



**Notice of a public meeting of
Decision Session - Economic Development and Community
Engagement**

To: Councillor Orrell (Executive Member)

Date: Tuesday, 6 March 2018

Time: 2.00 pm

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

A G E N D A

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:

4:00 pm on Thursday 8 March 2018 if an item is called in after a decision has been taken.

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

Written representations in respect of items on this agenda should be submitted to Democracy Support Group by **5.00 pm on Friday 2 March 2018**.

1. Declarations of Interest

At this point in the meeting, Members are asked to declare:

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

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

2. Minutes (Pages 1 - 4)

To approve and sign the minutes of the meeting held on 9 November 2017.

3. Public Participation

At this point in the meeting, members of the public who have registered to speak can do so. The deadline for registering is **5.00pm on Monday 5 March 2018**. Members of the public can speak on agenda items or matters within the Executive Member's remit.

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

Filming, Recording or Webcasting Meetings

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

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

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

https://www.york.gov.uk/downloads/file/11406/protocol_for_webcasting_film_and_recording_of_council_meetings_20160809

4. Service Level Agreements with York CVS and York City of Human Rights (Pages 5 - 22)

This report seeks approval for a three year funding agreement to 31 March 2021 with York CVS and a one year agreement to 31 March 2019 with York City of Human Rights.

5. Urgent Business

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

Democracy Officers

Catherine Clarke and Louise Cook (job share)

Contact details:

- Telephone – (01904) 551031
- Email catherine.clarke@york.gov.uk and louise.cook@york.gov.uk

(If contacting by email, please send to both Democracy Officers named above).

For more information about any of the following please contact the Democratic Services Officers responsible for servicing this meeting:

- Registering to speak
- Business of the meeting
- Any special arrangements
- Copies of reports and
- For receiving reports in other formats

Contact details are set out above.

This information can be provided in your own language.

我們也用您們的語言提供這個信息 (Cantonese)

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

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

Bu bilgiyi kendi dilinizde almanız mümkündür. (Turkish)

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

 **(01904) 551550**

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City of York Council

Committee Minutes

Meeting	Decision Session - Economic Development and Community Engagement
Date	9 November 2017
Present	Councillor Orrell

30. Declarations of Interest

The Executive Member was asked to declare any personal interests not included on the Register of Interests, or any prejudicial or disclosable pecuniary interests that he might have in respect of the business on the agenda. None were declared.

31. Minutes

Resolved: That the minutes of the last Decision Session held on 1 August 2017 be approved as a correct record and signed by the Executive Member.

32. Public Participation

It was reported that there had been one registration to speak at the session under the Council's Public Participation Scheme.

Mr Howard Perry spoke in relation to agenda item 5 (Mansion House Pricing Structure – Post Restoration), querying the proposed admission charges for York residents set out in the report.

33. Project Plan for Local Area-Based Financial Inclusion

The Executive Member considered a report that followed on from a paper presented to Executive on 27 April 2017 [*Minute 150 of that meeting refers*] outlining the principles and methodology for the delivery of a multi-agency financial inclusion project, called 4CommunityGrowthYork.

The report provided an update on the project delivery plan, as detailed in Annex A, and on progress to date and methods for evaluating the impact of the project. Paragraphs 7 to 10 described the proposed work plan activities in relation to the

distinct areas of jobs and skills, business and enterprise, financial resilience and community capacity building. Capacity and next steps were outlined in paragraph 11, including the proposal to commission additional community engagement capacity for a year in the first instance, as detailed in Annex B. The project budget, refined in line with the work plan, was set out in paragraph 12.

In response to the Executive Member's questions, Officers clarified that:

- Communication on the project would take place with Members and local communities using a range of methods, including ward team meetings, face to face visits with representatives of local groups, Facebook and leaflets.
- Further sessions on the subject of Universal Credit, as referred to in paragraph 18, were being planned with the help of the Welfare Benefits Unit.

Resolved: That the project plan outlined in Annex A and described in sections 7 to 13 of the report be noted and approved.

Reason: In order to progress the Area Based Financial Inclusion Project, contributing to the council plan priority to support a prosperous city for all - where local businesses can thrive and residents have good quality jobs, housing and opportunities.

34. Mansion House Pricing Structure - Post Restoration

The Executive Member considered a report that presented proposals for a new pricing structure for the Mansion House when it re-opened to the public after restoration.

