
MEETING	EXECUTIVE
DATE	20 NOVEMBER 2007
PRESENT	COUNCILLORS STEVE GALLOWAY (CHAIR), ASPDEN, SUE GALLOWAY, JAMIESON-BALL, RUNCIMAN, SUNDERLAND, VASSIE AND WALLER
APOLOGIES	COUNCILLOR REID

99. 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.

100. Exclusion of Press and Public

RESOLVED: That the press and public be excluded from the meeting during consideration of:

- Annex 2 to agenda item 8 (York Racecourse – Application for Lease Extension and Amendments)
- Annex A to agenda item 9 (Review and Strategy for the Commercial Property Portfolio)

on the grounds that they contain information relating to the financial or business affairs of particular persons, which is classed as exempt under paragraph 3 of Schedule 12A to Section 100A of the Local Government (Access to Information) (Variation) Order 2006.

101. Minutes

RESOLVED: That the minutes of the re-convened Executive meeting held on 30 October 2007 and the Executive meeting held on 6 November 2007 be approved and signed by the Chair as a correct record.

102. Public Participation

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

103. Executive Forward Plan

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

104. IT Development Plan 2008-09

Members considered a report which asked them to review areas for investment in IT that had been identified and put forward by Directors, and to decide which of these projects should be funded.

The proposals had been evaluated by the Corporate IT Strategy Group (CITSG) and were presented in priority order in Annex A to the report. A summary of each proposal, with a breakdown of costs, was set out in Annex B. Those bids that had been rejected by CITSG were summarised in Annex C.

Three options were presented for Members' consideration:

Option 1 - to fund all the bids recommended by the CITSG (i.e. those listed above the dotted line in Annex A)

Option 2 – to fund more bids than recommended by the CITSG; that is, to include the two bids listed below the dotted line in Annex A. All of these bids could be funded from the General Fund allocation, although more funding would be required from HRA and Neighbourhood Services.

Option 3 – to fund fewer bids than recommended by the CITSG.

The report highlighted those proposals that would or would not be funded should Members wish to select Options 2 or 3.

Officers circulated additional information at the meeting regarding the potential annual savings to be achieved by each scheme (Annex D).

[Note: Annex D has been attached to the minutes of this meeting, as published on the Council's website].

Having noted the comments of the Shadow Executive, it was

RESOLVED: (i) That the order of priorities recommended by the CITSG be agreed in principle, subject to the allocation of resources as part of the 2008/09 budget process.

REASON: In order to allocate the IT Development Plan funding for 2008/09 to priority projects, to support the delivery of the Council's corporate priorities.

(ii) That consideration also be given during the budget build process to the appropriate provision to be made in the Medium Term Financial Strategy for spend on the IT Development Plan in 2009/10.

REASON: To ensure that sufficient resources are identified for future years' IT Development within the Council's forward plan, subject to the overall budget position.

(iii) That Officers be asked to refine the proposals further, to identify more specifically the revenue savings that each will deliver over the lifetime of the investment.

REASON: In order to inform the budget build process.

105. Comprehensive Performance Assessment Inspection - Self Assessment

Members considered a report which sought endorsement for the Council's draft self assessment, to be submitted to the Audit Commission on 10 December 2007 in preparation for the corporate inspection in January 2008.

The draft self assessment, attached as Annex A to the report, had been prepared following wide ranging and inclusive consultation with stakeholders and would form the starting point for the work of the inspection team.

It was noted that briefings on the draft self-assessment had been offered to Members individually, in addition to the pre-Council seminar on this subject held on 4 October 2007.

Having noted the comments of the Shadow Executive, it was

RESOLVED: That the content of the self assessment be endorsed, noting that it may be subject to editorial changes by the Chief Executive.

REASON: To enable the self assessment to be sent to the Audit Commission according to their required timetable.

