed project with Fulford School and the South York MAT would result in the delivery of additional places at a popular outstanding school.
6. School place planning projections which use demographic data from the Office for National Statistics (ONS) and information from local planning data have indicated that work is now required to add additional secondary school places at Fulford School. This is due to the growth in pupil numbers from within the school's catchment. Fulford is a popular and successful school and as a result there is a high demand for school places with the parents of secondary aged children moving in to the

catchment to secure a school place. Over time this has meant that the school has worked with the local authority to accept additional pupils above its planned admission number. Due to the constraints of the current school buildings this is no longer possible without further work to reconfigure areas of the school to create additional classroom spaces. Failure to do so will impact on the quality of the learning environment and on the health and well-being of pupils and staff.

7. In July 2019 the Council's Executive agreed to the allocation of a budget of £6 million from basic need funding in recognition of the need to address the growth in pupil numbers and work started with the South York Multi Academy Trust to consider options for expansion of the school building. The options being developed are to accommodate the projected growth in pupil numbers estimated to be in the region of 300 in the next 5 years. Feasibility work has therefore taken place and plans are being developed to provide a phased development of the site to accommodate this growth.
8. Fulford School have taken pupil numbers above their published admission number for the at least 3 years to accommodate all catchment area pupils whose parents have requested the school. The school have committed to do this for year 7 again for September 2020 up to a limit of 270, which is 30 above their admission number. The school are at the point where they cannot take any additional pupils above their planned admission number without remodelling work being carried out before September 2020.
9. In December 2018 the Executive Member for Transport and Planning approved funding to carry out a feasibility study to determine options for addressing the access and egress arrangements in and around Fulford School.
10. The Council commissioned consultant's WSP to undertake a study and investigate and identify options for the modification to the existing Fulford School access arrangements with the aim to reduce or mitigate concerns relating to bus access, parking, congestion and impact on pedestrian and cycle access to the school.
11. The study assessed the viability of a number of options and the impact on congestion in the area and reviewed deliverability against a range of factors including: planning, land availability, cost, potential delivery programme and value for money. The study has identified that it would be possible to significantly reduce the impact of school bus transport on

Fulfordgate and Heslington Lane by implementing changes to the layout of the school grounds and making use of a new access from the Germany Beck Development without additional land being required. Additional detailed investigation work will be required to confirm the viability of this potential solution.

Consultation

12. Consultation has taken place with South York Multi Academy Trust, the Trust's appointed education specialists and building consultants and the Council's Property Services to establish a scope of potential work and costs to enable the school to accommodate an additional 300 pupils.
13. To establish potentially viable options to address the access and egress on site, the consultants met with the School, Parish Council, the Developer, and the Council's planning and education teams.
14. Subject to confirmation of funding it is proposed that a wider public consultation on potential access changes would be undertaken as part of the preparation of a planning application required for the school expansion.

Options

Option 1 - Remodelling and Refurbishment/ Replacement of parts of the school site for September 2020

15. To accommodate the additional 30 pupils in September 2020 some internal remodelling will need to take place which will include the relocation of the pupil reception area and some existing changing rooms to allow for the extension of existing classrooms and the refurbishment of toilet facilities to accommodate an additional form of entry from September 2020.
16. The growth in pupil numbers in September 2020 means that there is a need to bring 2 double temporary classroom units back into use. Due to the condition of the existing units, the options to refurbish the existing units or replace them with refurbished units is being investigated. The refurbished units will be needed during phase 2 of the school expansion when the more extensive long term capital works will be taking place.
17. The proposal will also include changes to the school's lunchtime arrangements allowing for the introduction of a split lunch hour to ease

the pressure on existing dining facilities. This will also respond to the challenges created by the phased re-opening of schools and continued social distancing requirements which will require schools to have sufficient space to manage pupil numbers differently.

Option 2 – Do Nothing

18. By not providing the additional funding to enable the school to carry out these works, there would be insufficient space for the school to accommodate the additional 30 pupils they have been allocated in Year 7 for September 2020. This would mean that the school would be likely to begin an admissions appeal process which could result in some children from within catchment being unable to gain a school place at their catchment school.

Access Options

19. The provision of new public highway up to the school's southern boundary as part of the Germany Beck development provides the opportunity to change the routing of some school transport vehicles. The feasibility study reviewed a number of options to reduce the impact of the school transport provision on the adjacent highway network by providing a turn round facility or new one way through route.

Analysis

Education

Option 1 - Remodelling and Refurbishment/Replacement of parts of the school site for September 2020

20. This option will provide the school with the extra space required to be able to take all Year 7 pupils living in catchment in September 2020.
21. It will also enable the council to meet its statutory responsibility to provide sufficient school places. It ensures the council is providing a place for local children whose parents want them to attend their local catchment school.
22. This is a short term solution that addresses the immediate need for the 2020 Year 7 cohort and is linked to a further phase of capital development which will provide a permanent solution to support the

growth of the school. This capital plan is currently being developed and if approved will meet the needs for the 2021/22 school year and beyond.

Option 2 – Do Nothing

23. This option would result in significant risks to pupils and staff, including; the school not being able to provide the wide curriculum it currently offers, health and safety risks to both staff and pupils, increased class sizes which would impact on the quality of learning and the well-being of pupils and staff, reduced access for pupils to appropriate specialist rooms e.g. science for delivery of the school curriculum which would have an adverse impact on the pupils life chances.

Recommended Access Option

24. The feasibility study recommended further investigation and potential implementation of an option which proposed that school buses should access the school from the south through the Germany Beck site and exit the school site via Fulfordgate to the north. This option would result in a significant reduction in the number of buses using Fulfordgate and is considered to be the most deliverable as third party land is not required and the impact on the school operation is limited. Other options with similar local benefits could be progressed by the school if the land and planning issues could be resolved.
25. The request for £550k of funding in principle to address access issues on site is based on an indicative cost estimate for the recommended access option. Further work will be needed to confirm the detailed layout and costs. Additional travel planning measures would also be expected to be progressed to reduce the impact of the school operation as part of any expansion plans.
26. Subject to confirmation of funding it is proposed that a wider public consultation on potential access changes would be undertaken as part of the preparation of a planning application required for the school expansion.

Council Plan

A Safe Communities and Culture for All.

27. A building that is safe, warm and dry is needed to provide an effective environment for learning. The remodelling works will improve pupil flow around the building in areas that can currently be congested and raise safety concerns. The classrooms being refurbished are currently out of use due to the condition of the building which in areas are a health and safety risk to pupils and staff.
28. Improvements to the access and egress on site will improve the flow and traffic congestion experienced by both school on site and local residents off site. This will reduce the risk of accidents due to congestion.
29. Carrying out the refurbishment work will ensure the school has sufficient good quality facilities on site to provide local children a place at their local secondary school. If this does not happen then children living within the school's catchment would have to travel to other areas of the city for a school place.
30. Spending to improve facilities on site will eradicate existing condition issues and reduce the need for future repairs.

A Greener and Cleaner City

31. The refurbishment will bring facilities that are currently in poor condition back into use and improve the energy efficiency of the building stock on site.
32. An element of the access improvement work includes the provision of resident parking in the area.

A Better Start for Children and Young People

33. The refurbishment and remodelling scheme will provide the school with improved spaces for learning and pupil support which will improve learning and well-being.
34. A building with fewer condition issues allows learning to be the main focus and gives teachers, staff, parents and carers confidence in the learning environment.

35. A school site where health and safety is paramount gives confidence to its users, and the community.

An Open and Effective Council

36. Access and egress issues at the school site and possible solutions have and will continue to be consulted on with all stakeholders.

Implications

Financial

Remodelling and Refurbishment/Replacement of facilities for September 2020

37. The overall estimated cost for carrying out the remodelling and refurbishment works is £500,000. This can be funded from the currently unallocated element within the Basic Need scheme in the Children, Education and Communities capital programme.
38. This will fund the relocation of the pupil reception area and some existing changing rooms together with the extension of existing classrooms and refurbishment of toilet facilities at a cost of approximately £200k, and also fund the replacement or refurbishment of the two temporary classrooms on site, at an estimated cost of between £240k and £300k.

Recommended Access Option

39. The feasibility study has determined that a viable option to reduce the impact of school transport on the adjacent highway network could be delivered for an estimated cost of £550,000.
40. It is proposed to vire funding from existing Highways and Transport budgets to deliver the works. This includes the use of existing allocations identified in the following list which do not currently have identified spend profiles but could be added into delivery programmes if required at a future date:

Hungate and Peasholme Public Realm - £175k
Highways Road Adoption and Drainage Fund - £125k
Highways Budgets - £250k

41. The Council is expecting additional Government funding for Highways Structural Maintenance over and above that assumed in the budget that will mean funding can be allocated to the Fulford scheme without any reduction in proposed schemes going forward.

Human Resources (HR)

42. There are no HR implications

One Planet Council / Equalities

43. Generally, this scheme will help the council to meet five of the ten principles set out in One Planet York.
44. Sustainable Water & Zero Carbon - buildings are losing heat, suffering water ingress and currently unused, refurbishment will improve the energy efficiency of these buildings, eliminate condition issues, and improve the overall energy efficiency of the building stock on site.
45. Zero Waste – we will reduce waste, reusing where possible and working towards sending zero waste to landfill. To refurbish existing or re-use refurbished classroom units will minimise the environmental impact of materials used.
46. Sustainable Materials – we will strive to procure goods and services that are sustainable and sourced locally. To refurbish existing or re-use refurbished classroom units will minimise the environmental impact of materials used.
47. Land use & Wildlife – we will work to improve the quality of the built environment.

Legal

48. The Local Authority have a statutory duty to ensure there are sufficient pupil places in the City.
49. Following National Offer day on Monday 1st March, in line with the City of York Council Admissions Policy, the school have an obligation to take a the 270 pupils allocated a place.

