

Notice of meeting of

Executive Member For Leisure & Culture and Advisory Panel

To:	Councillors Hogg (Chair), Bartlett, Orrell (Executive Member), Evans and Jones
Date:	Tuesday, 5 December 2006
Time:	5.00 pm
Venue:	The Guildhall, York

AGENDA

Notice to Members - Calling In:

Members are reminded that, should they wish to call in any item on this agenda, notice must be given to Democracy Support Group by:

10:00 am on Monday 4 December 2006, if an item is called in *before* a decision is taken, *or*

4:00 pm on Thursday 7 December 2006, if an item is called in *after* a decision has been taken.

Items called in will be considered by the Scrutiny Management Committee.

1. Declarations of Interest

At this point, Members are asked to declare any personal or prejudicial interest they may have in the business on this agenda.

2. Minutes (Pages 1 - 4)

To approve and sign the minutes of the meeting held on Tuesday 5 September 2006.

3. Public Participation

At this point in the meeting, members of the public who registered their wish to speak regarding an item on the agenda or an issue within the Board's remit can do so. The deadline for registering is Monday 4 December 2006 at 10:00 am.

ITEMS FOR DECISION

4. 2007/08 Budget Report (Pages 5 - 24)

This report presents the 2007/08 budget proposals for Leisure & Culture.

5. Capital Programme Monitoring 2nd Period (Pages 25 - 32)

This report is to inform Members of the likely out-turn position of the 2006/07 Capital Programme based on the spend profile and information to the end of September 2006, advise them of changes to existing schemes to allow the more effective management and monitoring of the Capital Programme and inform them of any new schemes and seek approval for their addition to the Capital Programme.

6. York Museum's Trust Performance Update (Pages 33 - 58)

This report updates members on the current progress of the York Museums Trust (YMT) towards meeting the targets agreed in the Partnership Delivery Plan.

ITEMS FOR INFORMATION AND COMMENT

7. York Museums Trust: Review of the Performance Delivery Plan (2008-13) (Pages 59 - 62)

This report outlines the process for the review of the Partnership Delivery Plan by the Council and the York Museums Trust and seeks Members' views on the priorities for the Trust for the five years 2008-2013.

8. Service Plan Monitoring 2nd Period (Pages 63 - 96)

This report analyses performance by reference to the service plan, the budget, and the performance indicators for all of the services funded through the leisure and culture budget.

9. Arts and Culture Staffing Review (Pages 97 - 136)

The purpose of this report is to consult the Executive Member about a restructure of the Arts and Culture Service. Under the Council's Constitution the Chief Officer has the power to implement minor restructures. Before implementing this proposed restructure the views of the Executive Member and Advisory Panel are sought on the principles set out.

10. School's Out: Progress Report (Pages 137 - 144)

This report updates the Executive Member on the development of the School's Out programme. It offers an opportunity to assess the future development of the programme of activities.

11. Any Other Matters which the Chair decides are urgent under the Local Government Act 1972

Democracy Officer:

Name: Tracy Wallis

Contact Details:

- Tel: (01904) 551027
- Email: tracy.wallis@york.gov.uk

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

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

Contact details are set out above.

This page is intentionally left blank

City of York Council

Minutes

MEETING	EXECUTIVE MEMBER FOR LEISURE & CULTURE AND ADVISORY PANEL
DATE	5 SEPTEMBER 2006
PRESENT	COUNCILLORS HOGG (CHAIR), BARTLETT, ORRELL (EXECUTIVE MEMBER), EVANS AND B WATSON (SUBSTITUTE)
APOLOGIES	COUNCILLOR JONES

9. DECLARATIONS OF INTEREST

At this point, Members were asked to declare any personal or prejudicial interests they may have had in the business on the agenda.

Councillor Hogg declared a personal non prejudicial interest in agenda item 5 'Capital Programme Monitoring 2006/07' as he was a member of the Museums Trust. He exercised his right to remain in the room and took part in the discussion.

Councillor Evans declared a personal prejudicial interest in agenda item 5 'Capital Programme Monitoring 2006/07' in relation to the presentation on the revised Museum Service Heritage Lottery Bid, as he worked for the Museums Trust. He left the room and took no part in the discussion.

10. MINUTES

RESOLVED: That the minutes of the meeting of the Leisure & Heritage EMAP held on 6 June 2006 be approved and signed as a correct record.

11. PUBLIC PARTICIPATION

Cllr Simpson-Laing spoke as a local resident, in support of Agenda Item 4 – Response to a petition seeking improvements to 'Back Park' play area in Carnot Street. She raised concerns that the advice given by Holgate Ward Committee in the report, did not properly reflect the residents views as stated in the petition. Also, that residents had expressed an interest in forming a Management Committee for the play area but were concerned about the level of liability they would incur.

12. RESPONSE TO A PETITION SEEKING IMPROVEMENTS TO "BACK PARK" PLAY AREA IN CARNOT STREET

Members considered a report which provided a response to a petition on behalf of local residents seeking improvements to 'Back Park' play area in Carnot Street.

The petition highlighted the concerns of local residents that the site had an uncertain future and that any building on the site would result in the loss of the only trees in the area. The petition requested that the site remained a recreation area, that the Council worked to provide a clean safe area where children could play and ride their bikes and that it be designated as an alcohol Exclusion Zone backed by the Police.

A three stage response to the petition had previously been agreed by the Holgate Ward Committee:

- An immediate clean up and installation of children's games on the tarmac area for the summer holidays.
- Mid term - removal of the damaged football superstructure, a reduction in the height of the wall and installation of an improved play surface.
- Long term – future development governed by wider Council priorities and ambitions for the area.

The report detailed the site's maintenance schedule which was the standard regime for all play areas across the city and included the costs involved with renewing the surface with a new multi-games area. It was noted that there was no Council capital programme available to fund that work.

Members were informed that an Alcohol Restriction Order had since been adopted by the Council on 1 March 2006 and that there were still some instances of alcohol consumption on the site but that the Police were supporting the restriction order with the aid of local residents.

Members were keen to pursue the idea of a resident management committee following a suggestion that the Ward committee consult with residents on the future use of the site and the repair work required to create a sustainable play area.

Advice of the Advisory Panel

That the Executive Member be advised to

- i. Agree to the formation of a resident management committee
- ii. Agree to the ward committee consulting with residents on the removal of the damaged football infrastructure and future play options for the site
- iii. Note that there are no immediate plans to redevelop the site for other use and, should this happen in the future, any alternative use of the site would be subject to consultation and subject to the formal planning process.
- iv. Note the concerns of local residents about the cleanliness of the area.
- v. Note that an Alcohol Restriction Order was already in operation

Decision of the Executive Member

RESOLVED: That the advice of the Advisory Panel be accepted and endorsed

REASON: To update the Executive Member and progress maintenance work in that area

13. CAPITAL PROGRAMME MONITORING 2006/07 - REPORT 1

Members considered a report which informed them of the likely out-turn position of the 2006/07 Capital Programme based on the spend profile and information to July 2006. It advised them of changes to existing schemes to allow the more effective management and monitoring of the Capital Programme, and of any new schemes, and sought approval for their addition to the 2006/07 Capital Programme.

The report detailed the successful completion of work on the Knavesmire culvert repairs and Oaklands Sports Centre. Also, that discussions were continuing with the Heritage Lottery Fund over the suitability of Hull Road Park for a grant under the Parks for People initiative, and the transfer of the Youth Service to the Children's Services portfolio which had resulted in a £0.331m reduction in the Leisure & Culture capital programme.

The report highlighted the proposed slippage of £2.200m for the York Pools and Indoor Sports Provision Scheme and the Museum Service scheme into 2007/08 following an unsuccessful Heritage Lottery Bid.

Members then received a presentation on a future revised bid which would result in the same overall works being completed but over a longer period between 2006-2013.

Advice of the Advisory Panel

That the Executive Member be advised to:

- (i) Note the updates to the above schemes;
- (ii) Agree the scheme reprofiling and slippage of £2.200m from 2006/07 into 2007/08 together with the virements between schemes, as detailed in the report;
- (iii) Approve the transfer of the Youth Service schemes to the Children's Services Capital Programme
- (iv) Approve the revised Capital Programme as set out in Annex 1

Decision of the Executive Member

RESOLVED: That the advice of the Advisory Panel be accepted and endorsed.

REASON: To update the Executive Member and manage the budget effectively.

14. SERVICE PLAN PERFORMANCE MONITORING PERIOD 1 (1 APRIL - 31 JULY) :LEISURE AND CULTURE

Members considered a report that analysed performance by reference to the service plan, the budget and the performance indicators for all of the services funded through the leisure budget.

The report also detailed a number of suggested service cuts to offset a projected overspend of £196k in Sports & Active Leisure services created largely by the delay in the sale of the Barbican and the consequent delay in the planned capital investment in Edmund Wilson and Yearsley pools.

Advice of the Advisory Panel

That the Executive Member be advised to:

- (i) Note the performance of services within the directorate funded through the Leisure & Heritage budget;
- (ii) Agree the additional savings proposed in paragraph 6 of the report, totalling £101k
- (iii) Agree to fund any remaining budget shortfall up to a maximum of £95k from the Library Bookstock budget in 2006/07 with the recommendation to the Executive that this cost be met from contingency.

Decision of the Executive Member

RESOLVED: That the advice of the Advisory Panel be accepted and endorsed.

REASON: To update the Executive Member and manage the budget effectively.

Cllr. K Orrell
Executive Member for Leisure and Culture

Cllr.C Hogg
Chair of Advisory Panel
The meeting started at 5.00 pm and finished at 6.30 pm.



Executive Member for Leisure & Culture and Advisory Panel**5 December 2006**

Joint report of the Director of Learning, Culture and Children's Services and the Director of Resources

REVENUE BUDGET ESTIMATES - 2007/08**Purpose of Report**

- 1 This report presents the 2007/08 budget proposals for Leisure & Culture. It includes:
 - The Budget Book Service Plans for 2006/07 (Annex 1) to show the original budgets.
 - The base budget for 2007/08 including the 2006/07 budget rolled forward and adjusted.
 - The allocation of pay and price increases for the portfolio.
 - Budget service pressure proposals and savings proposals for the portfolio area (Annexes 2 and 3)
 - Fees and charges proposals (Annex 4).
- 2 Budget Council will be held on 21 February 2007 and will make decisions on the overall budget for the Council. In order to facilitate the decision making process the Executive are meeting on 16 January to consider the preferences identified by the individual portfolio Executive Members and the results of the consultation. The Leisure & Culture Executive Member is therefore asked to consider the budget proposals and identify their preferences which will be considered by the Executive following consultation. The Executive Member and Advisory Panel (EMAP) is invited to provide comments on the budget proposals in this report.

Background

- 3 The Council's Medium Term Financial Strategy was adopted by the Executive on 11 July 2006. This paper is the result of ongoing work against this agreed framework.
- 4 The provisional Local Government Finance settlement for 2007/08 was included in the settlement papers for 2006/07 received in January 2006, which alongside the 2006/07 settlement provided indicative figures for 2007/08. A consultative draft settlement for 2007/08 is expected by early December. However, it is not expected that there will be anything other than minor changes from the figures currently used.
- 5 The figures in the 2006/07 settlement indicated that the increase in government funding in 2007/08 nationally would be 4.0% but for York the figure is 3.2% or an additional £1.192m. However, there is no guarantee that this allocation will not change when the final grant settlement is announced in late January 2007, although any changes are expected to be minor.

Budget Proposals for Leisure & Culture

- 6 A summary of the budget proposals is shown in the table below. Further details on individual elements are presented in the subsequent paragraphs.

	Para Ref	£000
2006/07 Original Budget (see Annex 1)		10,605
2006/07 In Year Recurring Amendments:		
Transfer of Youth Service to Children's Services Portfolio		- 1,459
Realign Broadband contract budgets		+ 52
NNDR Adjustments		+ 40
Parks S106 balances transferred to General Fund		+ 3
Leisure MIS post transferred to Children's Services		- 17
Establish PFI Revenue Budgets		+ 6
One-Off Growth Included in 2006/07 Budget		
Sports Management Restructuring		- 20
2007/08 Base Budget	7	9,210
Provision for Pay Increases	8	+ 123
Provision for Price Increases	9	+ 104
Fees & Charges Increase	10-12	- 30
Service Pressure Proposals (Annex 2)	13-14	+ 75
Savings Proposals (Annex 3)	15	- 242
2007/08 Total Proposed Budget		9,240

2007/08 Base Budget (£9,210k)

- 7 This represents the latest 2006/07 budget approved by and reported to Members, updated for the full year effect of decisions taken in the 2006/07 budget and amendments during 2006/07, e.g. supplementary estimates.

Pay Increases (+ £123k)

- 8 These calculations are based on a pay increase for Administrative, Professional, Technical and Clerical (APT&C) staff of 2.5% at a cost of £92k. The negotiations for the 2007/08 settlement have not yet concluded, although there is pressure from the Treasury that increases are kept under 2%. In addition, under the national pay scheme employees are entitled to an annual increment where they are not at the top of the agreed pay scale. Growth of £31k is included for the net costs after allowing for new starters at the lower point of the grade.

Price Increases (+ £104k)

- 9 The budget proposes that, due to the underlying low rate of inflation, there is a general price freeze on most budgets. The amount allowed for price inflation is to fund known price increases, e.g. contract payments and fuel bills.

Fees & Charges (- £30k)

- 10 Fees and charges are generally increasing by 2.3% except where there are nationally set charges. These are then rounded up or down as appropriate to create sensible figures. Where increases are proposed in excess of this the additional income is either reflected in the savings totals offered or being used to address existing income budget shortfalls. A full schedule of proposed fees and charges is shown at Annex 4.
- 11 For the Library Service, Members should note that the charges listed at Annex 4 are indicative. A full review of Library fees and charges is currently underway and a further report will be brought to EMAP in March 2007.
- 12 In setting this years Parks & Open Spaces fees and charges a start has been made to harmonise the discount offered to concessionary users at 40% of the full fee. Where this might have resulted in a significant percentage increase if done in one year the harmonisation will be phased in over a number of years.

Service Pressure Proposals (+ £75k)

- 13 In the Finance Strategy report to the Executive on 11 July 2006 a sum of £7.291m was included as the estimated amount that would be needed to meet increasing demand for services and to allow for reprioritisation of service provision.
- 14 A range of options for service pressure proposals has been considered and in view of the overall available resources it is proposed that only those proposals shown in Annex 2 are included in the consultation list as the preferred options for Leisure & Culture. The proposals put forward are the result of a rigorous assessment process, which included looking at the risk to customers and staff, legislative requirements, proven customer demand and the Council's corporate objectives.

Savings Proposals (- £242k)

- 15 Members will be aware that the 2006/07 budget savings were significant and that all Directorates are operating within a tight financial environment. In seeking to achieve savings for the 2007/08 budget Directorates have examined budgets with a view to identifying savings that have a minimum impact on the services provided to the public, customers and the wider Council. They have therefore concentrated on initiatives that:
 - improve quality and efficiency;
 - take advantage of ongoing service and/or Best Value reviews;
 - generate income;
 - address budgetary underspends;
 - improve cash flow and interest earnings;
 - generate savings from the technical and financial administration functions of the Council.
- 16 Annex 3 shows the full list of savings proposals for Leisure & Culture.

Consultation

- 17 his paper commences the Council's budget consultation, both in terms of formal discussions with the Business and Voluntary sectors, but also as a mechanism for the public to comment on the proposals made in the report.

Options

- 18 Members of EMAP are asked for their comments or alternative suggestions on the investment and savings proposals shown at Annexes 2 and 3. For information Annex 5 lists savings proposals that were worked up by officers but are not recommended to be put forward into the consultation process.

Analysis

- 19 All the analysis is provided in the body of the report and the annexes.

Corporate Priorities

- 20 The budget represents the opportunity to reprioritise resources towards corporate priority areas. In formulating savings and growth proposals the directorate has paid particular attention to the impact that each proposal will have on the delivery of corporate priorities.

Implications

- 21 The implications are:
- Financial - The financial implications are dealt with in the body of the report.
 - Human Resources - Implications are identified against each of the individual savings and service pressure proposals listed in annexes 2 and 3 where appropriate. In summary though, there are 3 potential redundancy situations included in Annex 3 and some proposals which may lead to reduced hours or changes to patterns of work. Consideration is being given as to how to deal with these issues, which may lead to proposals for dismissal of staff by reason of redundancy. In this situation the authority's policy and procedure for dealing with Management of Change, which incorporates redundancy and redeployment procedures must be adhered to. These procedures ensure compliance with the relevant employment legislation including statutory periods for consultation, measures for minimising compulsory redundancy and observance of agreed criteria for fair selection. The Director, Assistant Directors and Service Managers, supported by HR staff, have already begun meeting with the Directorate's Union representatives and the staff potentially affected by these proposals to discuss the potential effect on staffing resulting from any growth and savings proposals. NB This meeting of the EMAP is considered to be a suitable forum for representatives of those who may be affected by these proposals to make representation or submit their views and these should be given full consideration, should any be presented either in written form or by attendance at the meeting where "registration to speak" has been requested.
 - Equalities - there are no equality implications to this report.
 - Legal - there are no legal implications to this report.

- Crime and Disorder - there are no specific crime and disorder implications to this report.
- Information Technology - there are no information technology implications to this report.
- Property - there are no property implications to this report.

Risk Management

- 22 Key reporting mechanisms to Members on budget matters will continue to be through two mid-year monitoring reports and the final Revenue Outturn report for the year. These reports will also address the progress made on investments and savings included in the budgets.
- 23 The budget setting process always entails a degree of risk as managers attempt to assess known and uncertain future events. This year has demonstrated the difficulty of achieving this. As with any budget the key to mitigating risk is prompt monitoring and appropriate management control. As such, updated figures and revised corrective actions will be monitored via Directorate Management Teams, Corporate Management Team and the monitor reports during the year.

Recommendations

- 24 The Executive Member Advisory Panel is invited to provide comments on the budget proposals for consultation for 2007/08 contained in this report, which will be considered by the Budget Executive on 16 January 2007.
- 25 The Executive Member is asked to consider and comment on the budget proposals for Leisure & Culture for 2007/08 contained in this report and recommend the following to be put forward for consultation prior to the Budget Executive on 16 January 2007:
- 2007/08 Base Budget as set out in paragraphs 7 to 9
 - Service Pressure Proposals as set out in Annex 2
 - Savings Proposals as set out in Annex 3
 - Fees and Charges as set out in Annex 4

Reason: To begin consultation on the Leisure & Culture budget for 2007/08.

Contact Details			
Author:	Chief Officers Responsible for the Report:		
Richard Hartle Head of Finance Tel: 01904 554225 Email: richard.hartle@york.gov.uk	Patrick Scott Director of Learning, Culture and Children's Services Tel: 01904 554200 Simon Wiles Director of Resources Tel: 01904 551100		
	Report Approved	√	Date 22 November 2006
Specialist Implications Officer Jo Sheen LCCS HR Manager Tel: 01904 554518			
Wards Affected:		All	√
For further information please contact the author of the report			

Annex 1 - Budget Book Service Plans for 2006/07

Annex 2 - Service Pressure Proposals

Annex 3 - Savings Proposals

Annex 4 - Fees & Charges Schedules

Annex 5 - Alternative Savings Proposals

Background Papers

2007/08 Budget Files

Local Government Finance Settlement - January 2006

LEISURE & CULTURE - Summary

Revenue Budget by Detailed Head	2006/07 Budget £000	Revenue Budget by Cost Centre	2006/07 Budget £000
Employees	4,957	Access & Inclusion	1,459
Premises	1,943	Lifelong Learning & Culture	9,146
Transport	79		
Supplies & Services	3,448		
Miscellaneous			
- Recharges	2,774		
- Delegated & Devolved Budgets	-		
- Other	-		
Capital Financing	1,951		
Gross Cost	15,152		
Less Income	(4,546)		
Net Cost	10,605	Net Cost	10,605

LEISURE & CULTURE - Access & Inclusion

Revenue Budget by Detailed Head	2006/07 Budget £000	Revenue Budget by Cost Centre	2006/07 Budget £000
Employees	1,255	Youth Service	1,459
Premises	109		
Transport	17		
Supplies & Services	298		
Miscellaneous			
- Recharges	175		
- Delegated & Devolved Budgets	-		
- Other	-		
Capital Financing	99		
Gross Cost	1,953		
Less Income	(493)		
Net Cost	1,459	Net Cost	1,459

LEISURE & CULTURE - Lifelong Learning & Culture

Revenue Budget by Detailed Head	2006/07 Budget £000	Revenue Budget by Cost Centre	2006/07 Budget £000
Employees	3,702	Arts & Culture	824
Premises	1,834	Early Years & Extended Schools	197
Transport	62	Libraries & Heritage	4,375
Supplies & Services	3,150	Parks & Open Spaces	1,292
Miscellaneous		Sport & Active Leisure	2,457
- Recharges	2,599	Support Services	net nil
- Delegated & Devolved Budgets	-		
- Other	-		
Capital Financing	1,852		
Gross Cost	13,196		
Less Income	(4,053)		
Net Cost	9,146	Net Cost	9,146

This page is intentionally left blank

Leisure & Culture Service Pressure Proposals - 2007/08

Brief Description	Net Cost		
	2007/08 £000	2008/09 £000	2009/10 £000
<u>LCG01 - Edmund Wilson Fitness Gym</u> The on-going costs of having to relocate the gym at Edmund Wilson Pool.	75	75	75

Recurring Bids Total	75	75	75
-----------------------------	-----------	-----------	-----------

One-off Bids Total	0	0	0
---------------------------	----------	----------	----------

This page is intentionally left blank

Leisure & Culture Savings Proposals - 2007/08

	Net Saving		
	2007/08 £000	2008/09 £000	2009/10 £000
<u>Arts and Culture</u>			
<u>LCS01 - Arts & Culture Team Reorganisation</u> Reorganisation of the team by removing 1 management post with some reinvestment in additional capacity and regrading. Could result in one redundancy. This is the subject of a separate report on this agenda.	25	25	25
<u>LCS02 - Arts Service Level Agreements - Budget Reduction</u> A cut in the arts SLAs budget. The continued phased reduction in the grant to Stagecoach Youth Theatre plus a further cut to one more client - the Yorkshire Film Archive - but again phased over three years.	4	8	12
<u>LCS03 - Events Income Target Increase</u> Increased income from community bookings on Leisure land. This may require charging for the use of our land for charitable events and support for all events that conform to the CYC Events Protocol. This could involve the full recovery of all costs related to events for community or charity groups.	3	3	3
<u>Early Years & Extended Schools</u>			
<u>LCS04 - YorkKash Fund Reduction</u> The YorkKash Fund has been created in this financial year from the £25k Leisure and Culture budget (formerly the £50k fund and £90k and £55k from the Youth Opportunities Fund and the Youth Capital Fund respectively. A £25k reduction could be achieved without major detriment in 2007/08 but would need to be reviewed in future years depending on the level of the on-going external contributions..	25	0	0
<u>Libraries & Heritage</u>			
<u>LCS05 - Library Income Generation</u> To increase income generation levels across the board through a review of library pricing policy.	5	5	5
<u>LCS06 - Library Management Restructure</u> Reorganisation of the team including removing a management post. Could result in one redundancy.	30	30	30
<u>Parks & Open Spaces</u>			
<u>LCS07 - Micklegate Stray Rental Income</u> Full year effect of the rental increase due on 1 January 2007. NB The final rent increase has not been agreed as the basis for the rental increase could, but does not have to, include this years racing programme depending on which is the best option for the Council.	94	94	94
<u>LCS08 - Allotment Rental Income</u> The 2006/07 budget agreed to increases above inflation for the three years 2006/07, 2007/08 & 2008/09.	1	2	2
<u>LCS09 - Parks & Open Spaces Team Reorganisation</u> Reorganisation of the team by removing 1 management post with some reinvestment in additional capacity and regrading. Will not involve a redundancy as the team is currently carrying a vacant post. This will be subject to a future report to EMAP	15	15	15

	Net Saving		
	2007/08 £000	2008/09 £000	2009/10 £000
<u>Sport & Active Leisure</u>			
<u>LCS10 - Swimming Pool Sunday Evening & Bank Holiday Closure</u>			
Reduce the opening times of Edmund Wilson Pool and Yearsley Pool by around 70 hours p.a. at times when the pools are significantly underutilised.	2	2	2
<u>LCS11 - Sports Facilities Rent Review</u>			
Facility rent review due in November 2007 - Increased income	33	79	79
<u>LCS12 - Community Sports Provision Subsidy Reduction</u>			
Reduce the subsidy to community sports provision supported by the department. This is made possible by increased income generation by the projects concerned.	5	5	5

Recurring Savings Total**217****268****272****One-off Savings Total****25****0****0**

				Annex 4			
LIBRARY SERVICE				CURRENT CHARGE 2006/07	PLUS 2.3% INCREASE	PROPOSED CHARGE 2007/08	PROPOSED PERCENTAGE INCREASE
				£	£	£	%
AUDIO VISUAL							
	Annual Subscription			15.00	15.35	15.00	0.00%
	Annual Subscription 12-17			FREE	0.00	FREE	0.00%
COMPACT DISCS							
Personal Subscribers							
	Loan Charge per title (1 Week)			0.75	0.77	0.75	0.00%
Occasional Users							
	Loan Charge per title (1 Week)			1.00	1.02	1.50	50.00%
VIDEOS & DVDS - 1 week - Occasional Users							
	New Films added to stock (Price Band A)			3.00	3.07	3.00	0.00%
	Older Films/Operas/Plays/Classics (Price Band B)			2.00	2.05	2.00	0.00%
	Documentaries/Non-Fiction eg Travel (Price Band C)			FREE	0.00	FREE	0.00%
	Children's videos - now band A or B as above			0.00	0.00	0.00	0.00%
VIDEOS & DVDS - 1 week - Personal Subscribers							
	New Films added to stock (Price Band A)			2.00	2.05	2.00	0.00%
	Older Films/Operas/Plays/Classics (Price Band B)			1.00	1.02	1.00	0.00%
	Documentaries/Non-Fiction eg Travel (Price Band C)			FREE	0.00	FREE	0.00%
	Children's videos-now Band A or B as above			0.00	0.00	0.00	0.00%
FACSIMILE TRANSMISSION							
Transmit First Page							
	UK Charge Band 1			1.65	1.69	1.70	3.03%
	BT Chargebands 2 Europe			1.65	1.69	1.70	3.03%
	BT Chargebands 3-5			2.65	2.71	2.70	1.89%
Transmit Other Pages (each)							
	UK Charge Band 1			0.65	0.66	0.65	0.00%
	BT Chargebands 2 Europe			0.65	0.66	0.65	0.00%
	BT Chargebands 3-5			1.15	1.18	1.15	0.00%
Receive							
	UK Charge Band 1			1.55	1.59	1.60	3.23%
	BT Chargebands 2 Europe			1.55	1.59	1.60	3.23%
	BT Chargebands 3-5			1.55	1.59	1.60	3.23%
LANGUAGE COURSES							
Short Courses							
	Per 3 Week Loan Period Per Title			2.00	2.05	2.00	0.00%
Standard Course							
	Per 12 Week Loan Period			6.00	6.14	6.00	0.00%
LOST & DAMAGED STOCK							
Minimum Charge For Books Out Of Print							
	Adult Non Fiction - Hardback			12.50	12.79	15.00	20.00%
	Adult Non Fiction - Paperback			7.25	7.42	8.00	10.34%
	Adult Fiction - Hardback			9.50	9.72	10.00	5.26%
	Adult Fiction - Paperback			5.25	5.37	5.50	4.76%
	Junior Stock - Hardback			5.00	5.12	6.00	20.00%
	Junior Stock - Paperback			3.00	3.07	3.50	16.67%
Audio Visual Stock Minimum Charge							
	Compact Discs - single			9.00	9.21	9.00	0.00%
	Compact Discs - double			15.00	15.35	15.00	0.00%
	Videos - single (phasing out videos)			11.00	11.25	11.00	0.00%
	Videos - double (phasing out videos)			15.00	15.35	15.00	0.00%
	Covers/Cases			1.30	1.33	1.50	15.38%
	Language course			15.00	15.35	POA	
	DVDs (new charge)			15.00	15.35	15.00	0.00%
OVERDUE CHARGES							
Books - Adult Rates							
	1 Day			0.12	0.12	0.12	0.00%
				then 12p per day to a maximum of £5.00			
Books - Childrens Rates							