106. York Racecourse – Application For Lease Extension And Amendments

Members considered a report which presented a request from the Race Committee to make changes to the lease of York Racecourse, in order to enable investment in developing and maintaining their facilities to continue.

The changes requested were:

- To restore the lease length to 99 years, from 2008
- To include the whole of the West Enclosure in the lease
- To increase the number of permitted Race Days from 15 to 20
- To add the 'Ascot Bend' to the track on a permanent basis
- To extend the definition of 'Race Weeks'.

Ward Members' suggestions for consideration in respect of the lease, and Officers' responses, were set out in paragraph 9 of the report. Members were invited to consider three options:

Option A – Agree the lease extension. This was the recommended option.

Option B – Decline to extend the lease. Not recommended, as failure to support improvements and future investment could be seen as detrimental to the long term prosperity of the City.

Option C – Accept some of the proposed changes but not others. Not recommended, as it was thought unlikely that York Race Committee would accept a partial agreement.

With reference to the comments of the Shadow Executive on this item, Officers confirmed that:

- The land at Sim Balk Lane had been used as an overflow car park on a one-off basis for Royal Ascot. It was not owned by the Council or the Race Committee and was not included in the agreed Traffic Management Plan.
- Policing outside the racecourse area was not considered to be a matter for the Race Committee.
- The location of temporary toilets was yet to be agreed and would be discussed with relevant Ward Members.
- In terms of benefits to York residents, the Racecourse provided employment and leisure facilities - a substantial proportion of racegoers were residents of York.
- The Racecourse already contributed to traffic management via an agreed formula.
- There was currently only one evening race meeting and the 10pm curfew for post-race entertainment was strictly adhered to.
- It was expected that the proposed changes to the lease would generate more investment in Area W (i.e. part of the West enclosure).

Members commented that some of the issues raised by the Shadow Executive could be addressed more appropriately in the context of the annual meeting with the Race Committee, when plans for the future season were discussed.

- RESOLVED: (i) That Option A be approved, that is:
- a) to surrender the existing lease for the Racecourse in favour of a new 99 year lease, from 2008;
 - b) to include the remaining 3 acres of the West Enclosure in the lease, subject to the results of advertising under Section 123 of the Local Government Act 1972;
 - c) to increase the number of permitted Race Days as of right to 20, with any others to be subject to approval by the Head of Parks and Open Spaces, in consultation with Officers in City Strategy;
 - d) to add the 'Ascot Bend' to the race track, in exchange for land on the Tadcaster Road straight;
 - e) to allow up to 10 days for the erection of hospitality marquees and 4 days for removal, instead of the current 'Race Week', subject to the approval of the Head of Parks and Open Spaces.

REASON: To ensure that York Racecourse maintains its position amongst the top courses in the country, whilst at the same time continuing to be a valued local amenity that plays a valuable role in the economic development of the City and brings benefits in a manner that is acceptable to the residents of York.

- (ii) That Officers be asked to investigate further options for providing a set of temporary toilets, including bringing back into use the existing toilet block on Knavesmire Road, on major Race Days.

REASON: In order to address Ward Members' suggestions in this regard and in view of the fact that the Race Committee are not willing to provide toilets in the Scarcroft Hill area and that there is no budget provision for the estimated £8k cost of providing and servicing toilets for the main race meetings.

- (iii) That the other issues raised by Members be kept under review and addressed as part of any proposed changes to licensing arrangements and planning permissions and / or during traffic management reviews.

REASON: To ensure that these matters are dealt with in an appropriate context.

- (iv) That any further refinement of the 'off course' race management arrangements - which may involve additional cost - be submitted as a revenue growth bid as part of the annual budget build process.

REASON: To ensure that adequate funding arrangements are in place before any changes are agreed.

