



Notice of meeting of

Executive

To:	Councillors Waller (Chair), Steve Galloway, Sue Galloway, Jamieson-Ball, Reid, Runciman and Vassie
Date:	Tuesday, 17 June 2008
Time:	2.00 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 16 June 2008, if an item is called in *before* a decision is taken, *or*

4:00 pm on Thursday 19 June 2008, 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 3 - 6)

To approve and sign the minutes of the Executive meeting held on 3 June 2008.

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 Executive's remit can do so. The deadline for registering is **5:00 pm on Monday, 16 June 2008.**

4. Executive Forward Plan (Pages 7 - 10)

To receive details of those items that are listed on the Executive Forward Plan for the next two meetings.

5. Minutes of Working Groups (Pages 11 - 24)

This report presents the minutes of recent meetings of the Local Development Framework (LDF) Working Group and the Social Inclusion Working Group and asks Members to consider the advice given by the Working Groups in their capacity as advisory bodies to the Executive.

6. City of York Local Development Framework: City Centre Area Action Plan - Issues and Options report (Pages 25 - 48)

This report asks Members to approve for consultation purposes a draft York City Centre Area Action Plan (AAP), subject to the recommendations of the Local Development Framework Working Group meeting on 3 June 2008.

Note: Annex A to the above item (the draft APP) and coloured versions of Annex B (the summary of Issues and Options) have been circulated in hard copy to Executive Members only. Copies may be obtained on request from Democratic Services.

7. Policy Prospectus 2008/09 (Pages 49 - 58)

This reports asks Members to endorse the final draft of the policy prospectus for the municipal year 2008/9, which represents an agreement between three of the Council's political groups on the topics to be pursued as areas of priority over the next 12 months.

8. Administrative Accommodation Review - End of Stage 3 Report (Pages 59 - 80)

This report provides an update on progress with the Council's corporate accommodation project, including targets and achievements for the period April 2007 to April 2008, and seeks approval for a revised business case for the project in support of the latest design for the new headquarters building at Hungate.

9. Urgent Business - Reconsideration of Decision on Back Park Petition

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

The Chair has agreed to consider under this item a recommendation from the Strategic Policy Panel (SPP) in relation to the decision of the Executive (Calling In) on 13 May 2008 in respect of Back Park Petition. This decision was referred to the SPP meeting on 9 June 2008. The SPP recommended:

"that the Executive ask Officers for a report to be prepared for the Full Council meeting on 30th June with appropriate options and recommendations regarding the Balfour Street Play Area and that no further action is taken until the outcome of that meeting is known."

The agenda, reports and minutes of the SPP meeting can be found by clicking on this link:

<http://democracy.york.gov.uk/ieListDocuments.asp?CId=104&MId=3512&Ver=4>

Democracy Officer:

Name: Fiona Young

Contact details:

- Telephone – (01904) 551027
- E-mail – fiona.young@york.gov.uk

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

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

Contact details are set out above.

About City of York Council Meetings

Would you like to speak at this meeting?

If you would, you will need to:

- register by contacting the Democracy Officer (whose name and contact details can be found on the agenda for the meeting) **no later than 5.00 pm** on the last working day before the meeting;
- ensure that what you want to say speak relates to an item of business on the agenda or an issue which the committee has power to consider (speak to the Democracy Officer for advice on this);
- find out about the rules for public speaking from the Democracy Officer.

A leaflet on public participation is available on the Council's website or from Democratic Services by telephoning York (01904) 551088

Further information about what's being discussed at this meeting

All the reports which Members will be considering are available for viewing online on the Council's website. Alternatively, copies of individual reports or the full agenda are available from Democratic Services. Contact the Democracy Officer whose name and contact details are given on the agenda for the meeting. **Please note a small charge may be made for full copies of the agenda requested to cover administration costs.**

Access Arrangements

We will make every effort to make the meeting accessible to you. The meeting will usually be held in a wheelchair accessible venue with an induction hearing loop. We can provide the agenda or reports in large print, electronically (computer disk or by email), in Braille or on audio tape. Some formats will take longer than others so please give as much notice as possible (at least 48 hours for Braille or audio tape).

If you have any further access requirements such as parking close-by or a sign language interpreter then please let us know. Contact the Democracy Officer whose name and contact details are given on the order of business for the meeting.

Every effort will also be made to make information available in another language, either by providing translated information or an interpreter providing sufficient advance notice is given. Telephone York (01904) 551550 for this service.

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Holding the Executive to Account

The majority of councillors are not appointed to the Executive (38 out of 47). Any 3 non-Executive councillors can 'call-in' an item of business from a published Executive (or Executive Member Advisory Panel (EMAP)) agenda. The Executive will still discuss the 'called in' business on the published date and will set out its views for consideration by a specially convened Scrutiny Management Committee (SMC). That SMC meeting will then make its recommendations to the next scheduled Executive meeting in the following week, where a final decision on the 'called-in' business will be made.

Scrutiny Committees

The purpose of all scrutiny and ad-hoc scrutiny committees appointed by the Council is to:

- Monitor the performance and effectiveness of services;
- Review existing policies and assist in the development of new ones, as necessary; and
- Monitor best value continuous service improvement plans

Who Gets Agenda and Reports for our Meetings?

- Councillors get copies of all agenda and reports for the committees to which they are appointed by the Council;
- Relevant Council Officers get copies of relevant agenda and reports for the committees which they report to;
- Public libraries get copies of **all** public agenda/reports.

City of York Council

Committee Minutes

MEETING	EXECUTIVE
DATE	3 JUNE 2008
PRESENT	COUNCILLORS WALLER (CHAIR), STEVE GALLOWAY, SUE GALLOWAY, REID, RUNCIMAN, VASSIE AND WALLER (CHAIR)
APOLOGIES	COUNCILLOR JAMIESON-BALL

PART A - MATTERS DEALT WITH UNDER DELEGATED POWERS

1. DECLARATIONS OF INTEREST

Members were invited to declare at this point in the meeting any personal or prejudicial interests they might have in the business on the agenda. No interests were declared.

2. MINUTES

RESOLVED: That the minutes of the Executive (Calling in) meeting held on 13 May 2008 and the Executive meeting held on 20 May 2008 be approved and signed by the Chair as a correct record.

3. PUBLIC PARTICIPATION

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

4. EXECUTIVE FORWARD PLAN

Members received and noted details of items listed on the Forward Plan for the next two meetings of the Executive.

5. 'YORK – A CITY MAKING HISTORY': YORK'S SUSTAINABLE COMMUNITY STRATEGY AND LOCAL AREA AGREEMENT

[See also under Part B Minutes]

Members considered a report which asked them to endorse the Without Walls Partnership's Sustainable Community Strategy (SCS) for 2008-2025, entitled 'York – A City Making History', and the Local Area Agreement (LAA) indicators for 2008-2011. The requirement to produce an SCS and a new version of the LAA had been introduced by legislation last October.

The SCS, attached as Annex A to the report, had been written as a document that could be used by partners to inform their own strategies and plans. Ideally, it would become the 'Masterplan' for York, signalling the intended future direction of the City and how future decisions and actions would be taken. It included references to the essential connection between the SCS and the Local Development Framework (LDF). The indicators selected for the LAA had been included and identified within the SCS. Full details, including baselines and targets where available, were set out in Annex B, with statutory attainment indicators shown in Annex C. A revised version of Annex B had already been circulated to Members and included in the on-line version of the agenda. A further revised version was circulated at the meeting and this version has now been incorporated in the on-line agenda.

Without Walls had approved the SCS and LAA on 29 April, with a recommendation that the documents be formally endorsed and adopted by the relevant bodies.

With reference to the comments of the Shadow Executive on this item, recommending that the Strategy be re-written, the Chair noted that both the LAA indicators and the SCS had already been through a long process through the Partnership Boards and were intended to be partnership documents.

RESOLVED: (ii) That the contents of the Sustainable Community Strategy '*York – a City Making History*' be noted and endorsed.

(ii) That the updated Local Area Agreement for 2008, as circulated at the meeting, be endorsed for submission to and agreement with the Government.

(iii) That the LAA document be taken to the Staffing Matters and Urgency Committee for referral to Government Office and subsequent Ministerial sign-off.¹

REASON: To ensure that the Council meets its statutory duty to produce a Sustainable Community Strategy and Local Area Agreement and in order to meet revised Government deadlines for the LAA.

Action Required

1. Refer LAA to Staffing Matters and Urgency Committee. JB

6. REVIEW OF INFORMATION POLICY FRAMEWORK

Members considered a report that presented a revised Data Protection Policy, prepared following a review of the Council's information policy framework, which had identified the current policy as no longer fit for purpose.

The current policy, approved in December 2001, was deficient in that it did not explain the choices available to managers in complying with data protection legislation, nor how directors could be assured of compliance, nor Members' policy requirements. A proposed revised Policy was attached as Annex A to the report. No changes were proposed to the procedures for dealing with information requests nor to the policy framework for records management.

The draft Policy aimed to apply a model similar to that used for financial management. Alternatives to this 'policy and audit' model were:

- Centralised control, with all systems etc. authorised by a data protection officer. Not recommended as it would be too costly and inconsistent with other management arrangements.
- To omit the audit element. Not recommended as the Council would be unable to assure itself that the risk of non-compliance was minimised.

Members commented that it would be helpful to cross-reference some of the terminology used in the Policy to the relevant legislation.

Having noted the comments of the Shadow Executive on this item, it was

RESOLVED: (i) That the draft Data Protection Policy be approved.¹

(ii) That it be requested that future Member training include Data Protection responsibilities.²

REASON: To ensure that the Policy is fit for purpose and that Members are properly informed on the latest requirements regarding Data Protection legislation.

Action Required

- | | |
|--|----|
| 1. Implement new Policy. | SA |
| 2. Include Data Protection within Member training programme. | GR |

PART B - MATTERS REFERRED TO COUNCIL

7. 'YORK - A CITY MAKING HISTORY': YORK'S SUSTAINABLE COMMUNITY STRATEGY AND LOCAL AREA AGREEMENT

[See also under Part A Minutes]

Members considered a report which asked them to endorse the Without Walls Partnership's Sustainable Community Strategy (SCS) for 2008-2025, entitled 'York – A City Making History', and the Local Area Agreement (LAA) indicators for 2008-2011. The requirement to produce an SCS and a new version of the LAA had been introduced by legislation last October.

The SCS, attached as Annex A to the report, had been written as a document that could be used by partners to inform their own strategies and

plans. Ideally, it would become the 'Masterplan' for York, signalling the intended future direction of the City and how future decisions and actions would be taken. It included references to the essential connection between the SCS and the Local Development Framework (LDF). The indicators selected for the LAA had been included and identified within the SCS. Full details, including baselines and targets where available, were set out in Annex B, with statutory attainment indicators shown in Annex C. A revised version of Annex B had already been circulated to Members and included in the on-line version of the agenda. A further revised version was circulated at the meeting and this version has now been incorporated in the on-line agenda.

Without Walls had approved the SCS and LAA on 29 April, with a recommendation that the documents be formally endorsed and adopted by the relevant bodies.

With reference to the comments of the Shadow Executive on this item, recommending that the Strategy be re-written, the Chair noted that both the LAA indicators and the SCS had already been through a long process through the Partnership Boards and were intended to be partnership documents.

RECOMMENDED: That Council approve the Sustainable Community Strategy attached as Annex A to the report.¹

REASON: To ensure that the Council meets its statutory duty to produce a Sustainable Community Strategy.

Action Required

1. Refer SCS to full Council on 30 June 2008.

GR

A Waller, Chair

[The meeting started at 2.00 pm and finished at 2.25 pm].

