



Notice of a public

Decision Session - Executive Member for Culture, Leisure & Tourism

To: The Executive Member

Date: Monday, 19 March 2018

Time: 4.30 pm

Venue: The Thornton Room - Ground Floor, West Offices
(G039)

AGENDA

Notice to Members – Post Decision Calling In:

Members are reminded that, should they wish to call in any item* on this agenda, notice must be given to Democratic Services by **4:00 pm on Wednesday, 21 March 2018.**

*With the exception of matters that have been subject of a previous call in, require Full Council approval or are urgent which are not subject to the call-in provisions. Any called in items will be considered by the Customer and Corporate Services Scrutiny Management Committee.

Written representations in respect of items on this agenda should be submitted to Democratic Services by **5.00 pm on Thursday, 15 March 2018.**

1. **Declarations of Interest**

At this point in the meeting, the Executive Member is asked to declare:

- any personal interests not included on the Register of Interests;

- any prejudicial interests;
 - any disclosable pecuniary interests
- which they may have in respect of business on this agenda.

2. 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 Friday, 16 March 2018**. Members of the public can speak on agenda items or matters within the Executive Member's remit.

To register to speak please contact the Democracy Officer for the meeting, on the details at the foot of the agenda.

Filming, Recording or Webcasting Meetings

Please note that, subject to available resources, this meeting may be filmed and webcast, or recorded, including any registered public speakers who have given their permission. The broadcast can be viewed at <http://www.york.gov.uk/webcasts> or, if recorded, this will be uploaded onto the Council's website following the meeting.

Residents are welcome to photograph, film or record Councillors and Officers at all meetings open to the press and public. This includes the use of social media reporting, i.e. tweeting. Anyone wishing to film, record or take photos at any public meeting should contact the Democracy Officer (contact details are at the foot of this agenda) in advance of the meeting.

The Council's protocol on Webcasting, Filming & Recording of Meetings ensures that these practices are carried out in a manner both respectful to the conduct of the meeting and all those present. It can be viewed at

https://www.york.gov.uk/downloads/file/11406/protocol_for_webcasting_filming_and_recording_of_council_meetings_20160809

3. Minutes

(Pages 1 - 4)

To approve and sign the minutes of the Decision Session held on 18 December 2017.

4. Service Level Agreements with Cultural Organisations (Pages 5 - 20)

This report seeks approval to enter into three-year funding agreements, up to 31 March 2021, with Accessible Arts & Media, Friends of St Nicholas Fields and the National Centre for Early Music.

5. Urgent Business

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

Democracy Officer:

Fiona Young

Tel: 01904 552030

Email: fiona.young@york.gov.uk

For more information about any of the following please contact the Democracy Officer responsible for servicing this meeting

- Registering to speak
- Written Representations
- Business of the meeting
- Any special arrangements
- Copies of reports

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	DECISION SESSION - EXECUTIVE MEMBER FOR CULTURE, LEISURE & TOURISM
DATE	18 DECEMBER 2017
PRESENT	COUNCILLOR REID

49. DECLARATIONS OF INTEREST

The Executive Member confirmed that she had no personal interests not included on the Register of Interests, nor any prejudicial or disclosable pecuniary interests, to declare in the business on the agenda.

50. MINUTES

Resolved: That the minutes of the Decision Session held on 23 October 2017 be approved, and signed as a correct record.

51. PUBLIC PARTICIPATION

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

Written representations had been received in respect of Agenda item 4 (Update on the Arboricultural Management of Council Trees) from:-

- a) The Foxwood Residents Association, expressing disappointment that the council did not consult residents' associations on local tree management strategies and outlining matters which they felt should be included in such strategies, and
- b) Steve Galloway, highlighting increased complaints about overgrown trees and bushes in Westgate Ward, stressing the need for improved communication with residents and seeking more local discretion on tree and bush management.

52. UPDATE ON THE ARBORICULTURAL MANAGEMENT OF COUNCIL TREES

The Executive Member considered a report which explained how the council managed its own, 'public', trees (i.e. trees on the land it directly managed) and proposed a number of updates to the policy for the management of these trees.

The policy adopted in 2016 had helped to explain how work was prioritised and why complaints about 'dangerous' trees were often categorised as low priority. The changes proposed to the policy would enable ward committees to fund work on trees categorised as lower priority. They would also ensure that more details were recorded regarding the outcome of inspections and address the management of trees in woodlands and formal parks. The changes were summarised in paragraphs 15 to 18 of the report and the full policy, with proposed amendments and additions, was attached at Annex 1.

The Executive Member expressed support for the proposals, and noted that the policy did not apply to hedges. She raised concerns about street lights being obscured by trees, a problem she felt had been exacerbated by the new energy-saving LED lighting. Officers recognised the problem and committed to work on a case by case basis, in consultation with the Arboricultural Manager where necessary.