LIBRARY SERVICE		CURRENT CHARGE 2006/07	PLUS 2.3% INCREASE	PROPOSED CHARGE 2007/08	PROPOSED PERCENTAGE INCREASE
		£	£	£	%
	1 Day	FREE	0.00		N/A
Books - Young People' rate (12-17 yrs)					
	1 Day	0.05	0.05	0.05	0.00%
		Then 5p per day to a max of £2.50		Then 5p per day to a max of £2.50	
Audio-Visual Items					
	Videos and DVDs	Weekly charge re-payable on items overdue (per week or part week) as shown above			
	Audio Books - max £5	0.12	0.12	0.12	0.00%
	Childrens storytapes taken out on adult card - max £2	FREE	0.00	FREE	0.00%
	Short Language Course - max £5	0.12	0.12	0.12	0.00%
	Standard language course - charge per month - max £15 (changed to per w	N/A			
	Standard language course - charge per week - max £12	1.00	1.02	1.00	0.00%
RESERVATION CHARGES					
Per Request					
	Adult (No longer charged)	0.75	0.77	0.00	-100.00%
	Over 60s/Unemployed/Disabled (No longer charged)	0.40	0.41	0.00	-100.00%
Per Requests From Outside York Stock					
	Adult	5.50	5.63	6.00	9.09%
	Young People	FREE	N/A	FREE	0.00%
	Children	FREE	N/A	FREE	0.00%
	Over 60s/Unemployed/Disabled	2.75	2.81	3.00	9.09%
PHOTOCOPYING					
Monochrome Copiers					
	A4 sheet	0.10	0.10	0.10	0.00%
	A3 sheet	0.20	0.20	0.20	0.00%
	Microfilm/microfiche copies (A4)	0.25	0.26	0.30	20.00%
	Microfilm/microfiche copies (A3)	0.50	0.51	0.50	0.00%
COMPUTER PRINTS					
	Black & White Prints	0.10	0.10	0.10	0.00%
	Colour Prints	0.30	0.31	0.30	0.00%
HIRE OF ROOMS					
Marriott Room (Central Library)					
	Profit-making Organisations Per Hour	25.00	25.58	30.00	20.00%
	Profit-making Organisations Per Day	175.00	179.03	200.00	14.29%
	Non-Profit Making Organisations Per Hour	12.00	12.28	15.00	25.00%
	Use of TV & Video Equipment Per Session	5.00	5.12	5.00	0.00%
	Use of OHP Per Session	5.00	5.12	5.00	0.00%
	Use of Laptop Per Session			30.00	
	Use of Multi Media Projector Per Session	30.00	30.69	35.00	16.67%
Room 18 (Central Library)					
	Profit-making Organisations Per Hour (Including VAT)	40.00	40.92	40.00	0.00%
	Non-Profit Making Organisations Per Hour (Including VAT)	20.00	20.46	20.00	0.00%
	Use of TV & Video Equipment Per Session	5.00	5.12	5.00	0.00%
	Use of OHP Per Session	5.00	5.12	5.00	0.00%
	Use of Laptop Per Session			30.00	
	Use of Multi Media Projector Per Session	30.00	30.69	35.00	16.67%
Meeting Room at Tang Hall Library					
	Profit-making Organisations Per Hour	10.00	10.23	15.00	50.00%
	Non-Profit Making Organisations Per Hour (Including VAT)	5.00	5.12	8.00	60.00%
	Use of TV & Video Equipment Per Session (no longer available)	5.00	5.12	N/A	
	Use of OHP Per Session (no longer available)	5.00	5.12	N/A	
	Use of Multi Media Projector Per Session	30.00	30.69	35.00	16.67%
INFORMATION SERVICES					
	Extended research per hour	15.00	15.35	15.00	0.00%
INTERNET USE					
	15 minute session	0.75	0.77	0.75	0.00%
	1 hour session	2.00	2.05	2.00	0.00%
REPRODUCTION OF ITEMS (PRICES EXC VAT)					

Page 19
LEISURE AND CULTURE PORTFOLIO - FEES AND CHARGES 2007/08

LIBRARY SERVICE		CURRENT CHARGE 2006/07	PLUS 2.3% INCREASE	PROPOSED CHARGE 2007/08	PROPOSED PERCENTAGE INCREASE
		£	£	£	%
	Handling fee (for staff to photocopy or print and send to customer. Charged in addition to individual copying fee)	3.00	3.07	3.00	0.00%
	Photographic reproduction of item (e.g. map) b&w print up to A4	7.00	7.16	7.00	0.00%
	Photographic reproduction of item (e.g. map) b&w print up to 20 x 16"	14.00	14.32	14.00	0.00%
	Photographic reproduction of item (e.g. map) 2"x2" slide	6.50	6.65	6.50	0.00%
	Photographic reproduction - other sizes and colour	price on request		price on request	
Imagine York and other digitised images					
	Print of digitised image - 8 x 6" (matt, semi glossy or glossy)	5.53	5.66	5.53	0.00%
	Print of digitised image - 10 x 8" (matt, semi glossy or glossy)	7.23	7.40	7.23	0.00%
	Print of digitised image - 12 x 10" (matt, semi glossy or glossy)	10.64	10.88	10.64	0.00%
	Print of digitised image - 18 x 12" (matt, semi glossy or glossy)	14.89	15.23	14.89	0.00%
Digitised images supplied as TIFF files on CD-ROM (non commercial use)					
	CD-ROM (add to this cost of images)	5.53	5.66	5.53	0.00%
	TIFF images saved on disk (per image)	1.70	1.74	1.70	0.00%
Reproduction right fees (for someone to use an item outside of 'fairdealing' in addition to reproduction fee)					
For use in educational products, text books					
	User in UK, CYC holds copyright on item	11.00	11.25	11.00	0.00%
	User in UK, CYC does not hold copyright on item	3.25	3.32	3.25	0.00%
	User outside UK, CYC holds copyright on item	24.75	25.32	24.75	0.00%
	User outside UK, CYC does not hold copyright on item	17.75	18.16	17.75	0.00%
For use in books, journals, periodicals, documentaries					
	User in UK, CYC holds copyright on item	17.75	18.16	17.75	0.00%
	User in UK, CYC does not hold copyright on item	24.75	25.32	24.75	0.00%
	User outside UK, CYC holds copyright on item	28.00	28.64	28.00	0.00%
	User outside UK, CYC does not hold copyright on item	6.50	6.65	6.50	0.00%
	Imagine York Images , CYC holds copyright (may be waived for small print run, local publications)	63.83	65.30	63.83	0.00%
For use in commercial promotions, advertising, entertainment					
	User in UK, CYC holds copyright on item	28.00	28.64	28.00	0.00%
	User in UK, CYC does not hold copyright on item	6.50	6.65	6.50	0.00%
	User outside UK, CYC holds copyright on item	56.00	57.29	56.00	0.00%
	User outside UK, CYC does not hold copyright on item	9.50	9.72	9.50	0.00%
	Imagine York Images where CYC holds copyright	63.83	65.30	63.83	0.00%

				Annex 4			
ARCHIVES				CURRENT CHARGE 2006/07	PLUS 2.3% INCREASE	PROPOSED CHARGE 2007/08	PROPOSED PERCENTAGE INCREASE
				£	£	£	%
PHOTOCOPYING							
Monochrome Copiers							
		A4 sheet		0.12	0.12	0.12	0.00%
		A3 sheet		0.20	0.20	0.20	0.00%
		Microfilm/microfiche copies (A4)		0.25	0.26	0.25	0.00%
LOCAL STUDIES AND BUSINESS INFORMATION							
		Extended research per hour (EXC VAT)		15.00	15.35	15.00	0.00%
REPRODUCTION OF ITEMS - SCANS (PRICES EXC VAT)							
		Handling fee (for staff to photocopy or print and send to customer. Charged		2.00	2.05	2.00	0.00%
		b&w print up to A4		1.27	1.30	1.27	0.00%
		Colour print up to A4		1.70	1.74	1.70	0.00%
		b&w print up to A3		1.70	1.74	1.70	0.00%
		Colour print up to A4		2.55	2.61	2.55	0.00%

PARKS, STRAYS & ALLOTMENTS		CURRENT CHARGE 2006/07	PLUS 2.3% INCREASE	PROPOSED CHARGE 2007/08	PROPOSED PERCENTAGE INCREASE
		£	£	£	%
PITCHES COURTS & BOWLS					
Tennis (per court per hour, not per person)					
	Adult	4.50	4.60	5.00	11.11%
	Concession	3.00	3.07	3.00	0.00%
Bowls (including reservation fee and woods)					
	Adult per hour	2.00	2.05	2.00	0.00%
	Concession per hour	1.50	1.53	1.50	0.00%
	Season tickets - adults	61.00	62.40	63.00	3.28%
	- concessions	25.00	25.58	28.00	12.00%
	- concessions (half season)	12.50	12.79	14.00	12.00%
Pitches					
	Per season	130.00	132.99	135.00	3.85%
	Initial mark)			
	Overmark) Charged			
	Removal of goal posts) at			
	Per Season plus Initial Mark) cost			
	Per Season plus Initial Mark plus two Overmarks)			
Other Lettings					
	Caravans per day) Charges			
	Tents per day) to be			
	Circus and Fairs - per day on site (non-animal)) set at			
	Hot air balloons - per year) officers			
	- per launch) discretion			
ALLOTMENTS		Charge applies from 1/1/07		Charge applies from 1/1/08	
Plot Size A (60-150 Sq Yards)					
	Rent	24.00	24.55	25.00	4.17%
	Water Rate	5.50	5.63	5.75	4.55%
	Total Charge	29.50	30.18	30.75	4.24%
	Concession	16.75	17.14	18.00	7.46%
Plot Size B (151-300 Sq Yards)					
	Rent	34.00	34.78	35.50	4.41%
	Water Rate	5.50	5.63	5.75	4.55%
	Total Charge	39.50	40.41	41.25	4.43%
	Concession	22.00	22.51	23.00	4.55%
Plot Size C (301-450 Sq Yards)					
	Rent	43.00	43.99	44.50	3.49%
	Water Rate	5.50	5.63	5.75	4.55%
	Total Charge	48.50	49.62	50.25	3.61%
	Concession	26.00	26.60	28.00	7.69%

Activity	Price Type	CURRENT CHARGE 2006/07 £	PLUS 2.3% INCREASE £	PROPOSED CHARGE 2007/08 £	PROPOSED PERCENTAGE INCREASE %	PERCENTAGE DISCOUNT WITH YORK CARD %
Swimming						
Open, Lane, Adult, Women	Adult	3.65	3.73	3.80	4.11%	
Deep End, Waterfun & 50+	Adult YorkCARD	2.90	2.97	3.00	3.45%	21.05%
Swimming sessions	Concession	2.60	2.66	2.70	3.85%	
	Conc YorkCARD	1.85	1.89	1.95	5.41%	27.78%
Dolphin Swim	All same	1.85	1.89	1.95	5.41%	
Under 5 policy	Kids go free	U 5 years				
Family Saver	2 adults 2 kids	7.50	7.67	7.75	3.33%	
Family Sav. Plus	1 adult 2 kids	5.50	5.63	5.70	3.64%	
Swim lessons	Kids 30 mins	3.75	3.84	4.00	6.67%	
	Kids 40 mins	4.80	4.91	5.10	6.25%	
	Adults 30 mins	3.75	3.84	4.00	6.67%	
	Adults 40 mins	4.80	4.91	5.10	6.25%	
	1:1 course of 5	70.00	71.61	75.00	7.14%	
	1:1 individual	16.00	16.37	17.00	6.25%	
Aquafit & Aquanatal	Adult	3.95	4.04	4.10	3.80%	
	Adult YorkCARD	3.55	3.63	3.70	4.23%	9.76%
	Concession	3.30	3.38	3.40	3.03%	
	Conc YorkCARD	2.80	2.86	2.90	3.57%	14.71%
Nestle Swim	Lane swimming	2.65	2.71	2.80	5.66%	
	Open/adult	2.65	2.71	2.80	5.66%	
Loyalty Swim Card	Adult	29.20	29.87	30.40	4.11%	
	Adult YorkCARD	23.20	23.73	24.00	3.45%	21.05%
	Concession	20.80	21.28	21.60	3.85%	
	Conc YorkCARD	14.80	15.14	15.60	5.41%	27.78%
NEW POOL HIRE RATES WHICH INCLUDE 2 LIFEGUARDS AS STANDARD						
Whole Pool	ex-vat 1 hour	N/A	N/A	74.04	N/A	
	1 hour	N/A	N/A	87.00	N/A	
	ex-vat half hour	N/A	N/A	37.02	N/A	
	Half hour	N/A	N/A	43.50	N/A	
Half Pool	ex-vat 1 hour	N/A	N/A	37.02	N/A	
	1 hour	N/A	N/A	43.50	N/A	
	ex-vat half hour	N/A	N/A	18.51	N/A	
	Half hour	N/A	N/A	21.75	N/A	
Per lane	ex-vat 1 hour	N/A	N/A	24.00	N/A	
	1 hour	N/A	N/A	28.20	N/A	
	ex-vat half hour	N/A	N/A	12.00	N/A	
	Half hour	N/A	N/A	14.10	N/A	
NEW SCHOOL POOL HIRE RATES WHICH INCLUDE 2 LIFEGUARDS AS STANDARD (based on 10 wks)						
School Pool Hire	1/2 hr per term	N/A	N/A	375.00	N/A	
Swim Teacher Hire	1/2 hr	7.16	7.32	7.40	3.35%	
	1 hr	14.32	14.65	14.80	3.35%	
Lifeguard Hire	1/2 hr	4.11	4.20	4.25	3.41%	
	1 hr	8.22	8.41	8.50	3.41%	
Entry for shower		1.85	1.89	1.95	5.41%	
Dry Side						
TLF	1 year agreement	28.00	28.64	29.00	3.57%	
	No agreement	34.00	34.78	35.00	2.94%	
Casual prices	Adult	4.70	4.81	4.85	3.19%	
	Adult YorkCARD	3.90	3.99	4.00	2.56%	17.53%
	Concession	3.90	3.99	4.00	2.56%	
	Conc YorkCARD	2.75	2.81	2.85	3.64%	28.75%
Group Introduction		16.00	16.37	16.50	3.13%	
Junior Fit 4 lt		2.10	2.15	2.20	4.76%	
Sunbed		0.60	0.61	0.60	0.00%	
Creche		0.75	0.77	0.80	6.67%	
Soft Play		1.50	1.53	1.55	3.33%	

Leisure & Culture Alternative Savings Proposals - 2007/08

	Net Saving		
	2007/08 £000	2008/09 £000	2009/10 £000
<u>Libraries & Heritage</u>			
<u>LCS13 - Central Library - One Day Closure</u> This proposal would close both reference and lending libraries for one day per week.	50	50	50
<u>LCS14 - Branch Library Closures</u> To close a branch library. There are various options within the proposal - to close branches and redeploy staff within the service or to make those posts redundant.	30	30	30
<u>Parks & Open Spaces</u>			
<u>LCS15 - Other Parks Maintenance</u> Reduction in discretionary spend on repairs, maintenance and investment in replacement parks furniture e.g. bins, benches etc	40	40	40

Alternative Savings Total

120	120	120
------------	------------	------------

This page is intentionally left blank



Executive Member for Leisure and Culture and Advisory Panel 5 December 2006

Report of the Director of Learning Culture and Children's Services and the Director of Resources

CAPITAL PROGRAMME MONITORING 2006/07 - REPORT 2
Summary

- 1 This report is to:
- inform Members of the likely out-turn position of the 2006/07 Capital Programme based on the spend profile and information to the end of September 2006.
 - advise Members of changes to existing schemes to allow the more effective management and monitoring of the Capital Programme.
 - inform Members of any new schemes and seek approval for their addition to the Capital Programme.

Background

- 2 The original capital programme for the financial year 2006/07 was approved at Council on 1 March 2006. A number of amendments were then approved as part of the 2005/06 outturn report and at first monitor. This has resulted in a current approved Leisure & Culture capital programme for 2006/07 which shows gross capital expenditure of £2.263m, with £1.452m of other funding which gives a net capital programme cost of £0.811m. The table below details the approved changes to the 2006/07 capital programme since the original programme was approved in March 2006.

	Gross Spend £m	Other Funding £m	Net Spend £m
Original Capital Programme 2006/07	4.305	(1.393)	2.912
Slippage and Adjustments from the 2005/06 Outturn report	0.509	(0.343)	0.166
Monitor 1 adjustments	(2.551)	0.284	(2.267)
Current Approved Capital Programme 2006/07	<u>2.263</u>	<u>(1.452)</u>	<u>0.811</u>

Consultation

- 3 Not applicable

Options and Analysis

2006/07 Scheme Updates

- 4 Each major scheme in the capital programme has been reviewed to provide an assessment of its current status. Annex A shows the current approved capital programme and the projected outturn position for 2006/07, together with any slippage that is required into future financial years. Updates are only provided for significant schemes with progress and variations explained in the following paragraphs.

York Pools and Indoor Sports Provision (£8.133m)

- 5 As reported at Monitor 1 the delay in the capital receipt for the Barbican site has pushed back work on the major elements of this scheme. It is now expected that only a small amount of fee expenditure will be incurred in 2006/07. It is proposed that a budget of £50k is retained to cover these costs with the remaining £427k being slipped into 2007/08.

- 6 A report detailing options for a new swimming pool for the West of the City will be taken to the Executive in December 2006. This report will focus on the options of refurbishing Edmund Wilson Pool or building a new pool on the Oaklands site.

Museum Service Heritage Lottery Bid (£1.900m)

- 7 The Museums scheme was reprofiled at Monitor 1 to reflect the presentation made by the Trust at the meeting, where their proposals for a phased improvement to the Museums over the years 2007/08 to 2009/10 were set out. These proposals utilise a total of £1.763m of the councils capital funding. The remaining £50k currently in the programme has now been approved by the Executive to be released to the Museums Trust in 2006/07 for the immediate refurbishment of Kirkgate.

Oaklands Sports Centre Development (£1.892m)

- 8 The official opening of the Sports Centre took place on 6 September 2006. Although some minor refurbishing works to the changing rooms are still required the centre is fully operational.

Parks and Open Spaces Section 106 Development (£0.289m)

- 9 At present no major works are planned for the rest of 2006/07 from the Section 106 Development budget. It is proposed that £185k of the remaining budget be slipped into 2006/07, whilst the outcome of a possible bid to the Heritage Lottery Fund over the suitability of Hull Road park for a grant under the Parks for People Initiative is awaited.

- 10 Acomb Library (£0.750m)

This scheme is planned to go out to tender early in 2007, with work scheduled to begin in the Autumn and planned for completion in January 2008. The

majority of the expenditure will now fall into 2007/08 and it is proposed therefore that £700k of the budget is slipped from 2006/07 to reflect this .

New Capital Programme Items 2007-11 (2007/08 CRAM Process)

- 11 The current approved Council capital programme runs until March 2009 and is investing over £130m in the asset base of the city, of which the council is financing over £51m through capital receipts and borrowing.
- 12 The Council is legally required to set a 3 year capital budget, however, it is proposed that the 2007/08 budget process considers a 4 year capital programme, running from 1st April 2007 until 31st March 2011. This will align it with the 4 year political cycle which runs from May 2007 until May 2011.
- 13 The current high level of capital investment, a decline in the amount of surplus assets available to sell, and uncertainty surrounding the capital receipt from the sale of land at Osbaldwick means that it would be imprudent for the Council to commit to additional capital receipt funded schemes as part of this years process.
- 14 Therefore, apart from continued investment in the rolling programme schemes beyond 2008/09, there is no additional capital receipt funding for new schemes, over and above the current approved programme, which are not fully funded from external sources.
- 15 As a result of this there are no schemes to be added to the Leisure and Culture Capital Programme as part of the 2007/08 CRAM process.

Corporate Priorities

- 16 The budgets covered in this report reflect the council's corporate objectives for 2006/07.

Financial Implications

- 17 As a result of this monitoring cycle a number of adjustments to existing schemes within the programme are required. Annex 1 provides a complete view of the 2006/10 Leisure and Culture Capital Programme, taking into account the review of all existing schemes set out in this report.
- 18 The result of the amendments described above is to produce a revised capital programme for 2006/07 of £1.001m funded by £0.642m of external resources, and resulting in a net cost to the council of £0.359m.

Table 2 - Summary of Amendments to the 2006/10 Capital Programme

Gross Leisure and Culture Capital Programme	2006/07	2007/08	2008/09	2009/10	Total
	£m	£m	£m	£m	£m
Current Approved Capital Programme	2.263	3.165	4.350	1.813	11.591
<u>Adjustments: -</u>					
Scheme Slippage and Reprofiting	(1.262)	1.312		(0.050)	-
Revised Capital Programme 2006/10	1.001	4.477	4.350	1.763	11.591

Other Implications

19

- **Human Resources:** not applicable
- **Equalities:** not applicable
- **Legal:** not applicable
- **Crime and Disorder:** not applicable
- **Information Technology:** not applicable
- **Property:** not applicable

Risk Management

20

There is always a degree of risk associated with operating a capital programme as schemes are developed and implemented. The key to minimising this risk is the effective operation of monitoring and control processes. This report is part of that process, where updated figures and corrective actions are proposed.

Recommendations

21

The Executive Member is recommended to: -

- note the updates to schemes as detailed above;
- agree the scheme reprofiling and slippage reported above and summarised in Annex 1, subject to the approval of the Executive;
- approve the revised capital programme as set out in Annex 1, subject to the approval of the Executive,

Reason: in order to allow the effective monitoring of the capital programme.

Contact Details

Author:

Mike Barugh
Principal Accountant
Learning, Culture and Children's
Services
Tel No. 554573

Chief Officer Responsible for the report:

Patrick Scott
Director of Learning, Culture and Children's
Services

**Report
Approved**



Date 21/08/2006

Dave Meigh
Head of Parks and Open Spaces
Learning, Culture and Children's
Services
Tel No. 553386

Simon Wiles
Director of Resources

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

All

For further information please contact the author of the report

Background Papers:

Capital Programme 2006/07 Estimate and Monitoring Files

This page is intentionally left blank

LEISURE & CULTURE REVISED CAPITAL PROGRAMME 2006/07 - 2009/10

SCHEME	Expenditure pre 2006/07 (£000's)	2006/07 Approved Capital Programme (£000's)	Spend to date (£000's)	Variance (£000's)	Monitor 2 Adjustments (£000's)	Monitor 2 Slippage (£000's)	2006/07 Revised Capital Programme (£000's)	2007/08 Approved Capital Programme (£000's)	Adjustments and New Schemes (£000's)	Monitor 2 Slippage (£000's)	2007/08 Revised Capital Programme (£000's)	2008/09 Revised Capital Programme (£000's)	2009/10 Approved Capital Programme (£000's)	Monitor 2 Adjustments (£000's)	Monitor 2 Slippage (£000's)	2009/10 Revised Capital Programme (£000's)	Total Capital Programme (£000's)
Barbican and Indoor Pools Strategy	156	477	50	-427		-427	50	2,750		427	3,177	3,750	1,000			1,000	8,133
- External Funding	0	0		0			0	0			0	0	0			0	0
- Net Cost	156	477	50	-427	0	-427	50	2,750	0	427	3,177	3,750	1,000	0	0	1,000	8,133
Danebury Drive Allotments	30	12	12	0		0	12	0			0	0	0			0	42
- Section 106	0	0	0	0		0	0	0			0	0	0			0	0
- Net Cost	30	12	12	0	0	0	12	0	0	0	0	0	0	0	0	0	42
Hull Road Park	14	46	0	-46	-46	0	0	0			0	0	0			0	14
- Section 106	14	46	0	-46	-46	0	0	0			0	0	0			0	14
- Net Cost	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Museum Service Heritage Lottery Bid	87	0	50	50		50	50	400			400	600	813		-50	763	1,900
- Lottery Funding	0	0	0	0			0	0			0	0				0	0
- Donations Fund	0	0	0	0			0	0			0	0				0	0
- Development Fund	0	0	0	0			0	0			0	0				0	0
- Net Cost	87	0	50	50	0	50	50	400	0	0	400	600	813	0	-50	763	1,900
Oakland's Sports Centre	979	558	558	0			558	15			15	0	0			0	1,552
- New Opportunities Fund	701	117	117	0			117	0			0	0	0			0	818
- Sport England Grant	0	0	0	0			0	0			0	0	0			0	0
- DFES SCA	92	58	58	0			58	0			0	0	0			0	150
- Section 106	94	14	14	0			14	0			0	0	0			0	108
- DFES Devolved Capital Grant	30	48	48	0			48	15			15	0	0			0	93
- DFES Seed	17	0	0	0			0	0			0	0	0			0	0
- Revenue Contribution to Capital	37	5	5	0			5	0			0	0	0			0	0
- NDS Modernisation	0	122	122	0			122	0			0	0	0			0	0
- Venture Fund	0	107	107	0			107	0			0	0	0			0	0
- External Grants	0	0	0	0			0	0			0	0	0			0	0
- Schools Access Initiative	0	25	25	0			25	0			0	0	0			0	25
- Net Cost	8	62	62	0	0	0	62	0	0	0	0	0	0	0	0	0	25
Oakland's Sports Centre Pitch	301	39	39	0			39	0			0	0	0			0	340
- Sport England Grant	235	26	26	0			26	0			0	0	0			0	261
- Section 106	0	0	0	0			0	0			0	0	0			0	0
- Net Cost	66	13	13	0	0	0	13	0	0	0	0	0	0	0	0	0	79
Parks and Open Spaces Development	231	189	50	-139	46	-185	50	0		185	185	0	0			0	466
- Section 106	215	189	50	-139	46	-185	50	0		185	185	0	0			0	450
- Net Cost	16	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	16
River Ouse Riverbank Repairs	233	2	2	0			2	0			0	0	0			0	235
- Section 106	0	0	0	0			0	0			0	0	0			0	0
- Net Cost	233	2	2	0	0	0	2	0	0	0	0	0	0	0	0	0	235
Knavesmire Culverts Emergency Works	115	160	160	0			160	0			0	0	0			0	275
- Section 106	0	0	0	0			0	0			0	0	0			0	0
- Net Cost	115	160	160	0	0	0	160	0	0	0	0	0	0	0	0	0	275

LEISURE & CULTURE REVISED CAPITAL PROGRAMME 2006/07 - 2009/10

SCHEME	Expenditure pre 2006/07 (£000's)	2006/07 Approved Capital Programme (£000's)	Spend to date (£000's)	Variance (£000's)	Monitor 2 Adjustments (£000's)	Monitor 2 Slippage (£000's)	2006/07 Revised Capital Programme (£000's)	2007/08 Approved Capital Programme (£000's)	Adjustments and New Schemes (£000's)	Monitor 2 Slippage (£000's)	2007/08 Revised Capital Programme (£000's)	2008/09 Revised Capital Programme (£000's)	2009/10 Approved Capital Programme (£000's)	Monitor 2 Adjustments (£000's)	Monitor 2 Slippage (£000's)	2009/10 Revised Capital Programme (£000's)	Total Capital Programme (£000's)
War Memorial Gardens	0	30	30	0			30	0			0	0	0			0	30
- Grant	0	20	20	0			20	0			0	0	0			0	20
- Net Cost	0	10	10	0	0	0	10	0	0	0	0	0	0	0	0	0	10
Acomb Library	0	750	50	-700			50	0		700	700	0	0			0	750
- Government Grant	0	675	50	-625			50	0		625	625	0	0			0	675
- Net Cost	0	75	0	-75	0	-75	0	0	0	75	75	0	0	0	0	0	75
FUNDING FROM EXTERNAL SOURCES	1,435	1,452	642	-810	0	-810	642	15	0	810	825	0	0	0	0	0	2,902
NET COST TO CITY OF YORK CAPITAL PROGRAMME	711	811	359	-452	0	-452	359	3,150	0	502	3,652	4,350	1,813	0	-50	1,763	10,835
TOTAL GROSS EXPENDITURE	2,146	2,263	1,001	-1,262	0	-1,262	1,001	3,165	0	1,312	4,477	4,350	1,813	0	-50	1,763	13,737

Funded by

- Grant	0	20	20	0	0	0	20	0	0	0	0	0	0	0	0	0	20
- Sport England Grant	235	26	26	0	0	0	26	0	0	0	0	0	0	0	0	0	261
- New Opportunities Fund	701	117	117	0	0	0	117	0	0	0	0	0	0	0	0	0	818
- DFES SCA	92	58	58	0	0	0	58	0	0	0	0	0	0	0	0	0	150
- DFES Devolved Capital Grant	30	48	48	0	0	0	48	15	0	0	15	0	0	0	0	0	93
- DFES Seed	17	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	17
- Revenue Contribution to Capital	37	5	5	0	0	0	5	0	0	0	0	0	0	0	0	0	42
- NDS Modernisation	0	122	122	0	0	0	122	0	0	0	0	0	0	0	0	0	122
- Venture Fund	0	107	107	0	0	0	107	0	0	0	0	0	0	0	0	0	107
- Schools Access Initiative	0	25	25	0	0	0	25	0	0	0	0	0	0	0	0	0	25
- Lottery Funding	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
- Sponsorship	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
- External Grants	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
- SRB Grant	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
- Government Grant	0	675	50	-625	0	-625	50	0	0	625	625	0	0	0	0	0	675
- Section 106	323	249	64	-185	0	-185	64	0	0	185	185	0	0	0	0	0	572
- Net Cost	711	811	359	-452	0	-452	359	3,150	0	502	3,652	4,350	1,813	0	-50	1,763	10,835
- Gross Expenditure	2,146	2,263	1,001	-1,262	0	-1,262	1,001	3,165	0	1,312	4,477	4,350	1,813	0	-50	1,763	13,737

Page 32



Meeting of the Executive Member for Leisure and Culture and Advisory Panel

5 December 2006

Report of the Assistant Director (Lifelong Learning and Culture)

YORK MUSEUMS TRUST PERFORMANCE UPDATE

Summary

1. This report updates members on the current progress of the York Museums Trust (YMT) towards meeting the targets agreed in the Partnership Delivery Plan.