The Mansion House was due to re-open in early December 2017 following a major restoration project, called *Opening Doors*, funded by a Heritage Lottery grant with a capital contribution from the Council. A fair and reasonable pricing structure was required that was also sufficient to cover running costs and contribute to income generation. The proposed structure, detailed in paragraphs 9 to 14 of the report, covered charges for admission, educational activities, and private hires. It had been produced following an analysis of prices charged by similar sized visitor attractions in the city, as set out in

paragraphs 17 to 19, and additional evidence from a range of sources. It also included discounts for York residents, as highlighted in paragraph 10.

In response to the Executive Member's questions, Officers confirmed that:

- The 50% reduction for York residents applied only to the entrance charge and special events, and not to private hires.
- Prices would be subject to annual review as part of the Council's budget process.

The Executive Member expressed his thanks to the Mansion House Curator and Mansion House team for their hard work and commitment over the course of the project.

Resolved: That the pricing structure set out in the report in relation to entrance charges, educational activities and private hires be approved, subject to an annual review.

Reason: In order to provide a sustainable income generation while also providing community access to the Mansion House.

Cllr Orrell, Executive Member

[The meeting started at 2.02 pm and finished at 2.18 pm].

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**Decision Session - Executive Member for
Economic Development and Community
Engagement**

6 March 2018

Report of the Assistant Director, Communities & Equalities

Service Level Agreements with York CVS and York City of Human Rights

Summary

1. This report is brought to the Executive Member to seek approval for a three year funding agreement to 31 March 2021 with York CVS and a one year agreement to 31 March 2019 with York City of Human Rights.

Background

2. The Council supports York CVS as the key infrastructure organisation in the city supporting and representing the voice of York's voluntary sector. We have previously negotiated three year partnership funding agreements with CVS; the current agreement comes to an end this month. This report proposes renewed funding support for 2018–2021.
3. The York City of Human Rights proposal is a new one and aims to establish a “Community Voices” initiative in the city. The York City of Human Rights initiative itself reached a significant milestone on 24 April last year when the Lord Mayor, as first citizen of York, signed the declaration of York as a city of human rights, the first in the UK. The aim of York City of Human Rights is to be a catalyst for York people, organisations and business to champion a vibrant, diverse, fair and safe city. The Community Voices proposal will enhance the impact of York City of Human Rights through developing new ways to hear and respond to the voices of York's diverse communities of identity.

Proposed Service Level Agreements

4. **CVS:** The funding proposed is £48k p.a. (a standstill level compared to the previous period). The proposed service level agreement is attached at Annex 1.
5. The service level proposes a focus on three core objectives:
 - Supporting the voluntary sector
 - Ensuring the sector has a voice, and
 - Helping the council and the sector to develop resilient communities
6. **York City of Human Rights:** The funding proposed is £10k p.a. The proposed service level agreement is attached at Annex 2.
7. The proposal responds to the agreement of the former Fairness and Equalities Board and Equalities Advisory Group that new arrangements are needed to hear the voice of York's communities. Initial discussions suggested that the new arrangements should:
 - Recognise that the communities of York are changing and growing. We want to embrace this diversity and bring together people who perhaps wouldn't otherwise come together due to their cultural beliefs, religion, disability, vulnerability, need or experience, creating an opportunity for them to be heard both individually and collectively and to influence policy making.
 - Work with our partner organisations / forums so we can collectively engage the people we all support to bring them together to get to know one another, learn more about their experiences, and stimulate ideas.
 - Allow our communities to set their own agenda rather than telling them what to talk about.
 - Bring a focus on the important topics and create opportunities to inform, engage and consult with partners, city leaders and a wider forum of people on one or more topics.
 - Create a supportive and positive environment, helping grow ideas into something real and enabling people to use their voice.
 - Enable 'Community Voice Volunteers' to contribute to and influence the work of York's various strategic decision-making boards and to reflect back the views of Communities of Interest groups on topics of importance.

- Work within a Human Rights framework reflecting York City of Human Rights declaration.
 - Feed back to and hold to account the Council and other statutory organisations in the city.
8. The service level agreement reflects these ambitions, recognising that a development process will be required in order to get to this position.
 9. As the York City of Human Rights Steering Group is not a legally constituted body the accountable body that will hold and administer the funding on behalf of the Steering Group will be York CVS.