Resolved: (i) That the updated policy for the management of the council's public trees, as set out in Annex 1 to the report, be approved, subject to the addition of the words '*and amenity space*' after '*formal Parks and Gardens*' in the new Policy Statement 19.

Reason: To ensure that the Council's duty of care towards tree management and protection remains consistent and transparent, and that resources are used to the best effect.

(ii) That Officers respond to those who have submitted written representations on this item and consider arranging a meeting with the representors.

Reason: In order to deal appropriately with the issues raised by the representors.

(iii) That a further update report be brought to the Executive Member in six months' time.

Reason: In order to monitor the progress and effectiveness of the updated policy.

Cllr A Reid, Interim Executive Member

[The meeting started at 4.30 pm and finished at 4.43 pm].

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**Decision Session - Executive Member for
Culture, Leisure and Tourism**

19 March 2018

Report of the Assistant Director (Communities & Equalities)

Service Level Agreements with Cultural Organisations

Summary

1. This report is brought to the Executive Member to seek approval for three year funding agreements to 31st March 2021 with Accessible Arts & Media, Friends of St Nicholas Fields and the National Centre for Early Music.

Recommendation

2. The Executive Member is asked to approve the three funding agreements set out in paragraph 3 and the associated service level agreements set out in the annexes.

Reason: To increase the wellbeing and quality of life of York residents.

Background

3. In accordance with best practice recommended by the Department of Culture, Media and Sport (DCMS) we have previously negotiated a three year partnership funding agreements with our significant cultural organisations in York. Accessible Arts & Media, Friends of St Nicholas Fields and the National Centre for Early Music have been recipients of a previous agreement which finished this month. This report proposes renewed funding support for 2018–2021.

Funding offer

4. It is proposed to offer the organisations the following:
 - Accessible Arts & Media - £8,400 p.a.
 - National Centre for Early Music - £8,146 p.a.
 - Friends of St Nicholas Fields - £23,008 p.a.

5. The proposed service level agreements are attached at the Annexes.

Council Plan

6. The actions set out in the report contribute to the Building Stronger Communities priority in the Council Plan 2015-19 by helping to ensure that everyone who lives in the city can enjoy its unique heritage and range of activities.

Implications

7. **Financial** - The total funding made available is within existing budget provision.
8. **Equalities** – this funding support enables the most vulnerable sections of the community to access environmental, arts and media opportunities and to gain new skills in these sectors.
9. There are no Legal, Property, Human Resources, Crime and Disorder, or Information Technology implications arising from this report.

Risk Management

10. The level of risk associated with this proposal is “Acceptable”.

Annexes

- 1 – Service Level Agreement: National Centre for Early Music
- 2 – Service Level Agreement: Accessible Arts and Media
- 3 – Service Level Agreement: Friends of St Nicholas Fields

Contact Details

Author:	Chief officer responsible for the report:
Charlie Croft Assistant Director, Communities & Equalities Dave Meigh Operations Manager	Jon Stonehouse Director of Children, Education & Communities Neil Ferris Director of Economy & Place

Report Approved	✓	Date	8 March, 2018
Specialist Implications Officer(s): N/A			
Wards Affected:	All	✓	
For further information please contact the author of the report			

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**Service Agreement
For the National Centre for Early Music
1st April 2018 to 31st March 2021**

This service level agreement allocates funding to the National Centre for Early Music (NCEM) for the period April 2018 to March 2021.

Support is given to the NCEM to help enable the organisation to continue to promote a high quality year-round programme of jazz, folk, world and classical concerts at St Margaret's Church, Walmgate; to continue to develop St Margaret's as a significant venue for music and creative learning in York, and to underpin support for internationally acclaimed summer festival (the York Early Music Festival).

It is noted that the NCEM is administered through the York Early Music Foundation, a registered charity. The NCEM is acknowledged by the Arts Council as a centre of excellence with NPO funding secured for the 2018-2021 period.

In addition to promoting the NCEM as a high-quality music venue, the organisation will continue to support York Music Hub, the Arts Council's Cultural Educational initiatives, York Cultural Leaders group and to support local music groups and to work alongside local cultural organisations wherever possible. The NCEM will also sustain St Margaret's Church into the future working with partners interested in heritage/conservation.

