



Notice of a public meeting of

Customer and Corporate Services Scrutiny Management Committee

- To:** Councillors Crawshaw (Chair), Baker, Fenton (Vice-Chair), Hollyer, Orrell, Musson, Norman, Pearson and Rowley
- Date:** Monday, 23 May 2022
- Time:** 5.30 pm
- Venue:** The Snow Room - West Offices G035

AGENDA

1. **Declarations of Interest**

At this point in the meeting, Members are asked to declare any disclosable pecuniary interest or other registerable interest they might have in respect of business on this agenda, if they have not already done so in advance on the Register of Interests.

2. **Minutes**

(Pages 1 - 4)

To approve and sign the Minutes of the meeting held on 14 March 2022.

3. **Public Participation**

At this point in the meeting members of the public who have registered to speak can do so. Members of the public may speak on agenda items or on matters within the remit of the committee. Please note that our registration deadlines have changed to 2 working days before the meeting, in order to facilitate the

management of public participation at our meetings. The deadline for registering at this meeting is at **5.00pm on Thursday 19 May 2022**.

To register to speak please visit www.york.gov.uk/AttendCouncilMeetings to fill in an online registration form. If you have any questions about the registration form or the meeting please contact Democratic Services on the details at the foot of the agenda.

Webcasting of Public Meetings

Please note that, subject to available resources, this meeting will be webcast, including any registered public speakers who have given their permission.

The meeting can be viewed live and on demand at www.york.gov.uk/webcasts . During coronavirus, we've made some changes to how we're running council meetings. See our coronavirus updates www.york.gov.uk/COVIDDemocracy for more information on meetings and decisions.

- 4. Capital Programme Update** (Pages 5 - 70)
The report and annexes provide the scope and range of the Place capital programme and progress.
- 5. Ethical Asset Disposal** (Pages 71 - 120)
This report provides information on City of York (CYC) asset disposal policies.
- 6. Developing Scrutiny Members** (Pages 121 - 124)
This report outlines proposals for developing the skills and experience of those Members specifically allocated to serve on Scrutiny Committees within the Council.
- 7. Work Plan** (Pages 125 - 126)
To consider the Work Plan.
- 8. Urgent Business**
Any other business which the Chair considers urgent under the Local Government Act 1972.

Democracy Officer:

Name: Jane Meller
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E-mail: jane.meller@york.gov.uk

For more information about any of the following please contact the Democratic Services Officer 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	Customer and Corporate Services Scrutiny Management Committee
Date	14 March 2022
Present	Councillors Crawshaw (Chair), Fenton (Vice-Chair), Hollyer, Musson, Norman, Pearson, Rowley and Wann (Substitute for Cllr Baker)
Apologies	Councillors Baker and Orrell

52. DECLARATIONS OF INTEREST

At this point in the meeting, Members were invited to declare any personal, pecuniary or prejudicial interests, which they had not already included in their standing register of interests.

The Chair stated that he had a possible personal interest in item 6, as his Mother may be part of the steering group for Digital Inclusion.

53. EXCLUSION OF PRESS AND PUBLIC

Resolved: That the press and public be excluded from the meeting during the consideration of agenda item 5 on the grounds that it contains information relating to ongoing negotiations with Trade Unions. This information is classed as exempt under Paragraph 4 of Schedule 12A to Section 100A of the Local Government Act 1972, as amended by the Local Government (Access to information) (Variation) Order 2006.

To accommodate the exclusion of the press and public, it was agreed to move item 5 to the end of the agenda.

54. MINUTES

Resolved: That the minutes of the Customer and Corporate Services Policy and Scrutiny Committee held on 10 January 2022 be approved and signed by the Chair as a correct record.

55. PUBLIC PARTICIPATION

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

56. DIGITAL INCLUSION & ENGAGEMENT UPDATE

The Head of ICT gave an update to Members on Digital Inclusion and Engagement. The presentation at the Annex of the report provided an update for Members on the new governance arrangements for the digital inclusion partnership, the IT Reuse Scheme and its impact in the first year of operation and Connectivity. He noted the following:

- The Communications Team recognised the need to blend on and offline engagements methods to encourage as many people as possible to be involved.
- Members were asked to consider other areas for future reporting and review that were not already covered by other Committees.
- The ICT team as working with colleagues in Housing to ensure connectivity in open play areas in new housing developments and that they have built in connection to the free WiFi service. To extend this to existing social housing areas, the Committee would need to consider the costs and the best way to proceed for providing existing community spaces with WiFi access.

The Officer responded to a number of questions concerning the IT Reuse Scheme, free WiFi in areas of social housing, the roll out of the digital ResPark scheme, the Digital York steering group and email communications with residents.

Data on the age and location of recipients for the IT reuse scheme and information concerning the ease of use for the digital ResPark web pages was to be provided to Members after the meeting.

The Chair noted that following discussions with the Director of Customer and Communities, the next update would include more emphasis on financial inclusion.

Resolved: That the update be noted.

Reason: To keep the Committee updated.

57. COUNCIL MOTIONS UPDATE

The Head of Civic, Democratic and Scrutiny Services presented the first bi-annual Motions Update to Members.

The Monitoring Officer responded to questions regarding the actions of Executive Members and Officers following a motion having been passed by Council.

Resolved:

- i. That the update be noted.
- ii. To remove completed Motions from the report for future reporting.

Reasons:

- i. To keep Members up to date with the progress of Motions.
- ii. To better track the progress of live Motions.

58. WORK PLAN 2021/22

Members considered the corporate scrutiny work plan covering the next meeting of this Committee and the meetings of the other Scrutiny Committees up until 31 May 2022.

The Chair updated Members with the planned changes to the pattern and focus of scrutiny meeting dates for the next municipal year.

Resolved: That the work plan be noted.

Reason: To ensure that the Committee has a planned programme of work in place and an overview of the other Scrutiny Committees.

59. REVIEW OF THE ORGANISATIONAL DEVELOPMENT PLAN

Members considered a report from the Head of HR and OD Corporate Services which updated them on the Organisational Development Plan (OD Plan) which supported the Council Plan (2019-2023) and the Recovery and Renewal Plan (2020).

In the public session, the Officer responded to a range of questions covering measuring the success of the plan, retention and recognition, how Sponsors would work together and the impact of Covid.

At 18:24 the meeting moved into private session, in accordance with the decision in Minute 53 to allow for Members to question Officers on the exempt Annex.

[19:00 Cllrs Rowley and Pearson left the meeting]

Resolved: That

- i. the update be noted;
- ii. a further update be received in 6 months time;
and
- iii. Officers be asked to give further consideration to any implications which may arise as a result of Microsoft Teams becoming the main tool for electronic communications within the Council.

Reason: To keep Members updated with the Organisational Development Plan.

Councillor J Crawshaw, Chair

[The meeting started at 5.31 pm and finished at 7.19 pm].



**Customer and Corporate Services Scrutiny
Management Committee****23 May 2022**

Report of the Corporate Director of Place

Capital Programme Update**Summary**

1. Customer and Corporate Service Scrutiny Management Committee have requested a review of the Place Capital Programme.
2. The report and annexes provide the scope and range of the capital programme and progress.
3. The report annexes provide detail on the progress to date of the Major Projects, which are the high profile projects.
4. The report identifies specific areas where Scrutiny could add value in the future.

Background

5. The capital programme for the Place Directorate is made up of close to 100 budget lines of individual schemes that are agreed at annual budget or separate reports to Executive and approval Full Council where necessary.
6. Progress against the capital programme is reported to Executive as part of its regular performance monitoring. The latest Capital Programme Monitor 3 2021/22 report was presented to Executive on 7 February 2022. A copy of the Capital Monitor programme annex is located as Annex A. This report highlights where schemes have slipped or where there are changes in funding.
7. In the Transport Portfolio where there are a number of smaller schemes within the "Local Transport Plan" budget line progress and updates are

also reported to the executive member, (see attached latest update to the Executive Member for Transport Annex D).

8. Spend on the capital programme is reported quarterly at Executive alongside the Finance and Performance monitor.
9. Major projects reported to Audit and Governance Committee approximately on quarterly basis.
10. Major projects also published on the open data platform monthly: <https://data.yorkopendata.org/dataset/major-projects-highlight-reports>. Major Project progress are updated on a regular basis of part of this process. The current reports have been updated specifically for this meeting and are attached at Annex B.
11. Major Projects have monthly project boards which consider progress against delivery as well as financial performance. These boards (usually chaired by Directors) include Programme Managers, Finance, Legal and Procurement representatives. Where applicable the boards include external partners and funder representatives. There are boards covering:
 - Outer Ring Road
 - Station Gateway
 - Haxby Station
 - Transport (General)
 - Housing Delivery
 - Castle Gateway
 - Guildhall
 - York Central
12. Major Projects status is on performance scorecards for Departmental Management Team (DMT), some scrutiny, and all portfolio holders scorecards. Portfolio holders get this automatically monthly.
13. Project Assurance Group meet monthly, not about business as usual of the project, but to help support use of project methodology framework or bring up internally raised concerns. Feedback is then forwarded onto Corporate Management Team (CMT).
14. Project Assurance Group has department leads and covers major and medium projects.
15. Major projects are taken to CMT on a six-weekly cycle for discussion.

16. The capital programme is made up of projects which are categorised as either as a major project, large project or medium project in accordance with the Council's 'All About Projects' guidance on the intranet for project managers. The "All About Projects" framework is based on the Treasury green book guidance and it was approved by Corporate Management Team.
17. Major Projects are updated regularly and the reports are published on the open data platform <https://data.yorkopendata.org/dataset/major-projects-highlight-reports>. Major Project progress are updated on a regular basis as part of this process.
18. A number of major projects are likely to be added in the near future, subject to agreement of funding and acceptance onto the capital programme at full Council. The Council are in the final stages of securing £25million of funding for ZEBRA and BSIP (Bus service and sustainable transport interventions) much of which will be capital funding so this maybe a future area for Scrutiny to consider.
19. As would be expected projects can experience change. That change can be planned such as through increased scope of deliverables e.g. adding the active travel elements to the York Outer Ring Road Project or through unplanned change such as ground conditions etc.
20. Planned change that requires a change in budget is done through formal decision making.
21. Project management processes such as contingency and optimism bias are ways of managing unplanned cost impacts.
22. Whilst the well reported global inflation of prices of raw materials such as steel, timber and concrete does drive project costs up, it stresses the importance of a sound procurement process. Any procurement process which identifies a cost higher than the budget would be reported to members to seek the additional budget or agree the value engineering if it compromised the outcomes.

Council Plan

23. The Council Plan has Eight Key Outcomes and capital programme delivery is way that many of these are delivered. The eight key outcomes are:
 - Well-paid jobs and an inclusive economy

- A greener and cleaner city
- Getting around sustainably
- Good health and wellbeing
- Safe communities and culture for all
- Creating homes and world-class infrastructure
- A better start for children and young people
- An open and effective council

Implications

24. The following implications have been considered.

- **Financial:** New capital schemes and updates to rolling programmes are added as part of the annual capital budget which is recommended to Capital Programme. Updates are provided to regular capital monitoring reports to Executive (four per annum) and if the programme requires additional borrowing this is referred to Council for approval.
- There is a section included within the Council's Financial Regulations detailing specific requirements to managing schemes included within the capital programme. These are attached at Annex C
- **Human Resources (HR):** Projects require people to deliver them; therefore ensuring the human resource is in place to deliver projects is a key part of overseeing a programme of projects.
- **Legal:** All capital projects are subject to the governance controls contained in the Council's Constitution, specifically the Contract Procedure Rules and the Finance Regulations which set out the values of contracts at which different levels of approval must be sought. The Scheme of Delegation applies the financial limits set out in the Contract Procedure Rules and Finance Regulations. Legal colleagues work closely with officers to provide advice and support on capital projects and are involved in the Programme Assurance Board and project management boards of individual capital projects as is appropriate to the project.

Risk Management

25. Project Management is about risk allocation, major projects will have identified the key risks to the projects which are obviously financial but can be much broader about the risks being managed.

Recommendation

26. To review the Place Directorates' Capital Programme and consider areas for further specific scrutiny.

Reason: To keep the Committee updated.

Contact Details

Author:

James Gilchrist
Director of Environment,
Transport and Planning

Chief Officer Responsible for the report:

Neil Ferris
Corporate Director of Place

Report Approved



Date 9 May 2022

Specialist Implications Officer(s) None

Wards Affected:

All

Annexes

Annex A – Exec Performance Report

Annex B – Project Update Reports

Annex C – Extract of Financial Regs

Annex D – Capital programme update to Executive Member for Transport – 22 March 2022

Abbreviations:

ZEBRA Zero Emission Buses Regional Area
BSIP Bus Service Improvement Plan

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	2021/22	2022/23	2023/24	2024/25	2025/26	Total Capital Programme 2021/22- 2025/26 £000
	£000	£000	£000	£000	£000	£000
<u>HOUSING & COMMUNITY SAFETY (HRA & GF)</u>						
Local Authority Homes - New Build Project	500	11,900	18,343	20,000	18,829	69,572
Major Repairs & Modernisation of Local Authority Homes	10,866	9,915	8,462	8,769	8,720	46,732
LA Homes - Burnholme	3,182	11,000	7,345	600	0	22,127
Lowfield Housing	10,230	3,900	700	0	0	14,830
Disabled Facilities Grant (Gfund)	2,119	2,106	2,236	2,375	2,375	11,211
Duncombe Barracks	1,589	5,500	1,862	0	0	8,951
Local Authority Homes - Phase 2	1,679	2,303	1,200	0	0	5,182
Home Upgrade Grant (G/fund)	5,043	0	0	0	0	5,043
Local Authority Homes - Project Team	683	680	830	1,000	1,370	4,563
LA Homes - Hospital Fields/Ordnance Lane	3,521	0	0	0	0	3,521
Assistance to Older & Disabled People	728	610	620	630	640	3,228
Shared Ownership Scheme	3,062	0	0	0	0	3,062
LA Homes Energy Efficiency Programme	1,500	250	250	0	0	2,000
Extension to Marjorie Waite Court	1,107	200	0	0	0	1,307
Housing Environmental Improvement Programme	363	170	170	170	170	1,043
IT Infrastructure	600	0	0	0	0	600
Water Mains Upgrade	60	110	300	0	0	470
James House	183	0	0	0	0	183
Lincoln Court Independent Living Scheme	127	0	0	0	0	127
Willow House Housing Development	120	0	0	0	0	120
Tang Hall Library Site Enabling Works (G/fund)	119	0	0	0	0	119
Empty Homes (Gfund)	50	50	0	0	0	100
Chaloner Road Site Enabling Works	94	0	0	0	0	94
Extension to Glen Lodge	88	0	0	0	0	88
Local Authority Homes - Phase 1	61	0	0	0	0	61
<u>TRANSPORT, HIGHWAYS & ENVIRONMENT</u>						
York Outer Ring Road - Dualling	3,107	3,422	23,330	29,084	3,640	62,583
Highway Schemes	7,679	8,892	7,377	5,780	7,280	37,008
WYTF - Station Frontage	2,941	5,479	11,377	4,310	0	24,107
Local Transport Plan (LTP) *	4,332	3,388	1,570	1,570	1,570	12,430
Highways - Tadcaster Road	4,840	0	0	0	0	4,840
WYTF - Castle Gateway Development	200	2,095	1,347	908	50	4,600
Drainage Investigation & Renewal	631	1,050	700	700	900	3,981
Waste Vehicle Replacement	3,695	0	0	0	0	3,695
Replacement Vehicles & Plant	207	3,306	0	0	0	3,513
Flood Alleviation Schemes including Germany Beck	2,300	1,000	0	0	0	3,300
Replacement of Unsound Lighting Columns	618	644	644	66	550	2,522
York City Walls Restoration Programme	987	681	336	0	300	2,304
Fleet Acquisition	221	1,930	0	0	0	2,151
Highways & Transport - Ward Committees	1,730	250	0	0	0	1,980
Built Environment Fund - Hostile Vehicle Mitigation	197	1,632	0	0	0	1,829
Electric charging Infrastructure	900	900	0	0	0	1,800
Smarter Travel Evolution Programme	1,500	0	0	0	0	1,500
Flood Scheme Contributions	0	1,500	0	0	0	1,500
TCF - Tadcaster Road Improvements	150	1,280	0	0	0	1,430
Essential Bridge Maintenance	0	1,100	0	0	0	1,100
Hyper Hubs	1,003	0	0	0	0	1,003
Highways Drainage Works	274	200	200	200	0	874
Haxby Station	650	0	0	0	0	650
Special Bridge Maintenance (Struct maint)	515	0	0	0	0	515
Fordlands Road Flood Defences	486	0	0	0	0	486
Clean Air Zone	463	0	0	0	0	463
National Cycle Network 65 Targeted Repairs	378	0	0	0	0	378
EV Charging Asset Replacement	374	0	0	0	0	374
Fleet & Workshop Compliance	338	0	0	0	0	338
Flood Defences	317	0	0	0	0	317
Better Play Areas	272	0	0	0	0	272
Litter Bin Replacement Programme	241	0	0	0	0	241
Traffic control/ reduction and public realm improvements in Bishophill/ Mi	0	230	0	0	0	230
Knavesmire Culverts	227	0	0	0	0	227