Background

2. The Partnership Delivery Plan (PDP) approved by members in December 2002 outlined the key targets and objectives which the Council requires YMT to work towards over the next five years. Members have asked for regular updates on progress. Reports are brought to EMAP at the half-year point and also in May, to report on full year performance. This report covers the period April 2006 to September 2006.

Headline achievements

3. Headline achievements in this period were:
 - Refurbishment of Kirkgate has led to a 24% increase in visitors at the Castle Museum
 - The **Constantine** Exhibition was the main event in the Yorkshire Museum. Over the run of the exhibition it received 53,289 visitors and 1510 catalogues were sold. The catalogue was short listed for the prestigious AXA Art Newspaper and Exhibition Catalogue prize, having been selected from 124 entries down to the final 20. The award will be announced in London on 27 November. The exhibition was extremely well covered by the press.
 - The Lifelong Learning Team has been awarded the Sandford Award for educational services to schools. This is a great achievement given that the Learning Team has only been operating fully for a relatively short time
 - At York St Mary's **Echo** by Susie MacMurray was opened in June and ran until October. This site specific installation was made possible by a grant from the Arts Council Yorkshire.
 - Working with over 30 community groups including the Brunswick Organic Nursery, The Peasholme Centre and Age Concern

- The launch of the North Yorkshire volume for the Public Catalogue Foundation which features all the paintings in public collections held in North Yorkshire, of which York's collection is the largest. The catalogues are now on sale in York Art Gallery. Proceeds from the sale of the catalogue benefit the conservation of our Fine Art Collection.

Consultation

4. This report is for information and there is no consultation to consider.

Capital Programme

5. At the September EMAP YMT set out a revised approach to capital investment in the museums and Art Gallery. This is based on a phased approach using the Council's capital as follows:

2007-8	Hospitium	200k
	1960's Experience	200k
2008-9	Prison Experience	100k
	Yorkshire Museum	500k
2009-10	Yorkshire Museum	500k
	Gardens	263k

The Council's capital contribution has been profiled accordingly.

Options

6. This report is for information and there are no options to consider.

Corporate Objectives

7. YMT's business plan contributes to a number of corporate objectives including developing opportunities for residents and visitors to experience York as a vibrant and eventful city, improving opportunities for learning, and in strengthening York's economy through investment in the tourism infrastructure. Reinvestment in the museums is an identified priority within the sub-regional investment plan.

Implications

8. The report has no implications relating to:
 - Finance
 - Human Resources
 - Equalities
 - Legal
 - Crime and Disorder
 - Information Technology
 - Other

Risk Management

9. This report is for information and there are no risks to consider.

Recommendations

10. The Executive Member is asked to:

- note and comment upon the performance of the York Museums Trust
- agree to the application of the Council’s capital as set out in paragraph 5 above

Reason: To fulfil the Council’s role under the Partnership Delivery Plan

Contact Details

Author:

Fiona Williams
Head of Libraries and Heritage

Tel No.3316

Co-Author’s: Janet Barnes
Chief Executive YMT
York Museums Trust

Chief Officer Responsible for the report:

Chief Officer’s name Charlie Croft
Title Assistant Director Lifelong Learning
and Culture

**Report
Approved**

Date 17.11.2006

Chief Officer’s name
Title

**Report
Approved**

Date

Wards Affected: List wards or tick box to indicate all

All tick

For further information please contact the author of the report

Background Papers:

Museums Trust: Partnership Delivery Plan 12.12.02.

Annexes

1. York Museums Trust Performance Report
2. Fundraising Summary
3. Retrospective Documentation
4. Lifelong Learning Figures

This page is intentionally left blank

York Museums Trust Performance Report: April - October 2006

Analysis of performance

1. The Partnership Delivery Plan (PDP) sets out a number of key targets relating to the Council's core objectives. The following paragraphs summarise the progress towards the 7 major targets outlined in the PDP.

a) stabilising visitor figures

2. In August 2002 one of the key objectives given to YMT was that of halting the long-term decline in visitor numbers. During the year from April 2002 to March 2003 the total number of visitors was 395,000. Since then we have seen an upward trend and in the 2005/06 financial year the sites had 465,000 visitors representing an increase of 17.7%.
3. This year YMT set itself the target of breaking the barrier of 500,000 visitors for the first time. During the first 6 months we have welcomed 314,000 visitors to Trust sites, which compares with 276,000 last year representing 13.8% ahead of target.
4. The clearest successes in terms of numbers have been the refurbishment of Kirkgate, the Victorian Street at York Castle Museum (up 24%) and the Constantine Exhibition at the Yorkshire Museum (up 16%).

b) delivering new income streams

5. YMT has generated nearly £3.5 million during the last 4 years. Details of fundraising applications made during the reporting period are attached at Annex 2. The categories of new income streams are as follows:
6. **Trusts and Foundations** have been generous in supporting new projects. Noteworthy is the major grant of £200,000 from the Wolfson Foundation for the 1960s Experience for the Castle Museum which is due to open in 2008. The Daiwa Anglo-Japanese Foundation also gave support to a small exhibition on Japanese prints and ceramics which is currently on show at York Art Gallery.
7. In December YMT submitted an application to the **Heritage Lottery Fund** for a major capital bid for St Mary's Abbey Precinct, to refurbish the Yorkshire Museum and start the process of improving the Museum Gardens, as well as addressing the collection storage issues. This was to be the first phase of the St Mary's Abbey Precinct project which will involve, in later phases, the extension of the gardens up to the back of York Art Gallery, creating a new green route through the gardens to connect with Exhibition Square. The total bid was for £9.3 million and was rejected by HLF in July 2006. YMT is currently working on a more focussed bid which will be submitted in December 2006. Central to the

plan is the concept of the Cultural Quarter which is to be developed by YMT in partnership with CYC.

8. **Business Sponsorship** was secured for the Constantine project with Shepherd Building Group and we successfully applied for an Arts & Business award to help develop this partnership with employees of Shepherds.
9. **Renaissance in the Regions** is an important income stream from Central Government, which is secured until 2008. The Yorkshire Hub's Business Plan for 2007-8 was agreed by the Museums , Libraries and Archives Council which will enable YMT to continue developing the schools programme as well as improving the displays and programme at the Castle Museum. This additional funding from Renaissance in the Regions was conditional on City of York core funding remaining the same in real terms at the minimum. Continued funding beyond 2008 will be decided by Government at the next Comprehensive Spending Review.
10. **Conferencing and corporate hospitality** continues to grow. This was minimal in 2002/03; the turnover this year will be more than £100k and we are on course to achieve the target profit of £36k. Plans are currently being laid to develop the Hospitium as YMT's primary conference centre by 2008 with facilities including toilets, office, stairs and lift. The Kirkgate refurbishment has prompted renewed interest in it as a corporate hire venue and we expect this to develop.
11. **Retail** business has moved from a loss making position to a profit making one over the past three accounting periods. Retail performance for the 6 months to 30 September is well ahead of that for the same period last year – sales of £281k have yielded a profit of £42k compared with £11k last year.

Long-term Profit / loss:

8 months to March 2003	loss of approx. £11K
12 months to March 2004	£2k profit
12 months to March 2005	£9k profit
12 months to March 2006	£12k profit
6 months to September 2006	£42k profit

c) *new exhibitions and interpretative service*

- 12 The **Constantine** Exhibition was the main event in the Yorkshire Museum. Over the run of the exhibition it received 53289 visitors and 1510 catalogues were sold. The catalogue was short listed for the prestigious AXA Art Newspaper and Exhibition Catalogue prize, having been selected from 124 entries down to the final 20. The award will be announced in London on 27 November. The exhibition was extremely well covered by the press.

The upper gallery at the Yorkshire Museum has been transformed into a **Ceramic Safari** in a joint Decorative Arts/Natural History exhibition. This exhibition displays a wide variety of ceramic vessels using animals as decorative motifs. Also in the Yorkshire Museum, alterations to the permanent archaeology galleries have been implemented to make them more family friendly, including the creation of a small reading corner in the medieval gallery.

13. The exhibition **Tom Bendhem:Collector** was held at York Art Gallery and included works by well known contemporary artists. It was organised by the Contemporary Art Society and was an opportunity to meet up with Collectors from London and Yorkshire. This was followed by the very popular exhibition **Icons and Idols** which was on loan from the National Portrait Gallery. This was the only other showing of the exhibition outside London. A new display of Japanese prints and studio ceramics was opened in the Little Gallery.

At York St Mary's **Echo** by Susie MacMurray was opened in June and ran until October. This site specific installation was made possible by a grant from the Arts Council Yorkshire.

14. The new Kirkgate has continued to attract visitors. We have also added activities during the holiday periods which has added value to the visit to the street. Projects such as **Life of Grime** was a great success.

d) *create an education strategy*

15. The Lifelong Learning Team has been awarded the Sandford Award for educational services to schools. This is a great achievement given that the Learning Team has only been operating fully for a relatively short time. The staff team are now delivering a comprehensive service to an increasing number of schoolchildren and have published the second programme of school sessions that address the needs of the National Curriculum. The team also organises informal activities for the general public and to visitors across the three main sites during the holiday periods. It is YMT policy to have special events at half terms and summer holidays to attract residents and visitors to the museums.
16. The Schools programme is largely funded by the Yorkshire Hub. The funding enables us to employ staff as well as investing in the educational spaces. We now have dedicated learning spaces at each of the three main venues. The impact of these new resources is shown in the figures at annex 4. Each of the learning spaces has its own special qualities and resources that are suitable for the varied programme that we offer to schools. The Lab, is the new e-learning space in the Yorkshire Museum which is fully equipped with new technology including white board, computers, digital cameras, sound recorders and microscopes. It is proving very popular and is an effective way to promote science learning and develop our outreach and e-learning offers, in particular the learning journeys on the Hub website www.mylearning.org.
17. The Studio at York Art Gallery offers opportunities for practical work relating to the National Curriculum whilst the Victorian Schoolroom at

Castle Museum offers a chance to experience Victorian teaching techniques. We consult with teachers regularly as to their requirements and we work with a growing number of organisations on projects. Some of these are as follows: NYBEP, York St John University, Young Archaeology Club, Theatre Royal, City Archives to name a few.

18. We have also organised formal and informal learning activities for the **Constantine** exhibition including workshops on Roman food, army, theatre and entertainment. These events took place in the 'Curia', a specially created Roman room within the museum. A family guide was written based around some of the objects on show and activities on catapults, board games and Roman recreation were held.
19. Science activities included **Wild Wednesdays** that attracted a great number of people in the Museum Gardens. Each Wednesday during August featured a different area of Natural History. We also published **The Garden Explorer** for self directed activity. Astronomy events included Observatory open evenings, sun observing and talks were organised.

Full details of all the events are available if required.

e) increase use and involvement by residents

20. The Studio at the York Art Gallery has given us the capacity to have an active programme of activities. An annual event is the Big Draw week in October which attracts a lot of families. Central to our developing relationship with local communities is the **Territories** project which is a community involvement project seeking to work with hard to reach groups. This is an audience development project and is in its third year funded by the Arts Council Yorkshire until December 2006. New funding is being sought for 2007.

We have worked with over thirty community groups over the last two years representing 14 groups of 250 people, over 25 days, in the year 2004-2005 and 20 groups, 395 people, over 32 days in the year 2005 – 2006.

The groups included the following:

- Brunswick Organic Nursery and Craftworkshop - Adults with Learning Difficulties
- Community, Voluntary & Hospital based Mental Health Service Groups:
 - Clifton House, Driveway, New Lane and Red Roofs working with the Assertive Outreach teams as part of Mental Health Rehabilitation Service
 - Sycamore House– Adults from Mental Health Day Centre
 - Our Celebration - Mental Health Charity
 - The Retreat
- York Carnival - Active York Community

- Fathers and children – with Family Learning
- Future Prospects working with the following groups:
 - Dawn Team - Learning Disability Groups,
 - BME groups – Women,
 - Baby Gap – Teenage Mums and Mental Health Community Groups
- The Peasholme Centre - Homeless Group
- Age Concern Cherry Tree House Club – Social Activity Club for older people with dementia or Mental Health Problems
- Informal Carers and Young Carers, Selby and York Carers Centre
- Blind and Partially Sighted Society
- Women’s Aid Refuge
- Songbox 0 – 4 year olds and mums
- Express Yourself – Family Learning Group
- YACRO – York Association for the Care and Re-settlement of Offenders

Family First days, held on the first Saturday of every month are primarily aimed at local people.

21. The St Mary’s Precinct project has been developed with the help of a Steering Group that comprises the University of York, the City Of York Council’s planning and parks sections, English Heritage and St Olave’s Church. The consultation process has been expanded to include a wider group of Stakeholders including York Conservation Advisory Panel, CYC Conservation, Yorkshire Philosophical Society, Police and others.
22. As part of the Constantine celebrations, YMT organised a commemorative service for 25 July with the Minster where a special service took place as well as a procession through part of the city leading to a performance by young people from York. This was organised with York St John staff and students. The event was only made possible with the support from many people and organisations within the city. The Arts & Business award we received has enabled us to give special evening access to employees of Shepherd Building Group, our sponsors of the exhibition.
23. We have now appointed a Volunteers Manger who is currently working on two pilot schemes. A full volunteers programme is due to be launched in April 2007. This project is funded by the Yorkshire Hub.

f) *achieve high visitor satisfaction*

24. In October YMT held a Public Meeting which attracted 15 members of the public. This was a good deal less than in previous years but we see

this as positive as local people have less anxiety about the creation of YMT. However, they all asked pertinent questions which we found useful in thinking about future plans. The overall impression was very positive. An on-line Annual Report is now available on the website.

25. Visitor satisfaction at York Castle Museum continues to be high – research on the reaction to the Victorian Street showed that 89% of visitors thought it ‘Good’ or ‘Excellent’. At the other venues we monitor visitor satisfaction through a comments book and questionnaires. This is more qualitative than quantitative but is a good guide as to our visitor’s reactions. The responses to ECHO were particularly positive.

Currently we are undergoing market research process for the HLF bid for Yorkshire Museum which will inform the displays and exhibitions within the refurbished museum.

MORI were in the museums during October half-term and we await the results.

We are currently working on a touch-screen system for tracking and reporting customer feedback on a more regular basis. This is already being used to ascertain the opinions of visitor’s with regard to possible changes in the café at the Castle Museum.

g) ensure the cataloguing of the collection

26. **Major Projects**

A highlight of this period has been the launch of the North Yorkshire volume for the Public Catalogue Foundation which features all the paintings in public collections held in North Yorkshire, of which York’s collection is the largest. The catalogues are now on sale in York Art Gallery. Proceeds from the sale of the catalogue benefit the conservation of our Fine Art Collection.

27. **Documentation**

We have continued progress against both our collections plan and our retrospective documentation plan and we are monitoring progress quarterly to ensure we will complete the retrospective documentation to accreditation standard by our target of 2010. Statistics for progress on retrospective documentation are included at annex 3.

There are many specific documentation projects that warrant specific mention. All items that are on display in Kirkgate have been re-catalogued and photographed, and are now being added into our computer database. This has been a huge undertaking, and is in line with our collection plan whereby collection management and public programmes are linked together.

The Geology collection is now completely up to Accreditation Standard through bulk accessioning. Work is now proceeding on enhancing the

records for individual objects within the bulk records, and appears to be moving well on target. Progress has also been made on the documentation of the rock collection, the scientific instruments catalogue, the Herbarium and the exotic shell collection.

Archaeology has focused on a location audit for the prehistoric collections and work has begun on completing the documentation of the architectural collections stored at Birch Park. Several volunteers have started to catalogue parts of the collections that have not received a great deal of attention in recent years: the medieval and later document seals and some of the Anglo-Saxon coinage.

Over 4,000 works on paper have been catalogued with support from the Paul Mellon Foundation, and the WA Ismay collection now has over 1,800 of the 3,000+ works catalogued. The Japanese prints in our works on paper collection have been documented for the **Art of Life** exhibition which combines these exquisite and beautifully coloured works with studio ceramics.

We have continued to make progress on retrieving records from the previous City of York DCF-funded cataloguing exercise, with 28,411 records being recovered from laptops and integrated into our database. Progress continues to be made on entering paper records from this project, and we hope to have cleared all paper records from the 1999 project by the end of this financial year.

We now have safety copies on CD for all the accession registers at York Art Gallery, in line with Accreditation standards. The work is being carried out by the North Yorkshire Archives to a very high standard.

28. **Storage**

Social history collections are moving out of the Darnborough Street store; a new mezzanine and additional shelving has been installed at James Street and additional shelves at Fulford in preparation for the move. This will enable us to vacate Darnborough Street entirely by the end of October, and to move collections out of container storage.

The decorative arts store at the Yorkshire Museum is being repacked and moved onto more accessible and less vulnerable shelving out at Birch Park.

Several volunteers have assisted with the geology collections repacking all the larger fossil material and labelling it all up while the accession records are being created by curatorial staff. This process has helped to transform the geology store so that we can now get at them and use them. This exercise has also had some additional benefits – seemingly 'lost' specimens have been found and split groups have been reunited once again.

29. Detailed performance indicators

Visitor Numbers

6 months from April 2006 to September 2006

	Actual	Last year	% Change
Castle Museum	156,145	126,355	24%
York Art Gallery	91,177	86,688	5%
York St Mary's	15,873	19,117	-17%
Yorkshire Museum	50,726	43,747	16%
Grand Total	313,921	275,907	14%

30. Financial stability

YMT is financially stable at the moment, but it has always been recognised that in an increasingly competitive and demanding market it would require further investment funding and capital investment to prosper. **Core funding for 2008-2013 has been agreed at the current level, plus an inflationary uplift.**

31. It has not been possible for the Council to commit to any additional investment funding. However the Council is holding **£1.763m** of **capital funding** for YMT (the original £1.898m less £85k against the HLF scheme at York Art Gallery and £50k towards the Kirkgate redevelopment at York Castle Museum).

YMT are proposing the following:

2007-8	Hospitium	200k			
	1960's Experience	200k			
2008-9	Prison Experience	100k			
	Yorkshire Museum	500k			
2009-10	Yorkshire Museum	500k			
	Gardens	263k			
Total investment)		1763k	(of	22	million

The Trustees agreed the Forward Plan 2006 – 2013 at the last full Board meeting which outlines the longer term plans of YMT including capital projects, major projects and redisplay of collections.

This page is intentionally left blank

ANNEX 2

YORK MUSEUMS TRUST - FUNDING APPLICATIONS						
Application Date	Funding Body	Reason for Application	Site (1)	Amount Applied For (£)	Successful?	Total Awarded (£)
Total Funding raised from Sep 02 – Mar 06						2,764,869
13/04/2006	Arts & Business	Constantine Project	YM	10,000	partial	4,500
12/05/2006	Joseph Rowntree Foundation	Kirkgate refurbishment	CM	not specified	y	1,000
22/05/2006	Yorkshire Renaissance Hub	Hub funding 2006/07	OT	208,000	y	208,000
22/05/2006	Yorkshire Renaissance Hub	Hub funding 2007-08	OT	434,000	y	434,000
16/06/2006	The Art Newspaper & AXA Art Exhibition Catalogue Award	Constantine Catalogue	YM	5,000	pending	
16/06/2006	The Art Newspaper & AXA Art Exhibition Catalogue Award	Echo Catalogue	AG	5,000	n	
04/07/2006	Arts Council England	Strategic Regional Gallery Development	OT	80,000	y	80,000
11/07/2006	The Japanese Print Shop York	Art in Life exhibition sponsorship	AG	500	y	500
23/08/2006	Paul Mellon Centre for Studies in British Art	The York Works on Paper (third yr)	AG	10,000	n	0
05/09/2006	Heritage Lottery Fund	Unfair Trade	CM	50,000	pending	
06/09/2006	Monument Trust	Golf Buggy for Museum Gardens	YM	5,874	y	5,874
18/09/2006	Headley Trust	Viking Arm Ring purchase	YM	4,500	y	4,500
18/09/2006	V&A Purchase Fund	Viking Arm Ring purchase	YM	4,500	y	4,500
01/10/2006	Yorkshire Forward	History of York Brand development	YM	20,000	y	20,000
01/10/2006	Friends of York Art Gallery	Purchase of Picasso bowl	AG	1,890	y	1,890
Total awarded Apr – Oct 2006						764,764
Total awarded to date						3,529,633

This page is intentionally left blank

**Retrospective Documentation
Progress April – June 2006**

Collection area	Progress against 5 year retrospective documentation plans – either paper-based or computer records to Accreditation standard			Progress in processing records created during DCF project	Notes
	Manual	Adlib	Access location audit		
Archaeology	N/A	N/A	557	N/A	Working on the prehistoric collections (non lithics)
Costume and textiles	370	158	N/A	N/A	Recording of items relating to shopstock (haberdashery etc)
Decorative Arts	257	301	N/A	N/A	Work continues on the Ismay ceramics collection.
Fine Art	N/A	63	N/A	N/A	Recording of framed works on paper and location audit for items moved in stores.
Military history	68	227	N/A	N/A	Recording of campaign medals
Science	N/A	N/A	8254	N/A	Includes location audits for 2992 petrology and biology specimens. In addition, volunteers have completed location audits for 3856 entomology and 1406 palaeontology specimens.
Social history	251	578	N/A	N/A	Including Kirkgate shop settings – pharmacy, scientific instruments shop, coppersmiths, police station and pawnbrokers.
Collections Management	N/A	4124	N/A	336	The Collections Manager has been entering Adlib records for archaeology collections on show at the Yorkshire Museum and the Collections Assistant has been assisting Social History staff with entering records for objects in Kirkgate. In addition she has entered 336 records created as part of the DCF funded

Collection area	Progress against 5 year retrospective documentation plans – either paper-based or computer records to Accreditation standard			Progress in processing records created during DCF project	Notes
	Manual	Adlib	Access location audit		
					retrospective project. The Registrar has checked and confirmed 2810 records into the Adlib database from earlier systems and uploaded 28,411 records created by DCF funded cataloguers into the review database for checking before loading them into the live database.
Total	946	5451	8811	336	

**Retrospective Documentation
Progress July – September 2006**

Collection area	Progress against 5 year retrospective documentation plans – either paper-based or computer records to Accreditation standard			Progress in processing records created during DCF project	Notes
	Manual	Adlib	Access location audit		
Costume and textiles	290	150	N/A	N/A	Recording of items relating to shopstock (haberdashery etc)
Decorative Arts	N/A	64	N/A	N/A	Work focussed on preparation for two exhibitions – the Japanese exhibition at the Art Gallery and Ceramic Safari at the Yorkshire Museum.
Fine Art	N/A	700	N/A	N/A	Recording of works on paper and of Japanese prints which are now on show at the Art Gallery.
Military history	105	106	N/A	N/A	Manual records on armour updated and Adlib records for foreign medals and groups entered.
Science	N/A	N/A	3223	N/A	Includes accession records for 2552 petrology specimens and 122 lichens and 549 scientific instruments. In addition, volunteers have completed records for 385 petrology specimens.
Social history	290	44	N/A	N/A	Adlib records for objects on display in shops in Kirkgate. Manual records made for truncheon collection and updated for Princess Mary Court displays.

Collection area	Progress against 5 year retrospective documentation plans – either paper-based or computer records to Accreditation standard			Progress in processing records created during DCF project	Notes
	Manual	Adlib	Access location audit		
Collections Management	N/A	8495	N/A	1054	The Collections Manager has been entering records from earlier projects and DCF Adlib records for military collections at the Castle Museum, and the Collections Assistant has been entering DCF Adlib records for Social History collections. The Registrar has checked and confirmed 8210 records into the Adlib database from earlier systems.
Total	685	9559	3223	1054	

**Collection Management
April – June 2006**

	Transactions	Objects	Note
Acquisitions	2	20	Volcanic specimens were added to the Geology collection including a presentation box of ash and rock samples from Vesuvius, ash from Mount St Helens, along with specimens from Mexico and Mt Kilimanjaro.
Archaeological sites	1		One accession number was issued for work at 53 Piccadilly, York.
Disposals	0	0	
Image Use Requests	20	105	Rheinisches Landesmuseum Trier have reproduced images of Yorkshire Museum material being loaned for their forthcoming Constantine exhibition. Numerous fossilised insects have been photographed for use at Bolton Museum to support a display of material loaned from the geology collection.
Loans In	2	115	A significant loan this quarter was the exhibition <i>Tom Bendhem: Collector</i> from the Contemporary Art Society consisting of 113 works.
Loans Out	8	76	Numerous coins were loaned to the National Trust at Beningbrough Hall for an exhibition to mark the Year of the Portrait. Works have been loaned from the fine art collection to The Lowry, Salford Quays, Norwich Castle Museum & Art Galley and the Bowes Museum. A Victoria Cross was loaned to the Guards Museum, London to commemorate the 150th anniversary of the medal.
Conservation	0	0	

**Collections Management
July – September 2006**

	Transactions	Objects	Note
Acquisitions	8	8	<p>The Friends of York Art Gallery funded the purchase of an etching by Julian Trevelyan and helped fund the purchase of a ceramic dish by Tomimoto Kenkichi. 'Reflections- Ellerton Meadow' a coloured lithograph by Mark Hearld commissioned by the Yorkshire Wildlife Trust was also acquired.</p> <p>Five household objects dating from the 1950s were acquired by the Social History team.</p>
Archaeological sites	0	0	
Disposals	0	0	
Image Use Requests	23	70	<p>Several pockets and patchwork pieces from the Costume and Textile collection have been requested for various projects.</p> <p>Works from the Fine Art collection are being reproduced in forthcoming exhibition catalogues for which they are being loaned and researchers have also made several requests.</p>
Loans In	1	22	Works were borrowed for the <i>Icons and Idols</i> exhibition at York Art Gallery.
Loans Out	6	69	<p>Numerous Viking objects previously on loan to the Australian National Maritime Museum, Sydney have transferred to a second venue - Auckland Museum, New Zealand. A range of Roman glass has been loaned for display at Malton Museum.</p> <p>Three pockets have been loaned for the exhibition 'Pockets of History' at the Museum of Costume, Bath.</p> <p>Paintings have been loaned to the Millennium Galleries, Sheffield, the Museo Civico</p>

			Archeologico, Bologna and Compton Verney, Warwickshire.
Conservation	1	1	The ceramic rim of a Moulés earth closet has been sent for conservation.