General Conditions:

The conditions of the grant are as follows:

- The grant will be used only for the purpose stated in this agreement. If at any time the organisation wishes to use the grant for a purpose other than stated in this agreement they must gain prior approval from City of York Council

- If the organisation is found to falsify any information supplied to City of York Council it will result in all or part of the funds being withdrawn by City of York Council
- Should the organisation disband during the grant period, then City of York Council may ask for all or a proportion of the monies to be paid back
- Where there is a breach of any of the conditions contained within this agreement the City of York Council reserves the right to claim back any grant aid

Acknowledgment:

- The organisation will acknowledge the financial support of the City of York Council in all communications with the media and inform their Client Officer of any good news stories relating to the NCEM
- The organisation will ensure that the City of York Council logo, and any other Council logos as appropriate including City of Festivals Logo, is used on all printed material (e.g. posters, flyers and programmes) and on any new media resources were appropriate (e.g. websites, facebook, etc).

Statutory and Legal

- The organisation shall be responsible for ensuring it complies with all statutory and legal obligations (e.g. health and safety, licensing, public liability insurance, building regulations, planning consents etc) applicable to the activities funded by the grant. Copies of all such insurances and policies are available on request.
- The organisation will ensure that staff, artists or volunteers who work directly with children and vulnerable adults will follow CYC and NCEM Child Protection policies.

Financial

- Provision must be made for up to date accounts to be kept by the organisation, and for those accounts to be audited annually by a competent person independent of the organisation.
- The Grant of £8,400 per annum will be paid by BACS in July each year

- Confirmation of funding for years 2 and 3 will follow a satisfactory end of year monitoring by the named Client Officer.

Monitoring

- The organisation must comply if the Client Officer makes a reasonable request to attend a workshop or activity.
- The organisation is required to submit a copy of their Annual Accounts and Report to the Client Officer no less than 3 months following the organisation’s financial year end.
- The organisation must make arrangements for performance monitoring and the evaluation of activities funded by this grant. Monitoring reports will be submitted as prescribed by the Client Officer.

SIGNED ON BEHALF OF THE NCEM

		PRINT NAME
CHAIR	MIKE TAYLOR	
CHIEF EXECUTIVE	DELMA TOMLIN MBE	
DATE		

SIGNED ON BEHALF OF THE CITY OF YORK COUNCIL

		PRINT NAME
LEAD OFFICER		
DIRECTOR		CHARLIE CROFT
DATE		

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**Service Agreement Accessible Arts and Media
1st April 2018 to 31st March 2021**

This annual service level agreement allocates funding to Accessible Arts & Media for 2018-21.

Support is given to Accessible Arts and Media to enable the organisation to support young people, disabled people and other vulnerable adults in York to develop new skills and confidence through taking part in creative learning activities.

Accessible Arts & Media will do this by the development of a vibrant range of accessible, inclusive and affordable creative learning projects.

During 2018-21 Accessible Arts & Media will use their grant to:

- Develop and provide a programme of arts and creative media learning activities with a range of groups from disabled young people and adults, to older people and people with mental health problems in York and the surrounding area. This will include four key projects:
 1. To support and develop the Hands and Voices Choir;
 2. To support and develop the AbleWeb Community Multimedia Programme;
 3. To support and develop IMPs (Inclusive Music Project);
 4. To support and develop iMUSE (Interactive Multi-Sensory Environment).
- Continue to work strategically with a range of partners and networks in York and the surrounding area, including: Cultural Leaders Group; Cultural Learning Partnership; Culture and Wellbeing York; Local Area Coordination and the Media Guild, supporting CYC to achieve its strategic priorities.
- Continue to use the SLA from CYC to lever in additional funding through the four programmes mentioned above.
- Achieve the following outcomes on the CYC funded programmes.

For participants:

- improved mental, emotional and physical wellbeing;
- raised aspirations;
- greater resilience and independence;
- heightened recognition of their own contribution and its value; and
- strengthened family and social networks.

For the wider community:

- changed attitudes towards the people who take part in our projects and the contribution they can make, when given the right support.

These targets will be reviewed annually during the end of year monitoring and may be subject to amendment. Accessible Arts & Media will also be asked to provide information as set out in the annual monitoring form.

General Conditions:

The conditions of the grant are as follows:

- The grant will be used only for the purpose stated in this agreement. If at any time the organisation wishes to use the grant for a purpose other than stated in this agreement they must gain prior approval from City of York Council
- If the organisation is found to falsify any information supplied to City of York Council it will result in all or part of the funds being withdrawn by City of York Council
- The organisation is required to give reasonable notice of any AAM AGM or EGM meetings and invite the Client Officer to attend as an observer
- Where there is a breach of any of the conditions contained within this agreement the City of York Council reserves the right to claim back any grant aid
- Should the organisation disband during the grant period, then City of York Council may ask for all or a proportion of the monies to be paid back

Acknowledgment

- The organisation will acknowledge the financial support of the City of York Council in all communications with the media and inform their Client Officer of any good news stories relating to AAM.
- The organisation will ensure that the City of York Council logo, and any other Council logos as appropriate, is used on all printed material (e.g. posters, flyers and programmes) and on any new media resources were appropriate (e.g. websites, facebook, etc).