EXECUTIVE FORWARD PLAN

Table 1: Items scheduled on the Forward Plan for the Executive Meeting on 30 June 2008		
Title & Description	Author	Portfolio Holder
<p>The Statement of Accounts</p> <p><i>Purpose of report: The Statement of Accounts records the overall financial position of the Council at 31 March in line with the nationally set Accounting Code of Practice. It is a requirement on the Council that the draft Statement of Accounts are considered and agreed by Council by 30 June.</i></p> <p><i>Members are asked to: Approve the draft Statement of Accounts prior to Full Council on 30 June.</i></p>	Janet Lornie & Sian Hansom	Executive Member for Corporate Services
<p>Capital Outturn Report</p> <p><i>Purpose of report: To report the final financial position on the Council's capital programme for the financial year ending 2007/08.</i></p> <p><i>Members are asked to: Note overall performance and authorise relevant financial adjustments.</i></p>	Tom Wilkinson	Executive Member for Corporate Services
<p>Revenue Outturn Report</p> <p><i>Purpose of report: To report the final financial position on the Council's revenue budgets for the financial year ending 2007/08.</i></p> <p><i>Members are asked to: Note the overall performance and authorise relevant financial adjustments such as budget carry forwards and virements.</i></p>	Janet Lornie & Tom Wilkinson	Executive Member for Corporate Services
<p>Annual Governance Statement</p> <p><i>Purpose of report: To present to Members the Annual Governance Statement.</i></p>	Max Thomas	Executive Member for Corporate Services

<i>Members are asked to: Consider the contents of the report and provide advice/recommendations for future action.</i>		
<p>York Racecourse – Report on Negotiations</p> <p><i>Further to the meeting on 27th November 2007, the Directors of LCCS and Resources to report back to the Executive on the results of further negotiations with the Racecourse on the matters referred to by Scrutiny Management Committee on 26th November 2007.</i></p>	David Baren	Executive Member for Corporate Services
<p>Minutes of Working Groups</p> <p><i>To receive the minutes of recent meetings of the Local Development Framework Working Group (3 June).</i></p>	Fiona Young	Executive Leader
<p>CPA Corporate Assessment Response</p> <p><i>Purpose of report: This report relates the Audit Commission's judgements of City of York Council according to its recent Corporate Assessment and sets out the resulting improvement activity.</i></p> <p><i>Members are asked to: Note the outcome of the Corporate Assessment and endorse the Council's plans for improvement.</i></p>	Simon Hornsby	Executive Leader

Table 2: Items scheduled on the Forward Plan for the Executive Meeting on 15 July 2008		
Title & Description	Author	Portfolio Holder
None		

Table 3: Items slipped on the Forward Plan with the agreement of the Group Leaders					
Title & Description	Author	Portfolio Holder	Original Date	Revised Date	Reason for Slippage
<p>CPA Corporate Assessment Response</p> <p><i>Purpose of report: This</i></p>	Simon Hornsby	Executive Leader	17 June 2008	30 June 2008	Requested by the Chief Executive, following consideration at Corporate

report relates the Audit Commission's judgements of City of York Council according to its recent Corporate Assessment and sets out the resulting improvement activity.

*Members are asked to:
Note the outcome of the Corporate Assessment and endorse the Council's plans for improvement.*

Management Team.

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Executive

17 June 2008

Report of the Head of Civic, Democratic and Legal Services**Minutes of the Local Development Framework Working Group and the Social Inclusion Working Group****Summary**

1. This report presents the minutes of recent meetings of the Local Development Framework (LDF) Working Group and the Social Inclusion Working Group and asks Members to consider the advice given by the Groups in their capacity as advisory bodies to the Executive.

Background

2. Under the Council's Constitution, the role of Working Groups is to advise the Executive on issues within their particular remits. To ensure that the Executive is able to consider the advice of the Working Groups, it has been agreed that minutes of the Groups' meetings will be brought to the Executive on a regular basis.
3. Members have requested that minutes of Working Groups requiring Executive endorsement be submitted as soon as they become available. In accordance with that request, and the requirements of the Constitution, minutes of the following meetings are presented with this report:
 - LDF Working Group – minutes of the meeting held on 13 May 2008 (Annex A)
 - Social Inclusion Working Group – draft minutes of the meeting held on 14 May (Annex B)

The minutes of the LDF Working Group meeting held on 3 June 2008 will be dealt with as part of the report at item 6 on the Executive agenda (LDF: York City Centre Area Action Plan Issues and Options), and so have not been included in this report.

Consultation

4. No consultation has taken place on the attached minutes, which have been referred directly from the Working Groups. It is assumed that any relevant consultation on the items considered by the Groups was carried out in advance of their meetings.

Options

5. Options open to the Executive are either to accept or to reject any advice that may be offered by the Working Groups, and / or to comment on the advice.

Analysis

6. There are no recommendations in the attached minutes that require the specific approval of the Executive at this stage. However, Members may wish to note in particular, and endorse where appropriate:
 - a) The comments of the LDF Working Group regarding consultation to date on the York North West Area Action Plan (Minute 46 of Annex A refers);
 - b) Suggestions from the Social Inclusion Working Group regarding what the Council could do to address issues raised at the Black and Minority Ethnic (BME) Stakeholder Seminar (Minute 50 of Annex B refers).

Corporate Priorities

7. The aims in referring these minutes accord with the Council's corporate values to provide strong leadership in terms of advising these bodies on their direction and any recommendations they wish to make.

Implications

8. There are no known implications in relation to the following in terms of dealing with the specific matter before Members, namely to consider the minutes and determine their response to the advice offered by the Board:
 - **Financial**
 - **Human Resources (HR)**
 - **Equalities**
 - **Legal**
 - **Crime and Disorder**
 - **Property**
 - **Other**

Risk Management

8. In compliance with the Councils risk management strategy, there are no risks associated with the recommendations of this report.

Recommendations

9. Members are asked to consider the minutes attached at Annexes A and B and to decide whether they wish to respond to any of the advice offered by the LDF Working Group and the Social Inclusion Working Group.

Reason:

To fulfil the requirements of the Council's Constitution in relation to the role of Working Groups

Contact details:

Author:
Fiona Young
Principal Democracy Officer
01904 551027
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fiona.young@york.gov.uk

Chief Officer Responsible for the report:
Quentin Baker
Head of Civic, Democratic and Legal Services

Report Approved **Date** 23/05/08

Specialist Implications Officer(s) None

Wards Affected: All

For further information please contact the author of the report

Annexes

Annex A – Minutes of the meeting of the Local Development Framework Working Group held on 13 May 2008.

Annex B – Draft Minutes of the meeting of the Social Inclusion Working Group held on 14 May 2008.

Background Papers

Agenda and associated reports for the above meetings (available on the Council's website).

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City of York Council

Committee Minutes

MEETING	LOCAL DEVELOPMENT FRAMEWORK WORKING GROUP
DATE	13 MAY 2008
PRESENT	COUNCILLORS REID (CHAIR), SIMPSON-LAING (VICE-CHAIR), AYRE, D'AGORNE, MERRETT, MOORE, R WATSON, WATT, ALEXANDER (SUBSTITUTE FOR HORTON) AND JAMIESON-BALL (SUBSTITUTE FOR WALLER)
APOLOGIES	COUNCILLORS HORTON AND WALLER

43. DECLARATIONS OF INTEREST

Members were invited to declare at this point in the meeting any personal or prejudicial interests they might have in the business on the agenda.

Cllr Simpson-Laing declared a personal non prejudicial interest in Agenda Item 4 (York Northeast Area Action Plan - Minute 46 refers) as she lived in the consultation area.

44. MINUTES

RESOLVED: That the minutes of the last meeting held on 4 March 2008 be approved and signed as a correct record.

45. PUBLIC PARTICIPATION

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

46. YORK NORTHWEST AREA ACTION PLAN - PROGRESS REPORT, INCORPORATING ISSUES AND OPTIONS CONSULTATION SUMMARY

Members considered a report which reviewed progress to date on the York Northwest Area Action Plan (AAP), and gave an overview of comments and headline results arising from consultation on the Issues and Options Report between November 2007 and January 2008. Members were asked to note the progress to date and the use of the consultation findings to inform the preparation of the Preferred Options. Members were further asked to agree the approach and programme for the preparation of the Preferred Options, which were also set out in this report.

Members received a presentation which covered the following points:

- Progress on the LDF, including the Core Strategy, Key Allocations and City Centre AAP, Evidence Base, Transport and Stakeholder Activity
- Issues and Options Consultation
- Vision and Objectives
- Key Themes, including Employment, Housing, Social Infrastructure, Culture and Tourism, Transport, Open Space
- Next Steps, including timescales, information analysis, developing conceptual options and the preferred options report

Members made the following comments:

- It was an important opportunity to review the success of the consultation process and what did and did not work.
- Future consultations could include having more local meetings, finding ways to reach hard to reach groups, such as through the Inclusive York Forum and providing an incentive to complete a questionnaire.
- The planning consent for a rail halt at the bottom of the York Business Park had been left out of the consultation and should be included in the next stage.
- No consultation had taken place yet on where the cycling / foot bridge would cross the river, especially where it could potentially go over private land. Officers reported that it would be included in the next stage of consultation as part of the Green Infrastructure.
- There would need to be clear implications of each of the transport options when they go back out for consultation.
- A range of options regarding the tram-train, showing possible constraints, should be brought back to Members before consultation.

- RESOLVED:
- (i) That the comments received on the Issues and Options documents be noted and their consideration in informing the Preferred Options stage for the Area Action Plan be supported;
 - (ii) That the progress made to date on production of the Area Action Plan be noted and the approach for the development of the Preferred Options stage of work be agreed.
 - (iii) That officers be thanked for all the work done during the consultation process on the Issues and Options report.

REASON:

To ensure that the Area Action Plan could be progressed to the next stage of work, in accordance with the Local Development Scheme.
To ensure that Members views were included in the generation of Preferred Options put forward.

Clr A Reid, Chair

[The meeting started at 4.35 pm and finished at 5.40 pm].

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City of York Council

Draft Committee Minutes

MEETING	SOCIAL INCLUSION WORKING GROUP
DATE	14 MAY 2008
PRESENT	COUNCILLORS ASPDEN (CHAIR), ALEXANDER, SUE GALLOWAY, GUNNELL (VICE-CHAIR), HEALEY, KING (AS SUBSTITUTE FOR POTTER) (EXCEPT FOR AGENDA ITEM 9), JACK ARCHER (NON-VOTING CO-OPTED MEMBER), SUE LISTER (NON-VOTING CO-OPTED MEMBER), PETER BLACKBURN (NON-VOTING CO-OPTED MEMBER), RITA SANDERSON (NON-VOTING CO-OPTED MEMBER) AND DARYOUSH MAZLOUM (NON-VOTING CO-OPTED MEMBER) (FOR AGENDA ITEMS 1-6 & 8)
APOLOGIES	COUNCILLORS POTTER & SUNDERLAND, KAREN ROBERTS, JAN JAUNCEY, LYNN JEFFRIES AND PAUL WORDSWORTH (NON-VOTING CO-OPTED MEMBERS)

42. DECLARATIONS OF INTEREST

Members were invited to declare at this point in the meeting any personal or prejudicial interests they might have in the business on the agenda.

No interests were declared.

43. MINUTES

RESOLVED: That the minutes of the last meeting of the Social Inclusion Working Group held on 12 March 2008 be approved and signed by the Chair as a correct record and the "easy read" version be noted.

44. PUBLIC PARTICIPATION

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

45. DISABLED GO

Members received an update from Anna Borthwick, General Manager, and Kimberley Dixon, Partnership Co-ordinator, of Disabled Go on the work of this organisation.

Disabled Go ran a website providing access information on towns and cities, including York, for disabled people and their carers. They had recently redesigned their website and the research questionnaire used to gather information, and had launched new services covering university and college buildings, and job advertisements from inclusive employers.

The information on York had recently been updated to account for changes at existing venues and to add new ones. The York pages had received 140,000 hits in 2007, which represented 40,000 unique users. Members were encouraged to disseminate information about the website to anyone who may wish to get involved as part of a local steering group.

Members suggested that the Council should become a partner on the job section of the site and also suggested that Oaklands Sports Centre and Acomb Library should be included, if they were not already on the site. They also commented that it would be useful to know how many of the users of the York pages were from outside of the local area.

The representatives of Disabled Go were thanked for their presentation and attendance at the meeting.

RECOMMENDED: That the update on the work of Disabled Go be noted.

REASON: To inform the Working Group.

46. SOCIAL INCLUSION WORKING GROUP - MEMBERSHIP REVISIONS

Members received a report which outlined revisions to the membership of the Social Inclusion Working Group.

It was reported that the Executive, at their meeting on 22 April 2008, had resolved that the number of elected members on the Working Group be reduced, at the Annual Council meeting, to 5 (in proportion 2:2:1).

It was clarified that expert witnesses from the six equality strands could be invited to participate at specific meetings where items of interest were being considered, but could also attend any meetings as observers.

Members queried whether the co-optees on the Working Group could have voting rights and were advised that this was not possible whilst it remained a formally constituted Council body, although this status could be reviewed.

RECOMMENDED: (i) That the changes to membership agreed by the Executive be noted;

(ii) That it be noted that an increased representation from the six equality strands could be achieved by inviting expert witnesses to meetings.

- REASON:
- (i) To update the Working Group;
 - (ii) To increase community engagement and inclusion.

47. WORK PLAN (FORWARD PLAN) FOR 2008/09

Members received a report which considered the Social Inclusion Working Group's work plan, referred to as "the Forward Plan" and attached as Annex 1, and requested approval of the Plan for the first six months of 2008/09.

With regards to the item on proposals for Working Group funding for 2008/9, scheduled for 8 July, it was noted that this would be a discussion item.

RECOMMENDED: That the contents of Annex 1 be approved as part of the Working Group's Forward Plan for the period June 2008 to November 2008.

REASON: To facilitate the business of the Group in 2008/9.

48. COMMUNITY FORUM REPORTS AND FEEDBACK

Members received verbal updates, including reports about the use of Social Inclusion Working Group grants, from members of the community forum's involved in the Group's work.

The update from the Older People's Assembly included their use of Working Group grants, discussions taking place on refreshing the Equality Strategy, nominations for a new Older People's Champion and plans for the 50+ Festival.

The update from the LGBT Forum covered plans for the York Pride Picnic in the Park, production of a survey questionnaire, female representation on the Working Group and plans for an Older LGBT Forum in North Yorkshire.