107. Review & Strategy for the Commercial Property Portfolio

[See also Exempt Minute 107]

Members considered a report which identified the properties making up the Council's Commercial Property Portfolio, examined the background to current ownership, established criteria for holding these premises in the future and audited performance for the period 2000 to 2005. A report on this matter had previously been considered by the Executive Member for Corporate Services and Advisory Panel, on 30 October 2007. The Executive Member's decisions were set out in paragraph 3 of the report.

The review formed a Service Asset Management Plan, linking to the Council's approved Corporate Asset Management Plan. It related to commercial properties in two categories – Operational (properties ancillary to service use) and Non Operational (properties not directly part of a service). The main focus of the review was on the latter.

Annex A to the report (an exempt document) included a list of those properties that might be subject to review, together with fact sheets on each group of non-operational properties, setting out the benchmarks, voids and write offs that had occurred and recommending future policy. The report outlined the recommended objectives for holding property in the future and the recommended performance indicators for future property management. Recommendations for suggested new measures and changes for the future, relating to rent reviews, condition surveys, potentially saleable properties, new investment properties and properties to be retained for the longer term, were set out in paragraph 10 of Annex A.

Having noted the comments of the Shadow Executive, it was

RESOLVED: (i) That the performance of the Council's operational and non-operational portfolios be noted.

(ii) That the recommendations summarised in paragraph 10 of Annex A to the report be approved.

(iii) That recommendation (d) in paragraph 10 be considered further by the Corporate Asset Management Group and a report brought back to the Executive Member for Corporate Services outlining the investment strategy.

REASONS: To provide Members' input to the Commercial Property Review, set targets for future performance and identify actions on individual properties.

S F Galloway, Chair

[The meeting started at 2.00 pm and finished at 2.30 pm].