Crime and Disorder

50. There are no Crime and Disorder implications.

Information Technology (IT)

51. There are no Information Technology implications.

Property

52. Fulford School is part of South York Academy Trust. The land that the school is on is leased from City of York Council on a long term basis.

Other

53. Highways implications are outlined in the main body of this report. There are no other known implications.

Risk Management

54. The Council needs to address any potential shortage of school places across its area whilst ensuring it has sufficient funds to increase school places where required. This paper seeks to allocate funding to enable short term measures are in place in the catchment of Fulford School to allow the school to meet the immediate pressures created by in-catchment growth until the long term solution can be implemented. Thus enabling parental preference to be met.
55. There is a risk that this refurbishment proposal may be subject to the outcome of a planning application should the need to replace the existing temporary classrooms with refurbished units be required therefore delaying planned work.
56. The current partial closure of schools created by the national response to the Covid19 crisis has created additional challenges to the procurement and completion of capital projects which is likely to cause delays to the delivery of this project. There is also additional uncertainty as a result of a lack of clarity about the plans for the phased re-opening of schools.

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Report **Date** 29/04/2020
Approved

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

Fulford & Heslington Ward

For further information please contact the author of the report

Background Papers:

None

Annexes:

None

List of Abbreviations Used in this Report:

None



**Decision Session – Executive Member
for Education, Children and Young
People**

7th May 2020

Report of the Corporate Director of Children, Education and Communities

School term dates for the 2021/2022 school year

Summary

1. This report seeks approval of the attached school term dates for schools for whom the City of York Council (CYC) is the employer, for the school year beginning in September 2021.

Recommendations

2. The Executive Member for Education, Children and Young People is recommended to approve:
 - the draft term dates as in Annex A

Reason: to meet the statutory requirements of legislation including the Education Act 2002, (Section 32), and other related legislation.

Background

3. This report continues to utilise the previous progress made in following a robust process for setting future school term dates for our schools, alongside an increasing number of partner LAs across the region with similar aims.
4. CYC aims to ensure that term dates set for future school years are appropriate for both schools and residents, including not only parent/carers and pupils wholly within the York LA area, but those with children attending, or those parent/carers themselves employed in schools in neighbouring LA areas.
5. Term dates are set annually by CYC on behalf of all schools for whom CYC is the employer – that is all community, voluntary-controlled, community special or maintained nursery schools. The responsibility for setting term dates for other types of schools rests with the employers (governing body/academy trusts), though these

schools have traditionally followed those dates set by CYC, with very little deviation from the CYC set dates by academy trusts.

6. A coordinated method to developing school term dates continues to be in place across 25 LAs in the North East, Yorkshire and the Humber regions since around 2012. The aim of coordinating the approach was to mitigate the impact of varying term dates for those families who live, go to school, or are employed by schools in more than one LA area. These principles, followed independently by each LA each year create harmonised dates and reduce any unwelcome variation, whilst maintaining the length of terms and key holiday periods and avoiding split weeks.
7. CYC have strictly followed these guiding principles, agreed previously, with the aim of minimising any differences with other LAs in previous years, though other LAs have varied these dates locally or for other objectives such as to equalize the length of some half terms or to reflect local priorities. Notably Leeds and Sheffield have in recent years set a fixed Easter break in the first two weeks in April that results in some differences from other LAs who, in line with these regional principles – arrange a fortnight's school holiday around the Easter weekend.
8. Building on coordinated term dates, officers have continued to work with an increasing number of other LAs to further the regional use of these agreed set of principles for future school years, and to produce sets of dates with as few differences as possible.

Dates for the 2021/2022 school year

9. Whilst a regionally agreed set of principles remains in place, it seems sensible that York dates for the 2021/2022 school year and beyond be generated from these agreed principles.
10. As there has not yet been a substantial move by any local academy to start to exercise their freedom to vary their term dates, and whilst there remains a 'mixed economy' of community and academy schools it would seem appropriate for CYC to continue to set term dates that apply to all schools where CYC is the employer, and for other schools and academies to follow these dates in the interests of residents.

11. For the 2021/2022 school year, officers have therefore again developed a set of draft dates that follow these regional principles. These are detailed in Annex A.
12. It was recognised that it is collectively in the interest of all LAs to align dates and save for those LAs with a fixed Easter break (Leeds and Sheffield); it is likely that all remaining LAs who have thus far participated with the regional group will likely set dates identical to York's for the 2020/2021 school year. This includes our immediate neighbours North Yorkshire County Council (NYCC) and East Riding of Yorkshire Council (ERYC), subject to their own consultations and decision making procedures.

Consultation

13. Between 29 November 2019 and 20 December 2019, all York schools, regardless of school type (community, academy etc) were provided with these draft dates and the regional principles for comment, with the dates being made available on the yorkeducation.co.uk, CYC's school-facing website.
14. No school has formally responded to the consultation.

Future Strategy

15. Several other LAs in the region have, adopted these regional principles formally. In meeting in September 2019, other LAs indicated they also wish to formalise the principles through their respective decision making processes. Many expressed their wishes to act in concert with CYC and recommend to their respective decision-makers to:
 - i. follow the agreed regional principles in future years and only deviate from these where there was good reason to do so on a local level – for example for a fixed Easter break;
 - ii. continue to work collaboratively across the region by setting out a clear policy and communicating draft dates for forthcoming years, and coordinating the timing and release of these dates for the next year collectively in future;

Options

16. The Executive Member for Education, Children and Young People is recommended to approve:

- i. the draft term dates as in Annex A for the 2021/2022 school year

Council Plan

Safe Communities and Culture for All.

17. The setting of coordinated term dates in assists resident families' planning and reduces the amount of time families with children at more than one school have to arrange alternative childcare or time away from their employment.

A Greener and Cleaner City of York Council

18. The setting of coordinated term dates allows for resident families with more than one child to transport to school to coordinate their school attendance and reduce the need to transport children to different LAs for different school holidays so minimising transport for school purposes.

A Better Start for Children and Young People

19. A region wide agreement to implement term date principles allows transparent, consistent and effective use of school holidays to facilitate parents/carers across the region making plans for the school holidays in advance.

An Open and Effective Council

20. An open and transparent term date consultation involving all community, voluntary aided, voluntary controlled and academy schools allows for fair, effective and efficient coordination of school term dates for all.

Implications

Financial

21. Where schools/academies set different term dates to other schools can increase the costs of home to school transport into some schools where training days and term dates are not aligned. For this reason early setting of term dates where all schools have had

the opportunity to influence these dates reduce the likelihood of this happening.

Human Resources

22. There are no HR implications.

Equalities

23. There are no implications relating to equalities.

Legal

24. There are no legal implications; so long the LA sets term dates for schools for whom the LA is the employer.

Crime and Disorder

25. There are no Crime and Disorder implications.

Information Technology (IT)

26. There are no IT implications.

Property

27. There are no property implications.

Other Implications

28. There are no other implications.

Risk Management

29. Due to the current school closures caused by the Covid-19 restrictions, we currently do not know when schools will reopen and what measures will be required in order for schools to reopen in part or fully. This could have a longer-term impact on future academic term dates which are unknown at this point.

Contact Details

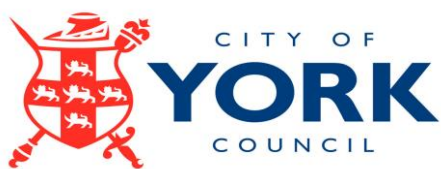
Author:	Chief Officer Responsible for the report:		
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	Report approved		Date 17/02/2020
Specialist Implications Officer(s) None			
Wards Affected:			All ✓
For further information please contact the author of the report			

Background Papers

None

Annexes

Annex A	2021/2022 proposed York term dates for adoption
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Children, Education and Communities

School Term and Holiday Dates

2021/2022 **DRAFT**

	AUGUST 2021	SEPTEMBER 2021	OCTOBER 2021	NOVEMBER 2021	DECEMBER 2021	JANUARY 2022
Monday	2 9 16 23 30	6 13 20 27	4 11 18 25	1 8 15 22 29	6 13 20 27	3 10 17 24 31
Tuesday	3 10 17 24 31	7 14 21 28	5 12 19 26	2 9 16 23 30	7 14 21 28	4 11 18 25
Wednesday	4 11 18 25	1 8 15 22 29	6 13 20 27	3 10 17 24	1 8 15 22 29	5 12 19 26
Thursday	5 12 19 26	2 9 16 23 30	7 14 21 28	4 11 18 25	2 9 16 23 30	6 13 20 27
Friday	6 13 20 27	3 10 17 24	1 8 15 22 29	5 12 19 26	3 10 17 24 31	7 14 21 28
Saturday	7 14 21 28	4 11 18 25	2 9 16 23 30	6 13 20 27	4 11 18 25	1 8 15 22 29
Sunday	1 8 15 22 29	5 12 19 26	3 10 17 24 31	7 14 21 28	5 12 19 26	2 9 16 23 30

	FEBRUARY 2022	MARCH 2022	APRIL 2022	MAY 2022	JUNE 2022	JULY 2022
Monday	7 14 21 28	7 14 21 28	4 11 18 25	2 9 16 23 30	6 13 20 27	4 11 18 25
Tuesday	1 8 15 22	1 8 15 22 29	5 12 19 26	3 10 17 24 31	7 14 21 28	5 12 19 26
Wednesday	2 9 16 23	2 9 16 23 30	6 13 20 27	4 11 18 25	1 8 15 22 29	6 13 20 27
Thursday	3 10 17 24	3 10 17 24 31	7 14 21 28	5 12 19 26	2 9 16 23 30	7 14 21 28
Friday	4 11 18 25	4 11 18 25	1 8 15 22 29	6 13 20 27	3 10 17 24	1 8 15 22 29
Saturday	5 12 19 26	5 12 19 26	2 9 16 23 30	7 14 21 28	4 11 18 25	2 9 16 23 30
Sunday	6 13 20 27	6 13 20 27	3 10 17 24	1 8 15 22 29	5 12 19 26	3 10 17 24 31

Bank Holiday
 School Holiday

These are the recommended term dates provided by City of York Council for schools in the City of York area, although some schools may choose to adopt different dates. This pattern of dates leaves 195 days. However, schools will also be closed to pupils for 5 School Training/Professional Development Days. Each school determines when these training days will take place and individual schools should be contacted to ascertain when pupils will not attend.