This page is intentionally left blank

Lifelong Learning Figures April – September 2006

	Castle Museum		Yorkshire Museum		York Art Gallery		York St Mary's		Total numbers across all sites	
	Apr – Jun	Jul - Sep	Apr – Jun	Jul - Sep	Apr – Jun	Jul - Sep	Apr – Jun	Jul - Sep	Apr – Jun	Jul - Sep
Visiting children in York school groups										
• Primary	276	176	147	239	88	398			511	813
• Secondary	74	0	235	36	0	30			309	66
• Other	0	0	0	0	0	0			0	0
Total	350	176	382	275	88	428			820	879
Visiting children in non-York school groups									0	0
• Primary	6,139	1,095	1,036	376	361	126			7536	1597
• Secondary	2,445	1,109	546	252	14	84			3005	1445
• Other	0	0	0	0	0	0			0	0
Total	8,584	2,204	1,582	628	375	210			10541	3042
Events	10	3	30	32	11	5			51	40
Visitors to events	11,736*	25,500*	2,337	10,252*	1,584	2,121			15657	37873
Outreach events	3	3	3	1	0	3			6	7
Users of outreach events	116	406	110	87	0	26			226	519
Educational	50	11	40	17	13	8			103	36

Activities										
Informal Learning Groups on site	4	2	1	0	20	11			25	13
Users of informal Learning on site	113	62	18	0	161	168			292	230

*** These figures include Easter and Summer Holiday activities at the Castle Museum and Wild Wednesday activities in the Museum Gardens**



Meeting of the Executive Member for Leisure and Culture and Advisory Panel

5 December 2006

Report of the Assistant Director (Lifelong Learning and Culture)

YORK MUSEUMS TRUST: REVIEW OF THE PERFORMANCE DELIVERY PLAN (2008-13)**Summary**

1. This report outlines the process for the review of the Partnership Delivery Plan by the Council and the York Museums Trust and seeks Members' views on the priorities for the Trust for the five years 2008-2013. Following this consultation, the new plan will be brought to EMAP for formal approval.

Background

2. The Partnership Delivery Plan (PDP) is a joint agreement between the Council and the York Museums Trust. It sets out:
 - the key objectives of the partnership
 - performance targets and indicators to be met by the Trust and Council
 - performance information to be provided
 - review and reporting procedures
 - partnership arrangements between the Council and the Trust
 - arrangements for the operation of the Yorkshire Museums Gardens
3. The PDP was written in 2002 and covered the first five years of the Trust. The Funding Agreement provides a process whereby it will be formally reviewed by the Council and the Trust at the end of those five years to create a plan for the next five years. Continued funding has already been approved by the Executive for this period. The new PDP should be put in place during the next financial year. The plan will be developed in the light of this consultation.

Issues

4. The following represent the current key targets from the PDP for the partnership together with a resume of YMT's main achievements to date. Members are invited at the meeting to discuss their priorities with YMT under each heading for the next period to 2013 and to raise any other priority areas that they feel should be addressed.

A. To stabilise the service:

Visitor numbers have risen from 395,000 in 2002/03 to 465,000 in 2005/06.

B. To deliver new income streams:

The Trust has a firm financial footing and has been very successful in delivering new income streams – including conferences and an improved retail offer at the Castle Museum. The Trust has also been successful in securing additional project funding through charitable trusts and foundations, business sponsorship and the lottery, as well as new Government funding streams as Renaissance in the Regions. The total from September 2002 to October 2006 is £3,525,133.

C. To deliver new permanent exhibitions and continued development of interpretative services:

The Trust has delivered an impressive programme of exhibitions at each site. In particular, York Art Gallery has a high profile exhibition programme that is stimulated by the rich art collections and attracts important loans from both regional and National Collections.

York St Mary's has initiated a programme of contemporary site specific commissions that are funded through Arts Council Yorkshire.

Yorkshire Museum has initiated three temporary exhibitions since 2003 with Dust off the Dodo, Ice Age and the most recent Constantine the Great - York's Roman Emperor.

Publications include an impressive catalogue of the Constantine exhibition, an illustrated catalogue of the Historic Quilt Collection from the Castle Museum plus educational booklets such as Garden Explorer and catalogues documenting the commissions by Caroline Broadhead and Susie McMurray in York St Mary's.

Castle Museum has seen the reinterpretation of Kirkgate with new audio visual programmes, the opening up of some of the shops and more opportunity for visitors to interact with staff and exhibits.

An exhibition and redisplay programme for all venues is in place until 2010 and a major bid to the Heritage Lottery Fund for the refurbishment of the Yorkshire Museum will be submitted in December 2006.

D. To create a strategy for a comprehensive educational service meeting the needs of the schools, colleges and universities:

One of the Trust's most important achievements has been the schools programme. With funding from the Renaissance in the Regions initiative and working with the five partners across Yorkshire, the Trust now has a dedicated learning team who are delivering a comprehensive service to schools in line with Inspiring Learning For All. The investment has resulted in an increase of specialist staff, more freelance programmes, improved and expanded educational spaces across the three venues including new technology such as white boards plus an informal learning programme that delivers half term and holiday activities to a wide ranging audience. A programme listing all the sessions available to schools that relate to the National Curriculum is produced on a yearly basis.

E. To increase use and involvement by local people:

There have been a series of projects involving York schools and communities. One of the most effective programmes working with the local community is Territories which is funded by Arts Council Yorkshire. In its third year we have worked with a number of hard to reach groups.

F. To achieve high visitor satisfaction:

So that by 2007 over 90% of all visitors are either satisfied or very satisfied.

The figure currently stands at 70%.

G. To ensure cataloguing of the collection, keeping artefacts safe and providing full access to knowledge:

The Trust has a Collections Management Plan that deals with the documentation backlog inherited by the Trust. This backlog will be cleared by 2010 and is currently being monitored quarterly. A plan for improving storage is underway with the vacation of Darnborough Street by 2006, incremental improvements are being made in all the stores and the plan to extend Birch Park will be submitted to the Heritage Lottery Fund by December 2006.

Corporate Priorities

5. YMT's business plan contributes to a number of corporate objectives including developing opportunities for residents and visitors to experience York as a vibrant and eventful city, improving opportunities for learning, and in strengthening York's economy through investment in the tourism infrastructure. Reinvestment in the museums is an identified priority within the sub-regional investment plan.

Implications

6. The report has no implications relating to:
 - Finance
 - Human Resources
 - Equalities
 - Legal
 - Crime and Disorder
 - Information Technology
 - Other

Risk Management

7. This report has no risks to consider.

Recommendations

8. The Executive Member and Advisory Panel are asked to contribute any ideas that they may have for the next Partnership Delivery Plan

Reason: to update the Executive Member and seek Members' views on the priorities for the Trust for the five years 2008-2013.

Contact Details

Authors:

Fiona Williams
Head of Libraries and Heritage
Ext. 3316

Chief Officer Responsible for the report:

Charlie Croft
Assistant Director (Lifelong Learning and
Culture)

Janet Barnes
Chief Executive
York Museums Trust

**Report
Approved**

Date 21 Nov 06

**Report
Approved**

Date

Wards Affected:

All

For further information please contact the author of the report

Background Papers:

Museums Trust: Partnership Delivery Plan 12.12.02.



**Meeting of Executive Member for Leisure and Culture
and Advisory Panel**

5 December 2006

Report of the Director of Learning, Culture and Children's Services

**Service Plan Performance Monitoring Period 2 (1 August – 31 October):
Leisure and Culture****Summary**

1. This report analyses performance by reference to the service plan, the budget, and the performance indicators for all of the services funded through the leisure and culture budget.

Background

2. Last year, the council introduced a new cycle for reporting to the Executive Member. A common proforma has been developed for all services in the directorate which summarises progress against the actions listed in the service plan, records variations from the budget, and comments on performance against the Performance Indicators (PIs) for which information has become available during the reporting period. These are attached as an annex to the covering report. Service Managers have been asked to use no more than 2 sides of A4 for their monitoring report.
3. A summary of the main findings on progress for the Executive Member's portfolio as a whole is included below.

Analysis

4. The main message from the service plan monitoring reports is that the great majority of planned projects are on track. Particularly noteworthy has been:
 - The Pulse project to support arts work in the children's ward at York Hospital is underway with a co-ordinator funded through a grant from the Wellcome Trust
 - The Summer Reading Challenge attracted 2,028 children to take part
 - The national recognition for the quality of our parks in the Civic Trust Green Flag Award for Rowntree Park, West Bank Park and Glen Gardens
 - The progress being made by the York Museums Trust to achieve its target of stabilising visitor numbers
 - The opening of the new Oaklands sports facilities

5. The Key PIs show a healthy position. The following are particularly encouraging:
- The number and range of events supported by the service, notably through the first “Festival of the Rivers”
 - The expansion of the Young People’s holiday programme and the number of young people taking part
 - Street Sport has exceeded all its first year targets
 - The increased number of visits to our museums and galleries

Whilst only one is potentially of concern, “No. of community arts initiatives supported”. However, this may only be a profiling issue rather than reflected any real fall-off of activity.

6. Issues that have not yet been progressed include:
- Plans for the launch of a wider Performing Arts Centre (PAC) programme. Staffing proposals associated with this are included elsewhere on this agenda
 - Completion of Quest self-assessment. This is important in order to address the new Comprehensive Performance Assessment (CPA) indicator regarding accessibility of quality assured facilities. Work on this will begin as soon as management time can be freed up

Corporate Priorities

7. The service plans funded through the Leisure and Culture budget are derived from the Lifelong Learning and Leisure Plan 2005 – 2008, which includes a link with the corporate priorities under each of the following headings:
- Making York More Eventful
 - Engaging in Learning
 - Being Healthy
 - Making a Positive Contribution
 - Taking Pride and Pleasure in the Environment
 - Economic Well-being
 - Staying Safe
 - Infrastructure Planning

Financial Implications

8. Based on the actuals to date and other information on future expenditure plans and income generation, an assessment has been made by budget managers of the likely net outturn for each service plan and cost centre. At this stage in the year there is no reason to suggest that most budgets will not come in at or about the level of the current approved budget. There are though a number of exceptions to this and these variations are summarised in the Annex with full details provided in the budget section of each service plan profile.

9. The original net budget for Leisure & Culture for 2006/07 was set at £10,605k. Since then there have been a number of changes made (the annex provides details) resulting in a latest approved net budget of £9,584k. In total the projected net outturn for 2006/07 is £9,597k, leaving a projected net overspend of £13k or 0.1%.
10. The first budget monitoring report for 2006/07 presented to Executive Member and Advisory Panel (EMAP) in September highlighted a projected net overspend (after mitigating action) of £196k. Additional one-off funding of £196k was then provided by the Executive to fund this net overspend in 2006/07.
11. The individual service plan financial monitoring sheets in the annex now show a total net projected overspend of £114k. To offset this a number of service managers have proposed mitigating action to hold back expenditure totalling £101k, with the details again shown in the Annex. The result of this action leaves the net projected overspend of £13k which is a slight worsening of the position reported in the first monitoring report. The major changes from the 2nd monitoring report are set out briefly below with full details in the Annex:
 - Unexpected expenditure of £16k at the Archives for the removal of a derelict shed
 - A £15k increase in the one-off costs incurred because of the installation of the temporary fitness gym at Edmund Wilson Pool
 - A net underspend of £12k at Oaklands Sports Centre
12. In the context of the overall Leisure & Culture budget a projected net overspend of £13k is a relatively small sum and officers will continue to work to identify further savings to bridge this remaining budget gap before the end of the financial year.

Other Implications

13. The report has no Human Resources, Equalities, Legal, Crime and Disorder, Information Technology, or Property implications.

Risk Management

14. All of the service plans include a section on risk management. The risk associated with the savings proposals are significant and will have an impact on service delivery. Of particular concern is the proposed cut in the Library Bookstock budget, which will have a damaging impact on performance against the PIs for the culture block and could cap the performance of the council as a whole in the CPA assessment.

Recommendations

15. The Executive Member is recommended to note the performance of services within the directorate funded through the Leisure and Culture budget.

Reason: To monitor and review performance in his portfolio area.

Contact Details

Author:

Charlie Croft
Assistant Director (Lifelong
Learning and Culture)
Tel No: 553371

Richard Hartle
Head of Finance (LCCS)
Tel No. Ext 4225

Chief Officer Responsible for the report:

Patrick Scott
Director of Learning, Culture and Children's
Services

**Report
Approved**

Date 21/11/06

**Report
Approved**

Date

Specialist Implications Officer(s)

Financial Implications.
Richard Hartle
Head of Finance (LCCS)
Tel No. Ext 4225

Wards Affected: List wards or tick box to indicate all

All

For further information please contact the author of the report

Annex

Summary service plan budget position and monitoring reports

Background Papers:

Learning Culture and Children's Services Service Plans 2006/07



**Learning, Culture & Children's Services
Service Plan Report, Monitor 2 2006 – 2007**

Contents:

Leisure & Culture Portfolio Financial Summary

Lifelong Learning & Culture General PIs

Service Plans & Budget Monitoring

Arts and Culture

Early Years, Extended Schools and Community

Libraries and Heritage

Parks and Open Spaces

Sports and Active Leisure

Leisure Support Services Budget Sheet

<u>Leisure & Culture Portfolio Summary</u>		2006/07 Latest Approved Budget	
	£000		£000
2006/07 Original Estimate (Net Cost)	10,605		
<u>Approved Changes:</u>			
• Budgets c/fwd from 2005/06 (Exec 27/06/06) NR	+ 153	Employees	3,749
• Transfer of Youth Service to Children's Services Portfolio (Council 27/04/06)	- 1,459	Premises	1,942
• Monitor 1 Budget Realignment (Exec 10/10/06) NR	+ 196	Transport	69
• Broadband Budget Realignment (Exec 10/10/06)	+ 52	Supplies & Services	3,673
• Parks S106 to General Fund (Exec 10/10/06)	+ 3	Miscellaneous:	
• MIS Post transferred to Children's Services (CSEMAP 13/12/05)	- 13	Recharges	2,614
• Establish PFI Revenue Budgets (Exec 06/01/06)	+ 6	Delegated / Devolved	0
• NNDR Budget Adjustments (Corporate)	+ 40	Other	22
		Capital Financing	1,852
		Gross Cost	13,920
<u>Director's Delegated Virements:</u>		Less Income	4,337
2005/06 Latest Approved Budget (Net Cost)	9,584	Net Cost	9,584

<u>Summary of Service Plan Variations from the Approved Budget:</u>	Latest Approved Budget £000	Total Net Variation £000	Projected Outturn Expenditure £000	Variation %
<u>Lifelong Learning & Culture</u>				
Arts & Culture (Leisure)	824	0	824	-
Early Years & Extended Schools (Leisure)	197	+ 1	198	+ 0.5%
Libraries & Heritage	4,458	0	4,458	-
Parks & Open Spaces	1,295	- 6	1,289	- 0.5%
Sport & Active Leisure	2,821	+ 18	2,839	+ 0.6%
Leisure Support Services	-13	0	- 13	-
Leisure & Culture Portfolio Total	9,584	+ 13	9,597	+ 0.1%

2006/07 Monitor 2 Performance Monitoring for Learning, Culture & Children's Services ~ Lifelong Learning & Culture

Code	Description of PI	Service Manager	Historical Trend				06/07					07/08	08/09	03/04	PI appears as a Key PI in the LLL & CS Plan	Reasons/Explanation as to why the Monitor 2 target wasn't achieved or exceeded
			02/03	03/04	04/05	05/06		Mon 1 (4 mths)	Mon 2 (7 mths)	3rd Quarter	3rd Mon Target (whole Year)	Target	Target	Unitary Average		
LY6a	Number of community groups with whom Leisure has worked with during the year (Information)	Charlie Croft	320	431	630	513	actual	480	603							Monitored for information only
			250	352	400		target									
LY6b	Number of those which are new groups (Information only)	Charlie Croft	120	160	238	299	actual	94	146						Monitored for information only	
			100	132	100		target									
CYP7a	Percentage of users satisfaction with leisure activities for young people (measured through participants opinion survey)	Charlie Croft				89%	actual				89%	89%	89%			
							target									
CYP7b	Percentage of residents satisfaction with leisure activities for young people (measured through residents opinion survey)	Charlie Croft	24%	18%	25%	29%	actual				35%	38%	40%	O 3. LLC 4		
				29%	29%	30%	target									
BVPI 119a	Percentage of residents satisfaction with LA cultural services - Sports and leisure	Charlie Croft	56%	55%	44%	40%	actual				45%	45%	60%	LLC 8		
				60%	62%	65%	target									
BVPI 119b	Percentage of residents satisfaction with LA cultural services - Libraries	Charlie Croft	68%	70%	64%	66%	actual				67%	68%	69%	LLC 8		
				71%	76%	66%	target									
BVPI 119c	Percentage of residents satisfaction with LA cultural services - Museums & Galleries	Charlie Croft	72%	72%	62%	67%	actual				67%	70%	75%	LLC 8		
				75%	72%	64%	target									
BVPI 119d	Percentage of residents satisfaction with LA cultural services - Theatres and Concert Halls	Charlie Croft	71%	73%	65%	67%	actual				67%	74%	74%	LLC 8		
				74%	76%	79%	target									
BVPI 119e	Percentage of residents satisfaction with LA cultural services - Parks and Open Spaces	Charlie Croft	67%	77%	70%	76%	actual				76%	78%	80%	LLC 8		
				70%	77%	80%	target									

Any PI No. that is shown in yellow indicates that this PI is shown within the Council Plan

PI is lower than the lower quartile mark when comparing to available Quartile information for that year

PI is higher than the upper quartile mark when comparing to available Quartile information for that year

Actual is better than the profile by the tolerance factor

Actual is worse than the profile by the tolerance factor



Learning, Culture & Children's Services Service Plan Monitoring Report 2, 2006 – 2007

Service: Arts and Culture
Service Manager: Gill Cooper

Section A: Service Plan Initiatives and Actions

1. Achievements.

- Work with the Consultants Austin Lord Smith on the vision for a cultural quarter in York has progressed over the summer with a draft presentation given to York@Large in September. With some tweaking this will go out as a catalyst for action early in 2007.
- Research has been undertaken with North Yorkshire on the best way to support Voluntary Arts in the sub-region to encourage more active cultural participation. The draft report is now out for consultation with the relevant voluntary agencies and stakeholders.
- Research on the Community Arts sector commissioned by the Learning Partnership is in its final stages of completion and will be circulated shortly. This will help us develop the future community arts programme
- The Pulse project to support arts and media work in the children's ward of the hospital is now underway with a co-ordinator appointed for 0.5 days a week supported with a grant of £49K from the Wellcome Trust.
- YorOk film consultation has been undertaken on behalf of the Children's trust with 200 young people taking part. The film will be launched in May. The Beat the Bullies CD, Film and Education Resource Pack will be launched in November.
- The year long Illuminate: Yorkshire Festival completed on 6th October with a Light Night event which saw all the City Centre churches open with entertainment and music free of charge to the public. There was a programme of events in the Yorkshire Museum, the Central Library, St Mary's, the Art Gallery and walking trails around the city walls and architectural lighting trail. Illuminate funding also supported the open air showing on the Minster of "Singing in the Rain and Chocolat".
- The SightSonic Festival attracted increased audiences with an innovative programme of concerts, installations and an industry conference working closely with Touch Music to celebrate their 25th Anniversary. We have submitted a bid to the Arts Council to support headline concert and community activity for SightSonic in the next 12 months.
- A new Dance Consultant: Edward Lynch has been appointed and will be working closely with the Sports and Active Leisure team to develop dance within the schools sports partnerships. Partnership Plans with Yorkshire Dance Centre have been agreed and their outreach programme is being launched in York.
- The four Wider Opportunities pilot programmes are underway with Carr Infant, Skelton, Rufforth and Badger Hill. In addition 3 other schools are also undertaking wider opportunities programmes and we will be taking options for the roll out of this programme to the Schools Forum to consider.
- Discussions with stakeholders to agree a 2-year cycle of Mystery Play productions are progressing and meeting will be held shortly with HLF to discuss funding options.
- Support given to work with young people and the community to develop both the Basement (City Screen) and Melbourne Street Centre.
- Work on the siting of the Ice Rink has been subject to delicate negotiations. This will go ahead on the Eye of York this year but the concerns raised by the County Court will be monitored. Numbers of Events supported by Arts and Culture are up substantially on predictions.
- We have established a project to support arts development with the homeless at the Central Methodist Church.
- Service and staffing reviews have been undertaken with a facilitated Away Day for the management team. Report on the restructure and recommendations will come in front of EMAP in December.

2. Actions planned but not completed.

- Public Arts scrutiny proposal has been sent back to Culture and Heritage EMAP to consider ways forward. We will need to

Commentary

While a small set back we continue to work with planners to develop the public art provision in the city (Inc. The Sustrans

- consider the best way to progress this issue.
 - Plans for the launch of a wider PAC programme have been delayed by the resignation of the Arts Action Manager (to go to Doncaster) and the redeployment of the Head of Centres back into a teaching role.
 - The Colourdome Festival was cancelled following the tragic events in Chester le Street and the inability of the festival organiser to furnish us with the revised health and safety information in time.
- route).
PAC reorganisation is still ongoing and will come in front of EMAP within the restructure report
- Negotiations for compensation resulting from the last minute cancellation have been concluded.
-

2006/07 Monitor 2 Performance Monitoring for Learning, Culture & Children's Services ~ Lifelong Learning & Culture

Code	Description of PI	Service Manager	Historical Trend				06/07					07/08	08/09	04/05	PI appears as a Key PI in the LLL & CS Plan	Reasons/Explanation as to why the Monitor 2 target wasn't achieved or exceeded	
			02/03	03/04	04/05	05/06		1st Monitor (4 mths)	2nd Monitor (7 mths)	3rd Quarter/Term	3rd Mon Target (Whole Year)	Target	Target	Unitary Average			
PA1	No. pupils taking instrumental with A&C service in school (DFES return in Feb)	Gill Cooper	2560	2446	2501	2244	actual	2277	2334			2600	2650			Reorganisation of Waiting lists will be completed by the end of this term and target should be met	
			2500	2600	2500	2500	profile	2380	2400	2300	2550						
PA2a	No. of pupils in ensembles at PAC (DFES return at the end of spring term)	Gill Cooper	550	531	478	368	actual	506	516			440	500				
			700	650	550	410	profile	410		410	410						
PA2b	No. of pupils in Arts service supported ensembles	Gill Cooper				175	actual	186	139			230	250				
						200	profile	120		175	200						
PA3	% of all schools having a 'Live Arts Week' workshop	Gill Cooper	92%	80%	75%	84%	actual					85%	85%				
			70%	80%	85%	85%	profile				85%						
LA1	No. of Community Arts initiatives supported by the Arts & Culture Service.	Gill Cooper	105	157	232	284	actual	122	184			230	230			Pattern of activity has changed so that against profile the figure looks low but confident we will be on target across the whole year	
			61	75	110	248	profile	180	220	225	230						
LA2a	No. of events in the City supported by the Arts & Culture Service	Gill Cooper	101	144	233	212	actual	134	199			269	270			Increase in both LA2 figures due in large part to the Festival of the Rivers which brought a diverse range of community groups together to stage a 3 week long programme of events.	
			70	120	120	244	profile	110	120	150	256						
LA2b	No. of those events that are new (LA2a)	Gill Cooper	n/a	42	49	126	actual	70	118			50	50			See above.	
			n/a	40	40	51	profile	45	46	47	50						
LA3b	No of performances and attendances at Theatre Royal (Quarterly collection)	Gill Cooper	627 (160513)	449 (136616)	452 (137368)	486 (142073)	actual	269 (33576)	406 (51,801)			520 (145800)	520 (148000)				
			450 (135000)	480 (140000)	450 (140000)	504 (140200)	profile	150 (36,000)	240 (50,500)	375 (100,100)	520 (143,000)						
LY11	Number of visits to www.yorkfestivals.com	Gill Cooper				18691	actual	9076	10158			7700	7800			Despite removing the events listing from the site the visit numbers have increased. Evidence from usage of the member part of the site that the downloadable resources are proving very popular with events organisers.	
						6880	profile	2523	4410	5670	7568						
LY12	Percentage of respondents (Talkabout Survey) who see York as 'cosmopolitan, vibrant.	Gill Cooper				42.5%	actual					49.5%	51.5%				
							profile				47.5%						
LY13	Number of new festivals/event activities	Gill Cooper					actual					2	2				
							profile				2						
VJ8B	Ensuring that tourism through First Stop York continues to make a major contribution to the York economy: total visitor spend across the tourism industry per annum. (Actuals and targets relate to 2 year prior than the year it is shown in)	Gill Cooper			£283.6m	N/A until June	actual										
						£270m	profile					£270m					
VJ8C	Ensuring that tourism through First Stop York continues to make a major contribution to the York economy: maintain a minimum number of annual jobs at (Actuals and targets relate to 2 year prior than the year it is shown in)	Gill Cooper			8681	N/A until June	actual										
						9000	profile					9000					

Any PI No. that is shown in yellow indicates that this PI is shown within the Council Plan

PI is lower than the lower quartile mark when comparing to available Quartile information for that year

PI is higher than the upper quartile mark when comparing to available Quartile information for that year

Actual is better than the profile by the tolerance factor

Actual is worse than the profile by the tolerance factor

Section B: Budget

<u>Arts & Culture (Leisure)</u>		2006/07 Latest Approved Budget	
	£000		£000
2006/07 Original Estimate (Net Cost)	824	Employees	213
<u>Approved Changes:</u>		Premises	4
		Transport	5
		Supplies & Services	582
		Miscellaneous:	
		Recharges	224
<u>Director's Delegated Virements:</u>		Delegated / Devolved	0
		Other	0
		Capital Financing	0
		Gross Cost	1,029
		Less Income	204
2006/07 Latest Approved Budget (Net Cost)	824	Net Cost	824

Significant Variations from the Approved Budget:	
• No significant variations to report.	
Projected Net Outturn Expenditure	824
Overall Net Variation from the Approved Budget	0
Percentage Net Variation from the Approved Budget	0%



Learning, Culture & Children's Services Service Plan Monitoring Report 2, 2006 – 2007

Service: Early Years & Extended Schools Service
Service Manager: Heather Marsland

Section A: Service Plan Initiatives and Actions

1. Achievements.

- Training Directory has been published in September as an annual publication.
- Subsidised training has been provided, as have short course programmes.
- Development workers have reviewed the training to provide up to date information
- Bursaries using the Transformation fund have been available for vocational qualifications.
- Steps to Quality continually promoted with a steady increase of recruitment to the scheme.
- Development of the integrated services module for Steps is continuing, with Hob Moor Children's Centre piloting it.
- NEF funding administered and paid to settings for autumn term.
- Continued support and funds devolved to Partnerships towards their development to Extended Schools. Partnership meetings have also been attended by Development Workers.
- Delivery of FS curriculum monitored for incorporation of SEN issues.
- 1000 Treasure Boxes delivered to settings and course 'chocolate cake and chat' delivered to increase participation in Book Start programme.
- Termly monitoring visits carried out for support for minority groups, those with SEN & hard to reach
- Play Times/Shared Foundation Partnership newsletter published
- '50K Fund', now YorKash, has been launched.
- Cultural Diversity project continuing, with short film screened at City Screen.
- Awarding process for Service Level Agreements revised – tenders have been advertised
- Budgets, grants and Service Level Agreements continue to be monitored
- Criteria and awarding process for sustainability funding have been agreed. Applications from settings are being considered as they are received.
- The Children's Information Scheme (allowing parents to receive relevant information at key ages of their child's life) has surpassed its original target of 500 registered users by the end of 2006, with 534 currently registered.
- Childcare Brokerage Service now fully established. So far all cases have resulted in a suitable solution being found.