	2021/22	2022/23	2023/24	2024/25	2025/26	Total Capital Programme 2021/22- 2025/26 £000
	£000	£000	£000	£000	£000	£000
Better Bus Area Fund	217	0	0	0	0	217
Flood Sign Renewal and Rainfall monitoring	200	0	0	0	0	200
Scarborough Bridge	178	0	0	0	0	178
CCTV Asset Renewal	157	0	0	0	0	157
River Bank repairs	149	0	0	0	0	149
Stonegate Natural Stone Renewal	123	0	0	0	0	123
Rowntree Park Lodge	121	0	0	0	0	121
Non Illuminated Structural asset renewal	116	0	0	0	0	116
Access Barrier Review	100	0	0	0	0	100
Wheeled Bins in Back Lane and Terraced Areas	61	0	0	0	0	61
Car Park Improvements	38	0	0	0	0	38
Hazel Court conversion of storage area to operational hub	17	0	0	0	0	17
Public Realm footpaths	16	0	0	0	0	16
Pothole spotter trial	1	0	0	0	0	1
<u>REGENERATION AND PROPERTY SERVICES</u>						
York Central Infrastructure	4,136	300	38,476	0	0	42,912
Guildhall	7,791	0	0	0	0	7,791
Castle Gateway (Picadilly Regeneration)	2,828	3,500	0	0	0	6,328
Asset Maintenance + Critical H&S Repairs	356	250	250	250	250	1,356
Holgate Park Land – York Central Land and Clearance	0	397	0	0	0	397
LCR Revolving Investment Fund	300	0	0	0	0	300
29 Castlegate	270	0	0	0	0	270
Commercial Property Acquisition incl Swinegate	196	0	0	0	0	196
Shambles Modernisation - Power	0	180	0	0	0	180
Community Asset Transfer	0	175	0	0	0	175
York Central	75	0	0	0	0	75
Air Quality Monitoring (Gfund)	23	28	23	0	0	74
Built Environment Fund - Shopping Area Improvements	17	0	0	0	0	17
Shambles Health & Safety	16	0	0	0	0	16
Removal of Asbestos	0	237	0	0	0	237
West Offices - Major repairs	237	0	0	0	0	237
Hazel Court welfare facilities	0	96	0	0	0	96
Photovoltaic Energy Programme	94	0	0	0	0	94
Fire Safety Regulations - Adaptations	27	50	0	0	0	77
<u>GROSS EXPENDITURE BY DEPARTMENT</u>						
<u>PLACE DIRECTORATE</u>						
HOUSING & COMMUNITY SAFETY (HRA & GF)	47,674	48,694	42,318	33,544	32,104	204,334
TRANSPORT, HIGHWAYS & ENVIRONMENT	43,267	38,979	46,881	42,618	14,290	186,035
REGENERATION AND PROPERTY SERVICES	16,366	5,213	38,749	250	250	60,828
TOTAL BY DEPARTMENT	107,307	92,886	127,948	76,412	46,644	451,197

Annex B

Major Projects Place

Large projects summary	Lead Officer	Governance	RAG Mar 2022	RAG Apr 2022	Direction of travel
York Central	David Warburton	YC Strategic Board YC Delivery Co-ordination Board	Amber	Amber	Same
Castle Gateway	Katie Peeke-Vout	Castle Gateway Working Group	Amber	Amber	Same
Guildhall	Richard Stephenson	Guildhall Project Board	Green	Green	Same
Outer Ring Road (A1237)	Gary Frost	YORR Project Delivery Group Technical Working Group	Amber	Amber	Same
Housing Delivery Programme	Sophie Round	Housing Delivery Programme Board	Amber	Amber	Same
Smart Travel Evolution Programme (STEP)	Christian Wood	Step board Transport Board	Green	Amber	Worse
Flood Risk	Steve Wragg	Environment Agency Programme Board	Green	Green	Same
City Centre Access	Catherine Higgins	Transport Board	Amber	Amber	Same
Hyperhubs	Stuart Andrews	Transport Board	Green	Green	Same
Council Housing Energy Retrofit Programme	Jeremy Smawfield	Housing Energy Efficiency Board	Amber	Amber	Same
Haxby Station	Richard Holland	NSF Board (DfT; Network Rail etc.)	Amber	Amber	Same
York Station Gateway	Brendan Murphy	Station Project Board	Green	Amber	Worse

Detailed Updates

Project title		York Central							
Reporting period		April 2022							
Description									
<p>York Central is a key strategic development site for economic growth and housing delivery for the city. The majority of the land is in the ownership of Network Rail and Homes England. CYC have a role to play in de-risking the site and accelerating delivery with public sector partners. In recent months, the site and the opportunity it presents have been positioned at all levels of Government as a priority site for support to enable delivery of locally-led regeneration and development schemes. The capacity for the site to contribute to the achievement of the local plan housing targets is also a key consideration.</p>									
Overall status this period (Apr)					Overall status previous period (Mar)				
	Scope	Quality	Costs	Resources	Financial Benefits	Non Financial Benefits	Tasks & Milestones	Risks	Issues
Apr									
Mar									
Costs Status Explanation	<ul style="list-style-type: none"> Exec report in April seeking additional CYC funding commitment. 								
Tasks & Milestones Status Explanation	<ul style="list-style-type: none"> Updated delivery programme expected from Homes England. Homes England to take the project forward. CYC involvement now on the regulatory/adoption elements. 								
Risks Status Explanation	<ul style="list-style-type: none"> Risks associated with the project are complex and interdependent. Active risk management is ongoing. Significant number of pre commencement conditions and highway adoption approvals required prior to start of construction. 								
Issues Status Explanation	<ul style="list-style-type: none"> Landowners carrying out due diligence on the project. 								
Current status									
<ul style="list-style-type: none"> IP1 (enabling works and site clearance contract) completed. Millennium Green works complete. Unipart, Concrete Works and Wagon Repair Depot buildings demolished, the material retained on site, has been crushed and stockpiled for re-use on site. Ongoing GI and archaeological investigations ahead of main infrastructure contract. 									
Future outlook									

	<ul style="list-style-type: none"> Highway Adoption processes being coordinated with Homes England for the main infrastructure delivery Delivery arrangements for main infrastructure contract by Homes England to be confirmed. Homes England are working through the discharge of planning conditions with the aim of commencing main construction works in early summer 2022.
Reports to	York Central governance structures and Executive.
Exec member	Cllr Keith Aspden
Director responsible	Neil Ferris - Corporate Director of Place
Dependencies	Local Plan Policy, Economic Strategy, City Transport Policy and external funding bids.
Link to paper if it has been to another member meeting (e.g. executive, council, a scrutiny committee)	<p>Executive December 2015 – York Central and Access Project http://modgov.york.gov.uk/ieListDocuments.aspx?CId=733&MId=8844&Ver=4</p> <p>Executive July 2016 – York Central http://modgov.york.gov.uk/ieListDocuments.aspx?CId=733&MId=9303&Ver=4</p> <p>Executive November 2016 - Consultation on access options / Third party acquisitions http://modgov.york.gov.uk/ieListDocuments.aspx?CId=733&MId=9307&Ver=4</p> <p>Executive July 2017: Project and Partnership Update http://modgov.york.gov.uk/ieListDocuments.aspx?CId=733&MId=10188&Ver=4</p> <p>Executive November 2017 - Preferred Access Route and Preparation for Planning http://modgov.york.gov.uk/ieListDocuments.aspx?CId=733&MId=10193&Ver=4</p> <p>Executive March 2018 - York Central Access Construction http://modgov.york.gov.uk/ieListDocuments.aspx?CId=733&MId=10189&Ver=4</p> <p>Executive June 2018 – Masterplan & Partnership Agreement http://modgov.york.gov.uk/ieListDocuments.aspx?CId=733&MId=10469&Ver=4</p> <p>Decision Session August 2018 – York Central Design Guidelines http://modgov.york.gov.uk/ieListDocuments.aspx?CId=875&MID=10847#AI49619</p> <p>Executive August 2018 York Central Update – Western Access http://modgov.york.gov.uk/ieListDocuments.aspx?CId=733&MId=10471&Ver=4</p>

	<p>Executive November 2018 – York Central Enterprise Zone Investment Case http://modgov.york.gov.uk/ieListDocuments.aspx?CId=733&MId=10474&Ver=4</p> <p>Executive January 2019 York Central Partnership Legal Agreement http://modgov.york.gov.uk/ieListDocuments.aspx?CId=733&MId=10476&Ver=4</p> <p>Executive July 2019 - York Central Partnership Update http://modgov.york.gov.uk/ieListDocuments.aspx?CId=733&MId=11107&Ver=4</p> <p>Executive October 2019 – Update http://modgov.york.gov.uk/ieListDocuments.aspx?CId=733&MId=11111&Ver=4</p> <p>Executive July 2020 – Update https://democracy.york.gov.uk/ieListDocuments.aspx?CId=733&MId=12295&Ver=4</p> <p>Executive April 2021 – York Central & York Station Gateway Update https://democracy.york.gov.uk/ieListDocuments.aspx?CId=733&MId=12510&Ver=4</p>
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Project title	Castle Gateway								
Reporting period	April 2022								
Description									
<p>City of York Council (CYC) is one of the principal landowners in the area around Piccadilly, the Eye of York, St George's Field and the Foss Basin. This area is being referred to as the Castle Gateway and many parts of the area are underused, semi derelict or of poor quality. Many of the properties are for sale or owned by investors and there is a risk that the area will continue to be blighted or that important sites will be developed in a piecemeal manner. The area is urgently in need of a fresh vision to improve the locality and create a socially and economically sustainable future. As the principal landowner, CYC will be instrumental in delivering a joined-up regeneration of the area which will maximise social and economic benefits for the city.</p>									
Overall status this period (Apr)					Overall status previous period (Mar)				
	Scope	Quality	Costs	Resources	Financial Benefits	Non Financial Benefits	Tasks & Milestones	Risks	Issues
Apr									
Mar									
Costs Status Explanation		<p>The Executive approved a further budget of £2.15m to take the project through to the next decision point in Autumn 2021. This decision has been delayed due to the delay in the Castle Mills detailed design and costing programme. The project remains within budget, in terms of future required delivery budgets there is still uncertainty as to the impact of COVID-19 on elements of the project affecting the cost of delivery, including the timescales and build costs. This is being mitigated through ongoing assessment of market conditions. The Executive will only be asked to make a decision to proceed with construction phase once actual tender prices have been received.</p>							
Financial Benefits Status Explanation		<ul style="list-style-type: none"> An economic business case assessment which was prepared for the unsuccessful Levelling Up Funding bid, identified the benefit cost ratio of funding sought to be 2.7, however these benefits being achieved are dependent on external funding being secured. The sales values of the apartments at Castle Mills will provide a profit which will be reinvested into the wider public benefits of the masterplan. 							
Tasks & Milestones Status Explanation		<p>The impact of COVID-19 has been reviewed, with the report to Executive in October 2020 reprofiling the key milestones for the delivery of the project, with the next decision point being in summer 2022. This is a slight delay to the programme. The impact of COVID-19 will continue to be monitored and the impact on the tasks and milestones taken into account at this next decision point.</p>							
Risks Status Explanation		<p>This is a complex project to deliver an ambitious masterplan, and as such it has significant risks to its delivery. Whilst mitigation and monitoring of risks is being undertaken, the project is likely to remain at risk throughout delivery. As the different projects that make up the masterplan move into delivery, each has its</p>							

	own dedicated risk register which feeds into the programme level risk register. The key headline risks reported here are taken from the programme risk register.
Issues Status Explanation	The programme issues remain under review and are managed by the project team.
<p>Current status</p> <p>Castle Mills – There has been a delay to the programme for Wates producing the final design and final cost of construction due to difficulty obtaining sub-contractor pricing due to ongoing market uncertainty relating to Brexit and Covid supply chain issues. The detailed technical design of some elements of the scheme is also taking longer than programmed to resolve.</p> <p>St George's Field – Officers continue work on the preparation of a business case to consider whether to proceed with the multi-storey car park at St George's Field. This will take into consideration the outcome of the strategic review of council car parking. The business case is expected to be considered by members in summer 2022 as part of the wider Castle Gateway report.</p> <p>Castle and Eye of York – The planning application for the Castle and Eye of York has remained out for statutory consultation with stakeholders and the public for comment. Officers have considered comments from statutory consultees and where appropriate reviewed the design to respond to these.</p> <p>17-21 Piccadilly – Members approved a 3 year extension to the Spark:York lease whilst officers market the site for the delivery of affordable housing.</p>	
<p>Future outlook</p> <p>Castle Mills – The detailed design and construction cost for the Castle Mills scheme remains under development. The design process includes working with internal officers and key stakeholders will also include discharging the relevant planning conditions. An update will be taken to Executive in the summer.</p> <p>St George's Field – Officers will continue to draw together the business case to consider whether to proceed with St George's Field multi storey car park. This will be presented to Executive in summer 2022 as part of a wider Castle Gateway regeneration update.</p> <p>Castle and Eye of York – The project team will continue to respond to any requested design changes from statutory consultees before it is considered by Planning Committee.</p>	

West Yorkshire Transport Fund – Following confirmation of the approval of the outline business case, officers will work with WYCA to develop the full business case for the funding.	
Reports to	<p>The Executive have approved a whole series of recommendations over the years to advance the project, with delivery of these being the responsibility of the Castle Gateway Working Group. This working group was established in January 2017 and serves as the project board and meets on a monthly basis. It is chaired by the Director of Place, and the wider interests of the council are represented by the Heads of Regeneration and Economy; Head of Highways and Transport, Head of Planning and Development Services, Head of Environmental Services, Head of Housing Delivery and Asset Management, Head of Legal Services, Chief Finance Officer and Head of Property.</p> <p>The Castle Gateway project manager has defined expenditure levels under the Council’s Contract Procedure Rules. Any decisions that are outside the remit of previous recommendations from the Executive are taken to the appropriate decision making route as set out by the council’s governance and decision making framework. Dependent on the nature and scope of the issue this may be an officer decision, Executive Member decision, or require a full Executive decision.</p>
Exec member	Cllr Nigel Ayre
Director responsible	Tracey Carter - Director Economy, Regeneration and Housing
Dependencies	Local Plan Policy, City Transport Policy
Link to paper if it has been to another member meeting	<p>Executive October 2015 - York's Southern Gateway http://democracy.york.gov.uk/ieListDocuments.aspx?CId=733&MIId=8842&Ver=4</p> <p>Executive November 2016 - Land Assets on Piccadilly https://democracy.york.gov.uk/ieListDocuments.aspx?CId=733&MIId=9307&Ver=4</p> <p>Executive January 2017 – Update York Castle Gateway https://democracy.york.gov.uk/ieListDocuments.aspx?CId=733&MIId=9309&Ver=4</p> <p>Executive August 2017 - Proposed Temporary Use of Part of Castle Car Park https://democracy.york.gov.uk/ieListDocuments.aspx?CId=733&MIId=10190&Ver=4</p> <p>Executive April 2018 - Castle Gateway Masterplan</p>