Statutory and Legal

- The organisation shall be responsible for ensuring it complies with all statutory and legal obligations (e.g. health and safety, licensing, insurance, building regulations, planning consents etc) applicable to the activities funded by the grant
- The organisation shall indemnify the City of York Council in respect of claims arising out of the provision of the activity funded by the grant, with the level of the professional indemnity being no less than five million pounds. One off public events or performances will be individually and appropriately indemnified. Copies of policy documents must be made available on request
- The organisation shall ensure that freelance staff and sub-contracted 3rd parties fully indemnify AAM in respect of claims arising out of the provision of any activity carried out on behalf of AAM which is funded by the grant, with the level of the professional indemnity being no less than five million pounds.
- The organisation will ensure that staff, artists or volunteers who work directly with children and vulnerable adults must have an enhanced Disclosure and Baring Service (DBS) check. DBS checks should be received and confirmed as satisfactory prior to any work being undertaken.

Financial

- The Grant of £8,400 per annum will be paid by BACS.
- Provision must be made for up to date accounts to be kept by the organisation, and for those accounts to be audited annually by a competent person independent of the organisation.

- Confirmation of funding for years 2 and 3 will follow a satisfactory end of year monitoring by the named Client Officer.

Monitoring

- The organisation must comply if the Client Officer makes a reasonable request to attend a workshop or activity.
- The organisation is required to submit a copy of their Annual Accounts and Report to the Client Officer no less than 6 months following the organisation's financial year end.
- The organisation must make arrangements for performance monitoring and the evaluation of activities funded by this grant. Monitoring reports will be submitted as prescribed by the Client Officer.

SIGNED ON BEHALF OF ACCESSIBLE ARTS AND MEDIA

PRINT NAME

CHAIR		
CHIEF EXECUTIVE		
DATE		

SIGNED ON BEHALF OF THE CITY OF YORK COUNCIL

PRINT NAME

LEAD OFFICER		
DATE		



**Service Agreement for Friends of St Nicholas Fields
1st April 2018 to 31st March 2021**

This three service level agreement allocates funding to the Friends of St Nicholas Fields (Friends) to enable the organisation to:

- Manage St Nicholas Fields Nature Reserve
- Present a programme of volunteer, education and outreach work
- Run projects, events and services which help to make York more sustainable.

During 2018-21 the Friends will use their grant to:

- Maintain the leased area to *Community Green Flag Standards* as defined by the Department for Communities and Local Government or their agents.
- Keep the site safe, clean and accessible.
- Maintain an up to date management plan for the site.
- Provide a year round volunteer programme, including long-term and one off opportunities
- Improve the site for nature conservation by working with partners and maintaining up to date species data records.
- Present a programme of year round events, education and outreach work for York communities to learn about the environment.

General Conditions

The conditions of the grant are as follows:

- The grant will be used only for the purpose stated in this agreement. If at any time the organisation wishes to use the grant for a purpose other than stated in this agreement they must gain prior approval from City of York Council
- If the organisation is found to falsify any information supplied to City of York Council it will result in all or part of the funds being withdrawn by City of York Council
- Should the organisation disband during the grant period, then City of York Council may ask for all or a proportion of the monies to be paid back
- Where there is a breach of any of the conditions contained within this agreement the City of York Council reserves the right to claim back any grant aid

Acknowledgment

- The organisation will acknowledge the financial support of the City of York Council in all communications with the media and inform their Client Officer of any good news stories relating to use of the grant

Statutory and Legal

- The organisation shall be responsible for ensuring it complies with all statutory and legal obligations (e.g. health and safety, licensing, insurance, building regulations, planning consents etc) applicable to the activities funded by the grant

Financial

- Provision must be made for up to date accounts to be kept by the organisation, and for those accounts to be audited annually by a competent person independent of the organisation.
- The Grant of £23,008 per annum will be paid by BACS
- Confirmation of funding for years 2 and 3 will follow a satisfactory end of year monitoring by the named Client Officer.

Monitoring

- The organisation must comply if the Client Officer makes a reasonable request to attend a workshop or activity.
- The organisation is required to submit a copy of their Annual Accounts and Report to the Client Officer no less than 3 months following the organisation’s financial year end.
- The organisation must make arrangements for performance monitoring and the evaluation of activities funded by this grant. Monitoring reports will be submitted as prescribed by the Client Officer.

SIGNED ON BEHALF OF THE FRIENDS

PRINT NAME

LEAD OFFICER		
DATE		

SIGNED ON BEHALF OF THE CITY OF YORK COUNCIL

PRINT NAME

LEAD OFFICER		
DATE		

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