2. Actions planned but not completed. **Commentary**

None to report

2006/07 Monitor 2 Performance Monitoring for Learning, Culture & Children's Services ~ Lifelong Learning & Culture

Code	Description of PI	Service Manager	Historical Trend				06/07					07/08	08/09	04/05	PI appears as a Key PI in the LLC & CS Plan	Reasons/Explanation as to why the Monitor 2 target wasn't achieved or exceeded
			02/03	03/04	04/05	05/06		1st Monitor (4 mths)	2nd Monitor (7 mths)	3rd Quarter/Term	3rd Mon Target (Whole Year)	Target	Target	Unitary Average		
BVPI - 222a	BV 222a Quality of Early Years & Childcare Leadership – Percentage of leaders of integrated early education and childcare settings funded or part-funded by the local authority with a qualification at Level 4 or above.	Heather Marsland				9.30%	actual				60%	70%	80%		LLC 4	
						50%	profile									
BVPI - 222b	Percentage of leaders of integrated early education and childcare settings funded or part-funded by the local authority which have input from staff with graduate or post graduate training in teaching or child development.	Heather Marsland				0%	actual				65%	75%	80%		LLC 4	
						67%	profile									
EY8	Percentage of 3-year-olds receiving a good quality, free, early years education place in the voluntary, private or maintained sectors.)	Heather Marsland	92.1%	100.6%	104.8%	101.1%	actual	100.4%			100.0%	100.0%	100.0%		O 3	
			95.8% (94.5%)	96.1%	96.8%	103.1%	profile	100.0%		100.0%						
EU 4	Proportion of 3 year olds with a pre-school nursery place in the maintained sector (Autumn Term)	Heather Marsland	31.05%	37.5%	35.8%	36.4%	actual	29.8%			32.7%	32.7%	32.7%			
			34.0%	31.6%	32.9%	35.7%	profile	32.7%		32.7%						
EY10	Number after school places and holiday places provided (registered under Ofsted and as reported in the Childrens Services Plan)	Heather Marsland	2223	2115	2331	2545	actual	2495	2693		2500	2500	2500		O 4	
							profile	2500	2500	2500						
EY11	Number of extended schools (Inc. Primary, Secondary and Special) (figure in brackets is number of schools designated as meeting core offer)	Heather Marsland				12	actual				67 (12)	67 (67)	67 (67)		O 3, O 5, LLC 2	
						18	profile									
EY1	% of enquirers to the Children's Information Service rating the service as 'Excellent' or 'Very Good'	Heather Marsland					actual				94%	94%	94%			
							profile									
EY5	Numbers of settings quality assured	Heather Marsland	10	16	32	48	actual	52	58		75	90	120			There has been a downturn in settings interested in Steps, though it is now picking up. In addition 36 settings are on the Children Come First Network and 4 have completed national schemes.
			16	16	32	60	profile	65	70	75						
EY7	% of staff appraised during the year	Heather Marsland	100%	100%	100%	100%	actual	94%	97%		100%	100%	100%			All appraised apart from one member of staff who will be appraised in November
			100%	100%	100%	100%	profile	75%	100%	100%						
EY9	To ensure early years settings, inspected by Ofsted, are making satisfactory progress in delivering EL Goals	Heather Marsland			100%	N/A	actual				94%	94%	94%			
					94%	94%	profile									
CYP1	No. of community groups working in partnership with CYC to deliver Young people's holiday prog.	Heather Marsland	23	34	43	56	actual		62		53	58	63		O 3, LLC 1	The Play Team has been supporting new groups and the summer edition of Schools Out was larger than previously
			25	25	39	48	profile		40							
CYP2	Number of young people taking part in the holiday activities programme	Heather Marsland	15701	24558	41084	40255	actual		48276		38000	39000	40000		O 3, LLC 1	School's Out has continued to prove very popular. This figure includes the October half term figures that are not yet complete.
			18000	16170	20800	37000	profile		28000							
CYP4	Number of holiday activities	Heather Marsland	103	216	552	423	actual				586	604	622		O 3, LLC 7	
				106	569	569	profile									

Any PI No. that is shown in yellow indicates that this PI is shown within the Council Plan

PI is lower than the lower quartile mark when comparing to available Quartile information for that year

PI is higher than the upper quartile mark when comparing to available Quartile information for that year

Actual is better than the profile by the tolerance factor

Actual is worse than the profile by the tolerance factor

Section B: Budget

<u>Early Years & Extended Schools (Leisure)</u>		2006/07 Latest Approved Budget	
	£000		£000
2006/07 Original Estimate (Net Cost)	197	Employees	33
<u>Approved Changes:</u>		Premises	0
		Transport	3
		Supplies & Services	138
		Miscellaneous:	
		Recharges	42
		Delegated / Devolved	0
		Other	0
<u>Director's Delegated Virements:</u>		Capital Financing	0
		Gross Cost	216
		Less Income	19
2006/07 Latest Approved Budget (Net Cost)	197	Net Cost	197

Significant Variations from the Approved Budget:	
• No significant variations to report.	
• Net amount of all other minor variations in expenditure and income.	+ 1
Projected Net Outturn Expenditure	198
Overall Net Variation from the Approved Budget	+ 1
Percentage Net Variation from the Approved Budget	+ 0.5%



Learning, Culture & Children's Services Service Plan Monitoring Report 2, 2006 – 2007

Service: Libraries and Heritage
Service Manager: Fiona Williams

Section A: Service Plan Initiatives and Actions

1. Achievements.

- Summer Reading Challenge – launched at the Rowntree Park Birthday Party and supported by a range of events and activities in all libraries. A staggering 2028 children took part – up from 251 in 2005/06!! The challenge will now become a key event for libraries every summer.
- Light Night 6 Oct – the central library was the base for walks around York, offering hot chocolate and sticky buns. There were also very popular creative writing events
- Library staff have been mentored in IAG by Future Prospects staff
- Big Book Share project at Askham Grange prison – one of a number of successful reader development activities at the prison
- Action Women – the real story of the WI exhibition at the Central Library which has also hosted a series of lectures and craft workshops
- IT Starter Sessions continue at every library and we are now exploring how to link into the flexible Learning Centres

2. Actions planned but not completed. **Commentary**

None to report

2006/07 Monitor 2 Performance Monitoring for Learning, Culture & Children's Services ~ Lifelong Learning & Culture

Code	Description of PI	Service Manager	Historical Trend				06/07					07/08	08/09	04/05	PI appears as a Key PI in the LLC & CS Plan	Reasons/Explanation as to why the Monitor 2 target wasn't achieved or exceeded
			02/03	03/04	04/05	05/06		1st Monitor (4 mths)	2nd Monitor (7 mths)	3rd Quarter/Term	3rd Mon Target (Whole Year)	Target	Target	Unitary Average		
LPSA 10.2	The number of adults registering and completing courses through public libraries	Fiona Williams				763	actual				838	840	841		LLC 2	
BVPI 220	Compliance Against the Public Library Service Standards (PLSS).	Fiona Williams			2	1	actual				3	3	3		LLC 2	
						2	profile									
BVPI 220i	Compliance Against the Public Library Service Standards (PLSS). The number of PLSS the authority has complied with	Fiona Williams			8	8	actual				16	16	16		LLC 2	
						10	profile									
BVPI 220ii	Compliance Against the PLSS. The general progress the authority has made against the PLSS from the previous financial year	Fiona Williams			0.5	0	actual				1.5	0.0	0.0		LLC 2	
						0.5	profile									
BVPI 220iii	Compliance Against the PLSS where the PLSS are not met, the number of individual standards that authorities are within 5% of achieving	Fiona Williams			0	0.5	actual				0.0	0.0	0.0		LLC 2	
						0.5	profile									
BVPI 220iv	Compliance Against the PLSS provision to the general public apart from that offered in static libraries (ie mobile libraries and other service points as defined within PLSS1).	Fiona Williams				N/A	actual				N/A	N/A	N/A		LLC 2	
						Met under PLS1	profile									
BVPI 118a	Libraries: % of users reporting success in obtaining a book to borrow (measured every 3 years)	Fiona Williams			Not req	Not req	actual				70%	Not req	Not req	N/A	LLC 2	
						67.5%	profile									
BVPI 118b	Libraries: % of adult library users reporting success in gaining information as a result of a search or enquiry (measured every 3 years)	Fiona Williams			Not req	Not req	actual				69%	Not req	Not req	N/A	LLC 2	
						75%	profile									
BVPI 118c	Satisfaction with the library service (measured every 3 years)	Fiona Williams			Not req	Not req	actual				94%	Not req	Not req	N/A	LLC 2	
						92.4%	profile									
PLS1	Proportion of households living within specified distance of a static library (1 and 2 miles)	Fiona Williams		91%	91%	91%	actual				91%	91%	91%		LLC 2	
						91%	profile									
PLS2	Aggregate opening hours per 1,000 population for all libraries	Fiona Williams		112	111	107	actual				106	106	106		LLC 2	
						105	profile									
PLS3	Percentage of static libraries (as defined by CIPFA) providing access to electronic resources connected to the internet	Fiona Williams		100%	100%	100%	actual				100%	100%	100%		LLC 2	
						100%	profile									
PLS4	Total number of electronic workstations with access to the internet and the libraries catalogue available to users per 10,000 population	Fiona Williams		7	7	6	actual				7	7	7		LLC 2	
						7	profile									
PLS5(i)	% of requests for books met within 7 days	Fiona Williams		52%	52%	49%	actual				61%	62%	63%		LLC 2	
						60%	profile									
PLS5(ii)	% of requests for books met within 15 days	Fiona Williams		69%	63%	75%	actual				76%	77%	78%		LLC 2	
						70%	profile									

2006/07 Monitor 2 Performance Monitoring for Learning, Culture & Children's Services ~ Lifelong Learning & Culture

Code	Description of PI	Service Manager	Historical Trend				06/07				07/08	08/09	04/05	PI appears as a Key PI in the LLC & CS Plan	Reasons/Explanation as to why the Monitor 2 target wasn't achieved or exceeded
			02/03	03/04	04/05	05/06	1st Monitor (4 mths)	2nd Monitor (7 mths)	3rd Quarter/Term	3rd Mon Target (Whole Year)	Target	Target	Unitary Average		
PLS5(iii)	% of requests for books met within 30 days	Fiona Williams		84%	78%	88% 85%	actual profile			88%	89%	90%		LLC 2	
PLS6	No. of library visits per 1000 population	Fiona Williams	4051 4438	4214 4100	4627 4300	4764 4850	actual profile		2811 2450	4900	5100	5200	5271	LLC 2	Success of the summer reading challenge has resulted in overachieving the target set.
PLS7	Adult library users - knowledge of staff as good /very good (measured every 3 years)	Fiona Williams	93.4% 95%	93% 95%	Not req	Not req	actual profile			94%	Not req	Not req			
PLS8	Under 16 users - knowledge of staff as good (measured every 3 years)	Fiona Williams		86%	Not req	86% Not req	actual profile			86%	Not req	Not req		LLC 2	
PLS9	Annual items added per 1000 population	Fiona Williams	177 180	168 189	189 177	179 193	actual profile			216	216	220		LLC 2	
PLS10	Time to replenish the lending stock on open access or available for loan	Fiona Williams		8 years	5.85	5.90 5.85	actual profile			6.50	6.50	6.50		LLC 2	
LH5	Issues of books and items per 1000 population	Fiona Williams		6143	5802	6101 5628	actual profile			5000	5000	5000			
LH6	Enquiries at the libraries per 1000 population	Fiona Williams		561	543	584 550	actual profile			600	620	640			
LH1	Increase no. of visits to the YORTIME website (QUARTERLY Collection)	Fiona Williams			83796 15900	149948 155016	actual profile	50609 50300	92870 100600	150900	201198	244557	246000		
LH2	No. of readers at the City Archive	Fiona Williams	3253	2798 3600	3661 2900	3110 3700	actual profile			3200	3250	3300			
LH3	No. of talks/exhibitions by the City Archive	Fiona Williams	8	12 12	26 15	16 28	actual profile			20	25	26			
BVPI 170a	No. of visits/usages of museums/galleries per 1000 population (for all LA funded or part funded museums from 2005/06)	Fiona Williams	2712 3073	3081 3073	3134 3073	4028 3134	actual profile	1631 1068	3047 1870	2404	3134	3291	3300	1687	
BVPI 170b	No. of those visits (BVPI 170a) of museums/galleries by person per 1000 population (for all LA funded or part funded museums from 2005/06)	Fiona Williams	2176 2682	2323 2682	1916 2045	2515 2484	actual profile	1007 828	2004 1449	1863	2484	2608	2700	897	The numbers are so good because of new exhibitions at all our sites
BVPI 170c	No. of pupils visiting museums and galleries in organised school groups	Fiona Williams	19699 25000	24357 25000	23837 25000	26387 25500	actual profile	13508 11660	16642 15370	19875	26500	27000	27050	12855	
CPA 1	Active borrowers as a % of population	Fiona Williams					actual profile	Target to be set once baseline established in 06/07							
CPA 2	Cost per library visit	Fiona Williams					actual profile	Target to be set once baseline established in 06/07							
MLA1	Number of people receiving an 'at home' service as a % of older people helped to live at home	Fiona Williams					actual profile				19%	19%	19%		
MLA2	Bookstart packs delivered to children (0 to 9 months)	Fiona Williams					actual profile				94%	94%	94%		
MLA3	Percentage of the 4-12 year old population who start the Summer Reading Challenge	Fiona Williams					actual profile				10%	10%	10%		
MLA4	Percentage of the 4-12 year old boys who start the Summer Reading Challenge	Fiona Williams					actual profile				9%	9%	9%		
MLA5	Percentage of starters who complete the Summer Reading Challenge	Fiona Williams					actual profile				57%	57%	57%		

2006/07 Monitor 2 Performance Monitoring for Learning, Culture & Children's Services ~ Lifelong Learning & Culture

Code	Description of PI	Service Manager	Historical Trend				06/07					07/08	08/09	04/05	PI appears as a Key PI in the LLL & CS Plan	Reasons/Explanation as to why the Monitor 2 target wasn't achieved or exceeded
			02/03	03/04	04/05	05/06	actual profile	1st Monitor (4 mths)	2nd Monitor (7 mths)	3rd Quarter/Term	3rd Mon Target (Whole Year)	Target	Target	Unitary Average		
PLIM1	Adult ICT learning sessions, attendee hours per 1,000 pop	Fiona Williams				1600	actual profile				1700	1800	1900			
PLIM5	% of users of the "at home" service classing the choice of materials as "very good" or "good"	Fiona Williams					actual profile	Target to be set once baseline established in 06/07								
PLIM7	Bookstart packs delivered to children (18 to 30 months)	Fiona Williams				1456	actual profile				1888					
PLIM8	Bookstart packs delivered to children (36 to 48 months)	Fiona Williams					actual profile				1977					
PLIM9	Bookstart, number of new library members % of 0-4 year olds (could be replaced with library members as % of 0-4 year olds)	Fiona Williams					actual profile	Target to be set once baseline established in 06/07								
PLIM10	Number of 4 to 12 year olds who start the summer reading challenge	Fiona Williams				251	actual profile				2000					
PLIM11	Boys participating in the summer reading challenge	Fiona Williams				103	actual profile				850					
PLIM12	Number of starters who complete the summer reading challenge	Fiona Williams				215	actual profile				1750					
PLIM13	Number of summer reading challenge starters who also join the library	Fiona Williams				8	actual profile				200					
PLIM14 (Was LH7)	% take up of available ICT time in libraries	Fiona Williams				75% 59%	actual profile				76%	77%	80%			

Any PI No. that is shown in yellow indicates that this PI is shown within the Council Plan

PI is lower than the lower quartile mark when comparing to available Quartile information for that year

PI is higher than the upper quartile mark when comparing to available Quartile information for that year

Actual is better than the profile by the tolerance factor

Actual is worse than the profile by the tolerance factor

Section B: Budget

<u>Libraries & Heritage</u>		2006/07 Latest Approved Budget	
	£000		£000
2006/07 Original Estimate (Net Cost)	4,375	Employees	1,677
<u>Approved Changes:</u>		Premises	328
• Budgets carried forward from 2005/06 (Exec 27/06/06) NR	+ 14	Transport	30
• Broadband Budget Realignment (Exec 10/10/06)	+ 52	Supplies & Services	2,103
• Establish PFI Revenue Budgets (Exec 06/01/06)	+ 6	Miscellaneous:	
• NNDR Budget Adjustments (Corporate)	+ 11	Recharges	381
<u>Director's Delegated Virements:</u>		Delegated / Devolved	0
		Other	0
		Capital Financing	294
		Gross Cost	4,812
		Less Income	354
2006/07 Latest Approved Budget (Net Cost)	4,458	Net Cost	4,458

Significant Variations from the Approved Budget:		
• The two year additional post of project archivist to implement new partnership arrangements for the archive service was recruited to in November 2004 resulting in a £14k underspend in 2004/05 which was carried forward into 2005/06 & then into 2006/07. The post has recently become vacant and will not now be filled.		- 14
• Unexpected expenditure at the Archives for the removal of a derelict shed.		+ 16
• Current projections suggest that library income is likely to fall significantly short of targets in 2006/07. The main areas of concern are; CD Rom lending (£4.7k), Talking Books (£1.7k), Reservations (£9.5k), Room 18 online charges (£2k), Strensall rents (£2.2k), Music & Drama Subscriptions (£6.8k), Central Library fees & charges (£10k), Central Library room hire (£8k).		+ 45
• Contribution to Learning Connections which was originally to be funded from additional Library Service income.		+ 15
• Branch Library staffing is again expected to overspend due to long term sickness and unbudgeted double staffing.		+ 14
• Yortime is currently operating with 1 fte post less than full establishment. This will be maintained for the rest of the financial year generating a saving.		- 20
• The 'Go Mad' training programme has cost £16k more than the £30k of external funding that it brought in to the service.		+ 16
• The Library Manager post is currently vacant and will not now be filled for the remainder of this financial year.		- 22
• Net amount of all other minor variations in expenditure and income.		- 23
• In order to offset the net overspends listed above and bring the budget back into line by the end of the year, the service is reviewing fees & charges and considering whether any other non front line posts can be kept vacant. If this action still isn't sufficient then the remaining budget shortfall will be funded from a reduction in the Bookstock budget.		- 27
Projected Net Outturn Expenditure		4,458
Overall Net Variation from the Approved Budget		0
Percentage Net Variation from the Approved Budget		0%



Learning, Culture & Children's Services Service Plan Monitoring Report 2, 2006 – 2007

Service: Parks and Open Spaces Service Manager: David Meigh

Section A: Service Plan Initiatives and Actions

1. Achievements.

- Representatives of Parks and Open Spaces, Friends Groups and Neighbourhood Services collected the Civic Trust Green Flags awarded to Rowntree Park, Glen Gardens and West Bank at the 10th Anniversary Awards ceremony at the International Conference Centre in Birmingham on 3rd August.
- Tenant participation in the management of allotment site continues to increase with two new association becoming fully operational at Green Lane and Wiggington Road bringing the total number of Council sites with associations to six.
- The new Green Space Education Officer started in post in the summer. This post, funded by the Heritage Lottery Funded and hosted by the Yorkshire Wildlife Trust, is working with parks and open space officers to develop a comprehensive and up-to-date city wide education resource. The pack will include such things as lesson plans and risk assessments for key green spaces.
- York Green Spaces Guide launched – this joint project with the Sessions Book Trust, English Nature and community groups is the first such comprehensive guide to York's green spaces. York's three Green Flag winning parks are included in the 2006/07 Good Parks Guide produced by the Royal Horticulture Society and GreenSpace

2. Actions planned but not completed. **Commentary**

- | | |
|--|--|
| <ul style="list-style-type: none"> • • Start the production of a City wide parks and open spaces strategy • Submit Stage 1 lottery bid for Hull Road Park | <p>This is on hold pending the completion of the PPG17 assessment which is being undertaken to inform the Local Development Framework</p> <p>This has not progressed as planned because the lottery process is not as quick as originally thought meaning that more time is available to submit bids. Therefore this scheme is being developed at a slower pace to ensure that it matches lottery requirements</p> |
|--|--|

2006/07 Monitor 2 Performance Monitoring for Learning, Culture & Children's Services ~ Lifelong Learning & Culture

Code	Description of PI	Service Manager	Historical Trend				06/07				07/08	08/09	04/05	PI appears as a Key PI in the LLC & CS Plan	Reasons/Explanation as to why the Monitor 2 target wasn't achieved or exceeded
			02/03	03/04	04/05	05/06		1st Monitor (4 mths)	2nd Monitor (7 mths)	3rd Quarter/Term	Target	Target	Target		
BVPI 119e (i)	Percentage of residents dissatisfaction with LA cultural services - Parks and Open Spaces (Bi annual survey)	Dave Meigh		8%	11%	7%	actual							LLC 5	
						8%	profile				7%				
LP10	Percentage of users satisfaction with Rowntree, West Bank and Hull Road Parks and Glen Gardens. Site based surveys recording Very Good	Dave Meigh			54%	50%	actual				60%	65%	70%	LLC 5	
						60%	profile								
LP11	Percentage of users satisfaction with Rowntree, West Bank and Hull Road Parks and Glen Gardens. Site based surveys recording Fairly Good	Dave Meigh			41%	39%	actual				35%	30%	25%	LLC 5	
						35%	profile								
LP12	Number of sites with management and maintenance plans	Dave Meigh	1	4	5	8	actual				10	10	11		
						8	profile								
LP13	Number of sites meeting Civic Trust Green Flag Award standards	Dave Meigh	0	0	1	2	actual				3	3	3	LLC 5	
						2	profile								
LP14	Amount of land (hectares) designated as Statutory Local Nature Reserves (LNR's)	Dave Meigh	15	43	52.5	62.59	actual				62.6	62.6	62.6	183.0	
						52.5	profile								
LP1	Number of playgrounds and play areas provided by the council, per 1,000 children under 12	Dave Meigh	2.98	2.88	3.13	3.29	actual				3.4	3.5	3.6	2.6	
			2.81	2.98	2.98	3.29	profile								
LP3	The percentage of playgrounds that conform to National Playing Fields Association Standards	Dave Meigh	20%	30%	32%	36%	actual				39%	47%	47%	40%	LLC 5
			16%	25%	33%	36%	profile								
LP6	% of schools taking part in Environmental Education Programme	Dave Meigh	38%	23%	24%	20%	actual		17%		22%	23%	24%		Actual may increase as some data is missing from Sept and Oct
			58%	38%	20%	24%	profile		17%						
LP7	Schools programme- No of key stage 1 & 2 and preschools events	Dave Meigh	25	41	67	42	actual		29		50	55	60		Actual may increase as some data is missing from Sept and Oct
			25	25	50	60	profile		30						
LP15	Number of sites with Community Groups attached	Dave Meigh			33	33	actual				33	33	33		
						33	profile								
LP16	Percentage of allotment plots let April	Dave Meigh	70% est	80%	90%	91%	actual				92%	95%	95%		
						90%	profile								

- Any PI No. that is shown in yellow indicates that this PI is shown within the Council Plan
- PI is lower than the lower quartile mark when comparing to available Quartile information for that year
- PI is higher than the upper quartile mark when comparing to available Quartile information for that year

- Actual is better than the profile by the tolerance factor
- Actual is worse than the profile by the tolerance factor

Section B: Budget

<u>Parks & Open Spaces</u>		2006/07 Latest Approved Budget	
	£000		£000
2006/07 Original Estimate (Net Cost)	1,292	Employees	215
<u>Approved Changes:</u>		Premises	1,092
• Parks S106 balances transferred to General Fund reserves (Exec 10/10/06)	+ 3	Transport	7
• NNDR Budget Adjustments (Corporate)	+ 0	Supplies & Services	104
<u>Director's Delegated Virements:</u>		Miscellaneous:	
		Recharges	214
		Delegated / Devolved	0
		Other	0
		Capital Financing	136
		Gross Cost	1,768
		Less Income	473
2006/07 Latest Approved Budget (Net Cost)	1,295	Net Cost	1,295

Significant Variations from the Approved Budget:	
• Increased maintenance costs in parks and play areas due to vandalism.	+ 10
• Undertaking large projects such as pruning trees along New Walk, urgent unexpected repairs to the River Ouse riverbank, carrying out Health & Safety work and also treatment of diseased trees on the Knavesmire, in Rowntree Park and at Hob Moor.	+ 17
• An underspend is projected on parks staffing due to vacancies being held within the team.	- 18
• Rents and car park income is expected to exceed targets for the year.	- 9
• Net amount of all other minor variations in expenditure and income.	- 6
Projected Net Outturn Expenditure	1,289
Overall Net Variation from the Approved Budget	- 6
Percentage Net Variation from the Approved Budget	- 0.5%



Learning, Culture & Children's Services Service Plan Monitoring Report 2, 2006 – 2007

Service: Sport and Active Leisure
Service Manager: Jo Gilliland

Section A: Service Plan Initiatives and Actions

1. Achievements.

- Support for PE, school sport and opportunities for young people remains a key area of achievement. Over 110 KS2 pupils participated in Top up swimming sessions to aid their achievement of swimming 25m and a new guidance scheme of work has been developed to help both school and swim teachers to deliver quality provision. The coaches into schools programme has been launched to support schools with extended schools and PPA capacity issues and another 195 teachers and governors have attended CPD opportunities for PE since April 2006. A new PDM has been appointed for the Oaklands SSP and we have now established a citywide SSP steering group.
- The city's Physical activity forum has completed draft action plans for 4 of its 6 agreed themes and has identified older people, people at risk of long term illness and work based settings to be its priority areas for developing increased participation in physical activity. The forum has also been approached by the countryside agency to be part of its national bid to the big lottery health and wellbeing fund, focusing on "fitness in the fresh air". The physical activity coordinators continue to develop opportunities across the city for people to be more active. An example of this was the highly successful older peoples Olympics in October.
- Street sport has proved to out perform all of its first year targets and is held up by Sport England as a national example of good practice. With over 4618 young people attending sessions, the project is now looking to expand its provision.
- The recent employment of three Physical Activity Co-ordinators and a Disability Sports Coach has had a tremendous impact on local activity and sports provision, they have also been instrumental in helping to establish the 4 Active York 'Sports Zones' in the North, South, East, and West of the City. In terms of Disability Sport over 200 new people have been engaged and included in recent provision.
- Our work around policy and strategic planning for sport is increasingly gaining in stature and corporate importance. Sport and Active leisure targets are firmly rooted in the emerging LAA and Active York and its links to the County Sports Partnership are being recognised as a leader in the regional area. Work continues along a Sport England timetable to develop the Active York investment plan and CIF bid.
- Significant work has been undertaken on the feasibility of providing a community accessible swimming pool on the university campus. We have begun the business planning process and are drawing up a memorandum of agreement for the partnership.
- We have carried out extensive auditing of sports facilities to inform our own planning process and the work of Sport England. This data is also to be used to evaluate our performance against some CPA measurements.
- Our own leisure facilities have also seen some major developments in the last quarter. The new Oaklands centre had its grand opening following its £1.8M refurbishment in September and is now open for the public to enjoy new climbing, dance and fitness facilities.
- We are on schedule to achieve our increased participation target, mainly due to the successful launch of the new Oaklands facilities.
- Findings of the PACT audit was presented in October with good results and some suggestions for future development.
- Feasibility work has been undertaken to consider how to best provide swimming facilities on the west of the city. Consultation will be taking place from 13 November on the available options.