	<p>http://democracy.york.gov.uk/ieListDocuments.aspx?CId=733&MId=10197&Ver=4</p> <p>Executive October 2018 - Proposed Temporary Uses of Part of Castle Car Park</p> <p>https://democracy.york.gov.uk/ieListDocuments.aspx?CId=733&MId=10473&Ver=4</p> <p>Executive October 2019 – Update</p> <p>http://modgov.york.gov.uk/ieListDocuments.aspx?CId=733&MId=11111&Ver=4</p> <p>Executive January 2020 –Phase One Delivery Strategy</p> <p>https://democracy.york.gov.uk/ieListDocuments.aspx?CId=733&MId=11115&Ver=4</p> <p>Executive October 2020 – Update and Business Case Review</p> <p>https://democracy.york.gov.uk/ieListDocuments.aspx?CId=733&MId=12297&Ver=4</p>
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Project title		The Guildhall							
Reporting period		April 2022							
Description									
<p>City of York Council vacated the Guildhall in April 2013, moving to West Offices as part of the Admin Accommodation programme, in order to make approx. £1m pa savings. An evaluation of potential future uses had already been undertaken, and following further feasibility work and review a decision on the Future of the complex was taken by Executive in October 2015. Approval was granted for detailed project development work to secure the future of the Guildhall as a serviced office venue; with virtual office and business club facilities, maximising the benefits of the different spaces within the complex, its heritage appeal, and also ensuring ongoing council use and public access in a mixed use development.</p>									
Overall status this period (Apr)					Overall status previous period (Mar)				
	Scope	Quality	Costs	Resources	Financial Benefits	Non Financial Benefits	Tasks & Milestones	Risks	Issues
Apr									
Mar									
Current status									
Statutory Consents / Approvals									
<ul style="list-style-type: none"> Executive approval February 2019 to advance to the construction stage. Planning and LBC approvals granted 16 Feb 2017. Executive approval for scheme delivery 16 Mar 2017. Full Council approval of budget requirement 30 Mar 2017. Grant Agreement letter signed with WYCA 7 Apr 2017 securing £2.347m of LGF funding from LCR LEP to support project delivery. 									
Project Progress									
<ul style="list-style-type: none"> Construction commenced on the 16th of September 2019. All piling completed and the ground beams to the north range are completed. The re-roofing of the main hall and the south range are completed. External stonework repairs complete. The North Range steelwork is completed and the concrete precast floors have been installed giving a good feel of how the restaurant and riverside terraces will look when completed. Council Chamber re-roofing completed. The glazed arcade roof is completed. 									

<ul style="list-style-type: none"> • The north range new build is watertight allowing internal works to commence. • The tower reconstruction is completed, scaffold removed from the riverside elevation. • Internal repairs are advancing well, decoration has commenced following the completion of the main plastering in the existing building. • Raised access floors are now being fitted in the new build section and carpets are being laid in the Victorian block. • The new stone floor to the main hall is close to completion. 	
<p>Future outlook</p> <p>The Guildhall project will be completed and handed back to CYC on the 14th of April 2022.</p>	
Reports to	The Guildhall board reports to Place DMT and PM updates exec member and Exec when required for updates and approvals.
Exec member	Cllr Nigel Ayre
Director responsible	Tracey Carter - Director Economy, Regeneration and Housing
Dependencies	Local plan
Link to paper if it has been to another member meeting (e.g. executive, council, a scrutiny committee)	<p>Executive October 2015 - The Future of York's Guildhall & Riverside http://democracy.york.gov.uk/ieListDocuments.aspx?CId=733&MIId=8842&Ver=4</p> <p>Scrutiny – 13 June 2016 http://modgov.york.gov.uk/ieListDocuments.aspx?CId=144&MIId=9420&Ver=4</p> <p>Exec July 2016 - Detailed Designs & Business Case http://democracy.york.gov.uk/ieListDocuments.aspx?CId=733&MIId=9303&Ver=4</p> <p>Executive March 2017 – The Development of the Guildhall Complex https://democracy.york.gov.uk/ieListDocuments.aspx?CId=733&MIId=9311&Ver=4</p> <p>Executive May 2018: The Development of the Guildhall Complex https://democracy.york.gov.uk/ieListDocuments.aspx?CId=733&MIId=10198&Ver=4</p> <p>Executive February 2019: Redevelopment Tender Evaluation & Project Business Plan Appraisal https://democracy.york.gov.uk/ieListDocuments.aspx?CId=733&MIId=11007&Ver=4</p>

Project title	Outer Ring Road (A1237)								
Reporting period	April 2022								
Description									
<p>This project combines the previously separate schemes - YORR roundabout upgrades & YORR dualling (phase 1). This project has already delivered an upgrade of the Wetherby Road roundabout in 2018/19 to the new standard 3 lane approaches and 2 lane exits on the A1237. This project will continue by upgrading the stretch of the A1237 to dual carriageway standard between the A19 junction and Little Hopgrove junction, including the upgrade of the 5 roundabouts on this stretch to the standard already set by the Wetherby Road upgrade. This project will increase the capacity of the ring road, particularly of the roundabouts being upgraded, to reduce orbital and radial journey times. The A1237 roundabout at Great North Way will also be improved as part of this project (although this lies outside the stretch which is to be dualled).</p>									
Overall status this period (Apr)					Overall status previous period (Mar)				
	Scope	Quality	Costs	Resources	Financial Benefits	Non Financial Benefits	Tasks & Milestones	Risks	Issues
Apr									
Mar									
Costs Status Explanation		The last cost plan was produced in February 2021 showing that the scheme is broadly within the budget but some of the contingency is at risk. A review of land prices and the additional items recommended in the scheme e.g. diverting Bridleway No. 4 have now put that contingency at greater risk. A full cost review will be undertaken when the planning application is submitted in April 2022.							
Resource Status Explanation		A lot of activity is in progress including finalisation and review of documents for planning application. 1 member of the team is being allocated to other projects and this has put a strain on resources. This should be temporary until the planning application is submitted.							
Tasks & Milestones Status Explanation		Due to ongoing issues with the noise modelling and the need to provide mitigation for properties, the planning application date has slipped into April.							
Risk Status Explanation		There are a number of risks rated as amber, but the two key risks which are relevant at this stage are getting planning approval and acquiring land. These risks will be relevant for at least the next six – nine months and the project team are working on them continuously.							
Issues Status Explanation		<ul style="list-style-type: none"> Landowners of the Clifton Business Park are not content about the level of improvements proposed for frontage to their site at Wigginton Road. They are canvassing support to have their case heard. This issue is still live but the outcome of the consultation has meant that there is a case to provide some mitigating features to present to the landowners at Cliftongate Business Park. 							

Current status	
<ol style="list-style-type: none"> 1. Continuing negotiations to purchase land by private agreement. 2. Continuation of compiling documents for the planning application. 3. Continuing with detailed design. 4. Continuing liaison with utility companies affected by the scheme. 5. Held programme review meeting. 6. Ongoing correspondence with stakeholders on detailed design elements. 7. Archaeological geophysical survey for discreet areas along the route of the scheme completed. 8. Comms plan review completed. 	
Future outlook	
<ol style="list-style-type: none"> 1. Finalise and review all documents for planning application. 2. Draft report for CYC Executive on the need to undertake utility diversions on the scheme. 3. Continue to attempt to buy land for the scheme. 4. Continue with detailed design process. 5. Continue to review utility diversions for the scheme. 6. Plan communications in order to address events in the near future. 	
Reports to	Project reports into the Transport board, Project Board and Lead Members Board
Exec member	Cllr Andy D'Agorne
Director responsible	James Gilchrist - Director Environment, Transport and Planning
Dependencies	LTP4, Local plan
Link to paper if it has been to another member meeting (e.g. executive, council, a scrutiny committee)	<p>Executive W Yorkshire Transport Fund – 24 Nov 16 http://democracy.york.gov.uk/documents/s110381/WYTF%20Exec%20Nov%202016%20v5.pdf</p> <p>Executive July 2017 - Proposed York Outer Ring Road Improvements / Approach to Deliver https://democracy.york.gov.uk/ieListDocuments.aspx?CId=733&MIId=10188&Ver=4</p> <p>Executive December 2018 - A1237 Outer Ring Road – Dualling Update https://democracy.york.gov.uk/ieListDocuments.aspx?CId=733&MIId=10475&Ver=4</p> <p>Executive September 2019 - Improvements Update https://democracy.york.gov.uk/ieListDocuments.aspx?CId=733&MIId=11109&Ver=4</p>

	<p>Executive February 2020 – Dualling from A19 Rawcliffe to A64 Hopgrove https://democracy.york.gov.uk/ieListDocuments.aspx?CId=733&MId=11116&Ver=4</p> <p>Executive June 2020 – Phase 1 Dualling - Procurement Strategy, Approach to Public Engagement and Landscaping https://democracy.york.gov.uk/ieListDocuments.aspx?CId=733&MId=12293&Ver=4</p> <p>Executive March 2021 - Phase 1 Dualling - Resolution in principle to promote a Compulsory Purchase Order and associated Side Roads Order https://democracy.york.gov.uk/ieListDocuments.aspx?CId=733&MId=12509&Ver=4</p> <p>Executive Sept 2021 - Phase 1 Dualling – Evaluation of the Consultation Process and Resolution to Submit a Planning Application https://democracy.york.gov.uk/ieListDocuments.aspx?CId=733&MId=12795&Ver=4</p>
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Project title	Housing Delivery Programme								
Reporting period	May 2022								
Description									
The accelerated delivery of mixed tenure housing across multiple sites in the city.									
Overall status this period (Apr)					Overall status previous period (Mar)				
	Scope	Quality	Costs	Resources	Financial Benefits	Non Financial Benefits	Tasks & Milestones	Risks	Issues
Apr									
Mar									
Costs Status Explanation	<ul style="list-style-type: none"> The Lowfield scheme remains within the budget approved by Executive. The budget for delivering the Burnholme and Duncombe Barracks schemes has been approved by Executive prior to entering build contracts. A review of the business case for the Ordnance Lane scheme has been undertaken to ensure viability. The receipt of grant funding for enabling works is supporting the development of a viable proposal. 								
Resources Status Explanation	<ul style="list-style-type: none"> As the Duncombe / Burnholme schemes approach delivery and as further schemes are being developed the resource within the team must be reviewed as part of the housing re-structure to ensure the council's delivery capability remains strong. 								
Financial Status Explanation	<ul style="list-style-type: none"> The impact of the Covid pandemic on the Housing Market continues to be monitored with the appointed sales agent. 								
Non Financial Status Explanation	<ul style="list-style-type: none"> The commitment to deliver added social value through the Housing Delivery Programme has been demonstrated through the engagement work to date. This needs to be embedded into all future design and construction work and the sales and lettings process. Plans to monitor this following completion are being developed - and the resource necessary to ensure effective monitoring will also be reviewed. 								
Tasks & Milestones Status Explanation	<ul style="list-style-type: none"> Construction works continue at Lowfield Green - although there have been delays, 3 phases are now complete. Phase 4 to be complete imminently. Planning Permission has been achieved on the Duncombe Barracks and Burnholme schemes and the build contract will be awarded in May 2022. The Master Programme is being reviewed with respect to the future programme to reflect the revised timescales. 								
Risks Status Explanation	Detailed risk register has been formulated to identify all key risks, assign responsibilities and determine potential mitigation measures. Construction cost inflation remains a concern.								
Issues Status Explanation	Issues are being managed in accordance with identified risk mitigation measures.								
Current status									
<u>Lowfield Green</u>									

- Cover slab works are progressing successfully. No further issues encountered.
- Quality is good, the programme is likely to complete late 2022 as a result of Covid-19 & s185 / s38 situation and likely impact on staffing and materials.
- Technical approvals are in place with engrossments received and planning conditions are discharged to allow occupation.
- All self build plots have commenced and 5 out of 6 are on superstructure works with final plot due to start in Spring 2022. Plot 4 are now in occupation.
- Practical Completion issued for Section 4 plots 63 & 64, 106-112.

Duncombe Barracks

- Caddick Construction have been awarded preferred bidder status.
- Approval was received from the Council's Executive of an updated financial business case, an increase in the proportion of affordable housing, and to proceed with the appointment of the contractor.
- An award letter has been issued to the contractor and details are now being finalised before entering into contract.
- S38 highway design pack has been revised in light of comments received and submitted for approval.
- S104 drainage design pack was submitted to Yorkshire Water, minor comments were received and are now being addressed so that YW can proceed with approval.
- Procurement of a NEC Project Supervisor has started with the invitation to tender now published.
- Work has taken place to fulfil the pre-commencement planning conditions and the first batch of pre-commencement conditions has been submitted to Planning for discharge.
- Submission of a grant bid Homes England requesting funding to contribute to the financing of 7 additional shared ownership homes at Duncombe Barracks.

Burnholme

- Caddick Construction have been awarded preferred bidder status.
- Approval was received from the Council's Executive of an updated financial business case, an increase in the proportion of affordable housing, and to proceed with the appointment of the contractor.
- An award letter has been issued to the contractor and details are now being finalised before entering into contract.
- Retrospective adoption of drainage (S102) of Mosssdale Avenue: following the submission of the S102 application, Yorkshire Water have requested a

survey so that evidence of the built drainage is obtained. A surveyor has now been appointed to carry out the survey.

- S104 for new development: further comments were received from Yorkshire Water on revised drawings. The revised package has now been submitted.
- S38 agreement: meeting with Highways took place early March and package was re-sent for review following their comments.
- Procurement of a NEC Project Supervisor has started with the invitation to tender now published.
- Work has taken place to fulfil the pre-commencement planning conditions and the first batch of pre-commencement conditions has been submitted to Planning for discharge.
- Submission of a grant bid Homes England for funding to contribute to the financing of 16 additional shared ownership homes at Burnholme.

Ordnance Lane

- Planning application is submitted and planning developments are being monitored and responded to - committee is likely to be early June.
- Progressing with tender development of the enabling works.
- Change of use application has now been submitted by TransDev bus company for the Rawcliffe Depot site and planning statement has been received.

Next Period

Lowfield Green

- Practical completion to be issued for remaining section 4 properties.
- Work to continue to progress at pace on sections 5 & 6.

Duncombe Barracks

- Receive feedback on bid submitted to Homes England requesting part funding for 7 shared-ownership homes.
- Finalise construction contract details and enter into contract.
- Submit remaining pre-commencement conditions.
- Evaluation of NEC Project Supervisor tender returns and interviews.
- Progress branding strategy including content for site hoarding.
- Arrange a pre-start information event for public/neighbours.
- Meeting with Persimmon's to agree treatment of joint boundary wall.

Burnholme

- Receive feedback on bid submitted to Homes England requesting part funding for 16 shared-ownership homes.
- Finalise construction contract details and enter into contract.
- Submit remaining pre-commencement conditions.
- Evaluation of NEC Project Supervisor tender returns and interviews.
- Drainage survey of Mossdale Avenue as part of S102 process.
- Progress branding strategy including content for site hoarding.

Ordnance Lane

- Committee report to be complete and all outstanding issues with highways and Yorkshire Water to be resolved.
- Progressing with tender development of the enabling works, ready to go to tender in early June.
- Change of use application to be approved.