The update from the BME Citizens' Open Forum (York Racial Equality Network) included use of grant funding for developing a website, details of new premises and feedback that a funding application to the Equality & Human Rights Commission had been unsuccessful as no evidence was available to prove that it was needed. The Working Group expressed concern regarding this latter point and the Chair reported that he had already written to the Commission about this and would circulate the letter to Members.

The LGBT Forum and the BME Citizens' Open Forum were both congratulated on their receipt of North Yorkshire Police Awards.

RECOMMENDED: That the updates be noted.

REASON: To update the Group on the work of the community forums.

49. DISABLED PEOPLE TOGETHER DAY - 28 MARCH 2008

Members received a report which informed them of key findings from the Disabled People Together Day held on 28 March 2008. They were requested to note the findings to date and await a further report in late Autumn 2008.

The programme from the day was attached as Annex 1 of the report and key findings were detailed in Annex 2. It was noted that the second page of Annex 2 should refer to the Wilberforce Trust, not the Wilberfoss Trust.

Two researchers from the University of York project regarding developing a joint voice for disabled people attended the meeting. They provided an update on progress with the project and confirmed that the findings and suggested next steps were expected to be reported to Members in the late Autumn 2008.

The University researchers, and in particular the research group leader, were thanked for their input into the Disabled People Together Day.

RECOMMENDED: That the contents of the report be approved and noted.

REASON: To facilitate the study currently undertaken concerning the promotion of a joint forum for disabled people in York.

50. WORKSHOP ON KEY MESSAGES FROM THE BME STAKEHOLDERS' SEMINAR 2007

Members received a report which offered information for discussion at a workshop, in response to the Group's agreement, at its meeting on 16 January 2008, that further consideration of the key messages from the BME Stakeholder Seminar, in particular what the Group and the Council could do to promote solutions, should be undertaken.

The feedback from the group discussions was as follows:

Group A – What the Council Could Do

- Work through the Local Strategic Partnership and Local Area Agreement;
- Encourage the University to undertake and lead research;
- Collect data, both internally and externally, to supplement the statutory monitoring processes and outdated census information;
- Ensure the city was welcoming in terms of behaviour, as well as policy;
- Further explore the concept of emotional cohesion;

- Produce welcome packs or guides, whilst avoiding duplication with existing information;
- Hold further discussions around building bridges between groups;
- Further develop the Open Forums;
- Provide training for Members and officers;
- Identify best practice and develop new initiatives.

Group B – What the Community Groups Could Do

- Produce publicity creating a positive image of diversity;
- Educate people, particularly the very young;
- Focus on commonalities, not differences;
- Share data;
- Encourage volunteering;
- Support families and children;
- Respond better to other groups when they reach out;
- Collect data from events by using a brief and concise registration form.

RECOMMENDED: That the feedback on what the Council and community groups could do to promote solutions to the key issues be noted.

REASON: To give proper consideration to the key messages.

51. CHAIR'S COMMENTS

The Chair announced that both himself and the Vice Chair would not be continuing in their current roles in the next municipal year. They thanked the Group for their support and commented on how much they had enjoyed their time in the roles.

Members of the Working Group recorded their thanks to the Chair and Vice Chair, and also any other Members leaving the Group, for their hard work.

CLLR K ASPDEN, Chair

[The meeting started at 6.30 pm and finished at 8.50 pm].

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Executive

17th June 2008

Report of the Director of City Strategy

City of York Local Development Framework: City Centre Area Action Plan - Issues and Options report

Summary

1. The purpose of this report is to request that the Council's Executive approve the emerging York City Centre Area Action Plan (AAP), subject to the recommendations of the LDF Working Group meeting on 3rd June 2008 (minutes included at Annex C), for consultation purposes. The Issues and Options document is attached at Annex A, and Summary of Issues and Options document at Annex B. The intention, subject to Members' approval, is for the Issues and Options for the City Centre Area Action Plan DPD to be published for public consultation in July of this year.

Background

2. The purpose of the City Centre Area Action Plan is to provide a vision and identify key issues for the city centre over the next 20 years. It is the first time a review of the city centre has pulled all the various issues together under one comprehensive plan and, when it progresses to adoption, it will provide the basis for projects to deliver new development opportunities and public realm enhancement, and control inappropriate development.
3. Work began on the AAP in September 2007. A report was presented to LDF Working Group on 18 December 2007 to obtain guidance on the development of the issues and options document. The Working Group approved the recommendation that Officers produce a draft Issues and Options report for public consultation and report back to the Working Group in due course. Member comments have been taken into account in drafting the document.
4. In producing the draft Issues and Options document, the City Development team have involved Officers from across the Council. Officer Workshops were held on 11 October 2007 and 10 March 2008, which allowed Officers to state their own aspirations and ideas for the city centre, and gave them the opportunity to explain how these fitted within wider strategies of CYC.
5. The draft is intended to be positive about the advantages of the city centre and the opportunities that exist to enhance it further. It includes facts and background

information (spatial portrait) as well as context maps to illustrate the big issues for the city centre.

6. The plan revolves around three 'key themes' – economic vitality, historic environment and community life. These are highlighted as the key functions of the city centre and contributors to its success. A vision for each key theme is set out at the start of the document followed by more detailed explanation of the issues. A series of questions for people to consider are posed along with options to deal with the issues.
7. Key Theme 1 Economic Vitality considers all aspects of the city centre economy and contains options for improving its diversity and prosperity. It considers how we might develop the economy over the next 20 years through retail, tourism, the evening economy, offices, as well as explaining the role of the universities, and access and transport issues.
8. Key Theme 2 Historic Environment contains options for ensuring successful management of the Historic Core Conservation Area, good design and an improved public realm. It covers issues such as managing the historic environment, improving public spaces and pedestrian routes, future options for Newgate Market, possible changes to the footstreets and opportunities for greening the city centre.
9. Key Theme 3 Community Life includes issues and options to increase the number of community services and facilities, enhance cultural and evening activities, and improve equality and access to housing.
10. The Issues and Options consultation is the first opportunity to receive public comment, and it has been the intention from early on to make the plan interesting to the reader through use of good graphics - an aspect that Members endorsed when ideas were first presented to this Working Group in December 2007. This has now taken shape - through relevant photos, maps and vision sketches, as well as colour coding of themes and issues.
11. The draft AAP includes a section with five proposed 'Opportunity Areas'. All of the areas are based on existing Council objectives and the AAP emphasises that they have the potential to go a long way towards delivering key elements of the vision for the city centre. The five areas include:
 - Castle Piccadilly – a retail-led mixed use development, with opportunities to create a first class public realm and enhance the Foss riverside, based on the 2006 Planning Brief and Allocations DPD.
 - The Cultural Quarter – enhancements to the Minster-NRM corridor, based on the ongoing work of Learning, Culture and Children's Services and York @ Large.
 - Gateway Streets – enhancement of 'peripheral' streets based on the ongoing work of Economic Development Unit.
 - City Spaces – public realm enhancement of key streets and spaces based on cross Directorate work on the 'Songlines' Lottery fund bid and taking into account aspirations set out in the Council's Community Strategy.
 - Riversides – enhancing this key asset, with particular focus on the area between Ouse and Lendal bridges to realise the long-term objective to create a walkway on the north bank.

12. Summary character statements for each of the character areas within the conservation area are included as an appendix to the Issues and Options document. These have been produced by BDP Architects. Public comment can then be fed into the preparation of the full Appraisal document. This approach has been agreed with English Heritage.
13. A Summary Issues and Options is included (Annex B to this report) for easy reference, and a short publicity leaflet and press release will also be produced at the time of public consultation.

Sustainability Appraisal (SA)

14. When producing LDFs, local authorities are required to consider, at each stage of production, the impacts that their proposals are likely to have on sustainable development. This is done through undertaking a joint strategic environmental assessment and sustainability appraisal of the document in accordance with EU Directives and the Planning and Compulsory Purchase Act.
15. A Scoping Report has been completed and a Sustainability Statement will be produced to accompany the City Centre Area Action Plan Issues and Options once this document has been approved by Members. This will provide an overview of sustainability matters raised at the Issues and Options stage, and will provide a reference for those wishing to comment on the Issues and Options by highlighting the economic, social and environmental implications for sustainable development of the proposed development options.

Consultation

16. A draft of the document has been consulted on widely within the Council and the comments received have been fully considered and incorporated into this Issues and Options report.
17. The proposed external consultation will comply with the Council's Statement of Community Involvement and will run for a minimum of six weeks, beginning in July 2008. This will include press releases, information on the Council's website and distribution of the document to public buildings and to relevant parties. The Council's City Development team will attend meetings of interested groups - including the Retail Forum, Property Forum and Conservation Area Advisory Panel and will hold stakeholder workshops as appropriate. A Consultation Strategy is being produced which will set out the precise consultation methodology to be used, and this will be agreed by the Director of City Strategy in consultation with the Executive Member and Shadow Executive Member for City Strategy.

Options

18. Members have the following options to consider in relation to the City Centre Area Action Plan DPD Issues and Options Document:

Option 1: To approve the Area Action Plan Issues and Options report (attached at Annex A) and Summary of Issues and Options (attached as Annex B) for consultation purposes, subject to any changes recommended by the LDF Working Group;

Option 2: To seek amendments to the documents through recommendations of the Executive; or

Option 3: To defer the Area Action Plan and request further work from Officers.

Analysis

19. It is important that the City Centre Area Action Plan DPD is progressed broadly in accordance with the timetable set out in the Council's Local Development Scheme. As the Issues and Options stage of the Area Action Plan DPD is the beginning of a process which is timetabled to take three years to complete, it is important to meet the LDS in order to avoid delays later in the process.
20. The outcome of this Issues and Options report will feed into the next stage of the City Centre Area Action Plan and, therefore, any delay to this document will impact on the timetable.

Corporate Priorities

21. The City Centre Area Action Plan DPD accords with the following corporate priorities to:
- Reduce the environmental impact of council activities and encourage, empower and promote others to do the same
 - Improve the economic prosperity of the people of York with a focus on minimising income differentials
 - Improve the actual and perceived condition and appearance of the city's streets, housing estates and publicly accessible spaces
 - Increase the use of public and other environmentally friendly modes of transport
 - Improve the quality and availability of decent affordable homes in the city
 - Improve the health and lifestyles of the people who live in York, in particular among groups whose levels of health are the poorest.

Implications

22. The following implications have been assessed:

- **Financial** - The cost of preparing the City Centre Area Action Plan DPD will be met through current budgets provided for the LDF. Apart from a few

vision sketches, no external planning consultancy or design team has been used in the production of this draft AAP, and expenditure has been wholly contained within the City Development Team budget.

- **Human Resources (HR)** - None
- **Equalities** - None
- **Legal** - None
- **Crime and Disorder** - None
- **Information Technology (IT)** - None
- **Property** – The AAP identifies Opportunity Areas for discussion based on development and enhancement, including land and buildings in the Council's ownership.
- **Other** - None

Risk Management

23. In compliance with the Council's risk management strategy, there are no risks associated with the recommendations of this report.

Recommendations

24. That the Executive:
- i) approve the Draft Issues and Options document and Summary of Issues and Options for public consultation, subject to any changes recommended at the LDF Working Group and at the meeting of the Executive.

Reason: So that the City Centre Area Action Plan DPD can be progressed to its next stage of development as highlighted in the Council's Local Development Scheme.

- ii) delegate to the Director of City Strategy in consultation with the Executive Member and Shadow Executive Member for City Strategy the making of any incidental changes to both the draft document and Summary of Issues and Options document that are necessary as a result of the recommendations of this report.

Reason: So that changes recommended as a result of discussions at this meeting can be made.

- iii) delegate to the Director of City Strategy in consultation with the Executive Member and Shadow Executive Member for City Strategy the approval of the Sustainability Statement to accompany the Issues and Options document consultation.

Reason: So that the report and accompanying document can progress.

- iv) delegate to the Director of City Strategy in consultation with the Executive Member and Shadow Executive Member for City Strategy the approval of a Consultation Strategy and promotional material.

Reason: To ensure that the proposed methods of consultation are satisfactory to members.

Contact Details

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Chief Officer Responsible for the report:

Bill Woolley
Director of City Strategy
City Strategy
01904 55 1330

Report Approved Date

Wards Affected: Guildhall, Fishergate, Micklegate and Heworth

All

For further information please contact the author of the report

Annex:

Annex A: City Centre Area Action Plan Issues and Options, June 2008.

Annex B: City Centre Area Action Plan Summary of Issues and Options, June 2008.

Annex C: Minutes from LDF Working Group, 3rd June 2008.

Annex B:

City Centre Area Action Plan - Summary of Issues and Options

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City of York

LDF

Local
Development
Framework

DRAFT
City Centre
Area Action Plan
Summary of
Issues and Options

July 2008

Why do we need a plan ?

The Area Action Plan (AAP) for the city centre is the beginning of a 2-year process to agree a master plan for the city centre. It will lead to a Preferred Options document early next year – where there will be more opportunity to comment.