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Executive**7 May 2020**

Report of the Interim Head of Paid Service
Portfolio of the Leader of the Council

Update on Coronavirus response**Summary**

1. Responding to Coronavirus has required a complete transformation of the way the council operates, reprioritising support to those most in need and to facilitate the ongoing delivery of critical services. Over the past 2 months, a huge number of changes have been made, supporting the city's wider response to keep people safe.
2. This paper summarises some of the activities and changes undertaken.

Recommendations

3. It is recommended that Executive notes this update, in particular the potential financial implications and that further reports will be brought to the committee highlighting any further action that may be needed.

Background

4. When a new strain of coronavirus, Covid-19, was noted in Wuhan, China, in late 2019, few could have realised the global significance of this illness. As a new strain, there is no immunity within the general population, which has led to a rapid spread across most parts of the world. At the time of writing, it is estimated that there have been around 3 million identified cases and over 200,000 confirmed deaths worldwide. In the UK, over 20,000 people have died in hospital, with some suggestions that the total figure, including deaths not in hospital, could already be twice that.
5. The first cases in the UK were identified in York on 31 January. Two members of the same family, who had both recently been in the Hubei

province of China, were taken for treatment and quarantine in Newcastle.

6. Countries across the globe have responded to reduce the likelihood of infection, through social distancing and lockdown measures. In the UK, initial advice at the beginning of February was to call NHS111 if you had developed symptoms of a new continuous cough or a fever and had travelled to one of the affected countries recently. By mid-March the advice had changed to avoid all non-essential travel, and on 23 March, the UK entered what is commonly termed “lock-down”, meaning people are to stay at home apart from leaving for only exceptional reasons (essential food/supplies, healthcare, work if essential, and exercise once a day.)
7. The degree of change required across the city and in the way the council operates as a result of coronavirus cannot be overstated. In a short period, the lives of every resident have been impacted and every service has been affected. All council officers are very aware of the human cost, in terms of those who are gravely ill or have died, or the impacts on people’s jobs and freedoms.
8. The context of this report is, therefore, a set of circumstances unlike anything we have seen before and is quite clearly not “business as usual” in any way.
9. This challenge, however, has seen an incredible response in York, from residents, communities and organisations. The city is indebted to those individuals, including Council Officers, who have worked tirelessly to keep people safe and supported at this time.
10. All reference to meetings after 23 March are virtual – that is to say, carried out via Skype or other video/phone conferencing systems.

Emergency Response

11. The council’s immediate priority was to both connect the most vulnerable to the help they needed and where possible, and provide assistance to local businesses, but recognising we wouldn’t be able to help everyone. In response, we provided a package of support for vulnerable residents, including residents who have been impacted financially and local small / micro businesses.

12. To achieve this, we identified and redeployed staff from non-essential roles into priority areas, including community, care, frontline or customer service roles, in order to ensure that we could quickly distribute support to those who most needed it. The Council has also been recruiting temporary staff or encouraging staff back from retirement to cover gaps.
13. The commitment and response from staff has been exemplary, with many staff working weekends and on evenings to ensure residents and communities are supported across the city. The Council's Executive and Corporate Management Team have been issuing regular communications on staff, in order to highlight support on offer to them during this period and to thank staff for their efforts.
14. As part of the North Yorkshire Local Resilience Forum (LRF), information sharing commenced on 31st January and the emergency response arrangements were enacted fully on 3rd March. The LRF brings together partners from health, police, fire and rescue, local authorities, military and a range of other organisations to coordinate responses to emergencies. It has a range of protocols, used in response to all emergency situations, for ensuring information is passed between the relevant agencies and Government, that risks are identified and addressed, and that action is taken in a coordinated way. In doing so, the emergency response can be coordinated at a sub-regional, regional and national level, working across all responding organisations.
15. City of York Council is a full part of these arrangements. It does, however, retain the decision-making responsibilities around council services and their safe operation. On 16 March, daily coronavirus situation reports began to be completed by all service areas within the council. These are continuing (although reduced to twice a week). These provide detailed information on the changing circumstances to allow decisions to be taken based on the best intelligence. Internal Gold and Silver command meetings were established (initially in person and then via Skype) to provide coronavirus-specific decision-making forums. Gold provides strategic decisions, involving the Interim Head of the Paid Service, Directors and leads for corporate services. Silver includes representatives from all service areas and takes tactical or operational decisions. Subgroups were established to focus on key risk areas:
 - a. Children
 - b. Adults
 - c. Business Support

- d. Communities (Community Hubs/Volunteering)
- e. Customers
- f. Finance & Governance
- g. Human Resources

16. Daily briefing packs from Gold & Silver have been created for key partners, members and local MPs. This records communication requirements, changes to messages and maintains a live log of links to changes to communications as an easy reference for customer services and web teams when answering questions.
17. Executive and other elected members have been kept involved in a number of ways. At Executive level, regular discussions have taken place including on all key decisions and other significant matters (see Governance below). Weekly meetings with Group Leaders have also been held to ensure all elected members are aware of events, and a daily communications briefing (see Communications, below) has been provided to all members.
18. The council also takes part in a wide range of regular meetings with regional and national partners, including NHS, Police and Government Agencies and Departments. Through the Local Government Association, the Association of Directors of Adult Social Services and Local Enterprise Partnerships, the Council has been lobbying for access to greater resources and clarity from government, in terms of guidance, funding and PPE. We have also been lobbying Government officials on behalf of the business community, including greater support for York's self-employed. The council will continue to use all channels open to make clear the challenges for the city and draw in all the support which is required.
19. These arrangements have worked effectively with the council responding rapidly to the changing operating context in tandem with key partners.

Business Continuity and Prioritisation

20. In the week commencing 16 March, all staff were asked to work from home wherever possible, reflecting government advice for people to avoid any non-essential travel. This required significant change in terms of normal working practices and service delivery, but rapid work by the ICT department in liaison with services made this possible

extremely quickly, in line with prioritisation and resourcing decisions as described below.

21. Recognising the absolute need for prioritisation of services to protect health and wellbeing, a prioritisation exercise has been undertaken to identify the critical service areas which must continue to deliver as a matter of urgency and determine what support is required to facilitate them working in whatever way necessary.
22. As some services areas are prioritised, some service areas have become less immediate priorities, either as a result of reduced demand, becoming impossible to deliver within Social Distancing guidance or as a result of the greater need in other areas. In these cases, staff have been redeployed into priority areas to support the response.

Support enacted and service changes

23. Across the council, all services have changed. Each area has had to rework business processes and approaches to work remotely and support staff members working in different ways. Where services have been suspended or changed in nature, the situation will continue to be reviewed to ensure they can resume as soon as it is safe and possible to do so.
24. Summarised below are the key areas of change and support provided to the city by the council.

Public Health

25. The Public Health Team has acted as lead advisors to the response at a city level. The team provides expert advice to support decision making, whilst coordinating key aspects of the response such as the availability and supply of Personal Protective Equipment and supporting the development of testing arrangements.
26. The ongoing statutory responsibilities of the team have continued, although some aspects of health screening have been temporarily halted. In line with Government advice, the National Child Measurement Programme has been temporarily halted, as well as NHS Health Checks for adults. The Health Visiting Service has moved to prioritise essential support to the most vulnerable, utilising virtual appointments for antenatal and new baby visits. The School Nursing service is

prioritising safeguarding and specialist school nursing, with phone and text support for other queries.

27. Sexual Health Services are prioritising urgent work only, utilising phone consultation where possible and signposting to pharmacies or online services. Testing for Sexually Transmitted Infection are being carried out using postal kits. Drug and Alcohol Services are prioritising support to those most at risk, utilising telephone calls where possible. Clients receiving Opioid Substitute Therapy continue to be supported with weekly prescriptions.
28. Stop Smoking Support is being provided over the phone, with Nicotine Replacement Therapy being delivered by post.

Adults

29. The key focus of the work in Adults' Social Care has been making sure that the system is supporting quick discharge from hospital to free up capacity, whilst galvanising support in the community to ensure people are safe and supported.
30. The Council has increased capacity throughout the home care, residential care, nursing care and independent living sectors to cope with predicted and elongated surge of demand. Capacity in home care and residential remains adequate to meet demands at present. Further contingencies have been identified should these become necessary.
31. A social media campaign has been developed aimed at bringing more recruits into the sector to deal with staffing issues. Staffing levels are currently stable. Volunteers are also being used to increase the capacity of social care provision as part of the council's call for volunteers.
32. Collaboration across the voluntary and community sectors has been extremely useful. As just one example, working with the CVS, Move the Masses charity have delivered prescriptions, made welfare calls, paired people to receive calls & letters, and identified additional new volunteers. CVS social prescribing practitioners and primary care link workers are working at full capacity, liaising with GP's on welfare calls to the vulnerable, linking in with the council's community hubs.
33. Like many places, PPE remains a challenge. Stocks are low for some social care providers. The council is acting as a local hub for

distribution where these are critically low, working with the LRF for emergency distribution.

34. The council is working with the care sector and CQC around the testing programme for workers in the care sector.
35. In housing, the focus has been on ensuring safe, adequate accommodation is available for all, regardless of their circumstances allowing them to isolate safely. There have been significant changes in respect of homelessness services, with the need to get all rough sleepers off the streets and new working and accommodation approaches at our homeless hostels. This has resulted in more people being housed away from the centres and in hotels. Social distancing has created additional demands in terms of supporting tenants and managing some difficult behaviour.
36. Additional resource has gone into bringing void properties to a condition where they can be re-let. This is increasing capacity so that residents of the hostels can be offered a more permanent home and free up capacity in the hostels to respond to any increase in demand and facilitate social distancing.
37. As per normal, Housing staff have continued to work with Adult Social Care colleagues to support the agreed 'pathways' for people leaving hospital, in order to support their independence and provide care where appropriate. By doing so, we have helped to create more capacity at the hospital during the crisis.