Reports to	Project team consisting of officers at the council who will advise on specialisms such as legal, housing, finance, and procurement. This project team feeds into the Housing Delivery Programme Board, which consists of senior officers and managers. The board guides decisions shaping the programme, setting objectives, scope, and timelines for projects. The board reports into the HCA as part of the partnership arrangement as well as One Public Estate. When milestones are met the programme will report into 'Capital and Asset Board' and 'Health, Housing and Adult Social Care' and 'Employment and Place' Management Teams for co-ordination and major project issues. Decisions taken by the Council Management Team followed by Executive.
Exec member	Cllr. Denise Craghill
Director responsible	Tracey Carter - Director Economy, Regeneration and Housing
Dependencies	None
Link to paper if it has been to another member meeting (e.g. executive, council, a scrutiny committee)	<p>March 2017 Executive Meeting https://democracy.york.gov.uk/ieListDocuments.aspx?CId=733&MId=9311&Ver=4</p> <p>December 2017 Executive Meeting</p> <ul style="list-style-type: none"> - Delivering Health and Wellbeing facilities for York - Establishing a Delivery Model and the Scope of the Programme - Delivering the Lowfield Scheme

	<p>https://democracy.york.gov.uk/ieListDocuments.aspx?CId=733&MId=10194&Ver=4</p> <p>July 2018 Executive Meeting - Proposals https://democracy.york.gov.uk/ieListDocuments.aspx?CId=733&MId=10470&Ver=4</p> <p>October 2018 Executive Meeting - Duncombe Barracks, Burton Stone Lane https://democracy.york.gov.uk/ieListDocuments.aspx?CId=733&MId=10473&Ver=4</p> <p>January 2019 Executive Meeting- Building More Homes for York – removal of the HRA borrowing cap https://democracy.york.gov.uk/ieListDocuments.aspx?CId=733&MId=10476&Ver=4</p> <p>September 2019 Executive Meeting - Update https://democracy.york.gov.uk/ieListDocuments.aspx?CId=733&MId=11109&Ver=4</p> <p>October 2020 Executive Meeting – Phase 2 of the Housing Delivery Programme https://democracy.york.gov.uk/ieListDocuments.aspx?CId=733&MId=12298</p> <p>October 2021 Executive Meeting – Update https://democracy.york.gov.uk/ieListDocuments.aspx?CId=733&MId=12796&Ver=4</p> <p>March 2022 Executive Meeting – Delivering Affordable Housing on Council Land https://democracy.york.gov.uk/ieListDocuments.aspx?CId=733&MId=12801&Ver=4</p>
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Project title		Smart Travel Evolution Programme – STEP							
Reporting period		April 2022							
Description									
STEP is a programme of delivery that will prepare York for the coming revolution in adoption of connected and autonomous vehicles and managing whole city mobility. The project aims to achieve this by:									
<ul style="list-style-type: none"> ➤ Improving communications to transport infrastructure and collecting more transport data. ➤ Building a transport data platform to assist the city to meet big data challenges and making more of this data accessible. ➤ Improving transport modelling, that allows us to run City wide models at varying scales, in near real time. This allows us to understand the way the transport network is performing and is expected to improve our transport planning activities. 									
Overall status this period (Apr)					Overall status previous period (Mar)				
	Scope	Quality	Costs	Resources	Financial Benefits	Non Financial Benefits	Tasks & Milestones	Risks	Issues
Apr									
Mar									
Resource Status Explanation		<ul style="list-style-type: none"> • New PM required from May 2022. 							
Tasks & Milestones Status Explanation		<ul style="list-style-type: none"> • Legal delays in getting the data platform contract fully issued and signed have had a compound effect on delivery timelines for this element of work. • A request will be submitted to the board to extend the project time lines. The budget can cover additional time implications. 							
Issues Status Explanation		<ul style="list-style-type: none"> • Although budget is well on track, timelines for delivery of GLOSA and the data platform have slipped. This is due to COVID19 resource delays and legal complications. An extension request will be put to the board. 							
Current status									
In the last reporting period									
<ul style="list-style-type: none"> • Operatives completed final Real-Time Model training. • GLOSA Site Acceptance Testing completed and ready for go-live after a server migration on 4th May. • Data Platform build continued. • Final report draft completed for feedback. 									
Future outlook									

<p>In the next reporting period:</p> <ul style="list-style-type: none"> • GLOSA to go live. • Final Report draft to be reviewed. • Data Platform build to continue. 	
Reports to	<p>The STEP board reports into the Place DMT and PM updates executive member and Executive when required for updates and approvals.</p> <p>Key decisions are agreed by the Transport Board before reaching executive member or Executive.</p>
Exec member	Cllr Andy D'Agorne
Director responsible	James Gilchrist - Director Environment, Transport and Planning
Dependencies	The Transport Capital Programme and TSAR Project
Link to paper if it has been to another member meeting	<p>Annex A – Bid documentation for the Smart Transport Evolution Programme funding:</p> <p>www.york.gov.uk/downloads/download/35/smart-travel-evolution-programme-step</p> <p>Decision Session - Executive Member for Transport - June 21</p> <p>https://democracy.york.gov.uk/ieListDocuments.aspx?CId=738&Mid=12726&Ver=4</p>

Project title		Flood Risk – York 5 Year Plan							
Reporting period		April 2022							
Description									
<p>CYC are working closely with the Environment Agency to deliver a range of localised improvements to the cities flood defences, this work – the York Five Year Plan – has been developed following the floods and is supported by Government investment. In addition to this we are working with the EA on a catchment scale study to identify opportunities for wider interventions across the River Ouse catchment to further reduce future flood risks into the long term.</p>									
Overall status this period (Apr)					Overall status previous period (Mar)				
	Scope	Quality	Costs	Resources	Financial Benefits	Non Financial Benefits	Tasks & Milestones	Risks	Issues
Apr									
Mar									
Costs Status Explanation		Further appraisal works are underway on flood cells with less viability or lower priority.							
Current status									
<ul style="list-style-type: none"> • Work continues across a number of flood cells across the city. • A number of flood cells have construction complete/almost complete. • All remaining flood cells have entered the construction phase. • Installation of property flood resilience measures has progressed • Works to develop the construction compounds at Strensall and Clifton have completed, the diversions to the cycle path in Clifton Ings are ongoing. • Construction phases at Clementhorpe and Lower Bootham flood cells are nearing completion. 									
Future outlook									
<ul style="list-style-type: none"> • Bishopthorpe scheme completed, operation procedures being agreed and implemented. • Clementhorpe works reaching completion, compound and reinstatement works in June. • Cycle/footpath diversion completing in Clifton Ings, access for works held until after Easter when main works will commence. • Strensall flood storage area works continuing. 									
Reports to		The Project board sits within the Environment Agency. The Environment Agency has a formal programme board in compliance with PRINCE2 methodology, CYC are a member of the board. The lead Executive member receives a							


	quarterly report, and it is the subject of a bi-annual report to Economy and Place scrutiny committee. This approach to governance has been approved and adopted by Executive.
Exec member	Cllr Andrew Waller
Director responsible	James Gilchrist - Director Environment, Transport and Planning
Dependencies	None
Link to paper if it has been to another member meeting	<p>Executive February 2017: CYC Response to the Independent Flood Inquiry https://democracy.york.gov.uk/ieListDocuments.aspx?CId=733&MId=9310&Ver=4</p> <p>Executive April 2021 – Strategic Flood Risk Assessment Update https://democracy.york.gov.uk/ieListDocuments.aspx?CId=733&MId=12510&Ver=4</p>

Project title	City Centre Access								
Reporting period	April 2022								
Description									
<p>Project involves the feasibility and design of static and automated measures to be implemented into the area around Spurriergate, Coney Street, Parliament Street and York Racecourse to provide public protection from potential vehicle attack.</p> <p>The proposals follow firm Police and Counter Terror Unit advice to implement measure to protect areas of high footfall.</p> <p>The automated measures will retain vehicle access outside the footstreets hours and allow emergency and other urgent access during footstreets hours through a system of control by CYC.</p>									
Overall status this period (Apr)					Overall status previous period (Mar)				
	Scope	Quality	Costs	Resources	Financial Benefits	Non Financial Benefits	Tasks & Milestones	Risks	Issues
Apr									
Mar									
Costs Status Explanation		<ul style="list-style-type: none"> Costs have risen - inflation including the effects of Brexit and Covid on the market and supply issues. Costs have risen as products have been developed that better meet the criteria to manage the identified risks. 							
Resources Status Explanation		<ul style="list-style-type: none"> Design resource in place. Uncertainty over availability of suitable contractor and materials etc in current market. 							
Tasks & Milestones Status Explanation		<ul style="list-style-type: none"> Bringing forward the design of the phase 3 measures whilst the permanent footstreets restrictions were finalised saved some time however implementation of hostile vehicle mitigation measures will be delayed to 2022 and very likely to continue into 2023. Once the procurement process is complete a timetable will become clear. All efforts to deliver ready for winter 2022 will be made. 							
Risk Status Explanation		Risks associated with successful and timely implementation which lead to inflation impacts being increased.							
Issues Status Explanation		Phase two - Minster area to be clarified.							
Current status									
<ul style="list-style-type: none"> Trial holes completed Detailed design continued. Preparation of contract documents continued. 									

<ul style="list-style-type: none"> • Work on procedures and protocols resumed. 	
Future outlook <ul style="list-style-type: none"> • Detailed design will be substantially completed. • Contract documents will be completed. • Preparation to tender the installation works. 	
Reports to	<p>Programme reports to the Transport Board and is advised by the York Counter Terrorism Working Group.</p> <p>There is a CYC internal working group working on the detail.</p>
Exec member	Cllr Andy D'Agorne
Director responsible	James Gilchrist - Director Environment, Transport and Planning
Dependencies	None
Link to paper if it has been to another member meeting (e.g. executive, council, a scrutiny committee)	<p>Executive February 2018: City Transport Access Measures http://modgov.york.gov.uk/ieListDocuments.aspx?CId=733&MIId=10196&Ver=4</p> <p>Executive September 2018: City Centre Access Update and Priority 1 Proposals http://modgov.york.gov.uk/ieListDocuments.aspx?CId=733&MIId=10472&Ver=4</p> <p>Executive August 2019: City Centre Access Experimental Traffic Order Conclusion and Phase 1 Proposals http://modgov.york.gov.uk/ieListDocuments.aspx?CId=733&MIId=11108&Ver=4</p> <p>Executive February 2020: Phase 1 Proposals (Update) https://democracy.york.gov.uk/ieListDocuments.aspx?CId=733&MIId=11116&Ver=4</p> <p>Executive January 2022: Security Measures https://democracy.york.gov.uk/ieListDocuments.aspx?CId=733&MIId=12799&Ver=4</p>

Project title	Hyperhubs									
Reporting period	April 2022									
Description										
<p>Hyper Hubs are an innovative combination of solar energy harvesting and storage with electric vehicle charging points, reducing the reliance of electric vehicles on the UK electricity grid, and reducing greenhouse gas (GHG) emissions. By providing Hyper Hubs at Poppleton and Monks Cross Park and Ride sites, we aim to increase the use of electric vehicles for journeys in and to York, providing eight private vehicle charging points at each site.</p> <p>By providing Hyper Hubs at Poppleton and Monks Cross Park and Ride sites, a solar canopy would be erected over approximately 100 parking spaces, providing space for 1,400 m² of solar panels. This canopy is an elevated structure – essentially a roof below which cars can still park – with solar panels on the top. Adjacent to the canopy, but not on land currently used for parking, there would be an energy storage facility – a battery. At each site there would also be eight charging points for electric vehicles. Electricity generated by the solar panels would be used to hyper charge vehicles plugged in to the charging points. Electricity not used immediately would be stored in the battery. When the battery is full, this electricity could be fed into the national grid.</p> <p>The solar canopies would use the free space immediately above the vehicles to harvest solar energy to the site. Batteries would then store the electricity, providing it either to hyper charge electric vehicles when plugged in, or feeding it into the UK electricity grid.</p> <p>The electric vehicle infrastructure element of the project is to purchase and install the DC ‘hyper’ charging points (faster than current ‘rapid’ charge speed points at 50kW) which will supply the energy to the vehicles. These will be installed in a Hub of eight car bays which can supply up to 150kW power output per car, with a typical charging session taking 10-20 minutes. By way of comparison, a typical home charging point takes around eight hours to charge an electric vehicle.</p>										
Overall status this period (Apr)					Overall status previous period (Mar)					
	Scope	Quality	Costs	Resources	Financial Benefits	Non Financial Benefits	Tasks & Milestones	Risks	Issues	
Apr										
Mar										
Current status										
Monks Cross:										

<ul style="list-style-type: none"> All legal work is now complete and our IDNO are coordinating with NPG to schedule the final connection. <p>Poppleton Bar:</p> <ul style="list-style-type: none"> Work complete besides some minor snagging and back-office setup. 	
<p>Future outlook</p> <p>Monks cross:</p> <ul style="list-style-type: none"> Energise site - Energisation of substation will take place on 28th April Test and commission chargers <p>Poppleton:</p> <ul style="list-style-type: none"> Snagging Back office set up 	
Reports to	<p>The project will report to the Transport board. This is an internal board that is chaired by the Director Environment, Transport and Planning.</p> <p>The members also include the Head of Highways and Transport, who acts as the City of York Council client for the project. The Project Manager will report to the Sustainable Transport Manager (who reports to the Head Highways and Transport). Finance also are members of the board to provide any technical input.</p>
Exec member	Cllr Andy D'Agorne
Director responsible	James Gilchrist - Director Environment, Transport and Planning
Dependencies	
Link to paper if it has been to another member meeting	<p>Executive March 2019 - A Sustainable Future for York with Hyper Hubs https://democracy.york.gov.uk/ieListDocuments.aspx?Cid=733&Mid=11469&Ver=4</p> <p>Executive Sept 2019 - Reducing York's Carbon Footprint with Electric Vehicles https://democracy.york.gov.uk/ieListDocuments.aspx?Cid=733&Mid=11109&Ver=4</p> <p>Executive March 2020 - Electric Vehicle Charging Strategy https://democracy.york.gov.uk/ieListDocuments.aspx?Cid=733&Mid=11117&Ver=4</p> <p>Decision session Sept 2020: Approval to award the contract</p>

	<p>for the delivery of Hyper Hubs Project</p> <p>https://democracy.york.gov.uk/mgIssueHistoryHome.aspx?IId=60718&Opt=0</p>
 <p>European Union European Regional Development Fund</p>	

Project title	Council Housing Energy Retrofit Programme									
Reporting period	May 2022									
<p>To improve the energy performance of our poorer performing council houses and private sector homes, to tackle fuel poverty, address Category 1 Excess Cold Hazards and to support our ambition of York being carbon neutral by 2030. The programme also seeks to support the creation of a pipeline of retrofit work in York which will support skills development and create new green jobs.</p>										
Overall status this period (Apr)					Overall status prev period (Mar)					
	Scope	Quality	Costs	Resources	Financial Benefits	Non Financial Benefits	Tasks & Milestones	Risks	Issues	
Apr										
Mar										
Scope Status Explanation	<ul style="list-style-type: none"> Contractor capacity and take up of elements of the programme are impacting our ability to deliver all works committed. Procurement of delivery partner for LAD3 etc not yet completed. LAD3 programme to be included from 2022 until end of March 2023. HUG1 programme to be included until end of March 2023 									
Costs Status Explanation	<ul style="list-style-type: none"> Capital spend is closely monitored with contractor capacity placing a risk on the ability to deliver all capital works. Revenue spend is as per the original programme, but the ability to claim revenue funding from the grant is currently at risk until significant capital spending can be allocated for private sector grants. 									
Resources Status Explanation	<ul style="list-style-type: none"> Additional Technical support officer resources identified; additional resources being considered to support LAD projects. Recruitment of the Home Energy Project Manager and Council Housing equivalent posts completed. Ongoing delivery of LAD1B and LAD2 programmes LAD3/HUG 1 mobilisation actions. 									
Financial Benefits Status Explanation	<ul style="list-style-type: none"> Staffing costs are being covered by the grant funding. LAD2 funds may have to be returned to the Energy Hub if there is a project underspend. Short delivery timescales for LAD3, HUG1 and SHDF may also result underspends. 									
Tasks & Milestones Status Explanation	<ul style="list-style-type: none"> Documents required to approve Room in Roof and to a lesser extent Cavity Wall and Loft Insulation installations are taking significantly longer to be received than anticipated from the contractors. CYC solar PV LAD2 project behind programme, however delivery by June 2022 is achievable. LAD3, HUG1 and SHDF procurement and contract timeline predicts middle of May 2022 start. Challenging delivery time scales. 									
Risks	<p>Top risks affecting the project are:</p> <ul style="list-style-type: none"> Delivery of council home retrofit will take longer due to supplier capacity and delivery processes. 									