This is a short summary of the full AAP (which can be viewed at the Council offices, libraries and on the CYC website); it gives a brief explanation of some of the key issues and ideas, but is not intended to cover everything.

When adopted as part of the Local development Framework in 2010, the AAP will help to protect and enhance the historic environment and provide a focal point for York's communities and visitors - whilst also planning for economic growth and vitality over the next 20 years.

It aims to balance the need for growth and regeneration of the city centre with the need to protect our built and natural resources.



The Guildhall and sensitively designed new development along the Ouse

It is the first time a review of the city centre has tried to pull all the various issues together under one comprehensive plan.

The Plan will eventually become the 20-year vision document for the city centre of York. It will be used by anyone with an interest in working, living in and enjoying our city centre.

It will help to ensure that the city centre performs to its full potential in terms of employment and housing, shopping and recreation. It will help to coordinate growth and improvements to the local environment in the right places and at the right times, and to be of benefit to people who live, work in and visit the area.



Old and new residential and office development on the north side of the Ouse

The Plan suggests new ideas as well as building on what we have already achieved and learned. It will be subject to more detailed assessments of funding and delivery options and, eventually, detailed master plan ideas. These will be fed into a 'Preferred Options' report early next year, 2009.

3 key themes

There are three key themes running throughout the plan and, by setting out key issues and questions, we are asking you what sort of place the city centre of York should be in 2029. We have proposed a number of options to deal with the issues, and we want to hear from you on which options you think will work best.

The full AAP report sets out the 3 key themes – economic vitality, historic environment and community life. A short background for each theme is given, followed by a number of issues and questions for you to consider. A brief summary of each is given below, and the full AAP report adds more detail and background.

Economic Vitality

York has the second largest earnings growth rate in the country and, with over 30,000 jobs, the city centre plays a critical role in that competitiveness and attractiveness. It is a vibrant city with a strong retail presence and over 4 million visitors a year. The evening economy and diversity of attractions are changing, and the Action Plan asks questions about how this should take shape, as well as how we should look at new office and retail development opportunities. It also asks what improvements are needed to help manage traffic congestion and build on the importance already given to pedestrians and cyclists.



Office development, Rougier Street

Historic Environment



York is internationally famous for its unique townscape and rich architectural heritage, and a major asset for the whole region. Managing this environment – including the parks, rivers and public open spaces as well as the Minster, City Walls, Abbey and over 760 other listed buildings - is a huge challenge.

The Issues and Options document asks questions about how new development design should be considered in the future, and how public spaces and key attractions could be improved. It looks at the possibility of extending the footstreets area, improving public squares and green spaces, and dealing with climate change and flooding.

Community Life



New city centre apartments overlooking the Ouse

As well as being the focus for retail and business activity, the city centre is also the cultural and community heart of York. It serves people from the wider York community as well as city centre residents and people working, shopping and relaxing.

The Issues and Options document provides an opportunity to respond to what people want from their city centre now and in the future. It asks questions about what types of services and facilities are needed, what types of home, and how we can help the ambience of the city centre in the evening.

Opportunity areas

Five areas within the city, which we think have the potential to be improved, have also been identified. These are called 'Opportunity Areas' and are set out in section 9 of the issues and Options document. They are :-

- ❑ Castle Piccadilly
- ❑ The Cultural Quarter
- ❑ Gateway Streets
- ❑ City Spaces
- ❑ Riversides

Castle Piccadilly

The area includes Clifford's Tower and other buildings of exceptional historical and architectural quality. It also includes the Eye of York, the car park and across the Foss to Piccadilly. There are opportunities to regenerate this area through quality mixed use development, public open space and connections with Piccadilly and Hungate.

The Cultural Quarter



The area between York Minster and the National Railway Museum. There are opportunities to make this route more attractive, improve Museum Gardens and even bridge the Ouse. Opportunities for performance space, lighting, and promotion of public art will be assessed within wider efforts to improve linkages and use of the public realm.

Gateway Streets

There is concern that some of the main routes into the city centre, like Goodramgate and Micklegate, are not benefiting from the prosperity of new investment in the city centre. Some streets are appearing under used and run down as a result. These gateway streets have great individual character, and through coordinated thought and investment, would deliver many benefits to businesses, residents and visitors.



What opportunities are there to extend the footstreets, for example Fossgate , into the evening ?

City Spaces

These include public squares, like St. Sampson's Square and Kings Square, as well as streets and snickleways between them. The Action Plan will look at ways to make better use of them, improve their quality and see how they can help define key tourist and shopping circuits. Better interpretation of the historic environment is suggested, together with high quality lighting and seating, public art and improved security and accessibility.



Would Kings Square, and other public squares in the centre, benefit from de-cluttering and re-design ?



Can more be made out of the Newgate market area ?

Riversides

The city centre tends to turn its back on the rivers in places and does not really maximise their potential. Access is restricted and there is a shortage of vibrant riverside public spaces, as well as quality areas for contemplation and relaxation. Through this Action Plan we will look at the potential to extend walkways, open up under used areas, and provide the right conditions to redevelop poorer quality buildings and spaces.



The boardwalk and recent regeneration along the Ouse riverside, at the rear of Coney Street.



..should it be extended further towards Ouse Bridge ?

How you can respond

Some of the more challenging issues and options put forward in the main report are set out in the table on the next page. There are questions posed for each of these, together with a number of options for dealing with them.

They are not intended to cover everything at this stage. It will be for the public, as key interest groups, businesses and individuals, to comment and add to these and to think creatively about how York city centre should be 20 years from now.



For a full and comprehensive account of all the city centre issues and options addressed in this consultation, please see the main AAP report.

This has an orange cover and is titled 'City of York LDF City Centre Area Action Plan Issues & Options report July 2008.'

Question in AAP report	Key issue	Challenging options and ideas
Economic Vitality		
4, page 13	New retail sites	Should the Castle Piccadilly area be promoted as a key retail site in the city centre ? Should York Central be developed as a complementary role to the city centre ?
5, page 14	Improving the visitor experience	Should we redesign and enhance city centre public spaces ?
7, page 17	Evening economy	Should we extend the hours of operation of the footstreets area into the 5-7pm period? Should we create new pedestrian zones throughout the evening ('evening footstreets')?
10, page 21	New office development	Should this be focused on an office quarter around Rougier Street/ Toft Green, or in other areas ?
12, page 24	Managing congestion	Should certain streets and bridges in the centre be closed at certain times of the day ? Should car parking provision be changed ?
14, page 27	Bus accessibility	Should bus stops be improved and enhanced ? Should some be re-located ?
15, page 27	River transport	Is there potential ?
Historic Environment		
19, page 37	Design approach	Should we develop a city centre Design Code and policies on views and tall buildings ?
20, page 38	Decision making	Should we promote the appointment of a design champion and design competitions for major or sensitive schemes ?
22, page 40	Public streets, squares and spaces	Should we de-clutter and re-design public squares ? Should Newgate Market be relocated ?
23, page 41	Extending the footstreets	Fossgate ? all of Goodramgate ? Piccadilly ?
24, page 42	Connecting green spaces	Should the Memorial Gardens area be re-designed ? Should the City Wall ramparts be explored as a potential linear route for recreation ?
25, page 43	Enhancing green space provision	Where are there new opportunities for new city centre planting ? Should green roofs be encouraged on some buildings ?

	Community Life	
28, 29, page 48	Community services and facilities	What types are needed and where ? Should city centre facilities be targeted at specific groups ? eg. elderly people, teenagers, children ?
31, page 51	Evening activity	Should we be promoting new cultural development and activities? Should we restrict the growth of alcohol dependent activities ?
32, page 52	Ambience and perceptions	Should there be more outdoor seating for café bars and restaurants in the city centre ? Should we expand lighting schemes to a wider area ?
33, page 52	Night-time transport	Should the park & ride service be extended to operate later in the evening ?
34, page 54	Equality and access to housing	Should new housing be built for families, single people, older people, people on low incomes ?

You can download the full City Centre Area Action Plan on the City Council's website

www.york.gov.uk/environment/Planning/Local_development_framework

Hard copies will be available to view at the Council's planning reception, 9 St. Leonard's Place and at all York libraries.

Please phone our City Development Team if you have any questions about this plan or how you can respond.

Please take this opportunity to respond to the challenging issues for the city centre.



Consultation will run throughout the summer, and a number of exhibitions and presentations at Ward Committees and other Forums will be held during this time.

Details of these can be found on the website link or by contacting the City Development Team on 01904 551463 or 551474. You can email us on citycentreaap@york.gov.uk

City of York Council

Committee Minutes

MEETING	LOCAL DEVELOPMENT FRAMEWORK WORKING GROUP
DATE	3 JUNE 2008
PRESENT	COUNCILLORS STEVE GALLOWAY (CHAIR), POTTER (VICE-CHAIR), AYRE, D'AGORNE, MERRETT, REID, SIMPSON-LAING, R WATSON, WATT AND I WAUDBY (SUBSTITUTE)
APOLOGIES	COUNCILLOR MOORE

1. DECLARATIONS OF INTEREST

Members were invited to declare at this point in the meeting any personal or prejudicial interests they might have in the business on the agenda. No interests were declared.

2. MINUTES

RESOLVED: That the minutes of the meeting of the LDF Working Group held on 13 May 2008 be approved and signed by the Chair as a correct record.

3. PUBLIC PARTICIPATION

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

4. CITY OF YORK RETAIL STUDY 2008

Members considered a report which summarised the key findings and recommendations of the Retail Study for York commissioned by the Council in June 2007 from consultants GVA Grimley. The purpose of the study had been to provide a context for retail policies and proposals within the forthcoming Local Development Framework (LDF) for York, with particular reference to the amount of floor space to be allocated for future retail development.

The headline findings from the study were that York City Centre was essentially healthy and performing well but with a number of weaknesses that needed to be addressed. These included: lack of convenience offer in the city centre, lack of new and refurbished department store offer, and small format units not suited to modern retailing requirements. York city centre was also drawing a declining share of overall retail spending within its catchment area, with the prospect of further decline if nothing was done. The study forecast that there was capacity for significant additional retail

floor space in York in the period up to 2029 and went on to consider the best locations for meeting this extra demand.

Members received a presentation from a representative of GVA Grimley, outlining the methodology and sub-regional context of the study and providing details of the qualitative and quantitative assessments carried out and of the resulting recommendations regarding Convenience outlets and Strategy. During the discussion that followed, Members stressed the need to understand the wishes of York residents, with a view to ensuring that their custom was not lost to other retail centres, such as Leeds. Officers agreed to carry out further analysis to determine the shopping patterns of York residents. It was noted that a number of local shopping parades had been omitted from the study; however, these would be covered by an analysis of neighbourhood shopping provision currently being carried out by Officers.

RESOLVED: (i) That the publication of the City of York Retail Study as part of the LDF Evidence Base be endorsed, on the understanding that additional information requested by the Working Group may be published at a later stage and that the results of the analysis of neighbourhood shopping provision will be brought to the Working Group prior to publication of the preferred options.¹

REASON: To inform decisions on the policy options for retail for York as part of the LDF.

(ii) That it be agreed that authority be delegated to the Director of City Strategy, in consultation with the Executive and Shadow Executive Members for City Strategy, to make any necessary changes to the Retail Study arising from the resolutions of the Working Group, prior to its publication.²

REASON: So that any recommended changes can be incorporated into the Retail Study prior to its publication.

Action Required

- | | |
|--|----|
| 1. Publish the Retail Study | JB |
| 2. Make any incidental changes required. | JB |

5. LOCAL DEVELOPMENT FRAMEWORK: YORK CITY CENTRE AREA ACTION PLAN ISSUES AND OPTIONS

Members considered a report which invited them to comment upon the draft Issues and Options document for the York City Area Action Plan (AAP) and to recommend that the Executive approve publication of the document for consultation in July.

The draft document, entitled '*City Centre Area Action Plan – Issues and Options*', was attached as Annex A to the report, with a summary of the issues and options attached as Annex B. The AAP revolved around the

three 'key themes' of economic vitality, historic environment and community life. A vision for each key theme was set out at the start of the document, followed by a more detailed explanation of the issues and a series of questions posed along with options to deal with these issues. Also included was a section outlining five proposed 'Opportunity Areas' that could help deliver key elements of the city centre vision; namely, Castle Piccadilly, The Cultural Quarter, Gateway Streets, City Spaces and Riversides.

A presentation was received from the City Development Officer outlining the content and main issues in the AAP and progress made since consideration of the scoping report in December 2007, and detailing the key themes and their relationship to the 5 proposed 'Opportunity Areas' in the City. In response to questions from Members, it was confirmed that the information in Appendix A to the draft AAP (brief descriptive summaries of Character Areas) was similar to that expected to be included in the Historic Core Conservation Area Appraisal, to be presented to the Planning Committee at a later stage.