Options

10. It is open to the Executive Member not to offer the proposed funding or to offer a different level of funding.

Analysis

11. Funding is recommended in order to secure the objectives set out in the service level agreements.

Council Plan

12. The actions set out in the report contribute to the corporate priorities set out in the Council Plan 2015-19 by helping to ensure that:
 - All York's residents live and thrive in a city which allows them to contribute fully to their communities and neighbourhoods
 - Residents feel that their views have been listened to

Implications

13. **Financial** - The funding proposed for CVS is at a standstill level for which existing budget provision exists within the grants budget.
14. The funding proposed for York City of Human Rights will be drawn from within the existing budget of the Council's Communities and Equalities Function. A £10k provision was set aside in order to make appropriate alternative arrangements for engaging with York's communities of identities when the staffing establishment was reduced in order to make a budget saving in 17/18 and 18/19.
15. **Equalities** – this funding enables support to the most vulnerable sections of the community.

16. There are no Legal, Property, Human Resources, Crime and Disorder, or Information Technology implications arising from this report.

Risk Management

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

Recommendation

18. The Executive Member is asked to approve the funding set out in paragraphs 4 and following and the associated service level agreements set out in the annexes.

Reason: To further the objective of ensuring that all York’s residents live and thrive in a city which allows them to contribute fully to their communities and neighbourhoods.

Contact Details

Author:	Chief Officer responsible for the report:		
Charlie Croft Assistant Director, Communities & Equalities	Jon Stonehouse Director of Children, Education & Communities		
	Report Approved	✓	Date 22/2/18
Specialist Implications Officer(s): N/A			
Wards Affected:		All	✓
For further information please contact the author of the report			

Background Papers

None

Annexes

1. Service Level Agreement with CVS
2. Service Level Agreement for Community Voices



Service Level Agreement

Between

**The City of York
Council Communities
and Equalities
West Offices
York, YO1 6GA**

and

**York CVS
Priory Street Centre
15 Priory Street
York, YO1 6ET**

From the period 1st April 2018 to 31st March 2021

A grant of £48,000 plus DRR (subject to assessment)

1. York CVS Services

York CVS is a social action organisation taking steps to make positive change, challenge issues and grow new ideas for the future which strengthen communities. It supports local charities, voluntary organisations and social enterprises in this mission, helping them focus on making a difference for individuals and their communities.

York CVS aims to develop strategic and operational collaborations across the city, with colleagues from all sectors in order to:

- Support the sector to survive and thrive
- Represent the sector and provide a voice
- Sustain its organisational strength

- Deliver services with a social impact

CVS's Values:

Empowerment: we believe that people are best placed to positively influence the decisions which affect their own lives and the communities in which they live.

Learning: we believe all people are capable of growing, learning and developing throughout their lives.

Working together: we believe that people working together have greater potential to achieve their goals.

Diversity: we believe that our society is enriched by diversity.

Sustainability: we believe in living well today without compromising the ability of future generations to do the same.

Interdependence: we believe in the interdependence of voluntary and community organisations.

York CVS represents and advocates for the voluntary, community and social enterprise (VCSE) sector in York. The forums they convene play a key role, transmitting ideas, views and critical challenge to and from the sector and public bodies in York. By convening these forums, York CVS works in partnership with the statutory sector to tackle inequalities of all sorts and to improve the design and delivery of services, working hard to ensure that knowledge and evidence from the VCSE sector is available to positively influence strategic decision making as well as the commissioning of services.

They do this by:

- Developing relationships with commissioners
- Contributing to strategic groups such as the Health and Wellbeing Board
- Ensuring that the voluntary sector is represented in key decision making

Current major projects are:

Ways to Wellbeing: Connecting people to local community support to make them feel better.

Ready for Anything: Supporting volunteers to help keep York safe in the event of an emergency

People Helping People: Based on the Cities of Service model, focussing on impact volunteering to help people to deliver positive change in York by working on a specific local or community need in line with city priorities

Healthwatch York: Providing information about local services, signposting to independent complaints advocacy, making sure views about local services are taken into account when services are planned and delivered

York Human City Rights City Network: CVS hosts the network co-ordinator for this initiative aiming to be a catalyst for York people, organisations and business to champion a vibrant, diverse, fair and safe city

2. FUNDED AREAS

City of York Council wishes to fund the following priority areas and activities to be provided by York CVS:

Objectives	Overarching Aims	Activity Area	Examples of what CVS will deliver	Outputs and outcomes
Support for the sector	To encourage resilient communities that: <ul style="list-style-type: none"> are self managing and less reliant on the council and other agencies for help 	Responsive leadership support	Providing bespoke support in times of challenge / crisis	Increased organisational resilience
		Investing in learning	4 training/learning events per year	Increased sector confidence and skills
		Communications support	Regularly refreshed website content, regular social media activity	Increased awareness and engagement
		Leadership Development	Through training, coaching and peer support	A well led and more sustainable senior workforce
Ensuring the sector has a voice	<ul style="list-style-type: none"> are able to minimise the disruption to everyday life that unforeseen events present enable people to be more resourceful 	Communities of interest	Themed forums around themes/areas of interest	Shared learning, planning and collaboration opportunities
		Representation on boards/partnerships	Supporting boards, groups and partnerships across the city	Strengthened sector engagement with increased leadership opportunities for the sector and a broader pool of leaders representing the sector
		Annual sector leadership event	Collaborative learning event around a relevant theme	Improved sector confidence and strengthened relationships with sector views fed into the city's planning and decision-making processes
Developing resilient communities	<ul style="list-style-type: none"> enable people to have more control of their own lives ensure people are equipped and willing to play a part in community life 	Development of the volunteer strategy	Jointly lead the development and delivery of the strategy	Raised awareness of the value of volunteering and social action with an increase in impact volunteering
		Collaborative delivery of the Joint Health and Wellbeing Board strategy	Undertake the Ageing Well Champion role on behalf of the sector	Increased engagement in the delivery of the strategy
		Development of the Human Rights City Network	Active steering group/board member	Raised awareness of the City of Human Rights project and evidence of mobilising partners around the 5 priorities
		Active demonstration of resilient communities	Coordination of Ready for Anything and self-care programmes of work	Collaborations and joint projects support and mobilise partners to find new solutions to identified needs and to grow social action on both a locality and city-wide basis

3. MONITORING CONDITIONS AND ARRANGEMENTS:

- The Council will monitor the performance of York CVS in carrying out the services outlined above. This will take place through quarterly review meetings.
- York CVS will provide to the Council a monitoring report, before each quarterly meeting, against the above performance framework, to demonstrate that the funding has been used for the activity specified above.
- Failure by the organisation to submit satisfactory monitoring reports as indicated may result in the Council withholding funding or terminating the agreement.

4. SERVICE STANDARDS, STATUTORY AND POLICY CONDITIONS

York CVS will comply with the Charity Commission requirements and any other standards or requirements appropriate to the services provided.

5. FUNDING CONDITIONS:

a) York CVS will:

- submit to the Council its annual report and accounts for each financial year of the contract as soon as these are available.
- inform the Council of any significant changes to its Constitution, Management Committee or contact representative as soon as practicably possible.

The agreement may be terminated immediately if there is a material failure by CVS to fulfil the terms of this agreement.

The Council may require CVS to repay all or part of the funding if:

- the funding is not used for the service or activity specified
- CVS is not able to provide the service or activity specified to the agreed standard
- CVS is wound up or otherwise ceases to exist

The terms of the agreement may be varied or the agreement terminated by mutual consent of York CVS and the Council.

SIGNATURES:

This agreement is accepted on behalf of York CVS by the authorised officers:

Position	Signature	Print name
Date		

This agreement is accepted on behalf of the Council by the authorised officer:

Position	Signature	Print name
Date		



Service Level Agreement

Between

**The City of York
Council
West Offices
York, YO1 6GA**

and

**York CVS
Priory Street Centre
15 Priory Street
York, YO1 6ET**

From the period 1st April 2018 to 31st March 2019

A grant of £10,000

**For York: Human Rights City to manage the Community Voices
Project**

Background:

1. Community Voices is a cross-cutting forum which currently involves organisations which are not aligned with any of the four thematic York CVS fora and therefore are unlikely to attend.
2. It was set up:
 - Recognising that the communities in York are changing and growing.
 - To embrace this diversity and bring together people who perhaps wouldn't otherwise come together due to their cultural beliefs, religion, disability, vulnerability, need or experience.
 - To create an opportunity for them to be heard both individually and collectively and influence policy making.
 - To encourage meaningful participation against a backdrop of concerns that consultation by CYC involved, in practice, CYC coming up with ideas and asking for feedback from those organisations or communities that it (CYC) identified as relevant or affected by the issue.
3. Civil society is at risk of “participation-fatigue”. It was felt that a better model would be to engage with communities and individuals in ways that enabled those participants (ideally communities of interest) to set the agenda. The project is also seen as a vehicle to engage with, and understand, the needs and priority issues for those who are not already connecting through community or voluntary organisations, i.e. those whose voices are not being heard already.
4. With its experience in working with the voluntary sector and running local fora, York CVS started the project. To date 3 meetings have been held to identify common issues and explore potential collaboration; the group have identified some underrepresented communities in York, but no clear consensus on direction has been identified.
5. YHRC will adopt and resource the project from 1st April 2018. The link to CVS will be retained as York CVS will be the accountable body for the funding.