Status Explanation	<ul style="list-style-type: none"> • Delivery of council home retrofit will take longer due to supplier capacity and delivery processes. • Uptake of Room in Roof Insulation has been lower than anticipated, which means this allocation of funding is at risk. • Potential underspend against LAD2 capital allocation will have knock on effect on revenue funds to be claimed.
Issues Status Explanation	<ul style="list-style-type: none"> • Yorkshire Housing have had delays with their project which involves 9 properties in Craven District, however this project is now progressing with monthly monitoring by CYC to assist. • Larger number of properties with D rated EPCs included in project than anticipated. Issue to be investigated and reported to BEIS. • BEIS have agreed a recovery plan including increase in % of D rated properties to receive fabric first measures for both LAD1B and LAD2 programmes. LAD 3 / HUG 1 have more challenging targets.
<p>Current status</p> <p>LAD1B</p> <ul style="list-style-type: none"> • Extension of delivery period to end of June 2022 and increase in percentage of EPC D rated properties to receive fabric first measures approved by BEIS. • Delivery ongoing. • 68 measures installed in 62 properties to date. <p>LAD2</p> <ul style="list-style-type: none"> • CYC solar PV project contract work ongoing. Surveys undertaken. Work programmed. • Tenant engagement for solar PV project complete, 3 properties have dropped out, 47 properties going forward with tenant approval. • Change request submitted to Energy Hub to reallocate some funding from Room in Roof to 10 air source heat pump and 15 PV solar panel provision for owner occupiers. • Yorkshire Housing LAD2 PV project in Craven ongoing, now 9 properties. • Joseph Rowntree Housing Trust 6 property ASHP project in Elvington ongoing. • Programme physical completion date end of June 2022. Applications to be received by end of March 22. • Increase in % of EPC D rated properties to receive fabric first measures approved. • Likely underspend across insulation measures. <p>LAD3</p> <ul style="list-style-type: none"> • £2.38m LAD3 funding received from BEIS. • Procurement of delivery partner / contract ongoing. Contract currently at evaluation stage. 	

- Predicted start date of May 2022.
- End date for delivery completion 31/3/2023.

HUG1

- HUG revised resubmission successful with bid of £497,863 approved.
- Procurement of delivery partner / contract linked to LAD3.
- End date for delivery completion 31/3/23.

Social Housing Decarbonisation Fund

- CYC successful with bid of £343,067.57 of capital and ancillary costs funding awarded to improve 28 homes.
- Maximum of 2/3rds SHDF to be matched with minimum 1/3rd CYC contribution per property.
- Procurement of delivery partner / contract linked to LAD3.
- Funding to run from 1/4/22 to 31/3/23.

Staffing

- Home Energy Project Manager and Council Housing Energy Project Manager posts in place..
- Former fixed term until 30/6/23, latter permanent post.

Future outlook

- Delivery of LAD1B and LAD2 measures up to the end of June 2022.
- Procurement of Delivery Partner for LAD3, HUG1 and SHDF.
- Preparatory work for LAD3 etc (lesson learned etc.).

Reports to	Project delivery will be overseen by the Housing Energy Efficiency Board. A working group of officers from the consortia of councils are already managing risks within the LAD 1B project. A risk sharing agreement will be signed by the councils. Staffing resources will be flexed to reflect the demand of the delivery of projects.
Exec member	Cllr Denise Craghill, Cllr Paula Widdowson
Director responsible	Tracey Carter - Director Economy, Regeneration and Housing
Dependencies	
Link to paper if it has been to another member meeting	Executive December 2020 - Council Housing Energy Retrofit Programme https://democracy.york.gov.uk/ieListDocuments.aspx?Cid=733&Mid=12428&Ver=4

	<p>Decision Session March 2021, Executive Member for Housing and Safer Neighbourhoods - Update on the Housing Energy Retrofit Programme https://democracy.york.gov.uk/ieListDocuments.aspx?CId=932&MId=12599&Ver=4</p> <p>Executive December 2021 - Housing Energy Efficiency Programme Update - Utilising Grant Funding to Deliver Additional Retrofit Work https://democracy.york.gov.uk/ieListDocuments.aspx?CId=733&MId=12798&Ver=4</p>
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Project title		Haxby Station							
Reporting period		April 2022							
Description									
Delivery of a new railway station in Haxby before the end of March 2024.									
Overall status this period (Apr)					Overall status this period (Mar)				
	Scope	Quality	Costs	Resources	Financial Benefits	Non Financial Benefits	Tasks & Milestones	Risks	Issues
Apr									
Mar									
Tasks & Milestones Status Explanation		Progression to ES3 stage has taken longer than envisaged (ES2 commencement was delayed; approval to acquire land was required at Executive; completion on land acquisition took longer than expected). Therefore, ES3 commencement is a number of months later than envisaged.							
Current status									
<ul style="list-style-type: none"> • Network Rail undertaking ES3 report (single option development), expected summer 2022. • Extra resources (external consultancy) now commissioned to undertake updated Business Case & Programming. • Expected revised business case to be submitted to DfT autumn 2022. • Full public consultation launched 21 April 2022. 									
Future outlook									
<ul style="list-style-type: none"> • Public consultation to continue until 15 May 2022. 									
Reports to		<ul style="list-style-type: none"> • NSF Board (DfT; Network Rail etc.) • Executive (CYC) 							
Exec member		Cllr Andy D'Agorne							
Director responsible		Neil Ferris - Corporate Director of Place							
Dependencies									
Link to paper if it has been to another member meeting		<p>Exec September 2021 - Haxby Station – Update and Land Acquisition https://democracy.york.gov.uk/ieListDocuments.aspx?CId=733&MId=12795&Ver=4</p> <p>Executive December 2021 - Haxby Station – Site Selection https://democracy.york.gov.uk/ieListDocuments.aspx?CId=733&MId=12798&Ver=4</p>							

Project title		York Station Gateway							
Reporting period		April 2022							
Description									
<p>City of York Council, Network Rail and the Intercity East Coast franchise operator (LNER) are working together to make sure that the entrance to the station provides a fitting gateway to the city; one which reflects both York's stunning heritage and it's bright future. The project aims to reorganise the roads and entrance to the station in order to:</p> <ul style="list-style-type: none"> • Remove conflict between vehicles and pedestrians, making it simpler and easier to interchange between modes of transport; • Create new public spaces and a more pedestrian friendly experience; • Create an improved setting for the City Wall, the railway station and other heritage buildings. <p>These proposals will help to transform York's economy; attracting investment, creating homes and jobs, providing much better transport links for residents and visitors, connecting communities and preparing the station for a tripling of passenger numbers as HS2 and Northern Powerhouse Rail take shape over the coming decades.</p>									
Overall status this period (Apr)					Overall status this period (Mar)				
	Scope	Quality	Costs	Resources	Financial Benefits	Non Financial Benefits	Tasks & Milestones	Risks	Issues
Apr									
Mar									
Costs Status Explanation		Although WY+TF and TCF funding is now assured, care is being taken to design a scheme within the project budget that fulfils all the goals of the project. Current cost planning shows that the scheme can be delivered within the agreed funding profile however current domestic and world events may mean costs could escalate.							
Tasks & Milestones Status Explanation		Engagement with project partners, primary stakeholders and utility companies is critical to financial assurance and development of an appropriate delivery programme. Engagement with utility companies is making good progress. Works programmes from Northern Powergrid and Northern Gas Networks are currently awaited. The Package 1 - Enabling Works commenced with BT Openreach on 4th January 2022. Careful management of utilities is essential to ensuring delivery targets are met.							
Risks Status Explanation		Budgetary risk that will be minimised through project delivery strategy. Programme risk that will be minimised by timely stakeholder and utility company engagement. Further risks posed by parking strategy. All risks are currently manageable.							

Issues Status Explanation	<ul style="list-style-type: none"> - Electrical Substation to be upgraded to meet the future station demand. - Railway Institute Band Room needs relocating and alternative location is being sought.
Current status	
Procurement and finance	
<ul style="list-style-type: none"> • Funding and Development Agreement between CYC and LNER for the delivery of Package 3 - Station Works is now complete and awaiting signing by both parties. • The documents for the full tender for Packages 2 and 4 are complete and awaiting issue. • The tender for the Package 1 - early ducting has now been priced and returned by bidding contractors. Contract award is expected w/c 14th March 2022. 	
Planning	
<ul style="list-style-type: none"> • The project teams are working on discharging the planning conditions required by the LPA as the scheme progresses. • It is a planning condition to find suitable replacement accommodation for the York RI bands. An alternative band room has been identified but financial and logistical issues need to be resolved prior to relocation of the RI bands. Meanwhile, alternative options continue to be sought in the event of the primary option not being financially feasible. Further discussions on the band room to be held at Station Board on 14th March 2022. 	
Design	
<ul style="list-style-type: none"> • Detailed design drawings for the Package 1 - Enabling Works and Highway packages 2 and 4 are complete. 	
Package 1 - Enabling Works (Statutory Utility Diversions)	
<ul style="list-style-type: none"> • Engagement with all utility companies continues to make progress and the Package 1 diversionary works began on 4th January 2022 with BT Openreach upgrading chambers in Queen Street and Station Road. The discovery of Roman archaeology has delayed these works by 3 weeks. BT Openreach have now progressed to a second chamber opposite the entrance to the station and ducting works will commence in Queen Street from 14th March 2022. Residents have been notified accordingly. • Yorkshire Water began works in public highway and Network Rail land on 14th February 2022 with a six week programme. These works are focused around Queen Street and they are around York RI and are currently 2 weeks in delay. • Ducting works in the station long stay car park expected to commence in April 2022 with a six to eight week programme. 	

- Currently awaiting programme confirmation from Northern Gas Networks and Northern Powergrid for works to the front of the station and in the station long stay car park.

Stakeholder engagement

- The three York RI bands have concerns over the future of their current accommodation. An alternative location has been identified and CYC are working with Network Rail to agree the way forward.

Parking Strategy

- A new version of the interim and long-term parking strategy for the York Station Gateway site area and York Central is currently being agreed between Network Rail and LNER. The strategy identifies acceptable alternative parking scenarios for stakeholders for each phase of delivery and for the final scheme.

Land

- Negotiations for third party land purchase are making progress and Heads of Terms have been agreed for one of the two parcels of land.
- Negotiations with Network Rail are for station land are set to commence.

Future outlook

Procurement and finance

- Funding and Development Agreement between CYC and LNER for the delivery of Package 3 - Station Works is now complete and awaiting signing by both parties.
- Packages 2 and 4 tender documents have been issued on 24th March 2022 with a 12 week tender period.
- The tender for the Package 1 - early ducting has now been priced and returned by bidding contractors. The ducting route is currently being agreed ahead of Contractor appointment.
- Ove Arup and Partners has been formally appointed as lead designer for the scheme until completion.

Planning

- The project teams are working on discharging the planning conditions required by the LPA as the scheme progresses.
- It is a planning condition to find suitable replacement accommodation for the York RI bands. The band room would need to be demolished to facilitate the Package 4 - Loop Road works. An alternative band room building has been identified but financial and logistical issues need to be resolved prior to

relocation of the RI bands. Meanwhile, a further alternative option is currently being evaluated.

Design

- The detailed design of the Package 3 - Station Works will commence on signing the CYC/LNER agreement.

Package 1 - Enabling Works (Statutory Utility Diversions)

- Package 1 diversionary works began on 4th January 2022 with BT Openreach upgrading chambers in Queen Street and Station Road. The discovery of Roman archaeology has delayed these works by 3 weeks. BT Openreach has now completed to a second chamber opposite the entrance to the station and ducting works in Queen Street. B Openreach are now planning a road duct crossing from 19th April 2022 pending agreement with CYC Streetworks.
- All Yorkshire Water works in Queen Street are now complete.
- Ducting works in the station long stay car park are expected to commence in May/June 2022 with a six to eight week programme.
- Currently awaiting programme confirmation from Northern Gas Networks and Northern Powergrid for works to the front of the station and in the station long stay car park.

Stakeholder engagement

- The three York RI bands have concerns over the future of their current accommodation. Two alternative locations have been identified and CYC are working with Network Rail to agree the way forward.

Parking Strategy

- A new version of the interim and long-term parking strategy for the York Station Gateway site area and York Central is currently being agreed between CYC, Network Rail and LNER. The strategy identifies acceptable alternative parking scenarios for stakeholders for each phase of delivery and for the final scheme.

Land

- Negotiations for third party land purchase are making progress and Heads of Terms have been agreed for one of the two parcels of land.
- Negotiations with Network Rail are for station land are set to commence.

Reports to	Project reports into the Transport board, Project Board and Lead Members Board
Exec member	Cllr Andy D'Agorne
Director responsible	James Gilchrist - Director Environment, Transport and

	Planning
Dependencies	
Link to paper if it has been to another member meeting	<p>Exec November 2018 - Report on Public Engagements https://democracy.york.gov.uk/ieListDocuments.aspx?CId=733&MId=10474&Ver=4</p> <p>Exec November 2020 – Funding and Delivery https://democracy.york.gov.uk/ieListDocuments.aspx?CId=733&MId=12407&Ver=4</p> <p>Exec November 2021 - Project Update and LNER Funding & Development Agreement https://democracy.york.gov.uk/ieListDocuments.aspx?CId=733&MId=12797&Ver=4</p>

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The Capital Programme

- 22 The capital programme is a plan that sets out the resource allocations to be made to capital schemes that have the approval of Full Council. Capital expenditure involves acquiring or enhancing fixed assets with a long term value to the organisation, such as land, buildings, major items of plant, equipment or vehicles
- 23 The Regulations and standards relating to budgetary management and control of the revenue budget apply equally to capital expenditure and any changes to revenue budgets arising out of changes to the capital programme must be dealt with accordingly. All capital expenditure is incurred or committed on a scheme by scheme basis. Capital expenditure must be reported gross of any funding and controlled at that level.
- 24 No expenditure may be incurred on a project unless it has been approved as part of the capital programme. Equally, no scheme requiring Government sanction or funding either in full or in part may begin until the sanction and/or funding has been officially confirmed. All credit agreements must be referred to the CFO for approval prior to schemes being included in the programme.
- 25 All capital expenditure must be incurred by 31 March of the financial year for which it is approved, although approvals can be slipped provided the position is reported to the Executive, unless there is an external requirement to spend within any given year. Where schemes are part of a rolling programme or span a number of years, approval is required for each year's expenditure when the scheme is approved for inclusion in the Programme.
- 26 As with the revenue budget, it is possible to vire between schemes within the approved capital programme where known funding shortages and/or underspends have arisen. The same rules and principles set out in paragraphs 19-21 above for revenue virement apply to the capital programme. If shortfalls in funding or

overspends cannot be met by transferring resources between schemes within the agreed capital programme, requests of additional funding from reserves must be prepared by the relevant Corporate Director in consultation with the CFO for approval by the Executive. The scheme of capital virement and thresholds for delegated decision making purposes is set out in the table below.

Scheme of capital virement delegations

Decision maker	Delegated powers & authority	Thresholds
The Executive	To approve individual virements between schemes in excess of £500k	Over £500k
	To re-phase approved scheme expenditure between years in excess of £500k for each scheme	Over £500k
Corporate Directors	To approve individual virements between schemes in excess of £100K up to a maximum of £500k in consultation with the relevant Executive Member. Any virement that affects the council's policy framework will be referred to full council	Over £100K and Up to and including £500k
	To approve individual virements between schemes up to a maximum of £100k	Up to and including £100k

27 In relation to the capital programme the CFO is responsible for:

- a) ensuring that an annual capital programme is prepared for consideration by the Executive for recommendation to Full Council;
- b) reporting to the Executive on income, expenditure and resources compared with approved estimates;
- c) issuing guidance on capital schemes and controls and defining what will be regarded as capital having proper regard to Government regulations and accounting conventions;
- d) ensuring that all schemes relying on the use of prudential borrowing powers for funding purposes are properly appraised on the basis of a robust business case as part of the capital budget process.
- e) managing the capital budget process;
- f) maintaining a record of the current capital budget and expenditure on the Council's financial systems.