Members recommended the following amendments to the draft AAP at Annex A:

a) Section 2 – Vision for the City Centre:

- Under 'Vision for Community Life', include reference to disabled people

b) Section 6 – Key Theme 1: Economic Vitality

- Amend Map 1 to include hotels and offices on Stonegate and Piccadilly
- In 6.2, 3rd sentence, make it clear that the Future York Group report has not been adopted by the Council
- At the end of 6.8, remove the words '*for certain goods*'
- At the end of 6.26, remove the last phrase (from *although to capacity*) and replace with '*although these could be more challenging to deliver*'
- In Question 7, Option 1a), remove reference to the 5-7 pm period
- In 6.50, 2nd sentence, amend to read '*Toft Green / Blossom St area*'
- In Question 8, Option 2, add reference to Blossom Street area
- Re-phrase 3rd sentence of 6.64 (*'cross city journeys around the city'*)
- Expand on 6.80 to clarify
- Re-phrase 2nd sentence of 6.83 to clarify areas for improvement

c) Section 7 – Key Theme 2: Historic Environment

- Amend Map 5 to extend area and include more features
- In 7.15, change the picture illustrating 'badly designed areas beside river'

d) Section 8 – Key Theme 3: Community Life

- In 8.10, re-phrase 3rd bullet point to clarify that the Archbishop does not live in the City Centre
- Include reference to indoor sports and leisure facilities
- In 8.37, include reference to keeping walking routes safe at night
- Under 'Issue: Housing types', include families living in City Centre
- In 8.52, expand on reference to the 'living above the shop' scheme

e) Section 9 – The Opportunity Areas

- In 9.6, remove reference to individual properties

- Amend Gateway Streets so that they extend to key bus stops. In particular, Micklegate should be amended to include Blossom Street as far as the Odeon and Piccadilly to encompass part of Fishergate (Map 11 to be amended accordingly)
 - In 9.23, Table 3, amend entry for Stonebow / Peaseholme Green to include more buildings of interest in Peaseholme Green
 - In 9.27, Table 5, include separate entries for St Sampson's Square and Parliament Street
 - In 9.27, include the same text under the illustration of King's Square as appears under the Exhibition Square illustration
- d) Sections 6, 7 and 8 – Question boxes
- Insert the words '*or mutually exclusive*' after '*exhaustive*' in the italic text at the end in each box, where appropriate
- e) Appendix A – Character Areas
- Include a question asking whether character areas reflect the current situation
 - Remove typographical errors from the map.

RESOLVED: That the Executive be recommended to:

(i) Approve the draft Issues and Options document at Annex A and the Summary of Issues and Options at Annex B for public consultation, subject to the recommended changes as recorded above;¹

REASON: So that the City Centre Area Action Plan DPS can be progressed to its next stage of development, as highlighted in the Council's Local Development Scheme.

(ii) Delegate authority to the Director of City Strategy, in consultation with the Executive Member and Shadow Executive Member for City Strategy, to make any incidental changes to the draft document and the Summary of Issues and Options document that are necessary as a result of the Working Group's recommendations.

REASON: So that the changes recommended as a result of discussions at this meeting can be made and the report progressed.

(iii) Delegate authority to the Director of City Strategy, in consultation with the Executive Member and Shadow Executive Member for City Strategy, to approve the Sustainability Statement to accompany the Issues and Options document consultation.

REASON: So that the report and accompanying document can be progressed.

(iv) Delegate authority to the Director of City Strategy, in consultation with the Executive Member and Shadow Executive Member for City Strategy, to approve a Consultation Strategy and promotional material.

REASON: To ensure that the proposed methods of consultation are satisfactory to Members.

Action Required

1. Refer draft AAP, and minutes of LDFWG, to Executive. JB

S F Galloway, Chair

[The meeting started at 4.00 pm and finished at 6.05 pm].

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Executive17th June 2008

Report of the Chief Executive

Policy Prospectus 2008/9**Summary**

1. This reports asks the Executive to endorse the final draft of the policy prospectus for the municipal year 2008/9.
2. The policy prospectus has been developed in consultation with the council's political groups and represents the agreement between three of these that the topics it contains should be pursued as areas of priority over the next 12 months.

Background

3. Following last year's elections Leaders of the four political groups agreed a policy prospectus as part of a new set of political management arrangements which also included weekly meetings of Group Leaders. At the conclusion of the last municipal year, Group Leaders were again consulted on policy areas of importance as the continuation of these arrangements was negotiated by members.

Consultation

4. Following discussion with Group Leaders, The Conservatives, Green Party and Liberal Democrats have agreed to form a policy prospectus for the coming year. Each of these groups has contributed topics which now form the document shown at annex 1. This list also incorporates the review issues which were proposed by the Conservative Group and agreed in resolving this year's annual budget settlement. One topic from last year's policy prospectus which relates to pedestrian and cycle access at the railway station has also been included as it was not possible to progress last year.
5. The view of the three groups above is that the policy prospectus should be prioritised for officer support over the following year. The Labour Group, however, who withdrew from the political management arrangements in February, said that they will progress such matters as they consider relevant through the alternative mechanisms available by means of CYC's Constitutional and Council processes.
6. At its meeting on the 6th May the Executive agreed it should continue to receive papers relating to the previous policy prospectus and remain informed on the progression of the projects shown at annex 2. A number of constitutional items which featured in last year's policy prospectus were also included in the first draft of the document for 2008/9, though these have now been removed following confirmation from the Executive that they have been considered over the course of the last 12 months.

Corporate Priorities

7. The policy prospectus is intended to provide a framework for agreed political action which includes the Corporate Strategy in the draft list of issues under consideration.

Implications

8. Implications arising from the Policy Prospectus, will be included in individual review reports as they are brought forward, there are however no specific implications associated with this paper
- **Financial** – There are no financial implications
 - **Human Resources (HR)** – There are no HR implications
 - **Equalities** - There are no equalities implications
 - **Legal** – There are no legal implications
 - **Crime and Disorder** – There are no crime and disorder implications
 - **Information Technology (IT)** – There are no IT implications
 - **Property** – There are no implications for property

Risk Management

9. This paper is intended to initiate a debate between the council's political Groups to ensure a continuation of the protocols which have underpinned the organisation's political management since last year's election. This report is timely in managing the risk associated with the present protocols expiring in May.

Recommendations

10. Members are asked to endorse the policy prospectus for the following municipal year.

Author:

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Chief Officer Responsible for the report:

Bill McCarthy
Chief Executive

Report
Approved



Date 23rd April 2008

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

All

For further information please contact the author of the report

Annexes

- 1 Draft Policy Prospectus for 2008/9
- 2 Policy Prospectus 2007/8

Background Papers

Executive report 'Future political management arrangements at the City of York Council' 12th June 2007

Policy Prospectus 2008/9

Review on Commercial Property Portfolio

- Initial scoping has commenced with the council's existing investment consultants who were able to give a overview of investment options
- Report back from the commercial review approved last November by EMAP and Exec. Draft report prepared, which will be updated to introduce Members to the wider options available
- Due to be reported at Corporate Services EMAP on 10th June and Executive in Autumn following member consultation

Consideration of the recommendations of the Traffic Congestion Scrutiny Committee and review of their implementation

Review report on public transport options in the City

- This would include any reaction to the Transport Bill (Act) but also look at how we can refresh our internal processes, our external partnerships and maximise the effectiveness of our investment in both services - such as dial and ride - and infrastructure improvements (e.g. bus priority measures).

Review relating to subsidised and community transport

- Scope to be consulted on with members in the next couple of months
- Collection of data for the subsidised bus services initiated
- A review has been completed on the Dial a Ride Service and a number of its recommendations are currently being implemented through the Collaborative Transport Project
- Final report expected early autumn with a view to informing the budget process for the following year.

To address the adequacy of cycling/ pedestrian access at York station

- Carried over from previous Policy Prospectus - GNER withdrew from project to improve access - DfT and CYC capital match funding halted.
- Intend to progress with National Express in 2008 as part of wider negotiations about the station's future development, including in the context of York North West and through Cycle City

Review of Leisure and Cultural Services

- Scope agreed to identify options to deliver higher quality and more effective leisure and culture services at lower cost to the taxpayer

- Desktop work and short-listing of projects following consultation with the Leaders' group – phase 1 May to June
- End of the first phase, June 08, informal report back to Group Leaders
- Interim findings to be fed into the budget process for 2009/10
- Full report back on detailed reviews to Executive in December

Review of services that the council should strategically procure or 'share'

Review of potential benefits to be derived from the merging of LCCS IT (schools) with City of York Council's corporate IT&T department

Review of the council's affordable housing policy

Develop an Organisational Effectiveness Programme

- A Single Improvement Plan is due to developed which draws all the council's improvement activity, including the OEP, together in one place. This plan will be used to strengthen and develop the council's Business Model.

Corporate Strategy progression (Priorities, Imperatives and Vision elements)

Public Engagement, Neighbourhood Actions Plans and Neighbourhood Management

Roll out of recycling collections for all properties following pilot in The Groves

Explore the possibility of Council acting as a green energy broker both for homeowners and for Council tenants.

- This project will consider the council's potential to act as a negotiator for getting a good deal for residents with any energy company offering a 'green energy' package before promoting this to its citizens with the expectation that a sizeable number will take-up the option if the deal is sufficiently advantageous. The Council purchases nothing, merely acts as a broker.

Policy prospectus 2007/08

<u>Title</u>	<u>Exec date</u>	<u>Purpose</u>	<u>Recommendations</u>	<u>Following action</u>
Finding a consensus on the way forward for the City	15 Jan 2008	Review report will look at development of devolved decision making arrangements for local communities and capacity building for the voluntary sector.	That the report form the basis of further development work on the policy prospectus.	That officers be asked to provide milestones for the communications strategy initiative and to circulate details to Group Leaders.
Climate change	18 Dec 2007	A draft implementation plan identifying the projects and enablers to achieve 25% CO ₂ emissions reduction within the council, and scoping report of a Climate Change Strategy for the City.	Report noted	Carbon Management Programme Strategic Implementation Plan to be brought to the Executive in March 2008. Officer evaluation of smart metering option for 30 trial sites
Finance	11 Sept 2007	To highlight how we can more effectively press the Government for a fairer grant settlement for the city and achieve more investment in local transport systems.	Proposals to influence current and future funding decisions at a national level supported.	Head of Finance to develop a response to existing consultation on potential changes to the grant, specifically <ul style="list-style-type: none"> • Area Cost Adjustment • Concessionary fares • Opposing proposed changes to the day visitor funding calculation.
Finance	11 Sept 2007	To highlight how we can accelerate our search for efficiencies in the running costs of the council including plans to move out of expensive rented office accommodation.	That the Efficiency Programme and Strategic Procurement Programme approved	Endorsed further investigation in the potential for regionally shared services
Jobs	25 Sept 2007	Review report will highlight how we can allocate sufficient resources to ensure that, job creating, planning opportunities are dealt with quickly	Supported interim arrangements giving employers a direct channel to a senior council officers	Officers to consider framework for prompt attention to major applications likely to result in significant job growth address the issues of job vacancies in the planning department;

<u>Title</u>	<u>Exec date</u>	<u>Purpose</u>	<u>Recommendations</u>	<u>Following action</u>
				consult further with small business representative organisations with a view to sustaining the economic viability of the sector That the City's approach to skill training and social inclusion issues be progressed with partner organisations
Safe City	25 March 2008	To highlight how the council can assist in providing more local police access points, improving patrolling arrangements in vulnerable areas and providing a more effective response to local concerns including, e.g. measures aimed at reducing vehicle speeds (e.g. warning signs and pressing NYPA to install speed cameras at accident black spots.)	Police and SYP thanked for the progress made in addressing community safety issues Executive confirmed their support for Neighbourhood Policing Introduction of initiatives such as the mobile speed enforcement service and Capable Guardian scheme be anticipated	That the North Yorkshire Police Authority be requested at least to continue existing funding levels, through the BCU, for the Safer York Partnership.
Safe City	24 July 2007	To update and recommend a policy strategy on the development of appropriate and responsive CCTV coverage.	Report noted	Director of City Strategy to provide regular updates on progress with the trial introduction of additional CCTV facilities and options for funding further improvements
Housing	18 Dec 2007	Review report will look at the availability of affordable and social housing and the effectiveness of the 50 per cent affordability planning rule.	Affordable Housing Policy Review noted. affordable housing policy to be addressed via the LDF	Initiate consultation on how the city can provide more affordable housing and explore other methods of delivering social and family housing.
Housing		To recommend how we could adopt a more comprehensive approach to estate	Group Leaders agreed not	

<u>Title</u>	<u>Exec date</u>	<u>Purpose</u>	<u>Recommendations</u>	<u>Following action</u>
		micromanagement.	to pursue.	
Waste Management	9 October 2007	To indicate how we can increase recycling rates to at least 45 per cent during the next 12 months with particular reference to improving facilities for terraced properties, businesses and difficult to access properties including flats.	<p>Annual budget commitment for waste minimisation</p> <p>Pilot recycling scheme to be implemented in the Groves</p> <p>Commencement of full rollout of recycling in terraced areas agreed in principle</p>	<p>Annual budget commitment to help improve participation levels in kerbside recycling</p> <p>Implement improvements allowing recycling for schools and commercial organisations</p> <p>Selling of surplus LATS permits</p> <p>Further report on mitigation of LATS targets</p>
Education and Leisure	23 October 2007	To set out options for an update Leisure Facilities Strategy	<p>reconfirm the Council's commitment to the partnership with the University</p> <p>plan for an additional city centre pool including review of location and access</p>	<p>revise respective schemes within the capital programme to take account of</p> <ul style="list-style-type: none"> • Allocating the pools programme contingency budget • Additional prudential borrowing • Allocating the overall procurement budget
Education and Leisure	11 March 2008	How the provision of more woodland can be achieved as part of a refined tree management strategy	Implementation of a council tree strategy approved	
Adult Social Services and Health	29 October 2007 (HASS EMAP)	To recommend how we can recognise and address the increasing financial pressures on social care services.	Instigation of a wide consultation on the options covered in the report.	