Children

38. Protecting children is paramount at this time and one of the statutory responsibilities of the Council. Children's Services have continued to prioritise safeguarding and services have been entirely re modelled in a period of less than a week to create a virtual child protection system. All children have been risk assessed and visits have continued where possible. All other aspects of the system are operating with a wide variety of meetings between safeguarding partners moved online.
39. Prior to coronavirus, an external review of statutory safeguarding partnerships had been commissioned and this has now concluded with

partners agreeing an action plan. This has provided some initial thoughts on retaining some virtual meetings in the future.

40. The council continues to prioritise its role as corporate parents and is working with children in our care and those that have left it to ensure they are safe and supported at this time. All of these children have a family plan in place and the council is ensuring Show Me I Matter and Show Me I Still Matter have a strong voice.
41. It is recognised, however, that the number of referrals into the services is down due to lockdown and that there may well be an increase in demand once restrictions are lifted. It is imperative that everything possible is done to flatten this spike in referrals which has the potential to overwhelm the system in terms of resource and cost. Therefore, recovery planning has already been started to ensure that new ways of managing support needs are created, especially capitalising on the rise in community capacity.
42. The services have also maintained all aspects of improvement planning as, although Ofsted Inspection is currently paused, inspections are likely to resume as soon as Ofsted have identified their new model of operation.
43. Schools have remained open for the children of keyworkers, vulnerable children and those with Education, Health and Care Plans. This has included the Easter holidays and also ensuring children entitled to Free School Meals continue to be supported. Schools have also been required to deliver education virtually and take a broader pastoral role in relation to vulnerable children. Sufficient childcare (early years) is available currently for keyworkers, however, this sector is under significant financial pressure.
44. All of the above is being undertaken in a climate of limited central guidance and some challenges with national systems being developed late or not working effectively, such as the national free school meals system.

Economy and place

45. The council moved rapidly to support businesses and protect, as far as possible, York's economy. The Government's Business Support Grants, and the Business Rates relief scheme, have been swiftly administered within the Customer Services finance team to get most of

the money to businesses who need it. Over £100M is being paid out in direct grants or in business rates relief. Additionally, the Council has created a small and micro business fund to support those businesses who are not eligible for Government Support. Commercial rent has also been deferred to support the cash-flow of our commercial tenants.

46. In order to protect household waste collections, it was necessary to temporarily halt garden waste collections. This is to support the social distancing required and ensure we retain a healthy workforce to deliver the most critical services for York's public health. A recovery plan is being developed to identify when it will be possible to resume services.
47. Grass cutting and weed management in public areas has continued, as this has been possible to do whilst maintaining social distancing. Council parks remain open to support residents exercising.
48. Legislation is now in place to enforce commercial business closures as directed by Government. Environmental Health have seen an increase in volume of complaints about businesses not complying with Government guidelines. In response, the council has been working with local businesses to communicate the national social distancing guidance and where some businesses have remained open, council staff have visited to check safe working practices.
49. The Trading Standards and Scambusters teams have addressed the increased risk of coronavirus-related scams through awareness raising campaigns for businesses and residents.
50. Car park charges for key workers have been suspended in council-owned car parks.
51. The council has worked with bus operators to ensure a skeleton bus service is provided for key workers to travel and for all other essential travel.
52. Collaboration with bus operators has also enabled some bus drivers to be retained and redeployed as refuse vehicle drivers, as the council has worked to prioritise household and recycling collections.
53. To aid residents with social distancing when walking and cycling, the council been identifying a limited number of places where we the council can temporarily widen foot paths in the short-term, in order to help alleviate this problem. This includes the closure of the west bound

lane over Castle Mills Bridge, which has been coned off to give extra room for cyclists and pedestrians to safely social distance, with further proposals being worked for Bishopthorpe Road.

54. In addition to these immediate measures, the council is also exploring opportunities how best to respond to these challenges in the medium to long term, and identifying opportunities to maintain the health benefits of low traffic and improved air quality in whatever the new normal looks like.

Customer Services

55. The council created a helpline for residents, allowing people to access help and support, actioned by the community hubs and volunteers. As at 24th April 2020 the customer centre had received the following through the emergency phone number and email address (covid19help@york.gov.uk):
- a. Calls – 1,886
 - b. Emails – 1,345
56. During the same period, the customer centre has continued to receive around 500 calls per day in relation to normal council services, which is about 35% lower than the usual average.
57. As a result of falling customer numbers and the need to maintain social distancing, the face-to-face customer centre closed on 2 April. Since then, the council has continued to receive all its enquiries via telephone and online.
58. Along with other tourist venues the council closed the Mansion House for all use.
59. Following national guidance, the Register Office suspended all activities except death registrations. These registrations are currently being completed through phone appointments. The government relaxed its requirements for a birth registration to take place in order to claim related benefits. Weddings and other celebrations, including Citizenship ceremonies have been postponed until restrictions on social gatherings and social distancing have been lifted.
60. Due to the need to protect health for families, funeral directors and staff, it was necessary initially to limit the number of mourners attending, and then from 9th April 2020 to stop public use of the chapels

inside the crematorium. Instead, an outside covered area has been created where close family members can attend a service. Whilst this is not a decision anyone would have wished to take, it is necessary at this point but will continue to be reviewed as the situation changes.

61. The ICT teams have been facilitating the wholesale shift of many teams working remotely. This has required build and provision of over 100 additional laptops, development of solutions for terminals to be used at home and providing over 150 phones. In total, 1450 staff are using CYC equipment to connect to our ICT systems, with many more using their own machines through Citrix. Additionally, a text service database has been established to allow urgent messages to go out to staff mobiles.
62. Additional Wifi access points have been provided to expand the coverage of wireless connectivity at the testing station in York at Poppleton Bar Park and Ride site. Overall, the council's ICT infrastructure has proved to be resilient and the use of telephone and video conferencing has become mainstream and effective within a very short period of time.
63. Within the customer services team, in addition to processing the business support funding, the teams have also been supporting individual residents. Executive agreed to expand the York Financial Assistance Scheme to create a £1.2m support fund for individuals facing hardship. Additionally, the Government's hardship scheme has been delivered for each customer receiving Council Tax Support, giving them a further £150 off their bill. Between 23rd March and 24th April the council has dealt with:
- 431 Council Tax Support applications
 - 117 applications for emergency food vouchers
 - 75 York Financial Assistance Scheme payments
 - 96 Discretionary Housing Payment claims - 20% up on the same period last year.
64. Rent increases for council tenants have been deferred for three months.

Communities

65. The Council moved swiftly to establish 9 community hubs across the city and ensure food, medical and emotional support was available

to vulnerable people across the city. Following a city-wide call for volunteers, over 3000 residents have come forward to assist in the response and support vulnerable people in the communities – where possible these have been used to support community efforts but the response was so overwhelming some have not been deployed due to the lack of capacity in the voluntary sector to support them. This capacity needs to be expanded as part of recovery planning

66. Hundreds of food parcels and meals are being delivered daily. The city-wide operation encompasses York's foodbank, the Council's community hubs, community meal providers and local food businesses to ensure people get the food they need.
67. To service the community hubs with food for the medically shielded, the Council has created a central depot with volunteer drivers and vehicles to transport goods to the hubs. There, food boxes are put together and delivered to people identified through the Council's dedicated support line.
68. From making phone calls to thousands of residents, the volunteers in the hubs are building a picture of the amount of food needed and how urgently, meeting special dietary needs and adding to the Government-supplied food.
69. A Council team has been set up to manage food purchasing and donations. It is buying food for the hubs from local suppliers and is shopping locally for those with special dietary requirements. It has also put in place a system of pre-loaded cards and a supermarket email voucher system to support local shopping. The council's support line is also helping people who can afford to buy their shopping but can't get a delivery slot, or people who can't order online. With the help of a local news provider, a list of businesses which are able to deliver food and other services has been shared with all residents.
70. Following national guidance, libraries and sports centres have closed. However, in support of residents, the council has awarded an extra £17k to Explore to expand the range of digital resources available during lockdown. Over 7000 daily newspaper and magazine titles are available free of charge.

Human Resources (HR)

71. The main focus within HR has been to support staff in moving to different working arrangements, be that temporary redeployment or through changed services. Staff members have also volunteered to work within the hubs helping to coordinate food and supplies to those most in need across the city.
72. To ensure all staff are supported during changed ways of working, a staff helpline has been created, in addition to an information line with latest information for staff. Trade Unions have been consulted on activities, with their help and support gratefully received.
73. A recruitment campaign to increase the numbers of staff within waste services received hundreds of applications on the first morning. Specialist drivers have also been seconded from First Group to bolster the number of drivers for waste vehicles.
74. We are focusing on the ongoing health, safety and wellbeing of staff, providing guidance and support as well as working to coordinate coronavirus testing for key workers.

Finance

75. Coronavirus has reset the financial position of the council. It has been necessary to rapidly provide funding to services in support of vulnerable people and reprioritise budgets to create the financial support packages noted above.
76. A total of £4.7m has been received in central Government support for the costs associated with the coronavirus response. However, initial estimates suggest the cost to the council will be around £20m, taking into account cost pressures, additional demand and reduced income. A further allocation of £1.6bn national funding has been announced but we do not as yet know how much of this we will receive. Payment of this second tranche of funding is due in May.
77. Through the reassignment of existing budgets and use of unallocated YFAS reserves, an additional £1m has been identified to support residents experiencing financial hardship. £1.1m of the Government funding has also been allocated to support small and micro businesses in the city who are not eligible for the Government's business grants.