28 In relation to the capital programme Corporate Directors and directors are responsible for:

- a) complying with the guidance issued by the CFO regarding capital schemes and controls;
- b) ensuring that all capital schemes put forward for consideration in the CRAM process have been properly appraised and that each scheme and estimate includes a proper project plan, progress targets and sets out the sources of funding for the scheme including all associated revenue expenditure;

- c) preparing regular reports reviewing the capital programme provisions for their services;
- d) ensuring adequate records and audit trails are maintained in respect of all capital contracts;
- e) monitoring capital expenditure and receipts against approved capital budgets on a scheme by scheme basis and reporting to the relevant Executive Member on a regular basis in accordance with the standard revenue budget monitoring arrangements set out above;
- f) reporting to the Executive if proposed sources of funding are not secured (if planned funding from linked assets sales or external grants and contributions cannot be realised, corporate funding support must be sought).



Executive Member Decision Session

22 March 2022

Report of the Corporate Director of Place
Portfolio of the Executive Member for Transport

Directorate of Place Transport Capital Programme – 2022/23 Budget Report

Summary

1. This report sets out the programme of works to be delivered through the Directorate of Place Transport Capital Programme in 2022/23.

Recommendations

2. **The Executive Member is asked** to approve the proposed programme of Schemes for 2022/23.

Reason: To implement the Council’s transport strategy identified in York’s third Local Transport Plan and the Council Priorities, and deliver Schemes identified in the Council’s Transport Programme, including the Active Travel Programme.

Background

3. Following approval at Budget Council on 17th February 2022, the Transport Capital Budget for 2022/23 has been confirmed at **£22,926,000**. The approved budget includes funding from the Local Transport Plan (“LTP”) grant, grants for individual Schemes, and Council resources.
4. The budget includes significant funding from various external sources, including the Active Travel Tranche 2 Grant, the West Yorkshire Transport Fund, the Transforming Cities Fund and funding from the Department for Transport (“DfT”) for the York Outer Ring Road Dualling Scheme.

5. Full details of the 2022/23 budget and funding are shown in Annex 1 to this report.

2022/23 Major Schemes

6. The allocations within the Major Schemes block will deliver a significant programme of improvements to the city's infrastructure. Funding for these Schemes has been secured from several external funding sources, with contributions from the Council's capital budgets agreed to support these projects.
7. Work on the Outer Ring Road scheme in 2022/23 will be focused on the completion of the detailed design and securing planning approval for the proposals, and submission of an application is anticipated in April 2022. Concurrently, work will be in progress to acquire land for the scheme and making preparations for completing the Final Business Case for submission in early 2023. Procurement of a contractor to deliver the scheme will be commenced in 2022/23 with the construction stage expected to start in mid-2023.
8. The main construction work on the York Station Gateway scheme is planned to start towards the end of 2022/23. The utility diversion works have commenced and due to finish in the summer with the construction contractor for the main highway works planned to be procured over the next few months. Construction work is due to commence in the autumn, and the scheme is expected to be completed in summer 2024.
9. Funding has been allocated for the implementation of the City Centre Access & Security Scheme (Hostile Vehicle Mitigation), following the approval of the proposed Scheme at the 13th January 2022 meeting of the Executive. Following the completion of the detailed design for the Scheme, the work to install the new static bollards and sliding bollard systems will be carried out later in 2022/23.
10. Following the approval of the preferred location **for Haxby Station** at the 9th December 2021 Executive meeting, funding has been included in the programme for the further development of this Scheme and the submission of an updated bid to the DfT's New Station Fund for the proposed new station.

11. Following the approval of the proposed Tadcaster Road Transport Improvements Scheme at the 18th January 2022 Decision Session, funding has been included in the programme for the delivery of the Scheme. The proposed Scheme will provide improved cycle facilities along Tadcaster Road, and improvements for pedestrians and cyclists at Slingsby Grove and Nelsons Lane. This Scheme will be delivered with the Highways Maintenance Scheme planned for Tadcaster Road in 2022/23.
12. Funding has been included in the programme for the design and implementation of the Castle Gateway Transport Development Scheme, which aims to improve accessibility for pedestrians and cyclists and increase use of active travel modes, as part of the redevelopment of the Castle Gateway area. The delivery of the bridge over the River Foss is dependent on the progression of the Castle Gateway Scheme, and an update will be brought to the Executive later in the year.
13. An allocation has been included in the programme for the Electric Vehicle Fleet Infrastructure Scheme, which will complete the installation of charging infrastructure at Hazel Court Depot and satellite sites to support the upgrade of the Council's vehicle fleet to electric vehicles.

2022/23 Transport Schemes

14. The proposed allocations for Transport Schemes aim to deliver the strategic aims of the Council's third Local Transport Plan ("LTP3") and the Council Priorities. These Schemes are funded from the Local Transport Plan grant, and supplemented by the Council's capital resources. Further details of the programme are shown in Annex 2 to this report.
15. Funding has been allocated for the on-going programme of upgrades to the city's Park & Ride sites, including resurfacing at Rawcliffe Bar. Funding has also been allocated for improvements to bus stops and shelters across the city, and improvements to the existing Real-Time Passenger Information system. The Council submitted a bid for additional funding for public transport through the government's Bus Service Improvement Plan ("**BSIP**"), and if the bid is successful, a revised public transport programme will be developed and presented at a future meeting.

16. The Public Transport block also includes the funding for the completion of the purchase of two new Dial & Ride buses, as agreed in the report to the Executive meeting on 18th November 2021.
17. The allocation for Traffic Management Schemes includes funding for improvements to signs and lining throughout the city, and funding for the continuation of the Traffic Signals Asset Renewal (“TSAR”) programme, with upgrades proposed at eight locations across the city.
18. The allocation for the Automatic Number Plate Recognition (ANPR) Renewal Scheme will allow the existing camera systems used for bus lane enforcement at Low Poppleton Lane and Coppergate to be replaced, as the existing systems are now life-expired.
19. Funding has also been allocated for the completion of schemes from the 2021/22 transport capital programme, including the Bishophill and Micklegate public realm improvements and the review of the continued one-way closure of Coppergate. Other carryover Schemes will be added to the programme at the Consolidated Report in the summer.
20. The allocation for Pedestrian & Cycle Schemes will allow the commission of the review of access barriers on the walking and cycling network to identify sites where amendments to improve accessibility can be made; the continued review and implementation of requests for new pedestrian crossings; smaller-scale schemes to improve pedestrian and cycling facilities across the city; and improvements to structures on the Public Rights of Way network to ensure the routes continue to be accessible.
21. Funding has been included in the programme for feasibility and design work on the proposed upgrade of the existing cycle path from Jubilee Terrace to Scarborough Bridge, which will be part funded through a Section 106 developer contribution from the York Central development.
22. An allocation has also been included for upgrades to a section of the Solar System cycle route between Tadcaster Road and the new Bishophthorpe White Rose playing fields, which will allow the path to be widened and improve the drainage in the underpass at Tadcaster Road.

23. The allocation for safety Schemes will fund measures to improve walking and cycling facilities and address safety issues on routes to school; measures to improve safety at accident cluster sites; measures to address safety issues raised by the public through the Danger Reduction programme; and Schemes to address issues with vehicle speeds raised through the Speed Review process.
24. The allocation for Scheme Development will be used to develop new Schemes for implementation in future years; fund final completion works, retention payments, and items identified during safety audits of Schemes completed in previous years; and fund the staff resources incurred in the development and implementation of Local Transport Plan-funded Schemes.
25. Funding has also been allocated from the council's capital resources improvements for the ongoing programme of Bridge Maintenance works, which includes continuing the programme of Principal Inspections and General Inspections, and development of a maintenance scheme for the refurbishment of Lendal Bridge. The scope and estimated cost of the Lendal bridge work is currently being finalised. The delivery timeline is also being developed to minimise disruption in the area by programming the work to avoid conflict with the traffic management for other major schemes in the area.

Active Travel Programme

26. The Council's Active Travel Programme includes the funding allocated for Cycling Schemes in the Summer 2019 budget, and the grant funding awarded from the government's Active Travel Fund for Schemes to encourage the use of active travel modes (walking and cycling) through the provision of new/ improved infrastructure across the city.
27. As previously reported to the Executive Member, limited progress had been made on the Active Travel Programme in 2020/21 due to a lack of staff resources to progress the Schemes. However, during 2021/22 new Project Managers have been appointed and good progress has been made on developing the Schemes for implementation. A detailed report on the Active Travel Programme Report was presented to the 14th February 2022 Decision Session, which outlined the priorities and timescales for the proposed

schemes, and approval was granted for the schemes to be progressed in 2022/23.

28. Details of the Active Travel Programme Schemes are shown in Annex 3 to this report, including costs and indicative timescales for feasibility, design, and implementation.

Consultation

29. The capital programme is decided through a formal process using a Capital Resources Allocation Model (“CRAM”). CRAM is a tool used for allocating the Council’s capital resources to schemes that meet corporate priorities.
30. Funding for the capital programme was agreed by the Council on 17th February 2022. While consultation is not undertaken on the capital programme as a whole, individual scheme proposals do follow a consultation process with local councillors and residents.

Options

31. The Executive Member has been presented with a proposed programme of Schemes, which have been developed to implement the priorities of the LTP3 and the Council Plan.

Analysis

32. The programme has been prepared to meet the objectives of LTP3 and the Council Plan as set out below; implement the Active Travel Programme; implement the City Centre Access & Security Scheme; develop the proposals for a new rail station at Haxby; and progress the York Outer Ring Road upgrades and York Station Frontage major Schemes.

Council Plan

33. The Council Plan has eight Key Outcomes:
 - Well-paid jobs and an inclusive economy
 - A greener and cleaner city
 - Getting around sustainably
 - Good health and wellbeing
 - Safe communities and culture for all
 - Creating homes and world-class infrastructure

- A better start for children and young people
 - An open and effective Council
34. The Transport Capital Programme supports the prosperity of the city by improving the effectiveness, safety and reliability of the transport network, which helps economic growth and the attractiveness for visitors and residents. The programme aims to reduce traffic congestion through a variety of measures to improve traffic flow, improve public transport, provide better facilities for walking and cycling, and address road safety issues.
35. Enhancements to the efficiency and safety of the transport network will directly benefit all road users by improving reliability and accessibility to other Council services across the city.
36. The capital programme also addresses improvements to the transport network raised by residents such as requests for improved cycle routes, measures to address safety issues and speeding traffic, and improvements at bus stops such as real-time information display screens and new bus shelters.

Implications

37. The following implications have been considered.
- **Financial**
 - Following approval at Budget Council on 17th February 2022, the total Place Transport Capital Programme budget is £22,926,000. The programme will be amended to include any carry-over funding from 2021/22 at the Consolidated Report in Summer 2022. Over-programming within the LTP funded Schemes will be used to limit the impact of Scheme delay beyond officer control.
 - Details of the funding are shown in Annex 1 to this report, and details of the full programme of Schemes are shown in Annex 2 to this report. The Active Travel programme is set out in more detail in Annex 3.
 - **Human Resources (HR)**

In light of the financial reductions in recent years, the Executive Member's attention is drawn to the fact that the majority of Highways and Transport staff are now funded either through the

capital programme or external funding. This core of staff are also supplemented by external resources commissioned by the Council to deliver capital projects, which provides flexible additional capacity and reflects the one-off nature of capital projects.

- **Equalities**

There are no Equalities implications.

- **Legal:**

Each of the Major Schemes highlighted above will have their own legal implications, and therefore specific advice should be sought from Legal Services for each individual Scheme.

Generally speaking at this point however, the following should be taken into account.

- External grant funding sought for the delivery of any of the proposed Schemes outlined above will be subject to Paras. 6 to 8 of Part E of the Council's Financial Regulations. Further, Legal Services will be required to review and assess any grant funding terms before the Council enters into any such funding arrangements, and where necessary provide advice on the impact of any rules and requirements under the UK Subsidy Control Regime.
- Any works, supplies of goods/materials, and/or services required for any of the above Schemes must be commissioned in accordance with a procurement strategy that meets the requirements of the Council's Contract Procedure Rules ("**CPRs**") and (where relevant) the Public Contract Regulations 2015 ("**PCRs**") and that has been approved by both Legal Services and Procurement. Advice must be sought from Legal Services and colleagues in the Procurement where necessary.
- Where a procurement process is funded, in whole or part, by grant funding which has been awarded to the Council by an external funding body (see above), the Council must ensure that any rules or conditions imposed by the funding body are adhered to, in addition to the requirements of the CPRs and the PCRs.

Risk Management

38. For larger Schemes in the programme, separate risk registers will be prepared and measures taken to reduce and manage risks as the Schemes are progressed throughout 2022/23.

Contact Details

Author:

Dave Atkinson
Head of Highways &
Transport

**Chief Officer Responsible for the
report:**

James Gilchrist
Director – Environment, Transport and
Planning

**Report
Approved**



Date 14/03/22

Specialist Implications Officer(s)

Finance:

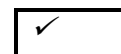
Patrick Looker
Finance Manager

Legal

Dan Moynihan
Senior Solicitor

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

All



For further information please contact the author of the report

Background Papers:

Directorate of Place Transport Capital Programme 2021/22 Monitor 2
Report – 18 January 2022

Annexes

Annex 1: 2022/23 Transport Budget
Annex 2: 2022/23 Transport Capital Programme
Annex 3: 2022/23 Active Travel Programme

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Annex 1 - Council Approved 2022/23 Transport Capital Budget

Funding	£1,000s
Local Transport Plan Grant	1,570
Developer Funding (Section 106)	28
Traffic Signal Asset Renewal Programme (CYC Funding/ DfT Grant)	1,700
Bishophill/ Micklegate Access Control (CYC Funding)	230
Cycling Schemes (CYC Funding)	400
Pedestrian Crossing Review (CYC Funding)	40
Access Barriers (CYC Funding)	100
Active Travel Fund (DfT Grant/ CYC Funding)	850
Bridge Maintenance (CYC Funding)	1,100
Outer Ring Road Dualling (WYTF)	3,422
York Station Gateway (WTYF)	5,479
City Centre Access & Security (CYC Funding/ DfT Grant)	1,632
Haxby Station (CYC Funding/ DfT Grant)	2,100
Tadcaster Road Transport Enhancements (TCF Grant)	1,280
Castle Gateway Transport Development (WYTF)	2,095
EV Fleet (CYC Funding)	900
Total	22,926

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2022/23 Transport Capital Programme	22/23	Scheme Details
	Budget	
	£1,000s	

Public Transport		
P&R Site Upgrades	100	Improvements to Park & Ride sites
Rawcliffe Bar Resurfacing	200	
Bus Stop Improvements	100	Improvements to bus stops & shelters
Real-Time Passenger Information Improvements	100	Upgrades to existing real-time system
Public Transport - Carryover Schemes		
Dial & Ride Buses	130	Purchase of two new Dial & Ride buses

Total Public Transport	630
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Traffic Management		
Air Quality Monitoring	20	Ongoing programme of monitoring
Signing & Lining	20	Citywide signing & lining work
TSAR Programme	1,700	Ongoing programme of traffic signals upgrades
Monks Cross Drive Crossing		
Barbican Road/ Paragon Street Junction		
Green Lane/ Front Street Junction		
Hull Road/ Melrosegate Junction		
Malton Road/ New Lane Junction		
Hull Road/Tang Hall Lane		
Bishopgate Street Crossing		
Pavement/ Piccadilly/ Coppergate Junction		
ANPR Bus Lane Enforcement	200	Upgrade of existing bus lane enforcement cameras
Traffic Management - Carryover Schemes		
Bishophill/ Micklegate Access Control (CYC Res)	230	Proposed access & public realm improvements in vicinity of Victoria Bar
Hungate CCTV	28	Renewal of CCTV network to improve traffic monitoring
The Groves Traffic Restrictions (Experimental TRO)	80	Implementation of permanent scheme