The Project:

1. Quarterly Thematic Meetings:

YHRC will retain the existing structure of quarterly meetings; these will continue to be open to all, with each meeting focussing on one of York's priority rights in turn. We will encourage participants to bring rights-related problems and ideas from their groups (where relevant) to the meetings and to be prepared to share how they have gone about involving members of their communities in formulating these. In the meeting itself, we will aim to identify cross-cutting themes and solutions. The meeting structure provides networking and peer-support opportunities for organisations and provides potential connections to "hidden" communities.

To ensure a smooth handover, Sarah Armstrong, York CVS, and Liz Lockey, YHRC, will plan and co-host the March CV meeting. This provides continuity and the opportunity to set a schedule for the thematic meetings.

2. In-community Pilot Scheme:

The initial 12-month period from 1st April 2018 will be designated as a pilot scheme, working in one geographic area and one specific sector, topic or cross-cutting issue). Selection of the target area and issue would be finalised with reference to CYC expertise.

Expansion in any future years/cycles would be based on learning from the pilot scheme. The potential for this expansion to be funded through grant-making organisations will be explored, with funding to be sought based on the outputs of the pilot scheme.

The core focus will be getting out into community; using existing networks to expand engagement to those who would not normally participate through asking the following questions from which to base interventions:

- a. Who are they?
- b. Why aren't they currently being reached?
- c. What are their priorities?
- d. How do we get to their ideas?

A combination of community-centred informal meetings/drop-ins and engaging with people in public spaces will be used. As well as

using YHRC's existing networks, the aim will be to create new ones to identify and access those whose voices are not being heard.

An aim will be to support existing community projects by identifying possible funding for these projects (e.g. Big Local) and assisting in applying for grants.

Both the thematic and community meetings and in-community conversations should be action-driven (i.e. solution-finding), and responsive (i.e. we commit to providing feedback).

3. Inequality Partnerships:

York is the 9th most unequal city in the UK¹ - equality and non-discrimination is one of York's 5 Rights identified by YHRC. The pilot will look to encourage partnerships between more- and less-affluent wards.

4. Budget:

YHRC will provide resource of 0.5 day per week to run the project; the remainder of the funding will meet project costs, which are anticipated to include: room hire, refreshments, travel expenses, printing and translation services. The anticipated breakdown of costs is as follows:

	£
Indicative Budget - total	10,000
YHRC salary @ 0.5 days	3,000
venue hire (monthly community meeting)	1,000
venue hire (quarterly meeting)	600
refreshments	600
travel expenses	300
stationery/print costs	1,500
translation/interpreter costs	3,000

¹ Cities Outlook 2018, Centre for Cities, p61 < <http://www.centreforcities.org/wp-content/uploads/2018/01/18-01-12-Final-Full-Cities-Outlook-2018.pdf>> accessed 14 Feb 2018

5. **Evaluation:** YHRC will provide quarterly updates to CYC of monthly activities – the format below is suggested. Qualitative data will be provided for specific projects that are undertaken as part of the Community Voices programme.

		April	May	June	July	August	September	October	November	December	January	February	March
Thematic meetings	Number held this month? (y/n)												
	Topic(s) discussed												
	Ideas to be progressed by group												
	Ideas submitted to CYC/HREB												
	Number of attendees												
Community engagement	Number of visits made												
	Number of discussions												
	Ideas to be progressed within community												
	Ideas submitted to CYC/HREB												
Inequality partnerships	Ward #1 (name)												
	Ward #2 (name)												
	Ideas to be progressed by wards jointly												
	Ideas submitted to CYC/HREB												

SERVICE STANDARDS, STATUTORY AND POLICY CONDITIONS

York CVS will comply with the Charity Commission requirements and any other standards or requirements appropriate to the services provided.

FUNDING CONDITIONS:

a) York CVS will:

- submit to the Council its annual report and accounts for each financial year of the contract as soon as these are available.
- inform the Council of any significant changes to its Constitution, Management Committee or contact representative as soon as practicably possible.

The agreement may be terminated immediately if there is a material failure by CVS to fulfil the terms of this agreement.

The Council may require CVS to repay all or part of the funding if:

- the funding is not used for the service or activity specified
- CVS is not able to provide the service or activity specified to the agreed standard
- CVS is wound up or otherwise ceases to exist

The terms of the agreement may be varied or the agreement terminated by mutual consent of York CVS and the Council.

SIGNATURES:

This agreement is accepted on behalf of York CVS by the authorised officers:

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