2. Actions planned but not completed.

- Pilot Out of Hours Learning and competition framework

Commentary

We are working with the recently re-established YDSAA to develop this framework

- Development of quality assured school swim programme We are awaiting the outcome of the pools feasibility work before progressing with this work
 - Development of a citywide physical activity consciousness campaign On advice from sport England and DoH, we are awaiting news on a national campaign which we may link to
 - Develop everyday swim partnership We were unsuccessful in our external ASA bid for this project
 - Complete QUEST self assessment We have awaited the opening and bedding in of the new Oaklands centre before this process can begin
 - Support city wide (AGT) Able Gifted and Talented programme Training has been provided to relevant officers and are now in the process of developing training for teachers / schools AGT programme planned for Summer 2007
 - Achieve Charter mark for 2 SSPs (School Sports Partnerships) Will probably not qualify this year due to LPSA (Local Public Service Agreement) percentage achieved being below national target
 - CPD Calendar Web based Linking with Development and Training Unit system – predicted to be complete by April 2007
-

2006/07 Monitor 2 Performance Monitoring for Learning, Culture & Children's Services ~ Lifelong Learning & Culture

Code	Description of PI	Service Manager	Historical Trend				06/07					07/08	08/09	04/05	PI appears as a Key PI in the LLC & CS Plan	Reasons/Explanation as to why the Monitor 2 target wasn't achieved or exceeded
			02/03	03/04	04/05	05/06		1st Monitor (4 mths)	2nd Monitor (7 mths)	3rd Quarter/Term	3rd Mon Target (Whole Year)	Target	Target	Unitary Average		
LY8a	Percentage of residents who have used on a frequent basis any sports/leisure facilities, events or courses in the last 6 months	Jo Gilliland			57%	45%	actual				46%	47%	48%			
						58%	profile									
LY8b	Percentage of residents who have used on a frequent basis any sports/leisure facilities, events or courses in the last year	Jo Gilliland			66%	54%	actual				55%	56%	57%			
						67%	profile									
LS1	Swimming pools and sports centres: Number of swims and other visits (per 1,000 population)	Jo Gilliland	5743	5463	3216	3993	actual	1325	2362		4100	4300	no target		LLC 3	
			5365	4798	4182	3800	profile	1366	2391	3074						
LS5a	Number of sports education coaches courses held	Jo Gilliland	43	39	40	60	actual				65	67	70			
			30	40	50	60	profile									
LS5b	Number of people gaining qualifications through these courses (LS5a)	Jo Gilliland		274	380	360	actual				360	365	370			
				250	270	385	profile									
LS8	% of adults participating in at least 30 mins moderate intensity physical activity (inc. sport) on 5 or more days each week (TalkAbout Survey)	Jo Gilliland			24%	N/A	actual									
					35%	27%	profile									
LPSA 12.1	% of adult residents participating in at least 30 minutes moderate intensity sport and active recreation (including recreational walking) on 3 or more days a week	Jo Gilliland					actual	Baseline to be established by 2005/06 Active People Survey (York data available 11/06)					+3% from 2006 survey		LLC 3	
							profile									
LPSA 12.2	% of 5 – 16 year olds participating in an average of 2hrs high quality PE and school sport per week within and beyond the curriculum during one complete school year.	Jo Gilliland				62%	actual				75%	85%	88%	69%	O 1, LLC 3	
							profile									
LS20	No. of voluntary sports clubs achieving Charter Mark	Jo Gilliland				21	actual				30	32	34			
							profile									
LS21	% visits to council run leisure facilities from NS-SEC classes 6&7 compared with % catchment population in same group	Jo Gilliland					actual									
							profile									
LS22	% visits to council run leisure facilities from 11-19 years compared with % catchment population in same age group	Jo Gilliland					actual									
							profile									
LS23	% visits to council run leisure facilities from BME groups compared with % catchment population in same ethnic group	Jo Gilliland					actual									
							profile									
LS24	% visits to council run leisure facilities from 60+ years compared with % catchment population in same group	Jo Gilliland					actual								LLC 3	
							profile									

2006/07 Monitor 2 Performance Monitoring for Learning, Culture & Children's Services ~ Lifelong Learning & Culture

Code	Description of PI	Service Manager	Historical Trend				06/07				07/08	08/09	04/05	PI appears as a Key PI in the LLC & CS Plan	Reasons/Explanation as to why the Monitor 2 target wasn't achieved or exceeded
			02/03	03/04	04/05	05/06		1st Monitor (4 mths)	2nd Monitor (7 mths)	3rd Quarter/Term	3rd Mon Target (Whole Year)	Target	Target		
LS25	% visits to council run leisure facilities made by disabled people <60 years compared with % catchment population in same group	Jo Gilliland					actual								
							profile								
LS26	Subsidy per visit (£)	Jo Gilliland					actual								
							profile								
LS27	Annual visit per sq m	Jo Gilliland					actual								
							profile								
LS28	Number of facilities which are benchmark quality assured	Jo Gilliland					actual								
							profile								
LS29	% of population in urban areas that are within 20 minute walk of a range of different sports facility types of which two are quality assured	Jo Gilliland					actual								
							profile								
LS30	% of population in rural areas that are within 20 minute drive of a range of different sports facility types of which two are quality assured	Jo Gilliland					actual								
							profile								

- Any PI No. that is shown in yellow indicates that this PI is shown within the Council Plan
- PI is lower than the lower quartile mark when comparing to available Quartile information for that year
- PI is higher than the upper quartile mark when comparing to available Quartile information for that year

- Actual is better than the profile by the tolerance factor
- Actual is worse than the profile by the tolerance factor

Section B: Budget

<u>Sport & Active Leisure</u>		2006/07 Latest Approved Budget	
	£000		£000
2006/07 Original Estimate (Net Cost)	2,457	Employees	1,355
<u>Approved Changes:</u>		Premises	517
• Budgets carried forward from 2005/06 (Exec 27/06/06) NR	+ 139	Transport	19
• Monitor 1 Budget Realignment (Exec 10/10/06) NR	+ 196	Supplies & Services	703
• NNDR Budget Adjustments (Corporate)	+ 29	Miscellaneous:	
		Recharges	375
		Delegated / Devolved	0
		Other	22
<u>Director's Delegated Virements:</u>		Capital Financing	1,423
		Gross Cost	4,414
		Less Income	1,593
2005/06 Latest Approved Budget (Net Cost)	2,821	Net Cost	2,821

Significant Variations from the Approved Budget:		
• Currently projecting a £14k overspend due to the number of sports clubs gaining CASC status not as high as was anticipated.		+ 14
• The additional unbudgeted costs relating to the Barbican Centre prior to full handover was reported at the 1st monitor. One-off funding was allocated by the Executive after the 1st monitor to cover these costs in 2006/07. For each month beyond the end of 2006/07 an estimated additional £5k will be incurred, mainly on business rate costs.		0
• Net additional cost due to the closure of the Edmund Wilson fitness gym earlier this year. At the time of the 1st monitor it was estimated that one-off costs of £100k and further on-going costs of £75k would be incurred in 2006/07. One-off funding of £175k was allocated by the Executive after the 1st monitor to cover these costs in 2006/07. Provision for the on-going costs of £75k is also being put forward for funding in the 2007/08 budget process. Unfortunately since the 1st monitor the estimate of one-off costs in 2006/07 has risen to £115k.		+ 15
• A one-off overspend due to the closure of Yearsley Pool for essential maintenance work was reported at the 1st monitor. One-off funding was allocated by the Executive after the 1st monitor to cover these costs in 2006/07.		0
• Prior to Oaklands School taking on responsibility for the management of the Oaklands Sports Centre under the Oaklands Sports Partnership, a net underspend was delivered against the centre's budgets.		- 12
• Net amount of all other minor variations in expenditure and income.		+ 1
Projected Net Outturn Expenditure		2,839
Overall Net Variation from the Approved Budget		+ 18
Percentage Net Variation from the Approved Budget		+ 0.6%

Section B: Budget

<u>Leisure Support Services</u>		2006/07 Latest Approved Budget	
	£000		£000
2006/07 Original Estimate (Net Cost)	0	Employees	256
<u>Approved Changes:</u>		Premises	0
• MIS Post transferred to Children's Services (CSEMAP 13/12/05)	- 13	Transport	5
		Supplies & Services	43
		Miscellaneous:	
		Recharges	1,378
<u>Director's Delegated Virements:</u>		Delegated / Devolved	0
		Other	0
		Capital Financing	0
		Gross Cost	1,681
		Less Income	1,693
2006/07 Latest Approved Budget (Net Cost)	- 13	Net Cost	-13

Significant Variations from the Approved Budget:	
• No significant variations to report.	
Projected Net Outturn Expenditure	- 13
Overall Net Variation from the Approved Budget	0
Percentage Variation from the Net Approved Budget	0%
Percentage Variation from the Gross Approved Budget	0%



Meeting of the Executive Member for Leisure & Culture
and Advisory Panel

5 December 2006

Report of the Director of Learning, Culture and Children's Services

Restructure of the Arts & Culture Service

Summary

1. The purpose of this report is to consult the Executive Member about a restructure of the Arts and Culture Service. Under the Council's Constitution the Chief Officer has the power to implement minor restructures. Before implementing this proposed restructure the views of the Executive Member and Advisory Panel are sought on the principles set out.

Background

2. The current structure was put in place in 2004 with the amalgamation of the Arts Service with the former Culture and Community Development Service. It established 3 main teams responsible for supporting events and festivals, delivering community arts, and providing curriculum support, performing arts centres and the peripatetic music service.
3. Since that time the team has had some notable successes including the establishment of the *City of Festivals* brand which has strengthened the year round programme of cultural activity and raised the profile of festivals in the city. A forum with First Stop York and the city centre management team has been established which has co-ordinated festival support activity and has secured recognition for festivals within the emerging Area Tourism Plan. Work with North Yorkshire Culture (NYC) has resulted in a sub-regional bid to support festival development.
4. The Arts Action team, established in partnership with Arts Council England: Yorkshire is gaining recognition of their work as best practice in the field of community arts. Their achievements have been fully detailed and reported to members recently. The increasing government emphasis on safer, stronger communities and the agenda for positive engagement opportunities for young people provides a clear basis for further development of their work.
5. The Arts Education team continue to be highly rated in the annual schools survey. The take up of instrumental lessons in schools is higher than the national average (11% compared to 8% nationally) and the local authority currently has the highest percentage of primary schools with ArtsMark accreditation in the country (this will become a Cultural CPA Key PI in 2007).

6. Despite these successes Arts and Culture has to move on to address new challenges. A restructure is required which will allow the service to continue to develop, to focus on key priority areas, and to enable more resources to be directed to front-line service delivery, whilst working within the budget likely to be available. Because of the need for the Council to make significant savings in its budget for 2007/8 these proposals have been designed to be able to deliver budget savings of £32k in the Leisure & Culture portfolio, as well as supporting a projected £35k increase in income targets within the Children's Services portfolio. These budget savings are set out in the budget papers elsewhere on this agenda. Should these budget savings not be required the funding would be available for direct spending on arts and festivals initiative.

Consultation

7. In undertaking this review of the service we have consulted within the team, with stakeholders of the service, with other external partners, and with members of the departmental management team.

What did people say on the whole? A few summary bullet points:

- ❖ The team, as stands, has been successful in delivering their current responsibilities.
- ❖ That new opportunities to improve our 'youth offer' should be taken up with a refocus of our work.
- ❖ That we should continue to develop our work to ensure that those young people and residents who are not currently active culturally are encouraged to actively participate in the arts.

Principles for the revised structure

8. The guiding principles for the re focus of the service are:
- Increasing active participation in the arts by widening access and diversifying our work
 - Increasing active participation rates improving our offer to young people
 - Creating safer and stronger communities through focused, targeted work, especially in those communities where active participation rates are low
 - Focussing our festival work on community and arts development whilst working in partnership to promote the 'York - City of Festivals' brand.
9. Following this review Arts and Culture needs to refocus its educational work, especially in the area of the Performing Arts Centres (PACs), to improve the offer of arts activities to young people. We need to widen the PACs' appeal and include visual and media arts in the provision while still retaining high quality provision which challenges and supports young people to achieve their best. **Therefore we propose to change the post of Head of Centres into a Young People's Arts Officer.** This post has a completely revised job description with responsibility for making strategic links with the Youth Service, the Extended Schools service and internally within the Arts and Culture team. (Annex 2).

10. The Music Manifesto from the DFES is introducing a Wider Opportunities programme with £78K additional funding being delegated into schools through the Standards Fund in 2007/8. We have successfully piloted a Wider Opportunities programme for the last two years and will be seeking Schools Forum approval to ring fence this funding into a central pot so that all schools can benefit from the monies rather than small delegated amounts being lost in the larger school budget. To do this effectively we will have to work very closely with primary schools to deliver the service required. This will be necessary if we are to give every child in Key Stage 2 the chance to play a musical instrument and experience the music curriculum through instrumental playing. **Therefore we need to secure additional management time to oversee the quality of the Wider Opportunities provision into schools.**
11. The proposed Local Authority Agreement (LAA) places strong emphasis on outcomes related to both a healthier population and safer, stronger communities. These are reflected in the revised Lifelong Learning and Culture Plan. In supporting these objectives the work of Arts Action York and the Cultural Events team has been invaluable. **Therefore it is essential that we retain the frontline capacity to support communities and increase active participation in culture.**

Options

12. If we are to focus on these priorities and deliver the proposed budget savings and income generation required we need to do the following:
 - Secure additional management time to deliver a Wider Opportunities Programme and ensure the quality of provision. Through the awarding of an additional Teaching and Learning responsibility point and a reorganisation of current Teaching and Learning points we aim to support the Wider Opportunities programme effectively, improving our operation and efficiency.
 - Restructure the Performing Arts Centres into Young Peoples Arts Hubs to develop an improved youth offer, encompassing more art forms and liaising more closely with internal Arts & Culture team, Youth Service and the Extended Schools network. The Head of Centres position, which was previously held by a peripatetic teacher (part time) and is currently vacant, will change to a full time Young People's Arts Officer with a job description and person specification more focused on the expansion of provision and the improvement of our 'youth offer'.
 - Reorganise the Cultural Events team and the Arts Action team under one manager, the Arts and Events manager, realising potential budget savings while securing and enhancing the operational budgets that support frontline delivery. The responsibilities of the Events and Festivals Officer to work with wider communities on festival and events delivery will be increased. The focus of the team will continue to be on *Making York More Eventful*, increasing active participation rates and building safer, stronger and greener local communities with capacity and confidence to engage actively in culture. The reduction of one post will clearly reduce the capacity to develop partnership work although some of the resources freed up will be

reinvested into front line budgets. This should help to lever in additional funding.

- In order to ensure the efficient collection of income from fees, the effective business support to the workshops, events and festivals programme and the administrative support of the section the business support team will be reorganised under a single supervisor post.

Analysis

13. Through the implementation of these measures we will refocus on the work supporting the changing local, regional and national cultural agenda. Additionally the proposed budget savings of £32k within the Leisure and Culture budget portfolio will be made available and a structure capable of delivering the proposed £35k increase in income in the Children's Services budget portfolio will be put in place.

Corporate Priorities

14. The new structure will focus on the revised corporate priorities within the LAA and the 5 Lifelong Learning & Culture priorities:
- Making York More Eventful
 - Engaging in Learning
 - Being Healthy
 - Building Stronger, Safer and Greener Communities
 - A Vibrant Cultural Infrastructure

Implications

Financial Implications

15. The cost of the proposed staff structure is shown in the table below based on the new job descriptions and benchmarked gradings:

Leisure	2007/08	2008/09	Maximum Cost
	£	£	£
Cost of Existing Structure	221,000	225,000	231,000
Cost of Proposed Structure	181,000	186,000	195,000
Less Budget Saving	-25,000	-25,000	-25,000
Budget Remaining for additional activities	15,000	14,000	11,000

Education	2007/08	2008/09	Maximum Cost
	£	£	£
Cost of Existing Structure	327,000	332,000	336,000
Reduced contribution to EDS Budget	8,000	8,000	8,000
Cost of Proposed Structure	333,000	339,000	347,000
Budget Remaining for additional activities	2,000	1,000	-3,000

A more detailed financial analysis of the staff structure is included in Annex 1.

Human Resource Implications

16. HR has undertaken a benchmarking exercise for the proposed new and amended posts. The following grades are supported by HR, subject to the outcome of job evaluation:

- Arts & Events Manager PO6-PO9
- Arts & Festivals Officer SO1/SO2
- Events & Festivals Officer SO1/SO2
- Young People's Arts Officer SO1/SO2
- Events Assistant SC3

The proposal does have implications for current staff. It is proposed that the posts of Cultural Events Manager and Arts Action Manager are deleted from the structure and replaced with the new role of Arts & Events Manager. Also, the post of Events & Festivals Officer has been significantly revised, a new job description drawn up and a higher grade allocated to the post. There are staff in all three of these posts.

These three staff will therefore be potentially at risk of redundancy, as their substantive posts no longer exist in the new structure. The Council's Management of Change procedures will therefore apply. However the new post of Arts and Events Manager and the significantly revised post of Events and Festivals Officer in the proposed structure may provide suitable alternative posts under the redeployment procedure for two of the three staff affected.

When vacancies arise, the redeployment procedure gives priority to employees who are potentially at risk of redundancy. A post is deemed a suitable match when the employee's skills, experience and knowledge are of a level that will enable them to effectively undertake the duties and responsibilities of the post i.e. they meet the essential criteria for the post (or could do so with reasonable training). Where there is more than one suitable redeployment candidate, formal interviews will be held, which will be competitive amongst redeployees only.

The new post of Arts Hubs Officer and revised Arts & Festivals Officer are currently vacant. These posts should be recruited to in line with the vacancy management procedures and within the current establishment controls.

The careful management application of appropriate procedures and clear consistent consultation with staff affected at all stages is vital.

Equalities Implications

17. There will be improved access to the revitalised Young Peoples Arts Hubs. The year round festival and events provision and work undertaken by the Arts Action team with disadvantaged or disenfranchised communities will continue.

Legal Implications

18. None.

Crime and disorder

19. Research has shown that investment in cultural development within communities, including the engagement of young people in the creative process, can benefit the whole community through drops in criminal activity and re offending rates.

IT

20. None.

Property

21. None.

Recommendations

22. That the Executive Member and Advisory Panel comment on the principles set out in the report that underpin the proposed new staffing structure for the Arts and Culture Service.

Reason: To secure the increased engagement of young people in the arts, the delivery of a Wider Opportunities programme in schools and that the service arm operates within the budgets set for 2007/08.

Contact Details

Author:	Chief Officer Responsible for the report:		
Gill Cooper Head of Arts and Culture 554671	Patrick Scott Director of Learning, Culture and Children's Services		
Charlie Croft Assistant Director Lifelong Learning and Culture 553343	Report Approved	✓	Date 22.11.2006
Specialist Implications Officer(s)			
Fae Raby Accounting Technician 554227	Jo Brighton HR Adviser 554336		
Wards Affected: List wards or tick box to indicate all			All ✓
For further information please contact the author of the report			

Annexes

1. Staffing budget, existing and revised
2. Revised & Existing structure and job descriptions

Existing	Hours	Scale	Salary (£)		
			07/08		Max
Cultural Events Manager	37	PO10-13	44587	44587	44587
Arts Action Manager	37	PO3-6	37403	37403	37403
Events Officer	37	Sc4/SO1	28919	29903	30864
Arts & Festivals Officer	37	SO1/2	28919	29903	33682
Arts Action Officer	37	SO1/2	31789	32742	33682
Arts Action Officer	37	SO1/2	31789	32742	33682
Events Assistant	0	SC3	8041	8041	8041
Events Assistant	18.5	SC3	9550	9550	9550
LEISURE			220997	224871	231491

TOTAL COST

548266

557179

567853

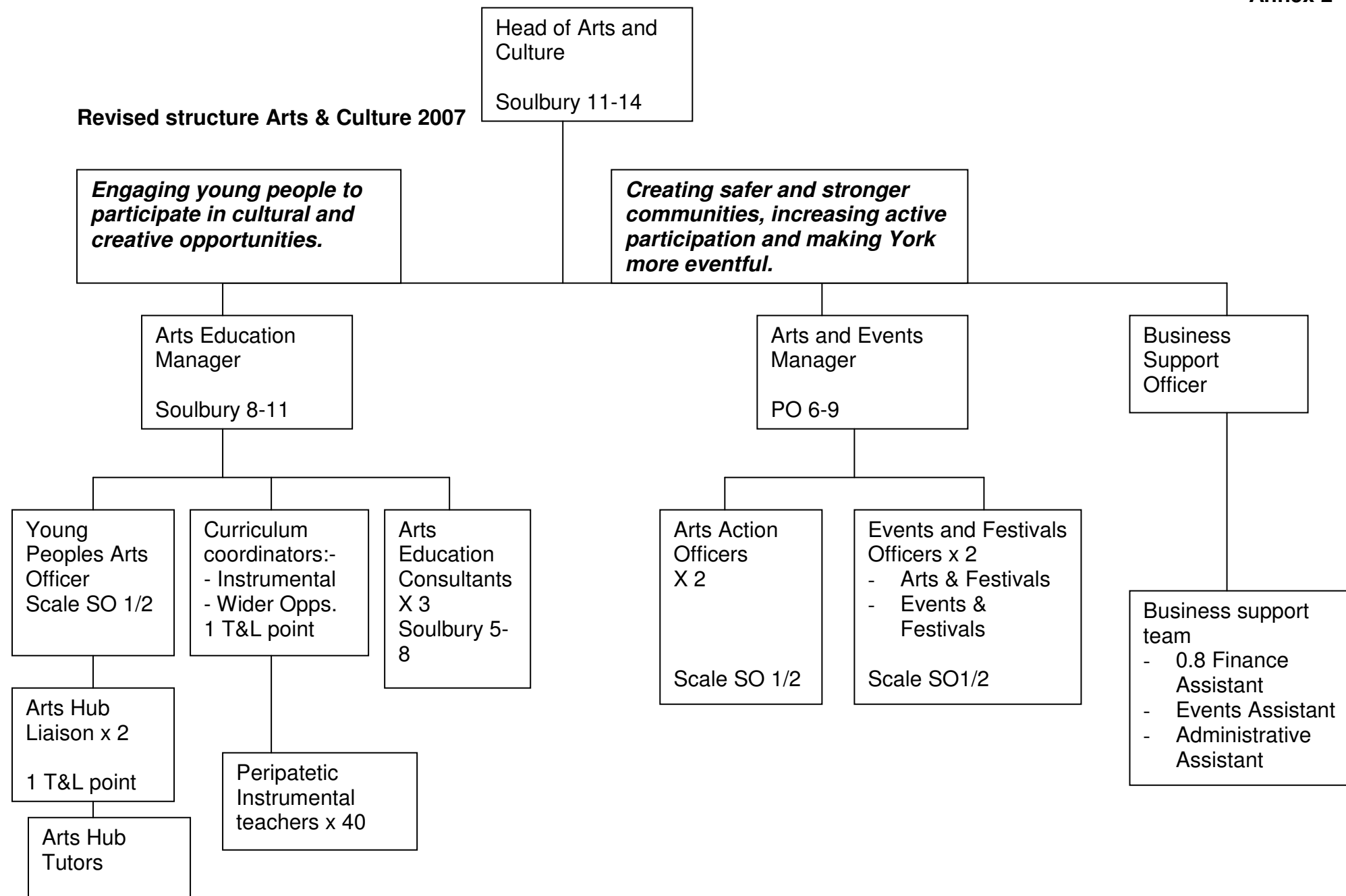
New

	Hours	Scale	Salary (£)		
			07/08	08/09	Max
Arts and Events Manager	37	PO06-09	37403	38646	40736
Events & Festivals Officer	37	SO1/2	28919	29903	33682
Arts & Festivals Officer	37	SO1/2	31789	32742	33682
Arts Action Officer	37	SO1/2	31789	32742	33682
Arts Action Officer	37	SO1/2	31789	32742	33682
Events Assistant	37	SC3	19127	19591	19591
LEISURE			180816	186366	195055

TOTAL (includes Education element)

517,974 529,547 546,069

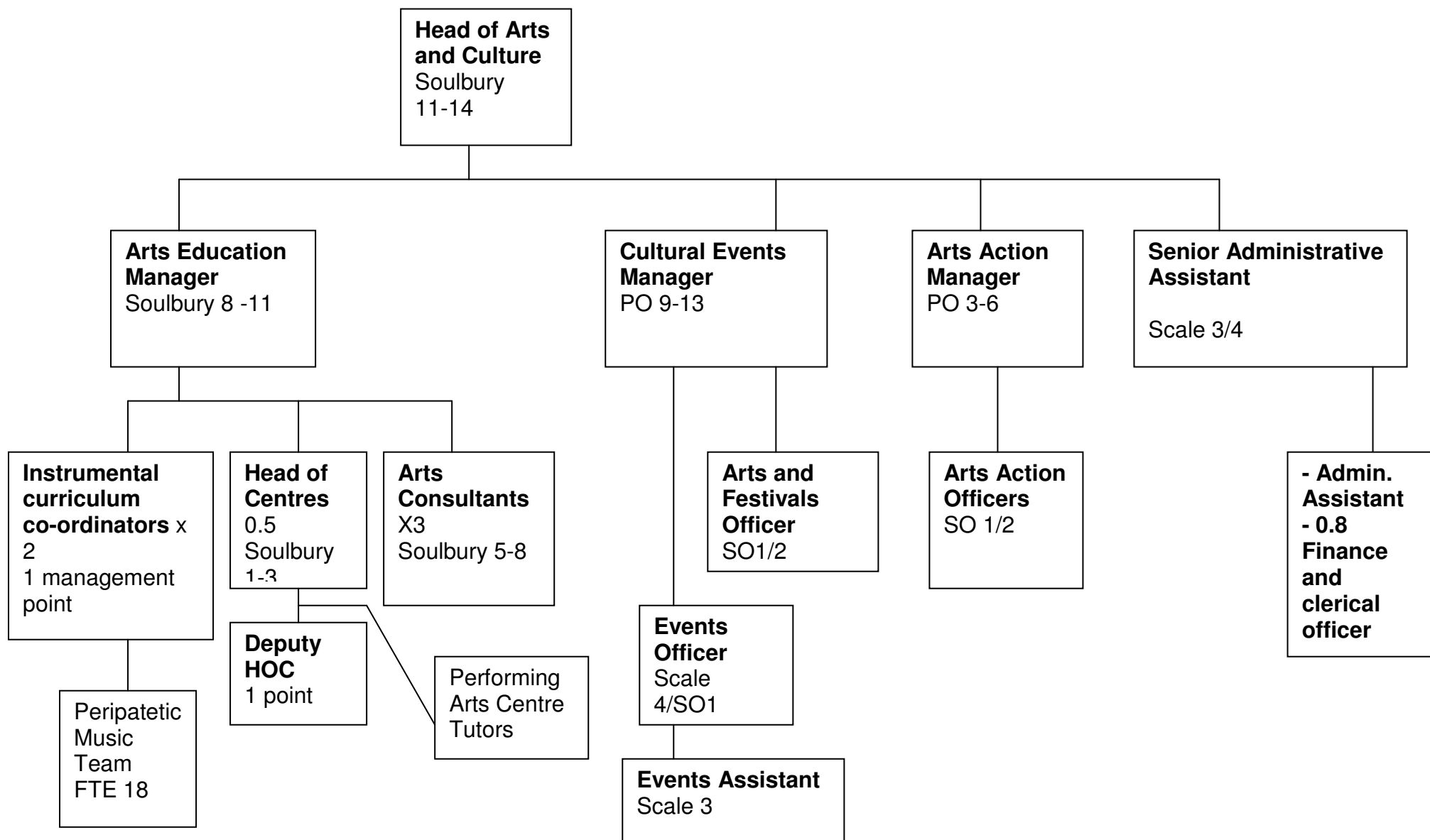
Revised structure Arts & Culture 2007



Arts & Culture staff structure 2007

This page is intentionally left blank

Staff Structure for Arts and Culture from Sept 2004



This page is intentionally left blank



JOB DESCRIPTION	
DIRECTORATE: Learning, Culture and Children's Services	DEPARTMENT: Lifelong Learning and Culture SERVICE ARM: Arts and Culture
JOB TITLE: Arts and Festivals Officer	POST NUMBER:
REPORTS TO: Arts and Events Manager	Current Grade SO1 /2
1.	MAIN PURPOSE OF JOB <ul style="list-style-type: none"> • Increase active participation in the arts in York and build stronger, more creative, confident and safer local communities creating a wide variety of arts and festival activities • Organise and be responsible for the detailed management of the Council's arts-based festival and events programmes • Develop and support a stronger, creative and more confident arts sector helping to establish the necessary confidence, skills and capacity within both professional and community settings • Offer professional advice and assistance to community groups to develop their own activities and events • Act as advocate for the benefits of arts and cultural activity in the community • Act as an advocate for arts and culture in the city of York
2.	KEY TASKS:
	Working on the detailed organisation of Arts Festivals including (but not confined to) MusicLive, Dance Week and Sightsonic
	Utilise local and specialist professional knowledge to contribute to the ongoing development of arts and festival provision
	Seek funding opportunities for festivals and events in York and submit funding applications as appropriate
	Work with other corporate colleagues to ensure that a citywide approach is taken to the implementation of the council's arts and cultural priorities.
	Represent the Arts and Culture Service on relevant national, regional and sub regional groups/forums dealing with arts interests
	Manage the "client" function of specific commissioned services to ensure they fulfil their obligations to the council
	To work closely with Arts and Culture colleagues to promote the inclusion of community activities within the city wide festival programme
	Act as the first point of contact for advice and enquiries to festival organisers, artists and community groups undertaking arts development work.