Total Traffic Management	2,278
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Pedestrian & Cycle Schemes		
Access Barrier Review	100	Review of access barriers on the walking & cycling network
Cycle Minor Schemes	25	Minor improvements to cycle facilities throughout the city
Business Cycle Parking	20	Contribution to cycle parking at businesses
Pedestrian Minor Schemes	10	Minor improvements as required throughout the year
Dropped Kerbs	90	Installation of new dropped kerbs across the city
Pedestrian Crossing Review	100	Implementation of schemes from prioritised list following review of pedestrian crossing requests
PROW Structural Upgrades	50	Repairs to structures on the Public Right of Way network
Riverside Cycle Path Improvements	20	Development of improvements to route between Jubilee Terrace & Scarborough Bridge
Solar System Cycle Route Improvements	150	Improvements to Solar System path between Tadcaster Road & White Rose playing fields

Total Pedestrian & Cycle Schemes	565
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Safety Schemes		
School Safety Schemes	50	Measures to improve safety on routes to schools
Local Safety Schemes	50	Implementation of safety schemes following review of accident cluster sites

2022/23 Transport Capital Programme	22/23 Budget	Scheme Details
	£1,000s	

Danger Reduction	50	Investigation of issues raised by the public & implementation of minor schemes where required
Speed Management Schemes	50	Measures to address issues raised through the Speed Review Process

Total Safety Schemes	200
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Scheme Development		
Future Years Scheme Development	50	Development of schemes for implementation in future years
Previous Years Costs	50	Budget required for minor completion works and retention payments
Staff Costs	200	Staff resources required to support transport capital programme

Total Scheme Development	300
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Active Travel Programme		
Cycle Schemes	400	Development & implementation of approved priority list of cycle schemes
Rougier Street/ Tanners Moat Cycle Gap		
Fishergate Gyrotory Ped & Cycle Scheme		
Hospital Fields Road Cycle Improvements		
Skeldergate - Cycle Improvements at Build-outs		
Fulford Road - Frederick House Improvements		
Tang Hall Lane/ Foss Islands Path Access		
Nunthorpe Grove/ Southlands Road Improvements		
Nunnery Lane/ Victor Street - Puffin to Toucan		
Manor Lane/ Shipton Road Improvements		
Chocolate Works Riverside Path Improvements		
University East-West Campus Link		
City Centre North-South Cycle Route		
Orbital Cycle Route - Lawrence Street/ James Street/ Regent Street Crossing Improvements		
University Road Improvements		
Navigation Road One-Way	5	Review of temporary scheme implemented in 2021/22
Active Travel Fund Tranche 2	850	Development & implementation of schemes set out in the Active Travel Fund bid
A1237 Ouse Bridge Cycle Route		
A19 Shipton Road Cycle Route		
City Centre Accessibility: St George's Field Crossing		
Wheldrake to Heslington Pedestrian & Cycle Improvements		
Acomb Road Cycle Lanes		
People Streets (Ostman Road)		

Total Active Travel Programme	1,255
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Structural Maintenance		
Bridge Maintenance	1,100	Programme of maintenance work, including Lendal Bridge scheme

Total Structural Maintenance	1,100
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2022/23 Transport Capital Programme	22/23 Budget	Scheme Details
	£1,000s	

Major Schemes		
Outer Ring Road	3,422	Development of ORR Dualling scheme for implementation in future years
York Station Gateway	5,479	Improvements to York Station and Station Road to improve access for all road users
City Centre Access & Security	1,632	Development & implementation of permanent measures for the city centre area
Haxby Station	2,100	Development of new station following award of DfT grant funding
Tadcaster Road Transport Improvements	1,280	Development of enhancements to provision for pedestrians, cyclists, and public transport as part of maintenance scheme
Castle Gateway Transport Improvements	2,095	Development of measures to improve accessibility for pedestrians & cyclists
EV Fleet Upgrade	900	Installation of electric vehicle charging infrastructure at council sites

Total Major Schemes	16,908
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Total Programme	23,236
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Overprogramming	310
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Total Budget	22,926
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**Customer & Corporate Services Scrutiny
Management Committee****23 May 2022**

Report of the Ethical Asset Disposal Task Group

Cover Report: Ethical Asset Disposal**Summary**

1. This report provides information on what currently exists in relation to City of York (CYC) asset disposal policies and information on what other local authorities do.

Background

2. At the Corporate & Customer Services Scrutiny Management Committee (CSMC) Call In on 21 December 2020¹ on the Update on the Asset Management Strategy 2017-2022, it was resolved that “a request be made for an appropriate Scrutiny committee to undertake scoping work, with a view to developing a strategy for the council on the ethical disposal of its assets.”
3. An informal working group of from the CSMC and Economy & Place Scrutiny Committee membership was established – Cllr Stephen Fenton, Cllr Ed Pearson and Cllr George Norman. The working group has undertaken some scoping work with CYC Officers and gathered information on what other local authorities do during the course of its review.
4. The working group was not asked to come up with any recommendations, but to report back to CSMC with the information gathered, for CSMC to then decide on next steps.

¹ <https://democracy.york.gov.uk/ieListDocuments.aspx?Cid=602&Mid=12513>

Consultation

5. The working group has consulted with CYC's Head of Asset Management and the Chief Finance Officer.

Options

This Committee can

6. (i) receive the report and/or comment on the findings of the working group to date; and/or
- (ii) request that further research be undertaken by the working group; and/or
- (iii) request that the most appropriate Scrutiny Committee undertake a more detailed Scrutiny Review, if required.

Council Plan 2019-23

7. Ethical Asset Disposal contributes to the Council's objectives relating to better management of its stock and improving the environmental effects on climate.

Implications and Risk Management

8. As there are no recommendations contained in the Ethical Asset Disposal report, there are no financial, equalities, legal, information technology, crime & disorder, sustainability, other implications or risks at this stage.

Recommendations

9. Members are asked to consider the information provided in the Ethical Asset Disposal report and to decide on the most appropriate course of action as listed in the Options above.

Reason: To ensure that the process for Scrutiny is managed effectively.

Contact Details

Author:

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Chief Officer Responsible for the report:

Janie Berry
Director of Governance
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Report Approved **Date** 11/05/2022

Wards Affected:

All



For further information please contact the author of the report

Appendix 1 – Ethical Asset Disposal Report

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**Customer & Corporate Services Scrutiny
Management Committee****23 May 2022**

Report of the Ethical Asset Disposal Task Group

Ethical Asset Disposal**Background**

1. At the end of a Corporate & Customer Services Scrutiny Management Committee (CSMC) call-in meeting on 21 December 2020¹ on the subject of the Update on the Asset Management Strategy 2017-2022, it was resolved that “a request be made for an appropriate Scrutiny committee to undertake scoping work, with a view to developing a strategy for the council on the ethical disposal of its assets.”
2. An informal working group of three members from amongst the CSMC and Economy & Place Scrutiny Committee membership was established – Cllr Stephen Fenton, Cllr Ed Pearson and Cllr George Norman. The working group has undertaken some scoping work by meeting with relevant officers to discuss what currently exists in relation to City of York Council (CYC) asset disposal policies. The working group has also gathered information on what other local authorities do.
3. The working group was not asked to come up with any recommendations, but to report back to CSMC with the information gathered, for CSMC to then decide on next steps.

Information gathering

4. The working group met with Nick Collins, CYC Head of Asset Management, on 13 October 2021. We heard that the council’s constitution requires members’ approval for the disposal of land and building assets, that every asset is different and that there are

¹ <https://democracy.york.gov.uk/ieListDocuments.aspx?CId=602&MId=12513>

robust procedures in place to identify potential alternative uses for assets that are deemed to be surplus to requirements. Members explored what wider community engagement is undertaken when assets may be deemed surplus to requirement and were told that this would be done through the CYC Strategic Services Manager. The Officer also referred to the York Map tool through which councillors are able to see all CYC assets in their ward.

5. The 1972 Local Government Act requires local authorities to dispose of their land and buildings for the best consideration reasonably obtainable. However, the General Disposals Consents 2003, removes the requirement for local authorities to seek approval from the Secretary of State, for any disposal of land, where the difference in value between the unrestricted value of the interest to be disposed of, and the consideration accepted (the undervalue), is less than £2,000,000. The local authority should ensure that it follows normal and prudent commercial practices, including the view of a professionally qualified valuer, as to the likely amount of the undervalue.
6. Members asked the Head of Asset Management to share further information with them, and this was received in December 2021.
 - a) CYC Method Statement for the Disposal of Land or Property (Annex 1)

This document describes the process followed to ensure that the sale of assets adheres to council policies. It is not explicit in the document, but it is presumed that before this process is embarked upon a decision will have been made a) to sell the asset and b) if so, whether at full market value or a reduced value reflecting non-financial benefits to be realised from the sale. The steps to be followed include exploring whether there are other council service areas that could make use of the property and whether it might be of interest to partners.

- b) CYC Ethical Property Letting and Management Procedure (Annex 2)

Of interest, but not directly relevant as this procedure relates to the letting and management of property rather than its disposal.

c) Map of CYC owned and leased land (excluding housing)
(Annex 3)

d) Map of city centre CYC owned and leased land (excluding
housing) (Annex 4)

These maps are high-level and demonstrate the extent of CYC
owned and leased land

e) York Map User Guide (Annex 5)

This document provides an introduction to the York Map facility,
which members can access via a link on the CYC intranet home
page. The map can be used by members to identify all CYC
property in their ward by checking the 'Property terrier' box
under the Layer List – see below.

Appendix 1

YorkMap Council services and assets together on one map About YorkMap Open Data YorkView

Address Search

Layer List

Operational Layers

- Assets & street care
- Streets
- Adopted highways
- Property terrier
 - CYC Lease Back In
 - CYC Sub Lease
 - Owned by CYC, but leased on long term leases
 - Sold by CYC
 - Owned by CYC
 - Leased by CYC on long term basis
 - VAVC Schools (Not Owned)
 - CYC Interest
 - Right of Way
 - CYC has Some Repair Responsibility
 - CYC has Full Repair Responsibility
- Public toilets

0 1.5 3km 468,928.8108 447,545.4201 Meters

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7. The working group met with the Debbie Mitchell, CYC Chief Finance Officer (CFO), on 21 October 2021. She explained that her role was to provide advice to officers, particularly around the risks associated with any proposed course of action.
8. The CFO set out the council's legal obligation to get 'best value' when disposing of land and buildings and that this can be considered in a number of ways, including consideration of social value, and she mentioned that the council's social value policy was subject to review. The policy was subsequently adopted at the Finance & Performance Executive Member Decision Session in November 2021. (Annex 6)
9. Whenever land or buildings are identified as surplus and are to be disposed of, there is a need for transparency of process, for example when buildings are to be sold for alternative uses. It was noted that the capital receipt from the sale of assets can help to fund other council priorities, for example the purchase of other premises.
10. The CFO shared a copy of the CYC Asset Disposal Policy, though this is not directly relevant as it does not cover the disposal of major capital assets such as buildings and land. (Annex 7)

Contact Details

Author:

Cllr S Fenton

Chief Officer Responsible for the report:

Not applicable - Member Review

Report Approved

n/a

Date 11 May 2022

Specialist Implications Officer(s)

None

Wards Affected:

All

For further information please contact the Democratic Services.

Annexes

- Annex 1 Asset and Property Management
- Annex 2 Ethical Property Letting and Management
- Annex 3 CYC Owned and Leased Land
- Annex 4 City Centre Owned and Leased Land
- Annex 5 YorkMap User Guide
- Annex 6 Social Value Policy
- Annex 7 Asset Disposal Policy, Updated

Asset and Property Management

METHOD STATEMENT – FOR THE DISPOSAL OF LAND OR PROPERTY

The procedure describes the methods and activities to ensure a property sale is achieved meeting the objectives and targets and having regard to the council's policies, and best consideration requirements.

Procedures and information contained in Annexes A, B and C are also to be followed.

- Set up a Cedar project.
- If the property was previously occupied, arrange checklisting.
- Consider whether a freehold or leasehold disposal with restrictive covenants is appropriate.
- Is there any other council service required for this property?
- Could the property be of interest to partners?
- Is the sale to be at the best price or are there to be undervalue considerations?
- Prepare a report on objectives, marketing strategy, method of sale, timetable for disposal, budget and valuation for Head of Asset and Property Management.
- Obtain title advice. Ensure the property is Registered.
- Obtain any necessary Statutory Consents, e.g. School Standards and Frameworks Act or Housing Acts or Statutory allotments.

Investigation - carry out the following actions:

- Have arrangements been made to continue all utilities, telephones, security and fire alarm systems, or disconnect? *If service utilities are to be kept operational identify appropriate budget code.*
- Estimate costs of holding property up to disposal and provide these to Asset Manager.
- Read meters and obtain service records from utility companies (if appropriate).
- Obtain site plan/floor plans.
- **Check option to tax position, ie should VAT be added to the sale price (Annex C).**
- Research property title (tenancies, easements, covenants, rights and any adjoining property prescriptive rights).
- Research whether any of the utilities services cross the property.

- Establish whether “Crichel Down Rules” apply.
- Carry out a survey of the property and boundaries. Check the plans.
- Issues to consider: Defective Premises Act, listed buildings, ground contamination, health and safety issues, asbestos contamination and Energy Performance Certificate.
- Is any part of the land considered to be public open space – Local Government Act 1972 procedures to be followed.
- Consider whether any security measures, defence works or demolition are necessary prior to disposal.
- Consider whether any improvements/repair works are necessary prior to disposal.
- Availability and assessment of drainage, utility services and access in connection with any development potential of the land.
- Establish current and alternative planning uses.
- Consider obtaining planning permission for an alternative, more valuable use and the use of Planning Consultants to provide advice.
- Consider Traffic Impact Assessment, Retail Impact Report, Environmental Assessment, Air Quality, Noise, Bat, Tree, Geotechnical Surveyors and S106 costs.

- Inspect property on a regular basis.
- Revalue as Non Current Asset Held For Sale (i.e. within 12 months) or PPE Surplus.

Authority

- If Member approval to sale is required (authority for a reserve sale figure and any sale conditions) is this to be done pre or post marketing.

Marketing - Carry out the following actions:-

- Prepare sale particulars including any background documentation.
- Arrange sale board, advertising, web site, York Enterprise.
- Circulate particulars to interested parties/ mail shot database.
- Respond to all queries.
- Make appointments and accompanied visits with prospective purchasers.
- Review market strategy and disposal timetable.
- **Report to Head of Commercial & Operational Asset Management on substantial amendments to disposal strategy, timetable or valuation and record on file.**

Offers - Carry out the following actions:-

- Maintain a record of interest shown in the property.
- Record all offers received (see tendering procedure).
- Set date and time to open offers.
- Consider offered price, prospective purchaser, track record, any conditional offer and certainty of completion.
- Agree a timetable with prospective purchaser for completion.
- **Check authority for sale.**
- Prepare and retain on file analysis of accepted offer and pre-valuation.

Post Acceptance - Carry out the following actions:

- Inform all the parties who made an offer accordingly.
- Issue instructions to Legal Services.
- **Seek Custom and Excise notification of option to tax (if appropriate).**
- Monitor progress of the sale and respond to queries regarding documentation.
- Set out boundaries on site (if appropriate).
- Take final readings and pass to Asset Manager.
- Obtain total cost of project from Business/Finance support and record on file for benchmarking purposes.
- Monitor progress and completion of all covenants and obligations to be met by purchaser.
- Arrange a Completion Statement – especially for investment sale.

On completion

- Obtain copy documents from Legal Services and pass file to Asset Manager for checklist to be applied and relevant utility companies advised of final readings and ensure all records are updated on TF.
- Complete Decision Notice on CYC website where necessary.