78. A more detailed review of the financial implications is included in annex one to this report.

Governance

79. Due to the need for social distancing, all public meetings were suspended. Urgent Decision Making Guidance was developed to ensure rapid decisions could be made in accordance with the Council's statutory framework and council constitution. The Urgent Decision Making Guidance and the list of officer decisions made under the guidance since the beginning of lockdown has been uploaded to the website can be found here: <https://www.york.gov.uk/COVIDDemocracy>.
80. Work is now underway to establish protocols for remote meetings, leading up to the next Executive meeting on 7 May. The Planning and Licensing Committees will move to remote meetings following this.

Communications

81. The council prioritised coronavirus above all other communications over the past 2 months. A specific emergency response communications plan has been put in place to ensure everyone in the city is provided with accurate information as quickly as possible. Communications requirements are set by decisions taken at Gold and Silver command meetings and with Executive at the portfolio holders meeting.
82. In addition to dedicated web and intranet pages with specific coronavirus information, regular communications include:
- a. Daily social media updates, shared on corporate channels and with partners, together with boosted social media posts to raise awareness of emergency funding and available grants
 - b. Daily press releases on service updates
 - c. Daily emails from the Interim Head of The Paid Service to all staff, repeated on webpages and on an automated response telephone line for staff who do not have access to emails.
 - d. Daily updates to all Councillors, partners, MPs and parish councils
 - e. Weekly briefings to city partner organisations, including Universities, colleges, Make it York, CVS, York Museums Trust, Yorkshire Wildlife Trust and Joseph Rowntree Foundation
 - f. A schedule of leaflets direct to all residents by post

83. New ways of communicating messages with different audiences have been introduced to help balance residents' and staff's use of social media with more traditional methods of communicating:

- A new opt-in weekly e-newsletter for residents, families and businesses
- Free of charge adverts on Minister FM
- Support for the local media to provide essential food distribution information, which in turn also supports our independents and the local economy promote their adapted services
- Regular Executive and Director of Public Health interviews and call-ins scheduled with BBC Radio York
- A Facebook live Q&A with leaders
- A special edition of *Our City* has been sent to all residents
- A weekly leader "thanks" letter to staff identified by the corporate leadership group
- A regular letter to partners from the Leader/Deputy Leader/Interim Head of Paid Services thanking them for their support

84. Whilst there is a huge amount of information in what has been a fast-changing context, feedback from staff and partners has been positive, with members valuing the daily brief.

85. Recognising the need to motivate people under difficult circumstances, internal communications have also focussed on positive aspects of the response. Highlighting the efforts of the city, "Silver linings" emails have shown the positive impact of #clapforourcarers on our frontline workers, coordination of food support across the city, and the volunteers working with Age UK amongst many others.

Looking ahead

86. Whilst significant challenges remain and the suffering caused by coronavirus is far from over, the council is beginning to look at the next phase of recovery, to address the challenges to support getting York back on its feet.

87. Early indications suggest that York (like many places) will be significantly impacted over a prolonged period. It is likely that social distancing measures will have to stay in place in some form for the rest of 2020, which will have an impact on the health and wellbeing of York's residents alongside serious consequences for York's economy. Current

estimates suggest an impact on the global economy significantly greater than the economic crash of 2008. Some of York's key employment sectors of hospitality and tourism will continue to be affected.

88. Further work is needed to accurately assess the impact, then to identify and plan the city's response. It should be noted that, based on the financial information in this report, and the expected increase in demand for services as we start to move out of lockdown, this work will involve reprioritising council budgets, focussing resource on where there are greatest challenges and providing a new strategic plan for the council to work to over the coming months. It is quite possible that there will be some previous priorities that can't be delivered in the same way in the light of our new operating context.
89. A Recovery Plan is being developed (aligning with regional recovery activity through the LRF) which will outline the risks and challenges of the emerging situation, with actions in response and opportunities based on lessons learned during the emergency response. Clearly, this plan will take into consideration and align with Government advice and national plans for recovery. It will be used to inform a review of the existing Council Plan in order to produce an Operational Recovery Plan to guide the council over the next 6 – 9 months.
90. Amongst what have been exceptionally challenging circumstances, there are numerous examples of innovative and effective processes developed to respond to the situations arising. There is a recognition that some of these new ways of working may be preferable for the delivery of services in the future and should be retained as far as possible. The Recovery Plan will identify these areas of opportunity (such as virtual meetings, more online delivery, more streamlined approval processes) and assess the wider impacts to ensure compliance with necessary corporate standards and statutory requirements.
91. For all staff and councillors, like many people, the past months have been extremely challenging. However, staff and councillors, working alongside volunteers, businesses and other organisations have shown the best of York. The city has pulled together to support each other. Whilst there remains an enormous challenge ahead, the spirit, resilience and kindness shown will stand the city in good stead. The

Interim Head of the Paid Service would like to thank all our staff for their incredible work.

Council Plan

92. Whilst the council has continued to attempt to deliver services and projects in support the council plan outcomes, clearly this is not business as usual at present and, as such, a specific focus on responding to the coronavirus outbreak has overtaken council plan delivery.
93. The Recovery Plan will assess how we continue to deliver against the outcomes of the plan in a changed context.

Implications

- **Financial** – included in the body of the report
- **Human Resources** – included in the body of the report
- **One Planet Council / Equalities** – support has focussed on those most vulnerable at this point
- **Legal** – included in the body of the report
- **Crime and Disorder** – included in the body of the report
- **Information Technology** - – included in the body of the report

Risk Management

94. A unique set of circumstances creates a huge range of significant risks for the council and the city. The response to date has prioritised supporting the health and wellbeing of our residents. This, in itself, creates economic and financial risks for many, in addition to concerns about the health impacts of lockdown. All of these are factors in the consideration of the Recovery Plan.

Contact Details

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Report Approved Date 29/04/20

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

For further information please contact the author of the report

Annexes

Annex 1 – Financial Implications

List of Abbreviations Used in this Report

CQC – Care Quality Commission
CVS – Centre for Voluntary Service
FSM – Free School Meals
ICT – Information and Communications Technology
LRF – Local Resilience Forum
NHS – National Health Service
PPE – Personal Protective Equipment
YFAS – York Financial Assistance Scheme

Annex 1 - Financial Implications of the Coronavirus

Introduction

This annex provides an update on the potential financial implications of the covid-19 pandemic and highlights the risks to the Council's financial resilience, should further Government support not be provided. It also provides details of the funding the Council has received to support communities and businesses at this time.

Prior to the global Coronavirus pandemic, the Council was in good financial health, with reserves above the recommended minimum level and had recently set a robust, fully funded budget for 2020/21.

There were pressures being experienced in both Adults and Children's that required additional budget growth, alongside the delivery of mitigating savings. Work is ongoing to complete the year end accounts and whilst the outturn position has not yet been finalised, it is anticipated that overall the 2019/20 outturn will be within the approved budget.

This early, high level view of the potential financial implications for the council will need to be updated on a regular basis. It is, however, clear that the government support received to date will not cover the additional costs and loss of income. Therefore if additional government support is not forthcoming action will be required in order to maintain a balanced budget.

Income

The Council is already seeing a significant loss of income, this includes a 96% drop in car parking income. A number of other measures were introduced in early April to offer financial assistance to businesses and residents, including:

- Deferral of the first quarter of commercial rents due
- Not increasing fees, charges and housing rents as planned from April 1st
- Introduction of a licensing fee and building regulations fee holiday

These measures will have different financial implications for individual residents and businesses and, as we progress through the current pandemic, there will need to be a balance between the viability of the payment of fees, charges and rent alongside the ongoing financial position of the council. It is estimated that the loss of income to the Council is approximately £950k per month, whilst the current restrictions are in place.

However, even if the current restrictions are lifted and the lockdown period ends, it will take some time for services to recover to previous levels. We don't,

at this time, know how lifestyles and preferences will change and whether some form of restrictions could continue for a longer period.

It is too early to reliably estimate the impact on income from Council Tax and Business Rates. The Council has increased the financial support available to residents experiencing hardship through the York Financial Assistance Scheme (YFAS) by a £1m increase in funding available through the use of the YFAS reserve and contingency. Many Councils are modelling a potential loss of 10% of council tax income for the year, which could be as much as £9m for York. 1% of council tax is approximately £860k, so even a small reduction in the collection rate would require further savings to be identified.

The impact on businesses could be more noticeable, and it is difficult to say how many of the businesses that are currently closed will reopen once restrictions are lifted. As outlined above, even once the restrictions are lifted it will take some time for normal trading activity to resume. Under the business rates retention scheme there is a safety net in place which would mean that once income dropped to a certain level, the Government would step in to fund the shortfall. However, the Council is a member of the North & West Yorkshire Business Rates Pool where all income is pooled and instead of paying a levy to Government we pay this to the Pool. It is unclear, at this stage, whether all Councils in the Pool would need to drop to safety net level before Government funding was provided. Under normal circumstances, if one Council in the pool suffered a loss of income this would be funded by the Pool.

Expenditure

The total additional costs incurred by the Council are also difficult to estimate at this early stage. Some costs have been seen in social care as a result of discharging more people from hospital into care settings to free up hospital beds and ensuring continued care and support for children and young people. There have been increased costs of temporary accommodation for people who are homeless and for rough sleepers. We have also continued to pay transport and other providers, whether service has been provided or not, in line with Government guidance. Additional costs have been seen within waste services to employ more drivers and other staff to ensure essential front line services can continue. We have also spent more on ICT equipment to ensure effective working from home..

Significant financial pressures are also being seen in schools and nurseries. The Government had previously announced that these should close for all children except those of critical workers and vulnerable children however we have seen relatively few parents choosing to send their children to school or nursery. Overall, the nursery sector relies heavily on fees paid by parents and whilst the Council has continued to pay early years funding, including

making payment for the summer term in advance, many nurseries have not been able to remain open. It is crucial that enough places are maintained to meet need as and when the city returns to normal so the council will need to consider whether it can provide additional financial support to sustain these providers.