<u>Title</u>	<u>Exec date</u>	<u>Purpose</u>	<u>Recommendations</u>	<u>Following action</u>
Transport	9 October 2007	To consider ResPark arrangements and charging options	<p>Adopted recommendations of the financial and functional review</p> <p>Adoption of revised parking policy</p> <p>That consultation be undertaken on the local agreement to improve performance and flexibility</p> <p>Noted Pay on Exit issues – presently not possible to fund a change to this at surface level car parks</p> <p>Implement a marketing programme aimed at promoting pay by phone</p> <p>That no change be made to the permit discount scheme for environmentally friendly vehicles but that further efforts be made to market this option</p>	<p>That no change be made in the charge for a household parking permit in accordance with current policy;</p> <p>Current level of car parking charges be considered through the annual budget process</p> <p>An Annual parking report be published</p> <p><i>That the draft protocols for enforcement and administration be adopted</i></p> <p>That the service levels for Parking Services be adopted.</p>
Transport	Not reported	To address the adequacy of cycling/ pedestrian access at York station.		<p>GNER withdrew from project to improve access - DfT and CYC capital match funding halted.</p> <p>Intend to progress with National Express in 2008 as part of wider negotiations about the station's future development, including in the context of York North West</p>

<u>Title</u>	<u>Exec date</u>	Purpose	<u>Recommendations</u>	<u>Following action</u>
				Agenda progressed through Cycle City

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Executive17th June 2008

Report of the Director of Resources

Accommodation Project – End of Stage Update**Summary**

1. This report provides a progress update for the council's corporate accommodation project, which includes the targets and achievements for the period April 2007 to April 2008.
2. The main focus of the report is the development of the design for the Council's new headquarters building at Hungate and the subsequent planning application submitted in May 2008.
3. It sets out how the design for the new building has responded to feedback from professional bodies, the wider York Community, Council Members and staff. How it continues to respond to the overall brief in terms of providing a building that is customer focussed, sustainable in terms of its economic and environmental impact, fully inclusive and accessible to everyone and meets the future business needs of the council.
4. It sets out the reasons why the development of the design has led to increased construction costs and demonstrates how these can be contained within the affordability criteria set out in the projects 2005 business case and still represent significant savings to the council.
5. It seeks Members approval to a revised business case for the project.

Background

6. At the Executive meeting on 22nd November 2005, Members approved the overall business case to rationalise the council's administrative accommodation portfolio and to provide a new city centre administrative headquarters, incorporating a one-stop customer centre on the Hungate development site.
7. The key project benefits are:
 - Rationalisation of the council's current administration accommodation portfolio which is anticipated to cost over £140m over the next 30 years.

- A fully integrated York Customer Centre providing customers a single contact centre to enable all services to be accessed in one place, quickly, simply and effectively.
 - A modern office environment, which supports an open interactive culture and facilitates flexible working styles, aids recruitment, staff retention and contributes toward reducing staff absence.
 - Compliance with current legislation in terms of Disability Discrimination Act in providing buildings and services that are accessible to everyone.
 - An accommodation solution that is sustainable in terms of economic, social and environmental impact, supported through three main targets: A score of “Excellent” under the British Research Establishment Environmental Assessment Model (BREEAM), to better Building Regulations CO2 emissions requirement by 30% and to include 20% on site renewable energy generation.
 - A building that is effective and efficient to enable the delivery of excellent customer services and unlock the efficiency gains identified as part of the Gershon agenda.
 - Inward investment to the city to a value approximately £50m.
 - The opportunity to release a number of important historic buildings, for example, St Leonard’s for restoration and more appropriate use.
 - Contribution of £1m toward the enhancement of social services facilities, including a new hydrotherapy pool at Oakland’s swimming pool.
 - Provide a significant lever towards improving the Council’s CPA rating through new corporate working arrangements.
 - Contribute towards the Council’s overall value for money assessment.
 - Supports the reorganisation of the York Ambulance Service through the provision of land at the Yearsley Bridge site
8. The key components of the project are:
- The land assembly at the Hungate site, including the relocation of the Peasholme Hostel and the Ambulance Station, the closure of the Haymarket car park, and archaeological investigations.
 - The property exit strategy including the sale of existing freehold premises and land, and the extension and/or termination of existing lease arrangements.
 - The design and construction of both the new administrative headquarters at Hungate and the Peasholme Relocation Centre.
 - ICT connectivity to the new premises, the reorganisation of the ICT network to two principal data sites, and the decommissioning of all of the vacated sites.

- A review of the current facilities management (FM) arrangements, and the formulation and implementation of a central FM service for the new accommodation portfolio .
- A future business needs study to inform the user brief for the new accommodation and the associated development and implementation of future accommodation occupancy arrangements.

Progress To Date

9. The project has been divided into stages with progress being reported at key stages/milestones. The following represents Stage 3 and covers the period April 2007 to April 2008.
10. A planning application for the new headquarters was submitted week commencing 19th May (ref. 08/01201/FULM). The project remains on target for the occupation of Hungate by 2010 despite an extended period of Hungate design development.
11. The targets and outcomes for stage 3 have been achieved with the exception of the relocation of the Ambulance Station and the subsequent closure of the Haymarket car park an element of Hungate land assembly, although positive efforts continue to be made to resolve the outstanding issues in these particular areas.

Stage 3 - Targets and Achievements		
• Archaeological investigation report	Apr 2007	3
• Peasholme Hostel planning approval	Apr 2007	3
• Value Management workshop	Apr 2007	3
• Sustainability workshop	May 2007	3
• Hungate feasibility study	May 2007	3
• 50 York Road lease renewal	May 2007	3
• Commence construction Peasholme Hostel	May 2007	3
• Facilities Management options report	Jun 2007	3
• Vacant possession Blake Street	Jun 2007	3
• Hungate sketch design options - Stage C	Jul 2007	3
• Ashbank secure access rights	Jul 2007	3
• Facilities Management business case	Oct 2007	3
• Commence Phase 1 Space Planning	Nov 2007	3
• Hungate design proposals	Nov 2007	3
• Hungate RIBA Stage C – Board approval	Jan 2008	3
• Vacant possession of No.2 Lodge, Yearsley Bridge	Jan 2008	3
• Facilities Management - Scoping workshop	Jan 2008	3
• Hungate RIBA Stage D Preliminary Board approval	Feb 2008	3
• Hungate Pre- planning exhibition	Mar 2008	3
• Haymarket car park closure	Mar 2008	
• Vacant possession of Ambulance Station site at Hungate	Apr 2008	
• Hungate RIBA Stage D – Board approval	Apr 2008	3
• End of Stage 3	Apr 2008	3

Land Assembly

12. Relocation of The Ambulance Station. The council has continued to work with the York Ambulance Service (YAS) to deliver their relocation plan which includes the sale of council land at Yearsley Bridge in support of their future permanent solution. Heads of Terms have been agreed and Legal has been instructed to progress the transaction. The Ambulance Service are currently working to provide a replacement service.
13. Peasholme Hostel. Planning approval has been achieved for a new hostel on the Fishergate site. The construction of the new hostel is well underway despite a significant delay due to difficulties in piling the foundations for the new premises. The piling operation is now complete and the revised handover date set for November 2008.
14. Archaeological Investigations - Hungate. Phase one archaeological investigations on the Hungate site were undertaken in the summer of 2007, findings found nothing of significance on the site that would warrant anything other than a watching brief during the construction phase of the project. A second phase of investigations is required on the north west corner of the site and will commence following the demolition of the Ambulance Station in August 2008.

Property Exit Strategy

15. Extension of Existing Leases. All leases for existing administrative accommodation premises including both Millhouse and 50 York Road Acomb have been secured to meet the timescales and cost profiles in the project business case.
16. Early Sale of Blake Street. Early vacation of these premises has presented the opportunity for an early sale and lease back arrangement with York Conservation Trust (originally scheduled to take place towards the end of the project in 2010). This has enabled the relocation of the York Tourist Centre Service from its current locations at the De Grey Rooms and 10/12 George Hudson Street into a newly refurbished public accessible building at Blake Street. Heads of Terms have been agreed and a planning application for the refurbishment is due to be submitted at the end of May 2008.
17. Sale of Ashbank. A pre application scheme has been submitted for Planners comments and consultants have been appointed to progress a planning application for residential use of the site.
18. Dilapidations Report. Consultants have been commissioned to undertake a dilapidations survey to provide a more robust estimate of the costs the council is likely to incur when they vacate the various leased premises.

Facilities Management (FM)

19. The provision of a central Facilities Management Service is a principle that has been agreed for the new accommodation portfolio with the

purpose of providing the support services required enabling service areas to concentrate on their core business. The service is likely to include; security – including access control, reactive and planned maintenance, cleaning, business reception, electronic meeting room and resource booking, waste and recycling management, space planning and office protocol management.

20. The recommended delivery option for CYC is that of a Total Facilities Management (TFM) model (or bundled service provision) whereby the service provider/contractor delivers the entire management and service delivery using a combination of their own resources and directly sub-contracted suppliers.
21. Work is progressing to appoint a development officer and FM advisors to lead the development and implementations of the FM model.

User Development

22. The user development group continues to provide the communication and consultation links between the project, the work of the group and individual directorates particularly in relation to the needs assessment studies and space planning and the development and implementation of supporting pilot studies, office protocols, future facilities management arrangements and the overall logistics of moving to the new office portfolio.
23. The team continues to visit other authorities and the private sector to gather useful benchmarking/best practice information from recently implemented transformational accommodation projects. Recent visits include the DEFRA site at Peasholme Green where they are implementing a refurbishment programme to modernise and move from cellular office arrangements to open plan and Barnsley MBC where they have delivered a new back of office facility as part of a transformational project creating a professional, modern, flexible working environment to support council staff achieve their outcomes.

Space Planning

24. Space planning for the new portfolio is being managed in three phases:
 - Phase 1 – Initial Space Plan to be completed July 2008
 - Phase 2 – Interim space plan to be completed by summer 2009
 - Phase 3 – Final Space Place plan to be completed by early 2010.
25. Development work will be ongoing between each of the phases reflecting changes in service delivery. Phase 1 commenced in November 2007 when each service area completed a detailed questionnaire relating to their working style, use of meeting/conference facilities, key adjacencies and requirements for satellite accommodation. This data was interpreted by the designers for the Hungate building to produce workstyle profiles, proposed space types and suggested layout options for each service area. This information was presented to directorates across a series of workshops earlier in 2008.

26. The outcomes from these sessions are now being incorporated into an initial space plan for Hungate which will be presented to the Project Board later in June 2008. These early outcomes will also inform proposals for the future use of space in the Guildhall, St Anthony's House, 50 York Road and the Eco Depot offices.

Hungate Design

27. A planning application for the new Hungate headquarters has been submitted and registered.
28. The design has evolved over the past few months in response to feedback received following consultation with stakeholders and professional bodies. The Council's new headquarters are expected to transform the way in which the Council responds to its customers, by creating an effective, high quality environment from which future services will be delivered. Full details and supporting documents and images are available through the Council's website and Planning portal on www.york.gov.uk.
29. In support of the planning application, a display of the final design images are also available to view on the ground floor of the Council's offices at 18 Back Swinegate.
30. The very early designs for the new headquarters in Hungate reflected a distinct split between the public realm and the more private office accommodation grouping the office accommodation at the rear of the site on five floors in a regular form, driven by a grid and efficient office planning. The public elements of the building including the York Customer Centre and conference facilities were driven by function rather than grid positioned on the front elevation on two storeys. The shape and form of the building was somewhat irregular with the materials made up of predominantly brick.
31. This initial design received unfavourable feedback both from within the council and externally from professional bodies such as English Heritage and CABI and was therefore abandoned early in the development stage of the design.
32. Feedback suggested the need for a more integrated design with a wider choice of materials such as natural stone with significantly more glass. This led to the development of a design which incorporated a central atrium around which the rest of the accommodation was configured on 5 floors, set back at the corner adjacent to the Black Swan Pub. The Front elevation predominantly reflecting the public realm incorporating the York Customer Centre on the ground floor with conference facilities on the floors directly above interspersed among elements of office accommodation. The early development of a bio tower housing the sustainable operating plant for the building and acting as a beacon reinforcing the sustainability credentials of the council has always received positive feedback and remained an integral part of the design.