Ref.	Description	Scheme Type	Potential annual savings	Areas of Savings / Benefits
08CEX01	Review of QPR	Procurement		Efficiency No immediate savings but capacity to remove duplication and release staff time.
08COR01	Desktop Equipment Review	BA	n/a	Service costs Part of the work will be to identify the most cost-effective licence model for office applications.
08COR02	Expansion of Corporate Data Storage	Extension	n/a	Service improvement, Service costs The bid will enable faster data recovery, reduce the number of late system start-ups and the amount of staff time required to manage backup and recovery.
08COR03	Government Connect	New System	n/a	Service costs - Potential future saving from shared use of a common facility. - The bid includes time and resource to carry out an analysis of requirements before monies are committed.
08COR04	GIS Strategy and Implementation	Extension	n/a	Service improvement, Efficiency - More map-based data available to the public - The ability to analyse data geographically will improve our ability to target the delivery of services - A central store for mapping data will improve our ability to share it between departments and avoid the time and effort in maintaining multiple stores - Moving from 3 mapping systems to one will allow more flexibility in staff deployment
08COR07	Corporate use of LLPG	BA	30,000	Service costs, Efficiency - Remove the need to buy address validation modules with new systems. A saving of ca. £2,000 pa for each system. - More accurate address data will make it easier to link systems and work collaboratively
08COR08	Upgrade of Proxy Servers	Upgrade	n/a	Service improvement The bid is to improve resilience and increase capacity to provide citizens' access to web services.
08COR10	Magique Licensing	Extension	n/a	Efficiency, Operational costs - single system and standard approach - better identification and management of risks. The principles of Risk Management have been applied for a number of years in the area of insurable risk and this approach has delivered in excess of £1m of savings over the last 5 years.
08COR11	Governance Standards	New System	n/a	Risk reduction While the software itself will not directly generate financial savings to the Council, embedding good governance will ensure less potential for fraud, corruption and breach of regulation which could result in fines or court action. This will save money and protect the Council from reputational damage.
08CSTR01	Register of Building Control Information	BA & Procurement	?	Revenue generation The requirement for this bid is statutory. It is anticipated however that the register will allow the council to make additional charges thus increasing revenue.
08CSTR02	EXOR Business Appraisal	BA	10,000	Efficiency, Service costs The project will ensure we are making the best use of Exor and identify modules which we no longer require and, hence, no longer need to pay the annual maintenance for.
08CSTR03	Car Parks Management Information System	BA	n/a	Customer service, Efficiency. The bid will determine the most cost-effective solution for providing the Service with the planning and forecasting information it needs to respond intelligently to customers' demands.
08CSTR04	Uniform Planning & Building Control	BA	n/a	Customer service, Service costs. - Improved handling of building control applications - The bid will carry out a value-for-money assessment of Uniform.
08HASS01	Electronic Monitoring for Home care	New System	12,000	Service improvement, Efficiency, Improved cost-control. - As well as providing reports for clients, the system will reduce the number of timesheet queries which will put the equivalent of 0.5 fte back into client services. - Reduced printing and scanning costs will save ca. £12,000 pa. - Better data will enable more accurate payments and reduce the opportunity for fraud. Identified inaccuracies in payment have averaged £1,000 per month in the last 4 months.
08HASS02	Adult Social Services Mobile Working	New System	175,000	Service improvement, Service costs - Reduction in customer waiting time, increased customer involvement in decision making. - Reduction in administration time overhead on client-facing staff, equivalent to 7 full time staff redirected to service work. - Reduction in staff travelling time of 2500 hours pa. - Improved flexibility for staff will improve morale and help toward staff retention and reducing sickness by 0.86 per fte per year.
08LCCS01	Linking the ICS and the Pupil Database	Development	25,000	Service improvement, Efficiency The request is to enable improved service provision resulting in improved outcomes for children and young people and help satisfy statutory requirements which, without this development, would require additional staff resources in the longer term.
08LCCS02	Children's Centres Database	New System	7,000	New service, Efficiency, The requirement is for a database to fulfil the IT needs of a new service and therefore savings are difficult to estimate at this point. The programme manager estimates that a saving of approximately £7k p/a could be made in reduced administrative costs across the whole service
08LCCS03	Extension of Integrated pupil database	Development	-	Service improvement, Efficiency. The request will provide improved efficiencies by enabling the provision of a higher level of customer service (and satisfying statutory requirements) while maintaining current staff levels.
08LCCS04	ILR Data for Adult & Community Education	Upgrade	n/a	Required upgrade The bid is required to extend the use of a system about to be de-supported by the supplier, there are no additional benefits to . There may be a potential for cost savings of £1k p/a for Entrust cards, if remote access to the CYC network was not required.
08LCCS05	RAISE on going development	Development	n/a	Statutory compliance requirement, no predicted cost savings.
08LCCS06	Integrated Transport Database	Extension	48,000	Service costs, The migration of databases onto the new system will contribute to enabling transport to save c20% of the annual £240k spend on taxis within HASS.
08LCCS07	New Finance System for Schools and the LA	BA	tbc	Savings will be identified as part of the business analysis process
08LCCS08	Replacement of Primary School Management Info System	BA	tbc	Savings will be identified as part of the business analysis process
08RES01	FMS Interfaces, Integration and BPR	Extension	50,000	Efficiency, Service Costs Redesigning processes to take advantage of the facilities of the new system will enable service efficiencies through: - greater automation and integration - moving from manual to electronic processing Other councils who implemented one of the new Financial Management Systems on our shortlist achieved cost savings in the following areas: - e-Procurement - electronic payment
08RES02	HR/Payroll Business Appraisal/Replacement	Procurement	168,500	Service costs, Revenue generation - More effective use of payroll staff time will result in an estimated saving of 0.5fte, approx. £8.5k in Year 3. - An integrated reporting tool will save approx. £10k per year on consultancy costs for ad hoc reports. - A modern Payroll/HR system will provide opportunities for taking on new external contracts to generate income (currently £20k for 12 outside organisations). Self service data entry will reduce the amount of admin time taken to update HR records - could lead to reduction of 6 FTE's - £150 Kpa
Total Potential Savings per annum			525,500	

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