A number of other measures have also been implemented, including making payments in advance and paying on planned rather than actual care to try and support our providers.

The table below sets out our very early, high level estimates of the likely costs to the end of the current lockdown, should restrictions be lifted. Note that these are only initial estimates as there are too many unknown variables to do an accurate forecast.

Service Area	2020/21 £m
Adult Social Care – additional demand supporting local care providers, additional staffing and equipment, including PPE	6.8
Children’s Services - additional placements forecast, additional staffing, support to carers and providers	4.1
Homelessness - Additional costs for homeless accommodation	0.3
Communities - changes to delivery models to support communities remotely, support to providers	0.4
Waste - additional staffing costs and loss of income	0.6
Emergency Hardship Fund for small and micro businesses	1.1
Enhanced YFAS for resident support	1
Council Tax (assuming 10% reduction)	8.9
Business Rates (assuming 20% reduction)	7.7
Loss of income (including parking)	2.8
Non achievement of approved savings	0.75
Other, including staffing, ICT equipment, cleaning costs	0.5
Total	34.95
Less:	
Government support grant	4.7
YFAS reserve	0.4
Contingency	0.5
Share of further Government funding	5.7
Potential funding gap	23.65

Table 1 - High level estimate of financial impact of Coronavirus

Capital

In addition to the revenue pressures outlined, the Council also has a significant capital programme with total forecast spend of £560m over the next 5 years, including some key major projects such as York Central and Castle Gateway. Whilst the programme is fully funded through a combination of Government Grants, borrowing and other funding it is clear that a fundamental review of all schemes will be needed to assess any new risks as a result of the pandemic. This will include considering the overall purpose of the scheme and whether they are still financially viable given the risk to the overall economy. This is particularly crucial for those schemes that assumed the generation of capital receipts to fund expenditure.

Approved growth and savings

In February, the Council set its budget for the year ahead and agreed a number of growth and savings proposals that would deliver a balanced budget. Again, these will all need to be reviewed to consider where there is a risk to the delivery of these proposals. Whilst the Council has been fully occupied in responding to the pandemic no progress will have been made to implement the proposals. Some of the proposals may be able to continue and still deliver the required level of saving but it is expected that a number will now not be deliverable in this financial year. Therefore, over the coming weeks a review will be completed to assess all proposals and a revised 2020/21 budget will need to be reviewed and agreed over the summer.

Summary

In total, all the issues identified above could cost as much as £35m in the current financial year. To date, we have received £4.7m of support grant, with a further £5.7m recently announced and due to be received in May. Using the high level estimates and assumptions outlined in this paper, at this stage it is considered that the additional costs and loss of income could therefore result in a budget gap of some £24m.

The Council does have reserves, and these are being reviewed to identify where they can be released to support the current pressures. However, even with this review and the general reserve of £7.4m, it is likely that there will still be a funding gap that would result in the need to identify further savings to be delivered.

At this stage we are not experiencing cash flow issues however this could become an area of concern as the year progresses and may require additional controls to be introduced on any discretionary expenditure and could mean that the Council would have to concentrate on providing statutory services only.

As the Council's Section 151 Officer, the Head of Corporate Finance and Commercial Procurement has a statutory responsibility for ensuring that the Council makes arrangements for the proper administration of its financial affairs. Section 114 of the Local Government Finance Act 1988 requires a report to all Council members to be made by the s151 officer, in consultation with the Monitoring Officer, if there is or is likely to be an unbalanced budget. However, the circumstances of a developing situation, such as this one, should be distinguished from the imminent or actual situation and therefore despite there being a potentially unbalanced budget a s114 notice is not being considered at this time. Such a notice is only given in the most serious circumstances and the process is governed under legislation. Given that every Council in the country is likely to be in the same position, the Government has announced its intention to review the issuing of s114 notices but the scale of financial challenge means that all s151 Officers across the country will be considering their responsibilities and what action they need to take, if any.

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Executive**7th May 2020**

Report of the Monitoring Officer

- 1. Amendment to Standing Orders of the Constitution for the provision of Remote Meetings**
- 2. Reporting of Decisions Made using the Urgent Decision Making Guidance**

Summary

To amend the Constitution following the publication of The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 (the “Regulations”) which came into force on 4th April 2020, and provide for alternative arrangements for Local Authority meetings which are required to be held between 4th April 2020 and 7th May 2021.

In accordance with the Council’s constitution to report the decisions made using the Urgent Decision Making Guidance for the period 23rd March 2020 to 7th April 2020.

Background**Remote meetings**

Prior to publication of the Regulations, all constitutionally prescribed meetings were held in accordance with the provisions of the Local Government Act 1972 which meant that all meetings were to be held with members being physically present with associated rules requiring publication of notices at Council Offices and enabling members of the press and public being able to physically attend to observe and or participate.

The coronavirus outbreak and central government guidance in response has meant that it has been impossible to convene council meetings without a change to legislation. On 4th April 2020, the aforementioned Regulations were issued and these provide for remote meetings with remote attendance and participation for all meetings until 7th May 2021. As such it has been necessary for the Monitoring Officer to draft Standing Orders to facilitate the Council’s delivery of remote meetings.

These additional Standing Orders relate to all constitutionally prescribed meetings of the Council and additional guidance has been provided to facilitate the regulatory meetings of Licensing and Planning.

If at some point before 7th May 2021, restrictions are lifted and subject to relevant advice, the Council will remain able to return to meetings whereby Members are physically present.

The Monitoring Officer will ensure the Standing Orders remain under review so as to ensure they remain fit for purpose.

Publication of Decisions

In accordance with the provisions of the Council's Constitution, any decisions made using the urgent powers of the Chief Executive / Deputy Chief Executive shall be reported to the next appropriate and available meeting.

The decisions which have been required are listed below:

- COVID 19 - Services at the Crematorium – 07/04/20
- COVID 19 - Postpone licensed vehicle inspections for existing taxis – 02/04/20
- COVID 19 - Enhance existing arrangements through YFAS to allow more residents to receive support – 31/03/20
- COVID 19 - Emergency Hardship Fund for local SMEs – 31/03/20
- COVID 19 - Emergency Loans for Businesses – 31/03/20
- COVID 19 - Waive Car Parking Charges for Key Workers – 24/03/20
- COVID 19 - Financial Relief for Suppliers – 24/03/20
- COVID 19 - Defer implementation of increased fees & charges and offer of licensing fee holiday for 3 months – 24/03/20
- COVID 19 - Debt Recovery Activity – 24/03/20
- COVID 19 - Defer commercial rent income due for 3 months – 24/03/20
- COVID 19 - To pay providers of LD Supported Living an additional 3% - 31/03/20
- COVID 19 - To defer the HRA rent increase for 3 months – 31/03/20

Full details of these decisions are available to view on the Council's website.

Implications

Financial

Not applicable to this report.

Human Resources (HR)

The Council is currently required to follow the social distancing and other Public Health guidance about working practices at this time.

Equalities

The Council must ensure that its arrangements for remote meetings ensure that council meetings remain transparent and accessible to all who wish to observe or participate.

Legal

As detailed within the report.

Crime and Disorder, Information Technology and Property

The Council will utilise recognised ICT platforms for the delivery of remote meetings and live stream meetings via the existing YouTube channel.

Recommendations

To note the Monitoring Officer's amendment to the Council's Standing Orders for the provision of remote meetings.

To note the decisions made under the urgent decision making guidance between 23rd March 2020 and 7th April 2020.

Author & Chief Officer responsible for the report:

Janie Berry

Director of Governance & Monitoring Officer

01904 555385

Report Approved

Date

07/05/2020

Specialist Implications Officer(s):

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

All

For further information please contact the author of the report

Background Papers:

- Local Government Act 1972
- The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020
- City Of York Constitution

Annex:

Annex 1 - Standing Orders for the provision of remote meetings



Annex 1 - Amendment to Standing Orders Procedure Rules and Guidance for Remote Meetings

29th April 2020

Issued by City of York Council Monitoring Officer

1. These Rules and Guidance have been issued by the Monitoring Officer in accordance with Article 16 of the City of York Council Constitution in order to implement The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 (the “Regulations”) which became into force on 4th April 2020, and provide for alternative arrangements for Local Authority meetings which are required to be held between 4th April 2020 and 7th May 2021.
2. These arrangements will remain under review by the Monitoring Officer.
3. These Rules will replace the current Council Procedure Rules as detailed below.

Which meetings do the Regulations refer to?

4. The Regulations refer to the following:
 - Full Council;
 - Executive;
 - All Committees;
 - All Sub Committees; and
 - Annual Council (separate arrangements).
5. Initial Focus will be placed on delivery of the following meetings:
 - Executive;
 - Planning Committee; and
 - Licensing hearings (operated in conjunction with existing legislation).

Full Council

6. There are no current arrangements planned to convene a meeting of Full Council unless one is deemed necessary. Should one be required, the Monitoring Officer will ensure it meets with the terms of the Regulations for remote meetings.

Annual Council

7. Separate guidance will be issued in due course.

Committees of the Council

8. Upon receipt of proposed items of business, the Monitoring Officer, in consultation with the relevant Portfolio Member and or Chair of a Committee and the Head of Paid Service and s151 Officer shall make arrangements for a remote meeting to take place in accordance with the Regulations using the risk assessment process meeting process being implemented.