33. In terms of materiality the building incorporated a limited amount of stone with significantly more glass introducing bronzed coloured metal features on the front elevations, reconstituted stone and timber cladding on the bio tower.
34. The first stage of the new design was presented at a design exhibition held in the Mansion House early in March 2008. Professional bodies such as English Heritage, CABE, the wider York community, the media, Council Members and staff were invited to comment on these latest designs. The new design was subsequently displayed on the council website and in the Guildhall reception with the purpose of gaining wider feedback from York Citizens.
35. The majority of feedback fell into a number of categories, which have been responded to in the latest design proposals as follows:
 - a) Concern relating to the overall scale of the building leading to the domination of the Black Swan Inn – The Hungate master plan is comprised of mixed use blocks that vary in scale from four to six stories. The blocks are continuous perimeter developments with tower elements accenting the corners and creating focal points from within the scheme. The master plan designated our site as a three to six storey office development with the emphasis of four storey corners located very close to the Black Swan Inn.
The design has been modified and the building is now slightly further back from the Black Swan Inn and road along Peasholme Green. The scale of the building has been altered by setting back the top floor adjacent from the pub creating a balcony leading from the conference facilities. This is a technique used by the Hungate residential developers and other buildings around the city.
 - b) An unconvincing main public entrance – The main entrance to the building has changed and is now double height incorporating a stronger stone surround.
 - c) The separate service bio tower is an interesting and positive element of the design although concerns relate to both the scale and height leading to restrictive views for the occupants of Hungate. The use of timber cladding is considered to be inappropriate – The Bio tower design has been improved and made smaller despite the fact that the master plan for Hungate included a 6 storey building in the same location. Timber has been discarded as an option for cladding and the use of alternative materials include reconstituted stone and zinc panelling.
 - d) The quality of materials and the use of reconstituted stone for the main building - Natural stone has now been incorporated at key points on the buildings frontage and as a plinth to other elevations. The window mullions now incorporate a high quality metal finish in grey zinc.

- e) The shape of the building as a 'square and featureless box' - As the design has developed many features have been added, increasing the variety of materials and breaking up the scale of the building through the stepping and articulation of the façade.
- f) The design does not fit well in historic context and is dull and uninspiring – The design is a modern urban office block that considers it's context and massing within the wider master plan, it's existing adjacencies together with the operational considerations of the council. The different elevations have been designed to respond to the civic and operational nature of the building. As a public building the elevations have intentionally been designed to be clearly different from the proposed adjacent residential developments that form the Hungate master plan. The pattern for the external elevations respond to the nature and quality that are complimentary to the public status of the building.
Recent design development respects the scale and materiality of buildings toward the city centre. As a place for the Council to do business in the 21st century it sits well with the aspirations of the City, seeking innovation over convention through good contemporary design.

York Customer Centre

36. The customer services team have undertaken a significant amount of work within each of the service areas to inform the overall design for the York Customer Centre at Hungate. Early outcomes indicated the need for a larger centre which has now been incorporated into the current designs.
37. The proposed scheme will represent a unique opportunity for the Council to unlock a whole range of benefits in the way we deliver services to customers that can be accessed quickly, easily and conveniently.
38. There will be three zones within the Customer Centre:

A Help Zone, where:

- There will be someone to greet customers when they arrive, find out what they need and give immediate information or point them in the right direction.
- It will look like an open "shop front" - user-friendly and welcoming with information screens/displays to provide customers with a clear view of what services are available, how to access them and what expected waiting times are.
- The design and layout will provide space, amenity and choice to deal with customer enquiries without undue delay.
- It will give access to first points of contact with specialist services and external service providers working in partnership with the council, when we have joint working agreements.

A Self Service Zone, which provides:

- Supported use of alternative channels of access - phone, Internet, touch screen information points and automated payment machines to give customers a choice when contacting the Council in future.
- Access to information - pre-printed, print on demand, e-enabled

An Advisory Zone, which includes:

- A comfortable and secure environment for customers to wait and receive service.
- Adequate information displayed to customers and staff regarding waiting times and services being accessed.
- A design and layout that provides choice and privacy for confidential transactions.
- Adequate space - one customer transaction doesn't mean just one person in many instances.
- Fully accessible for disabled customers and "family friendly".
- Service specialists available to deal with enquiries in one visit
- The team are working with Children's Services and are considering designating a sub section of this area as a young people's zone

There will also be:-

- Customer toilets, baby feeding and changing facilities.
- A "Changing Places" room – the Changing Places campaign aims to increase the provision of toilets for people with profound and multiple disabilities who need special equipment and support from carers.

Sustainability

39. Sustainability is one of the Council's direction statements included within its top ten priorities. The delivery of a sustainable development has been identified as a key requirement for the council with the aim of achieving three main targets as follows:

- A British Research Establishment Environmental Assessment Model (BREEAM) "Excellent" rating (CYC planning guidance requires "very good")
- A minimum of 20% of building energy consumption to be derived from on site renewable technologies (CYC Planning guidance requires a minimum of 10%)
- Building to better the carbon emission rates required by Approved Document L2A by 30%

40. Before the final proposals were decided upon, a thorough modelling and feasibility analysis was undertaken to select the most appropriate technology (or technologies) to meet the council brief. Those that have been included within the final planning submission are as follows:

Bio Diesel - fuelled combined heat and power (CHP) system -to deliver at least 20% of the energy used on site by renewable means including electrical energy, heating demand and cooling demand (via absorption chillers) to the building using renewable fuels which will provide a significant reduction in CO2 emissions (1290 tonnes p.a.) which equates to a 86% reduction on the current administrative portfolio.

Natural Ventilation - will be utilised whenever possible in the context of a mixed mode ventilation system.

A Mechanical Cooling System - (when in operation) will utilise when possible outside air to provide free cooling, limiting further the electrical consumption of the building.

Electric Lighting System - will be provided with daylight sensing and dimming controls which will adjust the output to suit the available daylight.

Rainwater Harvesting - will be provided to the building and it is anticipated that under normal conditions all WC's, urinals and irrigation/wash down points will be fed solely from this system, limiting demand from the city's mains.

Fully integrated Drainage System & Proprietary Extensive Green Roof System - will provide a bio-diverse solution that will contribute towards enhancing the site ecology strategy and long term impact on biodiversity.

Materials – the specification of materials will follow the recommendation as set out in “The Green Guide to Specification”.

41. Those technologies that have not been included within the submission and the reasons for discounting them are as follows:

Photovoltaics - the area required to deliver 20% of the buildings energy was prohibitive and the appearance was difficult to incorporate in a sympathetic manner.

Wind Turbines - 3no @ 20metres would have been required with the associated aesthetic impact, plus the city centre environment did not deliver a sufficiently reliable wind flow.

Solar Hot Water - the energy consumption associated with the hot water system is very low, hence this would have to be a supplementary technology.

Biomass Heating - the space required for fuel storage was very difficult to incorporate especially given the archaeological restrictions.

Biomass CHP - the technology would suit the load profile, but the plant space required for the digesters and ancillary plant was difficult to incorporate within the available plant space.

Heat Pumps - there is insufficient land available to deliver 20% of the energy as the building fills most of the site. Use of the piles was considered, but again there are insufficient piles. Use of the nearby River Foss was also considered, but issues with distance, wayleaves (having to run pipes through other parties' land), environmental impact on the nature reserve and the reliability of the river flow rate made this unviable.

Corporate Priorities

42. The accommodation project is one of the council's corporate imperatives. The Design and development of the new headquarters building at Hungate will make a significant contribution to the top ten priorities as set out in the corporate strategy particularly in relation sustainability and the commitment to reduce greenhouse gas emissions from council activities by designing a building that achieves a British Establishment Environmental Assessment Model (BREEAM) rating of 'Excellent'.
43. The final design solution that has been submitted for planning approval will deliver a building that is modern and sustainable, responsive to new environmental legislation, in tune with the climate change agenda that meets the sustainability aspirations of the Council. It will be customer focused through the provision of a customer centre. It will be effective and efficient in its design, construction, subsequent operation and cost in use, incorporating appropriate systems and robust materials and finishes that are easy to manage and maintain. The building will be of a sufficient quality to be flexible and adaptable to respond to the changing needs of the council and stand the test of time. It will be capable of supporting the efficient utilization of space, new ways of working and the implementation of the Council's Organisational Effectiveness Programme.

Financial Implications

44. The first design solution was set to be delivered within a construction cost estimate of £24,669,000 a budget which was approved by the Executive in July 2007. The current scheme submitted for planning approval is the outcome of extensive consultation with key stakeholders and which now represents an increase in construction costs of £3.5m.
45. The business rationale for the move to Hungate has been driven by the fact that the Council currently operates its administrative functions from a mixture of 17 different buildings around the city. Of the 17 buildings 8 are leased and 9 are owned. The majority of the owned buildings are not purpose built offices and are falling short of the modern day

standards in terms of both office accommodation and customer contact points. The total budget for the running costs of the 17 administrative properties amounts to £2.6m per annum. However, this budget does not include any provision for any substantial repairs and maintenance works that are required if the Council were to remain with the current arrangements.

46. In developing the business case three main scenarios were developed:
- a) Do nothing (stay where we are in existing accommodation, spending existing budgets);
 - b) Stay where we are, but invest in the buildings to reduce the repairs backlog;
 - c) Move to a new purpose built facility at Hungate, and use the sale proceeds from the buildings we own, and lease savings to pay for it

Option a would cost the Council's revenue budget £115m over the 30 years from 2005/06 (when the project was approved). In today's prices (the net present value) this equates to £47m.

Option b would cost £130m over the 30 years, and involve an upfront investment of over £8m to improve the existing stock and periodic investment over the next 30 years to maintain to minimum requirements. This equates to a total cost of £53.5m in today's prices

Option c, the move to Hungate, will cost £90m over the next 30 years¹, or £41.7m in today's prices. This is a £5.3m saving in today's prices to the Council over that time. The saving is even greater if we compare the Hungate project (option c), to the more likely reality of option b, with savings of over £11m.

47. The main focus of the Council's Administrative Accommodation project is around the construction of the new office on the Hungate site. However, there are a number of other positive spin offs from the project which include a £1m enhancement of the Council's social services facilities, including a new hydrotherapy pool at Oakland's swimming pool. Premises which are, being retained, will have over £500k invested in them, and there will be a new homeless hostel to replace the facility at Peasholme Green. The St Leonard's complex will also be regenerated with the buildings being converted from offices to a mix of uses that complement the city. This is in addition to the economic regeneration of the Hungate area as a whole.
48. The project is funded from the sale of its existing office accommodation (with the exception of the Guildhall and St Anthony's house), and from borrowing, which will be largely financed from the savings the Council will make by not leasing the other office buildings. In addition there will be efficiency savings by operating from fewer sites, with fewer overheads from operating 4 buildings rather than 17.

¹ Based on the last position reported to the Executive in July 2007

A final advantage of option c is that the Council will eventually own its main office accommodation outright and will not be tied into leases which would continue to be the case in both options a and b and it is expected that the value of the new building will be more than its construction cost.

Assessing Project Affordability

49. The affordability of the project is affected by three main variables:
- a) The cost of the new building
 - b) The level of capital receipts achieved from the sale of existing offices
 - c) The level and cost of borrowing
50. The level of borrowing is the balancing figure and has the largest impact on the affordability of the project. Therefore if the cost of the new building increases and the level of receipts stay the same, the increase will have to be met from borrowing, which will reduce the affordability of the project. The same is true if the value of receipts reduce, the gap will be funded from borrowing.
51. In order to measure the viability of the project, two measures of affordability have been developed.
- a) The first is the net present value of the savings that the Council will achieve over the next 30 years by moving to the new arrangements.
 - b) The second is a more short term indicator which measures the initial revenue impact of the transition to the new buildings. This is referred to as the early years deficit and will be funded from the Council's venture fund, which stands at £4m and will therefore have no impact on the Council Tax payer.
52. The last business case reported to the Executive in July 2007, reported the NPV of the savings at £5.15m and the Early Years Deficit at £3.3m.

Updates to the Business Case

53. Since the July 2007 Executive Report, there have been a number of Project Board meetings where the business case model has been updated as new information has become available. These changes were largely linked to changes in the spend profile of the project. Table One illustrates the main changes since the last Executive that have impacted on the affordability of the project. The majority of the changes have resulted in an improvement in the affordability position, with the NPV of the savings increasing by £1.25m to £6.393m and the Early Years Deficit improving marginally. The gross capital expenditure for the whole project has remained at the approved level of £40.3m.

Table One – Previously reported changes to the affordability since the July 2007 Executive Meeting.

	NPV of Savings £m	Early Years Deficit £m

Executive July 2007	5.150	3.318
Changes:		
Mill House Rent Review (£45k p.a. increase)	0.455	-0.124
Ashbank Disposal slip from 2008/09 to 2010/11	-0.094	0.170
Yearsley Bridge Disposal – Slip to 2008/09	-0.165	0.554
Social Services Adaptations slip £800k	0.033	-0.058
York Customer Centre – cost savings in 2010/11	0.861	-0.163
3 month build delay until 30 th June 2010	0.131	-0.380
Monitor 2 slippage	0.022	-0.038
January 2008 Project Board	6.393	3.280

The Current Position

54. The current design is significantly different from the first design solution estimated to cost £24.669m a budget which is contained within the wider project budget of £40.3m approved by the Executive in July 2007.