	Act as key contact for artists, event organisers, community groups etc wanting advice on developing activities e.g. Risk Assessments, funding opportunities, event management
	Manage both delegated service and project budgets effectively and creatively. This will also include management of external funds secured for the arts and festivals programme as appropriate
	Create a pool of trained volunteers to support the work of Arts and Culture across the city.
3.	<p>SUPERVISION / MANAGEMENT OF PEOPLE</p> <p>Direct: Manage freelance artists, events personnel and volunteers as required by programme delivery work. Management responsibility includes recruitment, training, health and safety, and appraisal of work programmes through formal and informal discussions and meetings. Implementing all appropriate performance management procedures.</p> <p>Ensure that council promoted events are run to the highest standard of events management, especially in terms of Health and Safety. Ensure all Festival and Arts activity staff/ volunteers know and accept their health and safety responsibilities and are adequately trained and resourced to discharge them; to promote the implementation of the Council's health and safety policy.</p> <p>Oversee the work of placement students and community shadowing placements.</p> <p>Indirect: Management and work prioritisation of a range of events personnel and community volunteers e.g. students; community group members and professional arts workers who help provide events and activities.</p> <p>Overseeing resource management to ensure capacity is directed at the service priorities.</p>
4.	<p>CREATIVITY & INNOVATION</p> <p>The post holder is required to work on their own as well as collaboratively with a diverse range of individuals and communities. The post holders work style must respond to the particular requirements of each community, professional organisation or project.</p> <p>Specifying service levels and purchase services to meet service objectives including advising of possible changes to future provision based on the experience of implementing existing programmes.</p> <p>The post holder will seek to develop new opportunities for artists, external arts organisations and support significant local arts projects. Help will be given to artists through the creation of programmes to support the development of their skills, working opportunities and networking. The post holder will be responsible for the effective communication of funding opportunities and contributions to funding bids</p> <p>The post holder will be required to identify, and develop proactively,</p>

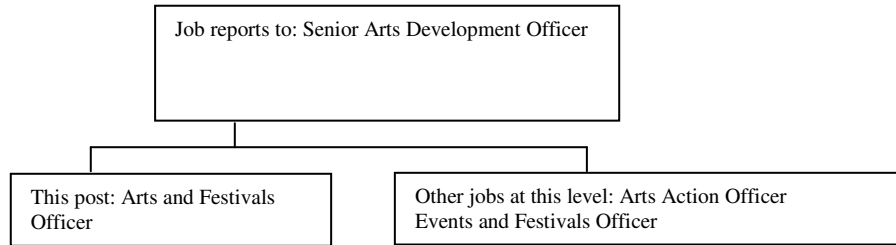
	<p>proposals for new arts activities and additional to the funded festival programme. This will require sourcing external funding and new project /business planning.</p> <p>In a complex and often commercially competitive environment they must also constantly monitor and adapt activities, projects, working methods and services to meet the needs of frequently changing national policy and an evolving local environment. All activity must be managed within project, budget and policy constraints.</p>
5.	<p>CONTACTS & RELATIONSHIPS</p> <p>This post will be the front line of delivery of the Arts and Culture service supporting arts development and the delivery of a year round festivals programme.</p> <p>The post holder will develop effective professional relationships with a wide range of artistic companies providing a range of cultural events and services. They will be the first point of contact for work with work with specific commissioned arts providers. Developing links and relationships with key partners to support the local cultural economy and liaising with residents, members and, if appropriate, media. Securing the involvement in arts provision in York of professional arts organisations, community groups and leisure service providers. This may be by creating project groups, developing appropriate partnership working and co-ordinating professional organisations and practitioners.</p> <p>The post holder will be encouraged to take a proactive approach to promoting funding opportunities both for the Arts and Culture Service activities and also for arts organisations. They will also build relationships with representatives of statutory organisations. Ability to communicate effectively at all levels (e.g. from chief executives, to community association committees) therefore is a fundamental requirement of the post. They will be required to facilitate, negotiate and develop cooperative working practices.</p> <p>They will provide input on implementation/review of policy to the Arts and Culture team working with the colleagues, and others, to promote links with the city arts programme. They will work to develop sustainable community arts contributions to the events and festival programme.</p>
6.	<p>DECISIONS – discretion & consequences</p> <p>The post holder will contribute to strategic decisions by advising senior managers on issues relating to their specialist areas. Their input will contribute to the development and implementation of the Arts and Culture service action plan.</p> <p>On a day-to-day basis the post holder is responsible for making decisions, interpreting requests and information sources and making value judgements in their specialist areas and on their own project portfolios. They will be required to understand the strategic objectives of the council, and within that the service, and to seek to achieve them in partnership discussions and negotiations. With support available from line managers as required, the post holder work to a mixture of fixed</p>

	<p>guidelines e.g. project grant applications and child protection issues, and flexibility to set their own procedures for working e.g. project planning, attracting cultural activities and festivals to the city. Running day-to-day purchasing budgets in order to commission work to fulfil the requirements of Arts and Culture service plan.</p> <p>Examples of decisions include budgetary spend, quality assurance, diary management, strategic fit and management of contracts, service level agreements and human resources. Their decisions have a fundamental effect on the effective running of the service, the success or otherwise of individual projects, the ability of the service to meet KPI's and customer satisfaction. The development of new cultural opportunities is a key element of this post, as will the preparation and management of budgets for event-based work.</p> <p>The post holder will oversee/advise on contracts with external providers, on elements of the programme, and with other suppliers as appropriate.</p> <p>The post holder is responsible for ensuring that health and safety procedures are followed in respect of events including production of the event manual and all risk assessments, securing the safety of performers, participants and members of the public.</p>
7.	<p>RESOURCES – financial & equipment</p> <p>The post holder will have responsibility for managing assigned budgets and to produce and manage budgets for specific events, projects and festival activity. They will be responsible for making funding applications as appropriate. Maintaining formal records of payments, management information and contractual amendments.</p> <p>They will order, use and maintain a range of specialist arts and events equipment. They also regularly take responsibility for use of events and presentation equipment such as laptops, projectors, marquees, PA's etc and the repair and maintenance of this equipment.</p> <p>Income</p> <p>The post holder will be responsible for achieving and annual income targets or partnership funding levels as detailed in the budget. This target will be reviewed on annually as part of the Council's annual budget process and may well increase.</p> <p>The post holder is not required to handle cash but is responsible for making appropriate arrangements ensuring the security and safekeeping of income from events and activities.</p>
8.	<p>WORK ENVIRONMENT – work demands, physical demands, working conditions & work context</p> <p>Due to the nature of the work of the post, work will take place across the city in various settings, both in and out of the office, in remote sites and in publicly accessible areas. They will work irregular hours and these include regular weekend and unsociable hours working. They are employed on a managed hours system.</p>

	<p>Work demands The post holder will work to frequent critical deadlines. Many of these are generated by long term projects, however it is expected that some short-term deadlines will need to be accommodated in their planning process. The post holder has to be able to prioritise working practice against these deadlines.</p> <p>Physical demands The post holder has to work outdoors in all weather conditions and is required to transport, erect and operate specialist events equipment.</p> <p>Work conditions The post holder will work in a mixture of environments. These will include remote sites together with office-based work.</p> <p>Work context The post holder will generally experience a positive working environment. However, demanding events organisers, irate members of the public and complaints about the council will have to be handled with tact and diplomacy.</p> <p>The post holder will be required to be police cleared and medically fit for work.</p>
9.	<p>KNOWLEDGE & SKILLS The post holder is required to have knowledge of the arts development, festival and events sector and have had experience in the following areas: Delivery of community arts and events activities, Translating community and sectoral aspirations into programmes, Working with the arts sector to develop skills, confidence and sustainability, partnership working with professional arts organisations, Purchasing services in response to customers' or members' wishes, Forging partnerships to develop cultural opportunities.</p> <p>It is essential that the post holder has a sound knowledge of the following: local, regional and national arts funding environment, the framework for public leisure provision, the decision making processes of the Council and the work of the Council departments operating in the community, an understanding of community development techniques and the regional and national arts and culture sectors.</p> <p>Additionally it is essential that the post holder can demonstrate the following skills and attributes: Able to work effectively with both within a team and as a team leader, Able to address equal opportunities and access issues, Devising arts and cultural programmes, Developing and sustaining partnerships, oral presentation skills, Managing budgets, Excellent interpersonal skills, Ability to lead and motivate, Strong interpersonal and networking skills, able to develop effective working relationships with a wide range of partners.</p>

It is expected that the post holder will show evidence of professional updating of qualifications and understanding, keeping up to date on new developments in the arts in order to be able to speak knowledgeably about regional, national and local policies as well as relate to the issues faced by community groups, service providers and customers.

10. Position of Job in Organisation Structure



Job Description agreed by:	Name:	Signature:	Date:
Job Holder			
Manager			



JOB DESCRIPTION	
DIRECTORATE: Learning, Culture and Children's Services	DEPARTMENT: Lifelong Learning and Culture SERVICE ARM: Arts and Culture
JOB TITLE: Young Peoples Arts Officer	POST NUMBER:
REPORTS TO: Arts Education Manager	Current Grade SO1 /2
1.	MAIN PURPOSE OF JOB City of York Council is committed to a vibrant and creative city where every young person has the opportunity to participate in high quality arts activities. The post will be responsible for the provision of high quality music and arts provision for young people across the city through the revitalisation of our current Performing Arts Centre into Arts Hubs.
2.	KEY TASKS:
	Develop and manage youth and community arts provision through the re development of the Arts Hubs (currently Performing Arts Centres), to provide effective and enjoyable out of school arts opportunities for young people and developing it as a client focussed provision.
	Day to day management and organisation of the Arts Hubs including line management and contracting of all tutors providing an effective and high quality service including management of staff, budgets and other resources
	Be accountable for the income and expenditure of the Arts Hubs, and in meeting key PI's and Income targets
	To support delivery of high quality performance and exhibition opportunities supporting the work of the Arts Hubs and promoting collaborative activities across the whole of Arts and Culture.
	Develop links with the Youth Service, Extended Schools Service and Community and Adult Education to work in partnership to deliver high quality arts experiences in a life-long learning context
	Be responsible for upkeep of Arts and Culture store of music, musical instruments and equipment.
	Oversee the organisation of concert programmes, educational visits abroad and promote educational exchange opportunities.
	Act as advocate for the benefits of arts and cultural activity in the community York
3.	SUPERVISION / MANAGEMENT OF PEOPLE Direct: Ensure smooth running day-to-day running of the Arts Hubs, implementing duty rotas, lesson planning and allocation of work

	<p>programme. Currently there are 18 part time tutors though this will increase as the Arts Hubs are developed. The post holder will have management responsibility that includes recruitment, training, health and safety, and appraisal of work programmes through formal and informal discussions and meetings. The post holder will implement the necessary monitoring and evaluation procedures to ensure the standard and quality of the service and ensure the recording of the group/pupil progress.</p> <p>The post holder will be responsible to ensure that Arts and Culture promoted events are run to the highest standard of events management, especially in terms of Health and Safety. Developing and maintaining appropriate procedures.</p> <p>Indirect: In collaboration with other members of Arts and Culture, co-ordinate and promote a programme of concerts and performance opportunities across the City. Management and work prioritisation of a range of placement students and volunteers e.g. Friends of PAC; Hub members and parents who help support events and activities.</p>
4.	<p>CREATIVITY & INNOVATION</p> <p>The post holder faces the challenge of developing and expanding the tuition currently offered at the Performing Arts Centres. The vision of a network of arts Hubs has only just been articulated within Arts and Culture and it will be the post holder's responsibility to develop and deliver this vision of high quality, customer focused arts activity for young people.</p> <p>The post holder will be working with other members of Arts and Culture, Youth Service, Adult and Community Education and Extended Schools to ensure delivery of art activities leading to agreed lifelong learning outcomes.</p> <p>The will promote good relationships between the Arts & Culture team, schools, parents, and providers of Music and performing arts within the city. In a complex and often commercially competitive environment they must also constantly monitor and adapt services, projects, working methods and services to meet the needs of frequently changing national policy and an evolving local environment.</p> <p>To provide concert and performance opportunities for groups and the Arts Hubs and to develop links and performance opportunities from outside the area and abroad.</p> <p>All activity must be managed within project, budget and policy constraints.</p>
5.	<p>CONTACTS & RELATIONSHIPS</p> <p>This post will be the front line of delivery of the arts and culture service arm. The post holder will work directly with young people, customers, parents, schools and community groups in order to gather information</p>

	<p>about customer preferences, offer advice and provide client focussed services.</p> <p>The post holder will liaise with schools and colleagues to support effective learning, equal opportunities and high standards of achievement for all learners.</p> <p>To promote the effective cooperation and support with the Friends of Performing Arts Centres or directly with parents and customers.</p>
6.	<p>DECISIONS – discretion & consequences</p> <p>The post holder will contribute to strategic decisions and will contribute to the Arts and Culture Service planning process to ensure key areas of service need and provision are addressed and monitored. Examples of decisions include budgetary spend, quality assurance, diary management, strategic fit and management of property and human resources. Their decisions have a fundamental effect on the effective running of the service, the success or otherwise of individual projects, the ability of the service to meet KPI's and customer satisfaction.</p> <p>On a day-to-day basis the post holder is responsible for making decisions, interpreting requests and information sources and making value judgements in their specialist areas and on their own project portfolios. The development of new cultural opportunities and activities for young people is a key element of this post. They will provide practical support for concerts, performances, workshops, summer schools, festivals, parents' evenings, Fun days etc. The post holder is responsible for ensuring that health and safety procedures are followed in respect of events including production of the all risk assessments, securing the safety of performers, participants and members of the public.</p> <p>The post holder will oversee the organisation of concert programmes abroad and promote educational exchange opportunities.</p> <p>To work with voluntary and community organisations in the city to develop performance opportunities.</p>
7.	<p>RESOURCES – financial & equipment</p> <p>The post holder will have responsibility for managing assigned budgets and to produce and manage budgets for specific events, projects and Arts Hub developments.</p> <p>They will order, use and maintain a range of specialist arts and music equipment. They also regularly take responsibility for use of events and presentation equipment such as laptops, projectors, instruments etc and the repair and maintenance of this equipment. To be responsible for the sheet music and instrumental stock on loan to the Arts Hubs from the central stock. They will be responsible for upkeep of Arts and Culture store of music and equipment, organising the transport of equipment and resources when necessary and ensuring that all resources are fully maintained and repaired, including PAT testing.</p> <p>Implement resource hire system for schools.</p>

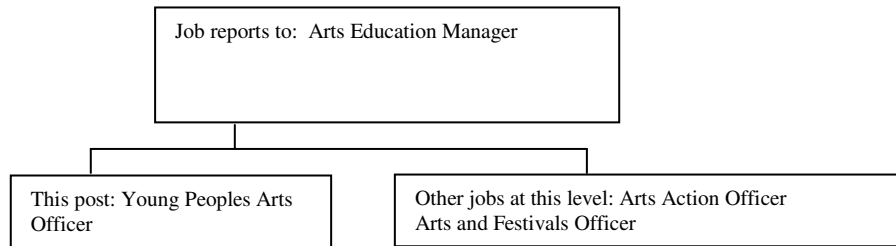
	<p>Income</p> <p>The post holder will be responsible for achieving and annual income targets, currently £42K from fees and ticket income. This target will be reviewed on annually as part of the Council's annual budget process and may well increase.</p> <p>The post holder will be required to handle cash and make appropriate arrangement for the security, safekeeping and banking of income from events and activities.</p>
8.	<p>WORK ENVIRONMENT – work demands, physical demands, working conditions & work context</p> <p>Due to the nature of the post work will take place across the city in the various settings of the Arts Hubs. The work has an office base but they will also be required to be present at Saturday Morning Arts Hub (33 weeks per year) and at evening Arts Hubs as required. The working week is 37 hours and flexible arrangements are in place to manage the priorities of the job.</p> <p>Work demands</p> <p>The post holder will work to frequent critical deadlines. Many of these are generated by long-term strategic demand of the service, however it is expected that some short-term deadlines will need to be accommodated in their planning process. The post holder has to be able to prioritise working practice against these deadlines.</p> <p>Physical demands</p> <p>The post holder will need to transport equipment and set up and operate specialist equipment.</p> <p>Work conditions</p> <p>The post holder will work in a mixture of environments and be responsible for the safety and security of young people while on the school sites where the Arts Hubs are held.</p> <p>Work context</p> <p>The post holder will generally experience a positive working environment. However, young people, parents, occasional irate members of the public and people with complaints about the council will have to be handled with tact and diplomacy.</p>
9.	<p>KNOWLEDGE & SKILLS</p> <p>The post holder is required to have knowledge of the educational, arts and services to young people sectors had experience in the following areas:</p> <p>Delivery of community arts and arts for young people, Translating customer aspirations into programmes, Working with young people to develop skills, confidence and sustainability, Using a variety of consultation techniques, Purchasing services in response to customers' wishes, Forging partnerships to develop cultural opportunities and an understanding of community development techniques.</p> <p>Additionally it is essential that the post holder can demonstrate the</p>

following skills and attributes:
 Ability to work effectively with volunteers and members of the community in a leadership capacity, Able to address equal opportunities and access issues, Devising arts and cultural programmes, Developing and sustaining partnerships, Influencing and negotiation skills, Managing budgets, Experience in concert/event planning, Excellent interpersonal skills, Ability to lead and motivate, Strong interpersonal and networking skills, Ability to communicate clearly and concisely with customers and able to have effective working relationships with staff to develop opportunities for high quality arts provision.

It is expected that the post holder will be educated to degree level and show evidence of professional updating of qualifications and understanding.

The post holder will be required to be police cleared (enhanced level) and medically fit for work.

10. Position of Job in Organisation Structure



Job Description agreed by:	Name:	Signature:	Date:
Job Holder			
Manager			

This page is intentionally left blank



JOB DESCRIPTION	
DIRECTORATE: Learning, Culture and Children's Services	DEPARTMENT: Lifelong Learning and Culture SERVICE ARM: Arts and Culture
JOB TITLE: Events and Festivals Officer	POST NUMBER:
REPORTS TO: Arts and Events Manager	Current Grade SO1 /2
1.	<p>MAIN PURPOSE OF JOB</p> <ul style="list-style-type: none"> • Develop a wide range of initiatives, events and festivals which will generate new opportunities increasing active cultural participation and generating income • Support the existing service arm portfolio of events ensuring the safety and security of the performers, participants and audience • Develop and sustain an events programme for leisure land, making best use of that land, creating a variety of cultural opportunities and maximising income for the council • Increase resident participation by encouraging communities to take charge of their arts and cultural opportunities, helping to establish the necessary confidence, skills and capacity within community settings • Offer professional advice and assistance to community groups to develop their own activities and events • Act as advocate for the benefits of arts and cultural activity in the community
2.	KEY TASKS:
	Act as the first point of contact for professional, amateur and community groups wanting to book and use leisure land. Liaise closely with the facility managers e.g. Head of Parks and Open Spaces, and contribute to development and commercial viability of leisure land and facilities.
	Utilise local and specialist professional knowledge to contribute to the ongoing development of arts and cultural events in the city in particular to bring high profile events and activities to the city.
	Seek external grant aid and sponsorship to help the delivery of a wide programme of events.
	Provide on the ground operational leadership, project and financial management of initiatives and events as part of the wider cultural programme.
	Provide support to high profile arts and cultural events, using them as a catalyst for community engagement and wider promotion of the city and the council.

	Provide support to community and voluntary initiatives to generate increased participation across the whole spectrum of cultural activities. Specific responsibility for the Festival of the Rivers and the International Rugby 9's.
	Act as the first point of contact for advice and enquiries to local members and the public on the management of events. Act as key contact for community groups, volunteers, schools etc wanting advice on developing activities e.g. Risk Assessments, funding opportunities, event management
	Be the named licence holder for leisure land and lead on all statutory licensing requirements
	Provide coherent and coordinated information support for residents and visitors to the city to ensure the profile of arts and culture opportunities are raised e.g. City of Festivals web site
	Manage both delegated service and project budgets effectively and creatively to ensure a best value approach to service delivery. This will also include management of external funding sources
3.	<p>SUPERVISION / MANAGEMENT OF PEOPLE</p> <p>Direct: Manage events personnel and volunteers as assigned.</p> <p>Management responsibility includes recruitment, training, health and safety, and appraisal of work programmes through formal and informal discussions and meetings.</p> <p>Ensure that council promoted events are run to the highest standard of events management, especially in terms of Health and Safety. Developing and maintaining appropriate procedures.</p> <p>Oversee the work of placement students and community shadowing placements.</p> <p>Indirect: Management and work prioritisation of a range of community volunteers e.g. stewards; club committee members who help provide events and activities.</p>
4.	<p>CREATIVITY & INNOVATION</p> <p>Work to seek new cultural business opportunities and secure high profile events for the city. Ensure income targets are maximised through appropriate commercial bookings.</p> <p>Work with the Parks and Open spaces service and other service managers to develop new opportunities and promote the best use of the department's land for events and activities. The post holder will be required to identify, and develop proactively, proposals for new services. This will require sourcing external funding and new project /business planning.</p> <p>The post holder is required to work on their own as well as collaboratively with a diverse range of individuals and communities. The post holders work style must respond to the particular requirements</p>

	<p>of each community, activity or project.</p> <p>In a complex and often commercially competitive environment they must also constantly monitor and adapt services, projects, working methods and services to meet the needs of frequently changing national policy and an evolving local environment. All activity must be managed within project, budget and policy constraints.</p>
5.	<p>CONTACTS & RELATIONSHIPS</p> <p>This post will be the front line of delivery of the arts and culture service arm. The post holder will work directly with customers, schools and community groups in order to gather information about customer preferences, offer advice and mentoring and provide direct provision of services.</p> <p>The post holder will also develop effective professional relationships with a wider range of commercial companies providing a range of cultural events and services.</p> <p>They will also build relationships with representatives of statutory organisations. Ability to communicate effectively at all levels (e.g. from chief executives, to community association committees) therefore is a fundamental requirement of the post. They will be required to facilitate, negotiate and develop cooperative working practices.</p> <p>The post holder will need to establish and sustain effective working relationships with other statutory organisations e.g. North Yorkshire Police, British Waterways to ensure the safe management of events and advise on any breaches of licensing or safety requirements.</p>
6.	<p>DECISIONS – discretion & consequences</p> <p>The post holder will contribute to strategic decisions by advising senior managers on issues relating to their specialist areas. The senior management team in developing the service values this input.</p> <p>The post holder will contribute to the Arts and Culture Service planning process to ensure key areas of service need and provision are addressed and monitored through ownership of individual KPI's.</p> <p>On a day-to-day basis the post holder is responsible for making decisions, interpreting requests and information sources and making value judgements in their specialist areas and on their own project portfolios. With support available from line managers as required, the post holder work to a mixture of fixed guidelines e.g. project grant applications and child protection issues, and flexibility to set their own procedures for working e.g. project planning, attracting cultural activities and events to the city. The development of new cultural opportunities is a key element of this post.</p> <p>Examples of decisions include budgetary spend, quality assurance, diary management, strategic fit and management of property and human resources. Their decisions have a fundamental effect on the effective</p>

	<p>running of the service, the success or otherwise of individual projects, the ability of the service to meet KPI's and customer satisfaction.</p> <p>The post holder is responsible for ensuring that health and safety procedures are followed in respect of events including production of the event manual and all risk assessments, securing the safety of performers, participants and members of the public.</p>
7.	<p>RESOURCES – financial & equipment</p> <p>The post holder will have responsibility for managing assigned budgets and to produce and manage budgets for specific events, projects and commercial developments.</p> <p>They will order, use and maintain a range of events equipment. They also regularly take responsibility for use of events and presentation equipment such as laptops, projectors, marquees etc and the repair and maintenance of this equipment.</p> <p>Income</p> <p>The post holder will be responsible for achieving and annual income targets. This target will be reviewed on annually as part of the Council's annual budget process and may well increase.</p> <p>The post holder is not required to handle cash but is responsible for making appropriate arrangements ensuring the security and safekeeping of income from events and activities.</p>
8.	<p>WORK ENVIRONMENT – work demands, physical demands, working conditions & work context</p> <p>Due to the nature of the work of the post, work will take place across the city in various settings, both in and out of the office, in remote sites and in publicly accessible areas. They will work irregular hours and these include regular weekend and unsociable hours working. They are employed on a managed hours system.</p> <p>Work demands</p> <p>The post holder will work to frequent critical deadlines. Many of these are generated by long term projects, however it is expected that some short-term deadlines will need to be accommodated in their planning process. The post holder has to be able to prioritise working practice against these deadlines.</p> <p>Physical demands</p> <p>The post holder has to work outdoors in all weather conditions and is required to transport, erect and operate specialist events equipment.</p> <p>Work conditions</p> <p>The post holder will work in a mixture of environments. These will include remote sites e.g. Knavesmire and in poor weather conditions, together with office based work.</p>

	<p>Work context</p> <p>The post holder will generally experience a positive working environment. However, demanding events organisers, irate members of the public and complaints about the council will have to be handled with tact and diplomacy.</p>
9.	<p>KNOWLEDGE & SKILLS</p> <p>The post holder is required to have knowledge of the festival, events and hospitality industry and have had experience in the following areas: Delivery of community arts and events system, Translating community aspirations into programmes, Working with communities to develop skills, confidence and sustainability, Using a variety of consultation techniques, Purchasing services in response to customers' or members' wishes, Forging partnerships to develop cultural opportunities.</p> <p>It is essential that the post holder has a sound knowledge of the following: National Legislative requirements, "the Purple Book" for the safe management of events and activities, health and community safety agendas, the framework for public leisure provision, the decision making processes of the Council and the work of the Council departments operating in the community, the structures, needs and issues of relevant community and voluntary groups and an understanding of community development techniques.</p> <p>Additionally it is essential that the post holder can demonstrate the following skills and attributes: Able to work effectively with volunteers and members of the community in a supporting capacity, Able to address equal opportunities and access issues, Devising arts and cultural programmes, Developing and sustaining partnerships, oral presentation skills, Managing budgets, Excellent interpersonal skills, Ability to lead and motivate, Strong interpersonal and networking skills, able to develop effective working relationships with other groups</p> <p>It is expected that the post holder will show evidence of professional updating of qualifications and understanding</p> <p>The post holder will be required to be police cleared and medically fit for work.</p>