Quoracy of Meetings

9. All remote meetings of the aforementioned meetings can operate with the minimum quoracy levels, which is as follows:
 - Executive – minimum of 4 Members;
 - Planning Committee – minimum of 4 Members; and
 - Licensing hearings held under Licensing Act 2003 – 3 Members.
10. The quoracy details for all other meetings are set out in the Urgent Decision Making Guidance issued in March 2020.
11. In the event that a remote meeting starts quorate, but due to unforeseen circumstances, for example, IT issues, and does not remain quorate, the Democratic Services Officer may temporarily suspend the meeting until the issue is resolved and the meeting can recommence. These circumstances will be fully reflected in the minutes produced for each meeting.
12. With the exception of Licensing Hearings, which are dealt with as a separate procedure within the appendices, in order to avoid a

meeting not being quorate should a Member experience IT issues and lose the connection to the remote meeting, there should be an additional two Members present above the minimum quoracy level for the relevant meeting.

Voting

13. With the exception of Executive, where a show of hands will fulfil the voting requirements, all Members attending all other meetings will be asked to enter a named vote where voting is required so as to aid clarity and transparency with the live streaming arrangements. To record a vote, the Democratic Services Officer will perform a roll call of all Members present and ask them to state their voting intention (For, Against, Abstain). The Officer will keep a clear note of the votes made. These will then be counted and recorded in the minutes. At the conclusion of the voting the numbers of votes cast for, against and abstentions will be announced as well as the outcome of the vote. In the event of any vote being equally divided the Chair will have a second or casting vote.

Access to documents

14. All agendas, reports and background papers will be available for public inspection by them being placed on and be available to view on the Council's website. There is no longer a requirement to produce a printed copy of an agenda for public distribution. (Regulations 15 and 16(4) and (5)).

Public Participation

15. The requirement to ensure that meetings are open to the public includes access by remote means, including video conferencing, live webcast and live interactive streaming. Where a meeting is accessible to the public through such remote means, the meeting is open to the public whether or not members of the public are able to attend the meeting in person.
16. The Council will endeavour to facilitate public participation where the meeting is being held remotely and where the IT platform allows for this. There may be instances where the IT platform would not permit the number of public speakers who wish to speak, or, where there are unforeseen issues with IT. Any consideration to reduce public participation will take account of technical issues and fairness.

17. Remote meetings will have a standing item on the agenda regarding public participation. Members of the public may register to speak on an item on the agenda or an issue within the meeting's remit (but see Appendix 1 and 2 on licensing hearings and planning matters) by contacting Democratic Services using the contact details as set out in the agenda for the meeting by 5.00pm on the working day preceding the meeting. Speakers will have a maximum of 3 minutes to speak and may subsequently be asked questions by Members. There is no public right of reply following the decision of the meeting.
18. For planning matters and licensing hearings, members of the public may speak on the matters or applications to be considered by members only. See the relevant Appendices for further detail. For Planning meetings, it will be at the Chair's discretion as to the number of speakers at that particular committee.
19. In exercising their right to public participation a member of the public is entitled to express views positive or negative about the performance of the Council but must not say anything which is defamatory or discriminatory, make any personal attack on an officer or a Member or disclose confidential or exempt information including personal information.
20. In the event that the Council are unable to facilitate public participation for a specific remote meeting, written questions for the public may be submitted for consideration at the meeting. Members of the public are strongly encouraged to email their comments in questions to Democratic Services prior to the meeting taking place so that in the event of technology difficulties, comments and views can still be taken into consideration at the meeting.
21. Meetings will be live streamed on the Council's YouTube account and made available to view on the Council's website (at www.york.gov.uk/webcasts). Members of the public who wish to participate in meetings may need to familiarise themselves with the chosen conferencing technology.

Arrangements for Confidential/Part II items of business

22. The Council have arrangements in place which will enable Members to go into a private session that is entirely separate to the public meeting to enable such matters to be dealt with in private.
23. Agendas will be organised so that such items are dealt with last, with the public excluded from the meeting.
24. In the event there is a need to enter private session during the course of the meeting, for example to give Members the opportunity to seek legal advice, the meeting will be adjourned whilst Members and officers attend the private session. As soon as the private session has concluded, the public meeting will be re-opened so that business can be resumed. During this time, a “screen saver” will appear on the video-conferencing platform notifying anyone viewing of the short adjournment in the public element of the meeting.

Moving or cancelling remote meetings

25. The Monitoring Officer may, following consultation with the Chair of the relevant remote meeting move or cancel a remote meeting without notice.

Background Guidance

26. The Regulations give flexibility to the Local Authority to devise arrangements to hold meetings remotely without all, or any, of the Members being physically present in a room. This allows for remote meetings through electronic, digital, virtual locations, live webcast, live interactive streaming, video and telephone conferencing. The Council have developed and implemented bespoke (local to City of York) standing orders and other rules which can facilitate remote meetings. This will have the effect of amending the Council’s Constitution for the prescribed time period. Authorities are empowered to make provision in their standing orders for remote attendance at meetings regarding, for instance, voting, member and public access to documents; and remote access of public and press to a local authority meeting to enable their attendance or participation
27. During this time, whilst West Offices is in restricted use and remote meetings are being delivered, the following will occur:

- Public inspection of any agenda items will be via the council website only.

Which ICT platform will City of York Council use to promote remote meetings that can be live streamed?

28. The ICT platform which the Council will use to facilitate remote attendance and access to its meetings may change as remote meetings are rolled out and also may change during the course of a remote meeting, for example, going from Part I to Part II. Factors, including securing and sharing data through these platforms will determine the platform used at any time. The platform used will enable the following to take place:
- Contributions to be received from people using a wide variety of devices, not all of whom are on the Council network;
 - Being accessible to participants and members of the public who are either taking an active role or just observing; and
 - Presentations and documents (maps, plans, etc) to be displayed where required.
29. It should be noted that local Officer Schemes of Delegation are expected to be and will continue to be utilised although it is recognised that this may not be possible for some matters, i.e. certain licensing applications.
30. It is anticipated that for the time being there will still be instances where urgent decisions are required. As such, the Council will continue to operate the Urgent Decision Making Guidance issued in March 2020.
31. All meetings will be live streamed or live webcast (unless the meeting has resolved to go into private session to deal with confidential or exempt information). They cannot be recorded and then uploaded to the Council's website at a later date.

What does "remote" meeting mean?

32. "Place" of a meeting is defined in Regulation 5(1) as:

"Where a meeting is held, to be held, includes reference to more than one place, including electronic, digital or virtual locations such as internet locations, web addresses or conference call telephone numbers".

33. Members are in remote attendance so long as they comply with all of the following conditions at the specific time [of the scheduled meeting] and are able to:

- Hear, and where practicable see, and be so heard and where practicable be seen by, the other members in attendance;
- Hear, and where practicable see, and be so heard and where practicable be seen by any members of the public entitled to attend the meeting in order to exercise a right to speak at the meeting; and
- Be heard, and where practicable, be seen by any other members of the public attending the meeting.

34. A member must therefore be able to fully engage with the meeting. No reference is made to officers who attend to advise Members. However, they should be able to hear and be heard, and where practicable, seen, along with those other participants.

Remote access - Regulation 5 (6): Voting, Access to Documents, Public Participation

35. The regulations stipulate how remote meetings can be accessed and these require City of York to adopt revised standing orders. This includes provisions for:

- How Members vote at meetings;
- How agendas and documents are accessed by Members, Officers and members of the public; and
- How members of the public and press can remotely participate and attend meetings by electronic means including telephone conference, video conference, live webcasts or live interactive streaming.

36. Regulation 5 applies notwithstanding any prohibition or restriction in the Council's standing orders or other rules (Regulation 5(5)). It means that the Council does not have to draft revisions to its Constitution and have them approved by Full Council before commencing remote meetings. The Council is though empowered to change its standing orders and rules to address remote attendance but the legislation does not require it to do so. There will be a need to draw up some processes, in particular how public participation is facilitated, and to operate in a reasonable rational and fair manner. In the event that any remote meeting procedures conflict with the Council's constitution or standing orders, the

provisions contained within this document takes precedence in relation to the governance of remote meetings.

Convening a Meeting

37. The Regulations have put alternative arrangements in place for the convening of a meeting including the flexibility of meetings taking place:
 - Meetings can now be held on a date and time of the Council's choice;
 - The frequency of meetings can be altered; and
 - Meetings can now be held, moved or cancelled without requirement for further notice.

38. This means that the Council are not bound by the previously published meetings calendar and are free to schedule meetings much more flexibly to meet the local decision-making requirements. However, in the interests of fairness, the Council will give as much notice as possible.

39. It should be noted that hearings to determine licensing applications under the Licensing Act 2003 must be postponed or adjourned to a specified date notified to the parties, with stated reasons that are in the public interest. Please see Appendix 1 for further detail.

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APPENDIX 1 - LICENSING ACT 2003 SUB – COMMITTEES PROCEDURE FOR REMOTE LICENSING HEARINGS

Introduction

1. During the coronavirus pandemic emergency period it will be necessary for licensing hearings to be dealt with remotely. This procedure sets out how City of York Council will deal with such hearings. This procedure must be considered in conjunction with the Council's Delivery of Remote Meetings document which sets out how all meetings, including licensing hearings will be held in York.
2. The procedure adopted at a licensing hearing is at the discretion of the Sub-Committee but will normally follow the pattern outlined below-
3. The Council's hearings procedure is based on regulations made by the Secretary of State under the Licensing Act 2003. The procedure is intended as a general framework to ensure natural justice and a fair hearing. The Sub-Committee has a duty to view all evidence presented before them impartially. The Sub-Committee is not bound by the formal rules of evidence. Nevertheless, Members must carry out their duty placing what weight they feel is appropriate given the nature of the evidence and the manner in which it was obtained, and communicated.
4. The Council will provide a record of the hearing in a permanent and intelligible form and keep it for 6 years from the date of determination or disposal of any Appeal. The Hearing will be recorded and the recording placed on the Council's website.