The new design will result in an increased cost of £3.5m which is mainly attributable to the changes in materiality and the use of additional glass natural stone, reconstituted stone and zinc cladding. The 12 week delay for further design development has meant that additional inflation costs have to be factored in along with additional costs for the introduction of a Combined Heat and Power Plant and a more complex substructure.

55. A detailed cost breakdown and explanation is attached at annex 1. However, as part of the Government's drive towards making Local Authorities adopt the international financial report standards (IFRS's) and bring accounting in line with the private sector, there has been a significant accounting development that the Council can opt to take advantage of, and will benefit the project affordability.
56. The project is currently budgeted to borrow approximately £27m and was being repaid in line with the statutory rules of 4% debt repayment per annum. This method of financing was approved at the July Executive and would have meant that at the end of the 30 years there would be some debt outstanding (£9.2m), although the building would be worth far in excess of this. The new accounting regulations allow Councils to defer the repayment of debt during the construction period and match their debt repayments to the life of the asset they are buying. In the case of this project, the building is being constructed to have a life of 60 years. The benefit of deferring and extending the debt repayments over this time is to reduce the upfront costs to the Council which will reduce the early years deficit significantly. The NPV of the savings measured over the 30 years also increase, although there will continue to be a level of outstanding debt associated with the building at the end of the 30 years modeling period, this will effectively be secured against the value of the building, which will be significantly more than this level of debt estimated at £15.4m. In today's prices this equates to £3.2m in NPV terms.

57. Table 2 shows the affordability indicators assuming the new accounting rules are adopted and then assuming a capital cost increase of £3.5m and the impact on the affordability. The impact of the year end slippage has been minimal but has been shown for completeness.

Table 2 – Impact on Affordability of increased costs and accounting changes

	NPV of savings	Early Years Deficit
	£m	£m
Original Business Case July 2005	2.760	3.090
Executive July 2007	5.150	3.318
January 2008 Project Board	6.393	3.280
Change to accounting rules (repay debt over the life of the asset)	0.660	-2.579
Slippage from 2007/08 to 2008/09	0.040	-0.063
Base Position May 2008	7.093	0.683
Impact of £3.5m increase in construction costs	-2.325	1.456
Grand Total – June 2008	4.768	2.094

58. The revised affordability position therefore shows a net present value of the savings as being £4.768m, an improvement of £2m since the original business case, and the early years revenue deficit of £2.094m, a reduction of £1m from the original business case. These represent the new affordability parameters that the project is now expected to deliver.
59. Any increase in the cost of the building will result in an increased level of debt required. Table 3 illustrates the assets and liabilities associated with the position reported in July 2007 and the position assuming a £3.5m increase in the main build costs.
60. The net asset position in today's prices in 2035/36, shows that the Council's net asset base in association with the Hungate build will be almost £32m following the additional £3.5m investment requested as part of this report. The comparative asset base, if we were to remain in our existing buildings is £8m (the value of current owned accommodation).

Table 3 – Assets and Liabilities in 2035/36

<u>Exec 24th July 2007</u>			<u>Latest Position Assuming £3.5m additional investment</u>	
Prudential Borrowing*		24,422,000		29,096,000
Gross Cost of the Building		31,293,000		34,793,000
Value of Building once completed		35,000,000		35,000,000
Outstanding Debt (cash figure) in 2035/36	- 9,200,000		- 17,400,000	
NPV of Outstanding Debt (as at 2035/36)		- 1,600,000		- 3,135,000
Asset Value less Outstanding Debt in 2035/36		33,400,000		31,865,000

** the increase in net borrowing is more than £3.5m because of the changes to the accounting regulations allow a debt repayment holiday during construction, which was not the case in July 2007.*

Conclusions

61. The project continues to be affordable and make sound business sense, despite a potential increase in costs. The project would continue to be viable even if it did not return any revenue savings over the next 30 years, because of the costs associated with remaining in our current buildings, the improved asset base and non financial improvements to the way that we work.

Other Implications

- 62.
- **Financial** – the financial implications of this report are discussed in the financial section above.
 - **Human Resources** – the construction of this new building will allow the council to develop and support a more effective and efficient way of working through the development of modern working styles that will aid recruitment, staff retention and contribute toward reducing staff absence.
 - **Equalities** – the new building will enable the council to meet its obligations to provide buildings and services accessible to everyone.
 - **Legal** – The constructor has been appointed to support the design consultants prior to agreement of the Target Price. Approval from the Executive will be sought this autumn prior to works to construct the new building commence.
 - **Crime and Disorder** – there are no implications from this report.

- **Information Technology** – there are no implications from this report.
- **Property** – the property implications are contained within the body of this report.

Project Plan

63. The Stage 4 Plan for May 2008 to November 2008 will be predominantly made up of work to support the start of the construction on the Hungate site. The timetable for occupation of the new building at Hungate remains on target for late 2010. Key dates are as follows:

• Hungate Stage D (detail design)-Approval	April 2008	
• Planning Application -Hungate	May 2008	
• Planning approval - Hungate	Sept 2008	
• Agreement of final design and price - Hungate	Sept 2008	
• Vacant possession of the Hungate site	Aug 2008	
• Commencement of construction at Hungate	Nov 2008	
• Hungate building completion	Aug 2010	
• Occupation of Hungate complete	Dec 2010	

Communications

64. The project continues to work with Marketing and Communications to ensure that project progress is reported to the wider audience. As well as regular updates in News and Jobs/News in Depth publications, an interactive intranet site and email address has been established. The project's newsletter 'On the Move' was launched in late June and has received a significant amount of positive feedback in terms of its content and presentation. A further edition is scheduled for June 2008.
65. The end-of-stage update reports are programmed for both Corporate Management Team and Executive meetings. There is also a Member Steering Group (1 Lib Dem; 1 Lab; 1 Con) specific to the project, which meets on a regular basis.
- Customers of the council will be engaged through the easy@york programme, the normal planning consultation process, and publications such as 'Yourcity' and 'Streets Ahead'.
 - Regular update meetings have been held with the trade union representatives and a corporate sub Joint Consultative Committee has been set up. A limited amount of union facility time is being funded through the project to secure their wider engagement and input to the project.

Risk Management

66. All risks that are likely to impact on the successful delivery of the project have been identified and recorded on the project's risk register. Where possible a mitigation strategy has been developed to prevent, reduce or transfer the risk. Regular reports to the project board include a status report of the risk register. The Key Risks to the project can be summarised as follows:

- Land Assembly at Hungate and the relocation of the Ambulance Station and the Peasholme Hostel and further archaeology on the site. Although these items are identified and recorded as high risk on the critical path for the successful delivery of the project, positive efforts continue to be made to resolve them.
- Failing to achieve planning approval for the new headquarters building at Hungate.
- Project affordability and the risks of costs exceeding budget forecasts and inflation increasing faster than has been estimated in the financial model.
- Value of capital receipts and the failure to achieve the value identified within the projects overall financial model.
- The successful implementation of a change management agenda to achieve a portfolio that meets the overall business needs of the council and the wider corporate benefits by linking to other corporate projects/programmes such as [easy@york](#), attendance at work and the introduction of new and more innovative ways of working, document management and the introduction of a corporate document management system.

Recommendations

67. Members are asked to:

- Note the content of this report and the progress of the accommodation project to date.
- Approve the revised business case for the project in support of the latest design for the new headquarters building at Hungate. That shows a net present value of savings of £4.768m, an improvement of £2m since the original business case, and the early years revenue deficit of £2.094m, a reduction of £1m from the original business case. (detailed in Table 2).

REASON:

To update the Executive on progress achieved and to monitor the project effectively.

To ensure the council's corporate imperative to rationalise the council's current administration accommodation portfolio is achieved.

To provide a fully integrated York Customer Centre providing customers a single contact centre to enable all services to be accessed in one place, quickly, simply and effectively.

To provide a modern office environment, which supports an open interactive culture and facilitates flexible working styles, aid recruitment, staff retention and contribute toward reducing staff absence.

To meet the current legislation in terms of Disability Discrimination Act in providing buildings and services that are accessible to everyone.

To achieve a score of "Excellent" under the British Research Establishment Environmental Assessment Model (BREEAM).

To include Bio Diesel CHP system and other sustainable technologies to reduce the council's CO2 emissions (1,290 tonnes p.a) by 86% compared with the current administrative portfolio.

To provide a building that is effective and efficient to enable the delivery of excellent customer services and unlock the efficiency gains identified as part of the Gershon agenda.

To bring inward investment to the city to a value approximately £50m.

To release a number of important historic buildings for restoration and more appropriate use.

To contribute £1m toward the enhancement of social services facilities, including a new hydrotherapy pool at Oakland's swimming pool.

To provide a significant lever towards improving the Council's CPA rating through new corporate working arrangements.

To contribute towards the Council's overall value for money assessment.

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Report Approved **Date** 28.05.08

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Report Approved **Date** 28.05.08

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Wards Affected: Acomb, Clifton, Fishergate, Guildhall, Heworth, Heworth
Without, Micklegate

All

For further information please contact the author of the report

Background Papers:

Consultants Report February 2004 - A Strategic Review of the Council's
Administrative Accommodation

Consultants' Report November 2004 - Site Option Appraisal

Donaldsons- Administrative Office Accommodation Strategy Business Case
(v3.0) October 2005

Atkins – City of York – Administrative Accommodation review, Strategic Site
Study, Hungate and 17-21 Piccadilly

Donaldsons – Office Accommodation Strategy, Existing Freehold Portfolio –
Feasibility Study and Disposal Strategy

Office of Government Commerce – Working Without Walls publication

Design Consultants RMJM Feasibility Report June 2007

Design Consultants RMJM Stage C Addendum Report March 2008

Larch Consulting – FM Business Case

Annexes

Annex 1 – Latest Design Additions

Latest Design Additions

The following represents the key changes that have been incorporated into the latest design the impact on cost estimates and options for consideration and recommendations.

Ref.	Item	Cost £'000
a.	Construction inflation and the consequence of a 12 week delay for additional development of the design not an option	500
b.	A change in materials to reflecting the comments from Planners, English Heritage and other key stakeholders. The design has now introduced additional glass, natural stone and zinc cladding. To use more reconstituted stone and re introduce brick would risk a planning refusal.	1800
c.	Top Floor terrace introduced following feedback at the exhibition in March 2008 to reduce the impact of the scale between the new headquarters building and the Black Swan Inn. To omit this addition would risk a planning approval.	128
d.	Additional floor space due to a revised configuration of the building and partly responding to the need to increase the size of the customer centre	250
e.	The introduction of a combined Heat and Power Plant providing a significant reduction in CO2 emissions (1,290tonnes p.a.) equating to an 86% reduction in relation to the current portfolio. Provides a solution for business continuity eliminating the need for an alternative power source. There is also an opportunity to export excess energy to DEFRA and secure a revenue and capital contribution for both the installation and operation (subject to negotiations). The introduction of this technology contributes 3 BREEAM points.	450
f.	Green Roof which will be a major contributor to the local bio diversity to omit this item would lose 10 BREEAM points and reduce the buildings rating from 'Excellent' to 'Very Good'.	171
g.	Rainwater Harvesting, the removal of which would compromise the council's sustainability credentials although this would free up space in the bio tower building and make the drainage solution less complex.	50
h.	The need for a more complex substructure, quotation from piling sub contractors suggest the need to increase the diameter of the foundation piles. At this stage this is not an option.	89
i.	The relocation of the bio tower and support building to ease concerns which will now require a steel framed solution as the building will cantilever over the waste/bin store, no longer an option	158
TOTAL		3,596

j.	Lift and Staircase access to the roof at two points and a paved terrace create useable additional breakout space from the conference rooms and for staff generally considered to be desirable and not essential element of the project	74
k.	The use of Recycled steel for the construction of the bio tower is currently being negotiated (British Steel and Terry's site). New steel will need to be used if negotiation cannot be finalised. There is a possibility of a grant from Yorkshire Forward and it is recommended that this option should only be pursued if grant funding is available.	50

Items a to i represent an increase in construction cost of £3,596,000 although it is estimated that a value engineering exercise will reduce this down to £3.5m.

The quantity surveyors in conjunction with the constructor have prepared the latest estimate (Cost Plan). The Cost Plan is now supported by approximate quantities and not based as previously reported on a cost per square metre. The constructor and supply chain have verified some of these rates on key items such as: piling, structural floors and the facade to ensure they are in line with market conditions.

The design team and constructor are now preparing packages of information for the constructor to obtain competitive prices from the supply chain. These prices will be obtained through an 'open book' approach with the quantity surveyors and officers having access to this information. A joint inspection has already been undertaken to understand the constructor's cost allocation system.

This price with site and management costs a review and allocation of construction risks will be undertaken prior to the agreement of the Target Price, which will be presented to Members for approval in the Autumn prior to the commencement of the works. Fee for additional design work has been contained within existing contingency sums.