10.	Position of Job in Organisation Structure		
<div style="border: 1px solid black; padding: 5px; margin: 10px auto; width: 60%;">Job reports to: Arts and Events Manager</div> <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <div style="border: 1px solid black; padding: 5px; width: 30%;">This post: Events and Festivals Officer</div> <div style="border: 1px solid black; padding: 5px; width: 60%;">Other jobs at this level: Arts Action Officer Arts and Festivals Officer</div> </div>			
Job Description agreed by:	Name:	Signature:	Date:
Job Holder			
Manager			



JOB DESCRIPTION	
DIRECTORATE: Learning, Culture and Children's Services	DEPARTMENT: Lifelong Learning and Culture SERVICE ARM: Arts and Culture
JOB TITLE: Events Assistant	POST NUMBER:
REPORTS TO: Business Support Officer	Current Grade Scale 3
1.	<p>MAIN PURPOSE OF JOB</p> <ul style="list-style-type: none"> To provide practical and administrative support to the organisation of events in York To provide general, administrative and information management support to community event organisers including the updating of the Festivals website and the venues database To ensure the proper use, maintenance and repair of the bank of specialist arts and events equipment To contribute to the delivery of the council's arts and cultural priorities and act as advocate for the benefits of arts and cultural activity in the community
2.	<p>KEY TASKS:</p> <p>Provide practical and administrative assistance on the publicising and staging of community projects, events and festivals</p> <p>Liaise with community groups to assist them in the staging of events and cultural activities</p> <p>Advising festival organisers on all aspects of practical event organisation including licensing, health and safety, venues, ticketing, etc.</p> <p>Provide the 'front of house' function for events and festivals promoted by the Arts and Culture Service</p> <p>Maintain the festivals website</p>
3.	<p>SUPERVISION / MANAGEMENT OF PEOPLE</p> <p>Provide the front of house and administrative support for the Arts and Culture team. This will include the direct supervision of stewards, first aiders and community volunteers ensuring the health and safety of the audience and members of the public.</p> <p>Indirect: supervision of a range of community volunteers e.g. stewards; club or group members who help support a range of projects, events and activities in the city.</p>
4.	<p>CREATIVITY & INNOVATION</p> <p>Assisting in the production, distribution and record keeping of event</p>

	<p>publicity and marketing.</p> <p>Maintaining accurate formal records of payments, management information and contractual agreements in respect of projects, festivals and events organised or supported by Arts and Culture.</p> <p>Creating and maintaining an effective database of event venues and accredited artists.</p> <p>Working with others to develop and produce resources to support the delivery of workshops, performances and festivals by the Arts and Culture team.</p>
5.	<p>CONTACTS & RELATIONSHIPS</p> <p>Working with other corporate colleagues, to ensure that a citywide approach is taken to the implementation of the council's arts and cultural priorities.</p> <p>Supporting the organisers of festivals and events in management and coordination.</p> <p>Working with community groups to assist them in developing their organisations, e.g. advising on fundraising, constitutions, etc.</p> <p>Co-ordinating and researching the information for the upkeep of the Festivals website and the venues database</p> <p>Working with community groups and the APEL co-ordinator to maximise the uptake of the Grab Box scheme.</p>
6.	<p>DECISIONS – discretion & consequences</p> <p>Ordering work from external suppliers and providers on elements of the events programme as directed</p> <p>Processing invoices and monitoring any budgets allocated</p> <p>Ordering the supplies and resources to support the cultural activities of the Arts and Culture team</p> <p>Maintaining and updating website information, venues and artists database</p> <p>Supporting the team and event organisers in reviewing and evaluating the work of artists service providers and of festivals/events</p>
7.	<p>RESOURCES – financial & equipment</p> <p>Ensure the accuracy, security and safekeeping of ticket income at workshops, performances and events promoted by the Arts and Culture Service</p> <p>Ensure the safety and security of specialist arts and events equipment Ensure the proper use, hire out, replacement and repair of said equipment.</p>

8.	<p>WORK ENVIRONMENT – work demands, physical demands, working conditions & work context This post will involve evening and weekend working under the department’s managed hours scheme. Due to the nature of the work of the post, work will take place across the city in various settings, both in and out of the office, in remote sites and in publicly accessible areas. The post holder will work irregular hours and these include regular weekend and unsociable hours working. They are employed on a managed hours system.</p> <p>Work demands The post holder has to be able to prioritise working practice against departmental deadlines.</p> <p>Physical demands The post holder has to work outdoors in all weather conditions and may be required to transport, erect and operate specialist events equipment.</p> <p>Work conditions The post holder will work in a mixture of environments. These will include remote sites e.g. Knavesmire and in poor weather conditions, together with office based work.</p> <p>Work context The post holder will generally experience a positive working environment. However, demanding events organisers, irate members of the public and complaints about the council will have to be handled with tact and diplomacy.</p> <p>The post holder will be required to be police cleared and medically fit for work.</p>
9.	<p>KNOWLEDGE & SKILLS</p> <p>IT ~ Microsoft Word, Access and Excel programmes, Publisher, Quark Express and website maintenance programmes.</p> <p>Ability to communicate clearly and concisely with customers and community groups in both the written and spoken word. Excellent interpersonal skills including high customer service skills</p> <p>Understanding and application of financial procedures including the operation of appropriate financial regulations.</p> <p>Knowledge of the Arts sector and experience of supporting events, performances and workshops. Ability to support the preparation of press and publicity material</p> <p>Ability to work within a team, to be pro active and to work autonomously with meticulous planning, organisation and administrative abilities.</p> <p>Ability to work flexibly in a busy office environment and to demonstrate a creative and flexible approach to problem solving.</p> <p>Ability to work with a wide range of people in a wide range of circumstances. The ability to keep a positive and professional attitude when dealing with colleagues and the Public.</p>

10.	Position of Job in Organisation Structure		
<div style="border: 1px solid black; width: fit-content; margin: 0 auto; padding: 5px; text-align: center;">Job reports to: Business support officer</div> <div style="display: flex; justify-content: center; align-items: center; gap: 100px; margin-top: 10px;"> <div style="border: 1px solid black; width: 200px; height: 30px; display: flex; align-items: center; justify-content: center;">This post: Events Assistant</div> <div style="border: 1px solid black; width: 300px; height: 30px; display: flex; align-items: center; justify-content: center;">Other jobs at this level: Finance and Clerical Assistant</div> </div>			
Job Description agreed by:	Name:	Signature:	Date:
Job Holder			
Manager			



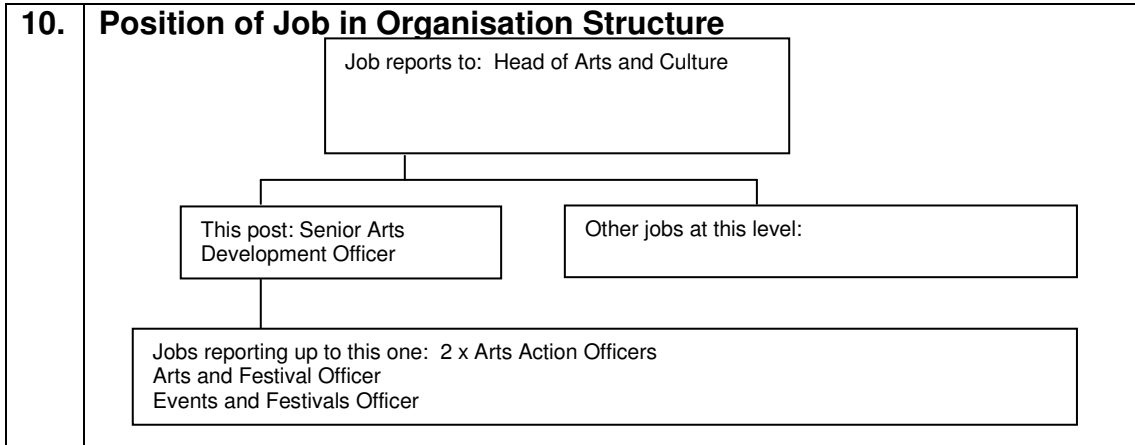
JOB DESCRIPTION	
DIRECTORATE: Learning, Culture and Children's Services	DEPARTMENT: Lifelong Learning and Culture SERVICE ARM: Arts and Culture
JOB TITLE: Arts and Events Manager	POST NUMBER:
REPORTS TO: Head of Arts and Culture	Current Grade PO 6-9
1.	<p>MAIN PURPOSE OF JOB</p> <ul style="list-style-type: none"> • To increase active participation in the arts in York and build stronger more creative, confident and safer local communities, creating a variety of cultural opportunities • To lead the team developing a year round events and festivals programme to secure an increase in the level of residents who consider York to be vibrant and cosmopolitan • To contribute to the work of the arts and culture management team in the delivery of the Council's arts and cultural priorities • Act as an advocate for the arts and culture in the city of York
2.	KEY TASKS:
	Increase the quality and volume of participatory arts and cultural activity in the city.
	Contribute to the development of strategic plans for the city and the development of effective formal and informal partnerships with local, regional and national bodies
	Work with the arts management team to secure additional resources to underwrite a diverse cultural offer. Seek funding opportunities and submit funding bids where appropriate
	Work within the arts management team to promote and develop funding partnerships to secure the long-term future and provision of arts within a community context
	Ensure the efficient and effective running of the festival and events programme, securing external funding and developing resources
	Ensure local artists have the capacity to deliver an effective community arts programme through training programmes and professional development opportunities for artists working in York
	Develop and promote community involvement and leadership in local cultural activities and the city wide events and festivals programme

	Working with local communities to build capacity and promote sustainable locally managed schemes liaising with key partners to build a stronger more creative, confident and safer local communities
	Manage the “client” function of specific commissioned services to ensure they fulfil their obligations to the council.
	Assess the viability of various funding bids received by the council or its partners to develop positive change through creative practices.
	Manage the Council’s events function ensuring the best use of the department’s land and resources maximising opportunities for diverse leisure usage
	Ensure the effective delivery of CYC promoted festival and events i.e. Music Live, Dance Week, Festival of the Rivers, Sightsonic
	Deputise for the Head of the Arts Service when required
3.	<p>SUPERVISION / MANAGEMENT OF PEOPLE</p> <p>Direct: Direct management of 4 members of staff: 2 x Arts Action Officers Arts and Festivals Officer Events and Festivals Officer</p> <p>Be accountable for the effective motivation and operational management of the above staff, managing budgets and other resources to meet council objectives. Covering appraisals, training, distribution and monitoring of workload and evaluation of project and partnership work. To implement all appropriate performance management procedures</p> <p>To ensure all staff know and accept their health and safety responsibilities and are adequately trained and resourced to discharge them. Ensure that they promote the Council’s health and safety policy when working with external partners to ensure participant and public safety.</p> <p>Indirect: Develop the training programme for the register of artists and oversee an effective training programme for the pool of arts and events volunteers. Oversee the effective management of any contracted artists/ arts workers or volunteers allocated to specific projects.</p>
4.	<p>CREATIVITY & INNOVATION</p> <p>Develop new solutions and implement creative practices in order to increase the active participation in cultural activities by residents of the city. Through the development of both neighbourhood and citywide projects, events and festivals, they and their team will deliver safer, stronger communities and a vibrant and cosmopolitan city.</p> <p>Prioritise complex and often conflicting activities, negotiating with tact and influence key stakeholders to invest funds and resources for the delivery of key strategic objectives.</p>

	<p>Liaise with other council departments to ensure a consistent and co-ordinated approach to project and events management, negotiating solutions to overcome potential obstacles.</p> <p>Work at a regional and national level to promote York as a city of best practice in the cultural arena. Seek new cultural opportunities, at both a local level and high profile level for the city. Offer opportunities for community and leisure groups to learn from others about good practice in organisational management, fund raising and event organisation</p>
5.	<p>CONTACTS & RELATIONSHIPS</p> <p>Work with key internal and external partners to develop and co-ordinate the programme of activities taking into account developments on a sub regional and regional level. Convey national, regional and city arts policy to the wider community, arts workers, events organisers and service providers.</p> <p>Initiate and maintain effective partnerships with external funding agencies and key partnership networks.</p> <p>Develop work with our client service providers (SLA's) to support community arts provision, arts events and festival activity.</p> <p>Working with relevant staff on community focused programmes (e.g. SRB, Action Zones, PCT, SureStart, Connexions, the Young People's Activities Officer) to develop appropriate arts programmes targeted at specific communities.</p> <p>Develop links and partnerships both within the wider business and educational sector and specifically within the cultural /creative industries to improve the quality of the cultural offer for both residents and visitors.</p>
6.	<p>DECISIONS – discretion & consequences</p> <p>Be accountable for the effective operational management of the Arts Action, Arts and Festival and events and festivals offers, managing budgets and other resources to meet council objectives.</p> <p>Responsible for the development and implementation of a community arts strategy to support participatory arts activities in local neighbourhoods.</p> <p>Responsible to ensure delivery, with other council sections and external partners, of the festival and event provision for the city working to priorities agreed with York@Large, the local strategic partnership.</p> <p>Direct the team to ensure balanced community arts provision across art forms, community sectors within the targeted geographical neighborhoods. Monitor and evaluate the arts activities provided by community artists. Assess the performance of community arts organisations and to ensure compliance with the conditions of the grant funded awards.</p>

	<p>Direct the team to develop arts and cultural events and festivals. Agree the allocation of the festivals budget with Head of Arts and Culture. Develop a system to monitor and evaluate the success of festival activity. Ensure compliance with the conditions of funding awards.</p> <p>Effective allocation of budgets to ensure a diverse programme of cultural activity and lever in additional funding.</p> <p>Prepare and oversee the appropriate evaluation and activity reports to satisfy the agreed funding criteria.</p> <p>Offer additional advice on business planning, group organisation, financial and property issues as appropriate. Organise resources to support community arts groups through information, advice and guidance.</p>
7.	<p>RESOURCES – financial & equipment</p> <p>Income</p> <p>Large-scale events, the provision of land for hire, advice and consulting services all attract an income target, which the post holder will be responsible for securing.</p> <p>Oversee the handling, security and safekeeping of events income.</p> <p>Oversee the proper disbursement of externally secured funds.</p> <p>Oversee the security and safekeeping of the team’s equipment, resources and a large range of specialist arts and events equipment.</p> <p>Work collaboratively to secure a specialist equipment base for arts events and festival organisers.</p>
8.	<p>WORK ENVIRONMENT – work demands, physical demands, working conditions & work context</p> <p>Work demands</p> <p>The post holder will work to frequent, critical deadlines and will be require to prioritise their own and their team’s work to ensure delivery of the strategic objectives.</p> <p>In a complex and resource-scarce environment the post holder will face conflicting and often emotional demands for support and resources. This will need to be managed with firmness and sensitivity.</p> <p>Physical demands</p> <p>This post will involve working weekends and unsociable hours.</p> <p>The post holder may be required to move and operate specialist arts equipment.</p> <p>The post may require regional, national and international travel, which the post holder may be required to undertake alone.</p> <p>Work conditions</p> <p>The post holder will work in a mixture of environments including remote sites, outdoors and external offices. Although office based their work will often take place in public access and community settings.</p> <p>Work context</p> <p>The post holder will be working with disadvantaged and disempowered</p>

	<p>communities and will frequently encounter situations that have to be handled with tact and diplomacy. The post holder will also be required to represent the council's view in environments not always sympathetic to the strategic objectives of the council.</p>
9.	<p>KNOWLEDGE & SKILLS</p> <p>The post holder is required to have knowledge and extensive experience of: Partnership working at a high level, project development, planning and management, specialist art forms and the use of art in community development contexts, IT and information management skills.</p> <p>They have to have had experience in the following areas: Delivery of community arts and events system, translating community aspirations into programmes, working with communities to develop skills, confidence and empowerment, using a variety of consultation techniques, forging partnerships to develop services and negotiation techniques. Delivery of a programme of events and cultural activities. Work with partnerships to develop festivals and events.</p> <p>It is essential that the post holder has a sound knowledge of the following: regional and national arts and culture environment, the national health and community safety agendas, partnership working at all levels, the framework for community development and encouraging active participation, the decision making processes of the Council and the work of the Council departments. They have to have an up to date knowledge of the national and regional funding environment.</p> <p>Additionally it is essential that the post holder can demonstrate the following skills and attributes: Able to work effectively both within a team and as team leader with members of partner organisations and the community, able to address equal opportunities and access issues, devising arts and cultural programmes, developing and sustaining partnerships, oral presentation skills, managing budgets, excellent interpersonal skills, ability to lead and motivate, strong interpersonal and networking skills: able to develop effective working relationships with a wide range of partners.</p> <p>It is expected that the post holder will be educated to degree level and show evidence of professional updating of qualifications and understanding.</p> <p>The post holder will be required to be police cleared and medically fit for work.</p>



Job Description agreed by:	Name:	Signature:	Date:
Job Holder			
Manager			



Executive Member for Leisure and Culture and 5 December 2006 Advisory Panel

Report of the Assistant Director (Lifelong Learning and Culture)

School's Out: Progress Report

Summary

1. This report updates the Executive Member on the development of the School's Out programme. It offers an opportunity to assess the future development of the programme of activities.

Background

2. The School's Out programme is currently promoted through a newspaper style publication that provides a listing of available school holiday activities for 5 – 18 year olds and their families throughout the city. Six publications are produced each year, one for each school holiday period. To illustrate its growth it is useful to look at the attendance figures for the summer programmes since 2003, which were as follows:

2003 – 18,618

2004 – 23,718

2005 – 29,009

2006 – 36,231

3. The primary method of distribution for School's Out sees a print run of 18,795 delivered to primary, secondary and special schools throughout the city. In respect of Primary Schools the preferred method is to distribute at least one copy per family. Secondary schools have a lower take up of the publication. They currently average between 200 – 400 copies per school and on the whole rely on students picking up the publication for themselves from designated areas.
4. The publication is also available through libraries, community centres and other relevant groups who work with children and young people. The Play Team is constantly seeking to develop working relationships with existing distributing agencies and to create new partnerships where possible. Activities are also listed on the Yortime website and both the publication and the Yortime listings are available around 3 - 4 weeks before the start of each school holiday period.

This Year's Programme

5. As the School's Out programme has developed the number of participating children and young people has increased. Evaluation forms show that a significant number of young people are using the programme for the first time.

The increase in numbers is therefore attributable to both new users and existing users attending more events. The increase was also helped by some large one-off events.

6. We have formed new partnerships with a number of new providers during the summer including Global Youth and Junior mobile youth clubs who provided activities in various parks across the city. The ceramics course was also a huge asset to the programme and has featured in each programme since the summer. The group leader is committed and enthusiastic about working with children and young people with additional needs and behavioural issues and we have had a great deal of positive feedback from social workers who have attended the ceramics courses with their young people.
7. This summer the School's Out core funding was able to allocate £4,000 towards a week of activities designed specifically for all Looked After Children in the care of the authority. The week was organised by Maxine Benson (Special Educational Needs Development Worker – Early Years and Extended School) in partnership with Network2. This scheme illustrates how targeted work can be delivered which may not be advertised in the publication itself.
8. School's Out promotes the Youth Service. Space has been set aside in the Christmas issue to provide a mini-newsletter section detailing some of the work they are doing. The service also promotes the Street Sport York mobile sports and skate park service. As this service is also managed by the Play Team the project is able to be directly responsive to target areas of the city in liaison with Neighbourhood Pride team.
9. The School's Out programme worked with the Library Service during the summer in order to promote, The Reading Mission, York Libraries reading challenge for children aged 4 – 12.

Consultation and Feedback

10. School's Out continues to consult with its users through evaluation forms as the main source of obtaining feedback. Each activity organiser completes an evaluation form as well as giving a sample number of appropriately designed questionnaires to the children and young people to complete at the end of the activity. Questions are designed to assess customer satisfaction in relation to the range and provision of activities, availability of the programme, areas of improvement and levels of enjoyment. This information is fed back into the planning to ensure the programme continues to meet the needs of the target audience. An example of this is the request for more trampolining. By working in partnership with Oaklands Sports Centre The Play Team were able to offer this activity from Easter this year in each holiday period.
11. Summer 2006 feedback from children and young people included:

What children and young people liked about School's Out?

"The leaders were brilliant. They were very kind and helpful and made the week an enjoyable experience for all. Also the fact that we were a small group made it easier to gel."

Female 14 Huntington School – Attended Pilot Theatre Workshop

"Getting a taste of my future career"

Male 16 Fulford School – Attended The Jam Factory Music Taster Course

"You got to do everything including tying ropes. You got lots of goes at climbing"

Male 8 Clifton Primary – Attended Indoor Climbing

What children and young people didn't like about Schools Out?

"We went slightly wrong in the end performance, which was a shame after all our hard work"

Female 12 Joseph Rowntree School – Attended Box of Delights Drama Course

"My tail on my tortoise fell off two times"

Female 7 St. Peters Primary – Attended Ceramics with Ann Johnson

"When I went wrong. I like my art to be perfect"

Female 11 New Earswick – Attended New Earswick Summer Scheme

12. As a result of the feedback and also the Play Team's continuing involvement in the Looked After Children's steering groups it was agreed that the School's Out programme should be sent electronically to all those professionals working with children and young people at risk of social exclusion before the publication is available in school's and libraries. This allows professionals to have the extra time that is needed to organise the necessary arrangements with parents/carers to give these young people a chance to book on their chosen activities
13. Feedback from professionals involved in working with targeted groups of young people and those in the care of the local authority were asked how they used the summer 2006 publication. The following are two examples of feedback:

"I have given a copy to a few young people to peruse at their leisure with carers and to encourage them to do something. As I tend to know their interests it can be useful to point out things to them and as a conversation starter about social activity, hobbies etc and sometimes YP's surprise me by pointing out a new interest. Sports activities and drama are programmes my YPs have used and they have been positive about them afterwards. I think this is a great resource."

Silvia Harding (Social Worker, Hollycroft.)

"The activities on offer are wide and varied. I used it with a 15year old male - he chose for himself on what interested him. I also used it with a young person who was placed in respite during the summer holidays. We looked through the brochure but could not access any places on what was probably the most popular activities they had all gone. It's clear about what skills the children need which saves time

but it is a lot to digest for some young people! Also it would be helpful to receive the brochure in advance of it going out then this would give us time to organise what needs to be done & often gaining parental consent takes time.”

Emma Waddington (Social Worker, Hollycroft.)

14. During the summer there were a small number of activities that were cancelled due to low take up numbers, primarily art activities. In response to this some funding was reallocated to provide a more targeted arts project with the Youth Inclusion and Support Panel (YISP) at the October half term. The YISP service, linked to the Youth Offending Team specifically works towards early intervention and support for children and young people who have been identified as being at risk of offending behaviour. The arts project worked alongside the YISP workers during the activity who provided extra support for the young people. This activity was a great success and it was fed back to us that:

“There are benefits for this group of children by participating in a group art activity. These include: concentration, greater self-esteem, learning new skills, responsibility and tolerance. The children want more of this and some regular activity needs to be set up. We want to make this a priority in our future work and as we really enjoyed working with them.”

Alison Williams and Lynn Peacock – Art and About.

15. During the delivery of the summer publication The Play Team were able to visit the schools and talk to the school administration staff, who are responsible for its distribution within schools. It was interesting to discover that some primary schools use the publication as a learning tool for literacy. Many of the administration staff also welcomed the publication and told us of how their own children attend some of the activities. However, distribution of School's Out though the school continues to be a problem in a small number of establishments. Feedback, particularly in secondary schools, is that pupils often litter the school grounds with the publication, leaving some schools reluctant to distribute them via pupils.
16. Feedback from 200 children who participated in the Library Service Summer Reading Challenge reported that they:
- Developed literacy skills, such as, reading faster and reading at a higher level.
 - Learnt positive new attitudes towards books, reading and libraries.
 - Gained a wealth of knowledge and information from the books they read.
 - Developed positive new reading behaviours – such as choosing books for themselves and sharing their reading with their families.
 - 58% stated that they enjoyed reading more after the Reading Mission than they had done before.
 - 78% read more books over the summer because of the Reading Mission than they would otherwise have done.
 - 46% had been discussing their reading more because of the Reading Mission.

Learning Points

17. The fact that some activities were undersubscribed this year suggests that we may be reaching a point where there are now sufficient activities to meet demand. In these circumstances, if we were to commission more holiday activities, especially from the private sector, we could damage the viability of the existing out of school clubs and youth organisations that exist throughout the year through excessive competition during the holiday period. A balance is needed between developing the programme and supporting voluntary and community organisations to encourage the development of quality provision, enabling them to compete with outside agencies and each other.
18. It is recommended that rather than attempting to expand the programme further more concentration is now placed on meeting the needs of those least likely currently to participate. In practice this may mean using some of the School's Out funding to support existing voluntary and community groups in a slightly different way. Rather than simply providing a grant to underwrite a particular programme we might buy subsidised places on that programme to target groups of children and young people. The aim would be to enable activities to become more accessible and affordable. Children and young people might be referred from a number of agencies to take up these places.
19. **Marketing:** An option explored for the promotion of the summer 2006 programme utilised an advertising opportunity through the Press. A pull out magazine, "Summer's In", was produced by the Press which focused on activities drawn from the main School's Out programme. It was aimed at secondary school aged young people and was put together in partnership with the Youth Service. The publication was distributed as a pull out section of the Press and delivered via the Neighbourhood Pride Unit to a number of targeted wards in the City. There was limited evidence to show the impact of the Summer's In magazine. Feedback shows that the School's Out magazine is still the preferred method of finding out about activities. Again, it is recommended that the Play Team's focus should be more on those young people least likely to be able to access the current programme.
20. In Easter 2007 the Play Team plan to pilot a DVD scheme, which looks to provide the School's Out publication in a DVD disc format. It will be produced as an alternative method of reaching the older age group and piloted in one of York's secondary schools and will be made available to all students. Consultation packs will be going out to all secondary school councils that will encourage them to take more ownership of the promotion of School's Out within their schools. There will be a prize of a free Street Sport York session on a lunchtime in the school who comes up with the best ideas. The school councils will then be encouraged to put into practice what they have come up with. A home on the Internet will be established through the Children's Information Service website in the coming year.

Corporate Objectives

21. The School's Out programme continues to contribute to the 5 Outcomes of the Every Child Matters as outlined in the Children's Services Plan 2006-09. It offers a diverse range of active, educational and enjoyable activities that

children and young people may benefit physically, socially and emotionally from being involved in.

22. The School's Out programme provides support and guidance to organisations to assist in the development of new and existing opportunities for children and young people. All activities listed in the programme are checked to ensure that the organisation has the appropriate policies and practices in place and that they are guided and encouraged to become a member of the YorOk community.

Implications

23. **Financial** - The School's Out programme is funded through the Council's core budget and currently stands at £95k. It is anticipated that the budget will remain the same next year but as no allowance for inflation will be provided in the budget process it will be reduced in real terms.
24. **Equalities** – All activity providers who contribute to the programme continue to be assessed in terms of their equal opportunities policies and are encouraged to join the YorOK community. Activity providers are supported to enable children and young people with disabilities to attend mainstream activities. The Play Team has an allocated Cultural and Diversity Worker who is able to link Black and Minority Ethnic families children and young people to relevant providers. The Play Team continues to pursue the best possible opportunities for children and young people at risk of social exclusion through partnership working with the Special Educational Needs Development Worker, Looked after Children steering groups, Youth Inclusion and Support Panel and Children's Services at Hollycroft.
25. There are no HR, legal, crime and disorder, or IT implications arising from this report.

Recommendations

26. That the Advisory Panel and the Executive Member comment and advise on the future development of the programme
Reason: To enable the School's Out programme to continue to develop, supporting existing activity providers and utilising the private sector, to develop a comprehensive programme of activities and to meet the needs of those most at risk of exclusion.

Contact Details

Author:

Tim Waudby
Community Leisure Officer
Children and Young People's Activity
Coordinator.
Early Years and Extended Schools
Ext: 4698

Mary Bailey
Play Manager
Early Years and Extended Schools
Ext 4699

Chief Officer Responsible for the report:

Charlie Croft, Assistant Director, (Lifelong Learning
and Culture)
Ext: 3371

Report Approved **Date** 17.11.2006

Chief Officer's name
Title

Report Approved **Date** *Insert Date*

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

All

For further information please contact the author of the report

This page is intentionally left blank