Preparation for the Remote Licensing Hearing

5. The Sub-Committee will use the video-conferencing platform when the hearing is in public session. Clear instructions will be provided to participants on how to join the remote hearing. The Sub-Committee may exclude the public from all or part of a hearing if it considers it is in the public interest to do so. Should any part of the hearing need to be held in private session, a separate private online meeting will be convened by the Sub-Committee. This video-conferencing platform will also be used for decision making in private. All paperwork relevant to the hearing will be published online on the Council's website, 5 working days before the remote hearing. The documents will be

produced in PDF format and will be paginated to permit ease of reference during the remote hearing. Name and address details of those making representations will be made public. Telephone numbers, email addresses and signatures will be omitted.

6. 5 working days before the remote hearing is due to take place, the Council will contact the parties with a list of issues they would like any party to specifically address them on or clarify at the hearing.
7. If in light of the Council's list of issues any party wishes to produce any further documentary evidence they should submit this to the Council by email three working days before the hearing.
8. Any documentary evidence that is not submitted to the Council by email three working days before the hearing will not be admitted without the agreement of all parties. If it is essential to a party's case that the material be admitted, then the Sub-Committee will consider adjourning the remote hearing to allow all parties a fair opportunity to consider it.
9. Should any party wish to rely on any points of law, specific references in the s.182 Guidance, specific references in the Council's Policy or any other external resources, these should be set down in an electronic document and submitted to the Council by email three working days before the hearing.

The Remote Licensing Hearing

10. The Applicant is permitted to speak at the remote hearing (see below). Ward Councillors, responsible Authorities and Representors are only permitted to speak if they have made written submissions during the consultation period. Any party to a hearing may be assisted or represented by any person, legally or otherwise.
11. All parties will be given a fair hearing and each party will have the same amount of time in which to address the Sub-Committee and question each other. Each party will have 15 minutes to address the Sub-Committee and call any witnesses and 5 minutes for questions.
12. However, where there are groups of individuals with a common interest, for example local residents making similar representations

either for or against an application, consideration should be given to nominating a spokesperson. Otherwise the Sub-Committee may impose a time limit for such representations where there is pressure on the Sub-Committee to hear numerous applications in a short period of time or for any other valid reason.

13. If any Representors fail to attend the hearing, the Sub-Committee will normally proceed but will consider their written representation. In considering written evidence in the absence of a Representor, appropriate weight will be attached, given that the person cannot be questioned by Members.
14. **The Sub-Committee is required to disregard any information given or evidence produced by a party or witness which is not relevant to the application, representations, or notice, and the promotion of the licensing objectives.** Duplication should be avoided. Comments must be confined to those points already made, although the parties may expand on their written submissions. The Sub-Committee will have read and familiarised themselves with all the written submissions and the issues prior to the hearing, and therefore do not require the points to be made at length.
15. A Representor **may not** introduce any new ground or objection not referred to in their written submission. Additional representations which do not amount to an amplification of the original representation will not be considered by the Sub-Committee.
16. Any person behaving in a disruptive manner will be asked to leave the hearing. However, if this occurs, that person will be entitled to submit in writing any information they would have been entitled to give orally.

ORDER OF PROCEEDINGS AT THE REMOTE HEARING

Chair's introduction and opening comments

17. The Chair will introduce the Sub-Committee Members and Officers and welcome the Applicant and Representors (or their representatives), and establish the identity of all who will be taking part.
18. The Chair will outline the procedure to be followed.

19. The Chair will proceed with the order of business on the agenda.

Licensing Manager

20. When the agenda item relating to the application is reached, the Chair will invite the Licensing Officer to present the application. The Chair will invite all present, one by one, to ask the Licensing Officer questions if they wish, to clarify any points raised in the report.

The Application

21. The Applicant (and/or their representative) will address the Sub-Committee and present information in support of the application and may call any witnesses to support the application, one witness at a time *[maximum 15 minutes]*.

22. The Chair will invite the Representors to ask questions of the Applicant in the following order [maximum 5 minutes each party]:

- Police;
- Other Responsible Authorities;
- Ward Councillors;
- Members of the Sub-Committee;
- The Sub-Committee's legal adviser.

The Representations

23. The Chair will invite the Representors and/or their representative in the following order to address the Members of the Sub-Committee and call any witnesses in support of their representation *[maximum 15 minutes each party]*:

- Police
- Other Responsible Authorities
- Ward Councillors
- Public representation

24. The Chair will invite the Applicant to ask questions of each Representor and/or their witnesses after each presentation [maximum 5 minutes per Representor]. The Chair will invite the Committee Members to ask questions of each Representor (or their representative) and/or their witnesses after each presentation.
25. Where there are groups of individuals with a common interest, for example local residents, presentation through an appointed spokesperson is preferred but not mandated.

Summaries

26. The Chair will invite the Representors (or their representative) in the following order to summarise their case [*maximum 5 minutes each party*]
 - Police
 - Other Responsible Authorities
 - Ward Councillors
 - Local residents
27. The Chair will invite the Applicant (or their representative) to summarise their case [*maximum 5 minutes*].
28. The Chair will provide the Sub-Committee with a final opportunity to seek clarification from any of the parties on any points raised, or seek advice from the Licensing Officer on policy, or from the Legal Advisor on law and jurisdiction.

Determination

29. The Sub-Committee will withdraw to consider their decision with the Legal Adviser and the Democratic Services Officer in a separate private on line meeting. These officers will not comment on the merits of the application, but will be present to provide advice on legal and procedural points and to record the decision.
30. If the decision is made following the conclusion of the hearing, the Sub-Committee will return to the public online meeting to announce an outline of the decision to those present. This decision will then be communicated in full in writing, including reasons for the decision, to

the Applicant and all Representatives (whether in attendance or not) usually within 5 working days of the hearing. There can be no further questions or statements.

31. If the Sub-Committee does not make a decision on the day of the hearing, the decision will be made within 5 working days beginning with the day or the last day on which the hearing was held. The Democratic Services Officer will inform the parties that they are no longer required and the decision will be communicated in writing to the Applicant and Representatives within 5 working days of the decision being made.

The notification will include information about the rights of appeal against the determination made.

APPENDIX 2: PROCEDURE FOR REMOTE PLANNING COMMITTEE MEETINGS

Introduction

1. During the coronavirus pandemic emergency period it will be necessary for Planning Committee meetings to be dealt with remotely. This procedure sets out how City of York Council will deal with such meetings. This procedure is supplemental to, and must be considered in conjunction with, the Council's Delivery of Remote Meetings document which sets out how all meetings, including Planning Committee meetings will be held in York. Members must also continue to adhere to the Code of Good Practice for Councillors involved in the Planning Process contained in the Constitution.
2. The meeting will be recorded and the recording placed on the Council's website.

Preparation for the Remote Planning Committee Meeting

3. The Planning Committee will use the video-conferencing platform when the meeting is in public session. Clear instructions will be provided to participants on how to join the remote meeting. A link for the general public to watch the meeting will be available on the Council's website.
4. The Committee may exclude the public from any part of a meeting if it considers there are commercially sensitive or 'exempt' matters to be discussed. Should any part of the meeting need to be held in private session, a separate private online meeting will be convened by the Committee.
5. All paperwork relevant to the Planning Committee meeting will be published online on the Council's website, 5 working days before the remote meeting. The documents will be produced in PDF format and will be paginated to permit ease of reference during the remote meeting.

Public Participation

6. The applicant, their advisor and members of the public may register their wish to speak on the matters or applications to be considered

by members by contacting Democratic Services using the contact details as set out in the agenda for the meeting by 5.00pm on the working day preceding the meeting. Clear instructions will be provided to public speakers who have registered to speak on how to join the remote meeting.

7. Members of the public that have registered to speak are strongly encouraged to email the points they wish to make to the Committee to Democratic Services prior to the meeting taking place so that in the event of technology difficulties, they can still be taken into consideration at the meeting. These will not be circulated to the members of the Planning Committee unless technical difficulties are experienced during the meeting meaning that public participation of one or more registered public speakers is not possible. This is to ensure all views are taken into consideration within the Planning Committee meeting itself and there is no discussion outside the meeting.
8. It will be at the Chair's discretion as to the limit on the number of speakers at that particular committee. Each speaker will be invited to make their representation and will be allowed a maximum of 3 minutes each to speak and may subsequently be asked questions by Members.
9. After each registered public speaker has finished speaking and members have no further questions of them, they will be asked to leave the remote meeting platform and will be able to view the remainder of the meeting via the live webcast broadcast online.

**ORDER OF PROCEEDINGS AT THE REMOTE PLANNING COMMITTEE
MEETING**

Chair's introduction and opening comments

10. The Chair will introduce the meeting, identify committee members and officers as needed and will welcome all registered speakers.
11. The Chair will outline the procedure to be followed. In all matters of procedure and interpretation of these rules, the Chair's decision will be final.
12. The Chair will proceed with the order of business on the agenda.

Planning Officer

13. When the agenda item relating to the application is reached, the Chair will invite the Planning Officer to outline the application.
14. The Planning Officer and any other relevant officers present may be asked questions by the Planning Committee Members

Public Participation

15. The Chair will then invite the registered public speakers to speak for a maximum of three minutes each.
16. The Chair will invite Members to ask questions of each registered speaker immediately after they have spoken.

Members Debate

17. After all registered public speakers have spoken and there are no further questions from Members, the Chair will invite Members to debate the application in question. At this point there will be no further public speaking.
18. At any time it may be necessary for officers to address the Committee to answer questions asked or to comment or clarify any points (including public participation) that have been raised during consideration of the application or to advise the Committee.
19. Any dispute or question as to procedure at the Committee, including the operation of the public speaking scheme, will be determined by the Chair, whose decision on all matters will be final.

The Vote

20. Following consideration of the application, the Chair will ask the Committee to vote on the application in question.
21. Members will be asked to enter a named vote so as to aid clarity and transparency with the remote meeting arrangements. To record a vote, the Chair will invite a rollcall of all Members present to be undertaken whereupon they will be asked to state their voting intention (For, Against, Abstain).

22. In the event of any vote being equally divided the Chair will have a second or casting vote.

Close

23. Once all business of the meeting has been considered, the Chair will close the meeting.