METHOD STATEMENT FOR THE DISPOSAL OF LAND OR PROPERTY**Informal Tenders**

This annex describes procedures for property sales by informal tenders.

1. Tenders should only be received in sealed envelopes. They should not bear the name of the tenderer.
2. Tenders which are received should be kept secure until they are due to be opened.
3. All tenders are to be opened at the same time by at least two people one of whom is not otherwise involved in the tender process.
4. A record of tenders received is to be maintained including the name of the tenderer the amount of each tender and signatures of persons opening the tenders and the signature of the person receiving the tender for evaluation.

A line is drawn under the last entry and hatched lines are drawn between the line and signatures to prevent further names being added at a later date.

5. Compare the highest tender with the valuation.
6. The tender can be accepted, when either:-
 - a) Prior member approval has been given to sell the property at a recorded valuation.
 - b) The property has been identified as a surplus asset and listed in a previous member report with a recorded valuation or is a sale in a previously member approved policy area and approval has been given in line with the Constitution authorities.
7. Any post-tender negotiations are fully documented giving all outcomes and reasons and a log kept on file.
8. Late tenders – those received prior to legal being instructed must be at least considered – refer to the Head of Asset & Property Management.

METHOD STATEMENT FOR THE DISPOSAL OF LAND OR PROPERTY

KEY AUDIT DOCUMENTS

This annex lists the documents that should be kept separate at the front of file and retained for a minimum of seven years after the sale has completed.

1. Completed Method Statement
2. Authority for disposal (report/minute reference).
3. Valuation report.
4. Sales/Marketing budget/costs.
5. Planning Permission(s) (if applicable).
6. Marketing particulars.
7. Method of sale (informal tender/auction).
8. Advertising record.
9. Log of Enquiries (initial posting).
10. Records of Offers.
11. Approval for post tender negotiations (if applicable).
12. VAT authorisation.
13. Authority for sale (report/minute reference).
14. Instructions to Legal Services.
15. Completion Notice/Legal document.

1. If the option is taken to 'Opt for Tax' this must be carried out in liaison with VAT Finance Officer.
2. Also, if the property is sold subject to existing tenancy/lease the tenant must be notified in writing that the council intends to 'Opt to Tax'.
3. A standard form should be completed if the option to 'Opt to Tax' is selected and signed by the nominated officer.

City of York Council

Ethical Property Letting & Management Procedure

1.0 Summary

- 1.1 This note provides a summary of the City of York Council's Asset and Property Management's Ethical Property Letting & Property Management Procedure.
- 1.2 Within the management of the portfolio processes and protocols are already in place and are continuously reviewed in line with industry best practice. This note is intended as a summary guide to set out the practices which are in place to protect the Council's position as a commercial property owner. This is to ensure both its management and the use to which the property is utilised for is ethical, whilst optimising the financial and strategic return from the portfolio, given both the importance that the city councils property holdings provide in funding its services and in shaping and protecting York's built environment.

2.0 The Portfolio – Background

- 2.1 The City of York Council is a major landowner within the City. The maps within Appendices 1-4 illustrate the extent of its ownership both in the context of the city overall and within the city centre. Appendix 1 and 2 include the ownership of the Council's housing stock to illustrate its overall property ownership in the city whilst Appendix 3 and 4 detail the non-housing stock it owns. Plans 2 and 4 show the considerable ownership of the council within the city centre, illustrating the important role the council plays in preserving both the heritage of the historic centre whilst providing business accommodation within the city.
- 2.2 The commercial estate has been assembled over a considerable period of time for various different reasons. For example, the ownership of Shambles dates back to the council purchasing most

of the street to protect it from demolition in the 1930's whilst many other property interests were purchased for large capital schemes, such as a former proposal to develop an inner ring road.

- 2.3 Whilst such schemes never occurred and demolition of Shambles was thankfully avoided, the assets have been retained and as York has prospered over the ensuing years these assets now provide valuable space for businesses to reside within.
- 2.4 In the last few years the council has taken a pro-active role in managing its asset base and has disposed of low income returning assets which have realised development opportunities, such as the ground lease interest at Stonebow House. It has also acquired higher income returning assets in both Swinegate and Hospital Fields Road estate, as well as securing over 150 acres of land at Knapton to provide a new community woodland. The acquisition of assets has been made with the aim of ensuring the ongoing economic vibrancy of the city while increasing the income from the council's commercial property portfolio. These acquisitions have been in line with the Council's approach of purchasing assets which support wider council objectives while achieving a return rather than investing simply where the highest reruns are to be made.

3.0 The Current Portfolio

- 3.1 The council own and manage a non-council housing land and property portfolio valued in excess of £300 million. The portfolio includes a commercial estate comprising over 1,100 agreements and which provides an annual revenue income of c.£6 million. This contains retail, light industrial, office and agricultural properties as well as the commercial lettings at West Offices and a lease of the land that the Race Course is situated upon.
- 3.2 Given the size of the portfolio, the nature of the uses for which the Council's property are used by its occupational tenants is incredibly varied. This is a reflection, in part, of the varied retail offer that the City of York itself provides and for example looking at the retail sector alone, this comprises of both the wide spectrum of main stream national retailers, as well as the incredibly varied uses which

form property occupied by independent traders. York's retail offer of course includes the considerable array of cafes and restaurants whose offer is again wide and varied, many of which are leased from the City Council as commercial landlord.

4.0 Ethical Process & Procedure

- 4.1 The Asset and Property Management team follow procedures in managing the City Council's commercial portfolio in line with guidance stipulated within the Royal Institution of Chartered Surveyors (RICS) Code for Leasing Business Premises (see Appendix 5). This guidance is provided by the RICS to its members to follow as best practice in managing property assets and the property professionals whom work with the Asset Management Team are qualified Members of the RICS or are working towards such professional accreditation.
- 4.2 The Asset and Property Management team also follow procedure when advertising vacant commercial units and considering the nature of an incoming occupier. A standard pro forma is issued to potential incoming occupiers (see appendix 6) which requires information to be provided on the nature of the business proposed, whilst also requesting references.
- 4.3 Financial credit checks are also sought to ascertain the financial risk of the potential occupier and depending on the individual circumstances, a deposit and/ or guarantor may be requested to provide financial security. This is in line with standard practice in the property market.
- 4.4 The Asset and Property Management team co-ordinate all work in formalising a potential new occupier with Legal and Finance teams within the council. As detailed above, the uses of the property are considerably varied and whilst the council does not have a stated policy of prohibiting certain use types within its premises, the leases issued to occupiers provide controlling mechanisms as to what a tenant may be permitted to do within the property during its tenure. This is standard practice within the property market and is seen as the most effective way of controlling compliance given the wide range of uses that can occur within property.
- 4.5 Standard clauses within commercial leases typically area drafted with the following clauses to ensure occupier ethical compliance in

terms of use of the property and to ensure there is no nuisance caused to neighbouring property. This is particularly pertinent given many of the City Council's buildings are multi occupied with multiple tenants in situ within property which has shared areas.

4.6 Example of Compliance Drafting in Commercial Leases

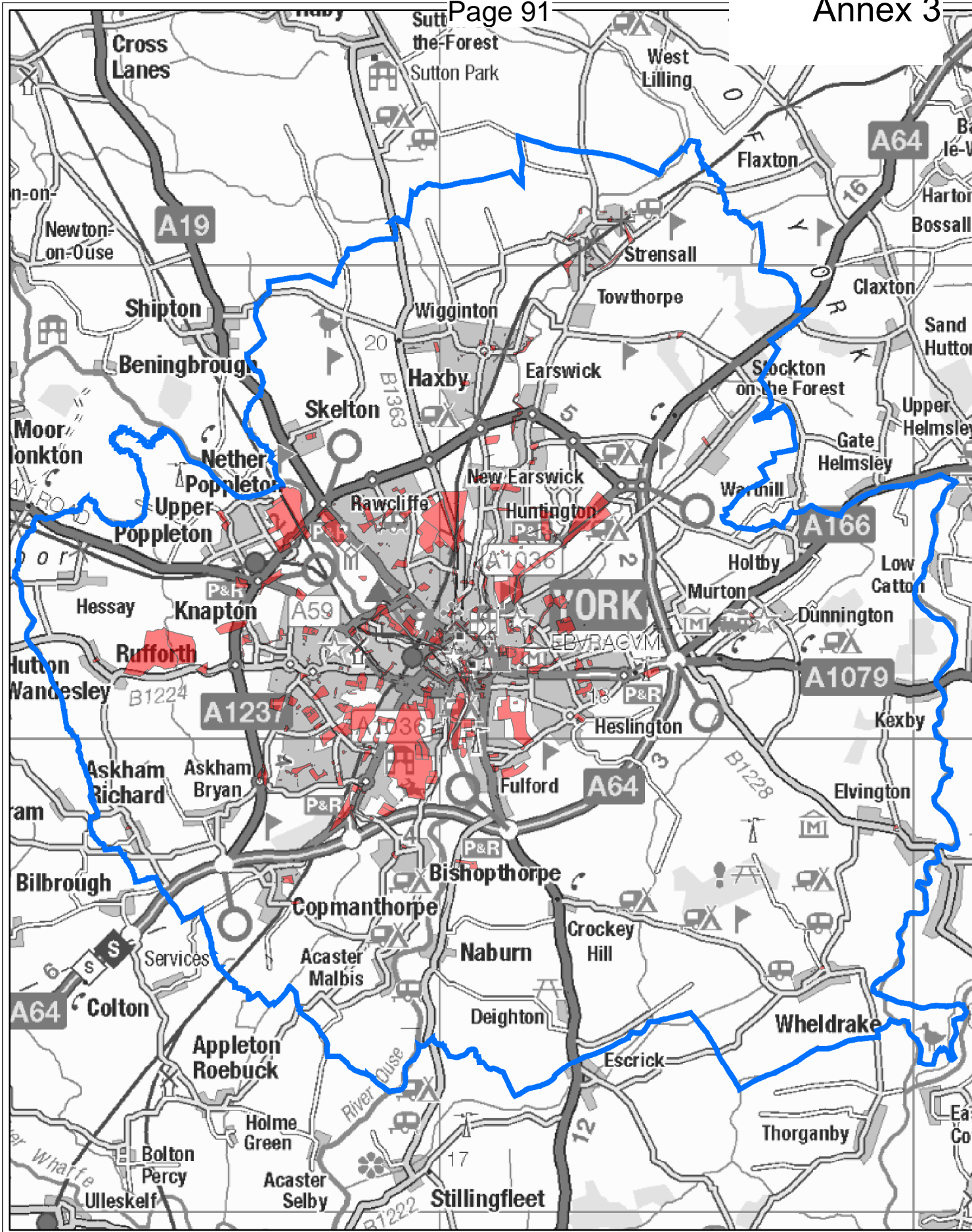
not to do on the Premises anything which may be or become a nuisance or annoyance or cause damage or inconvenience to the Landlord or the tenants or occupiers of any adjoining or neighbouring property

not to use the Premises for any dangerous noxious noisy or offensive trade business or activity nor for any illegal or immoral purpose

- 4.7 Occupiers are also required to comply with statutory requirements, such as planning and building control which is particularly pertinent in the event of proposed alterations to property, to ensure that the fabric of the building is protected and ensuring that any works are in keeping with York's historic built environment.
- 4.8 In providing these controls set out within both its management and use of its property, the city council is able to provide compliance and ethical use of such, without providing an over burdening level of control which would otherwise potentially detract from its ability to lease its property and maintain a strong level of occupancy across its holdings.

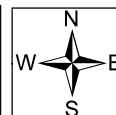
Appendices

- 1-4 City Council Property Ownership
- 5 Royal Institution of Chartered Surveyors (RICS) Code for Leasing Business Premises
- 6 Incoming Occupier Application Pro Forma



Asset & Property Management

CYC Owned & Leased Land, Excluding Housing



SCALE 1:105,000

DRAWN BY: CC

DATE: 17/09/2019

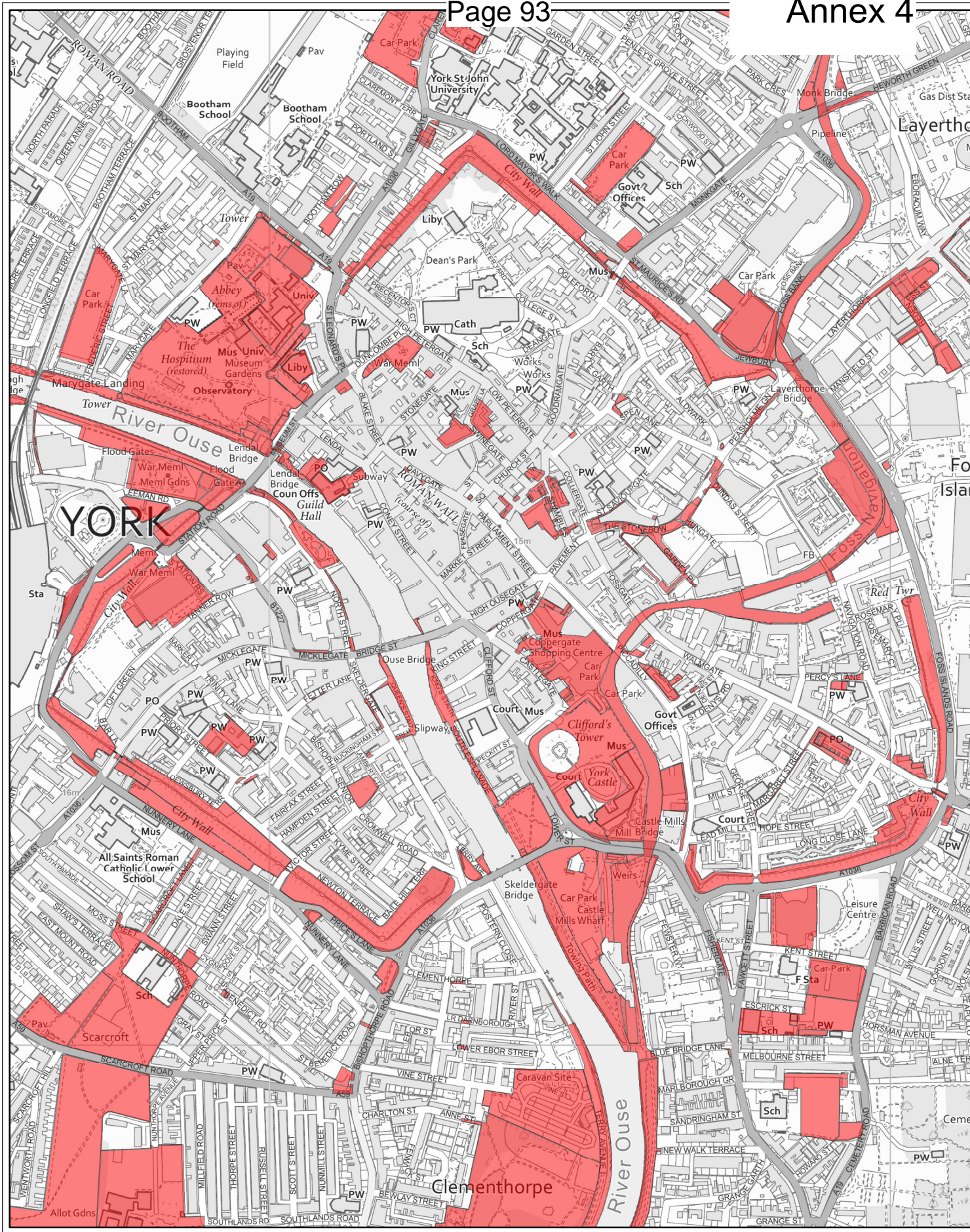
Originating Group:

Asset & Property Management

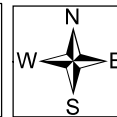
Drawing No.

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CYC Owned & Leased Land, Excluding Housing



SCALE 1:8,000

DRAWN BY: CC

DATE: 17/09/2019

Originating Group:

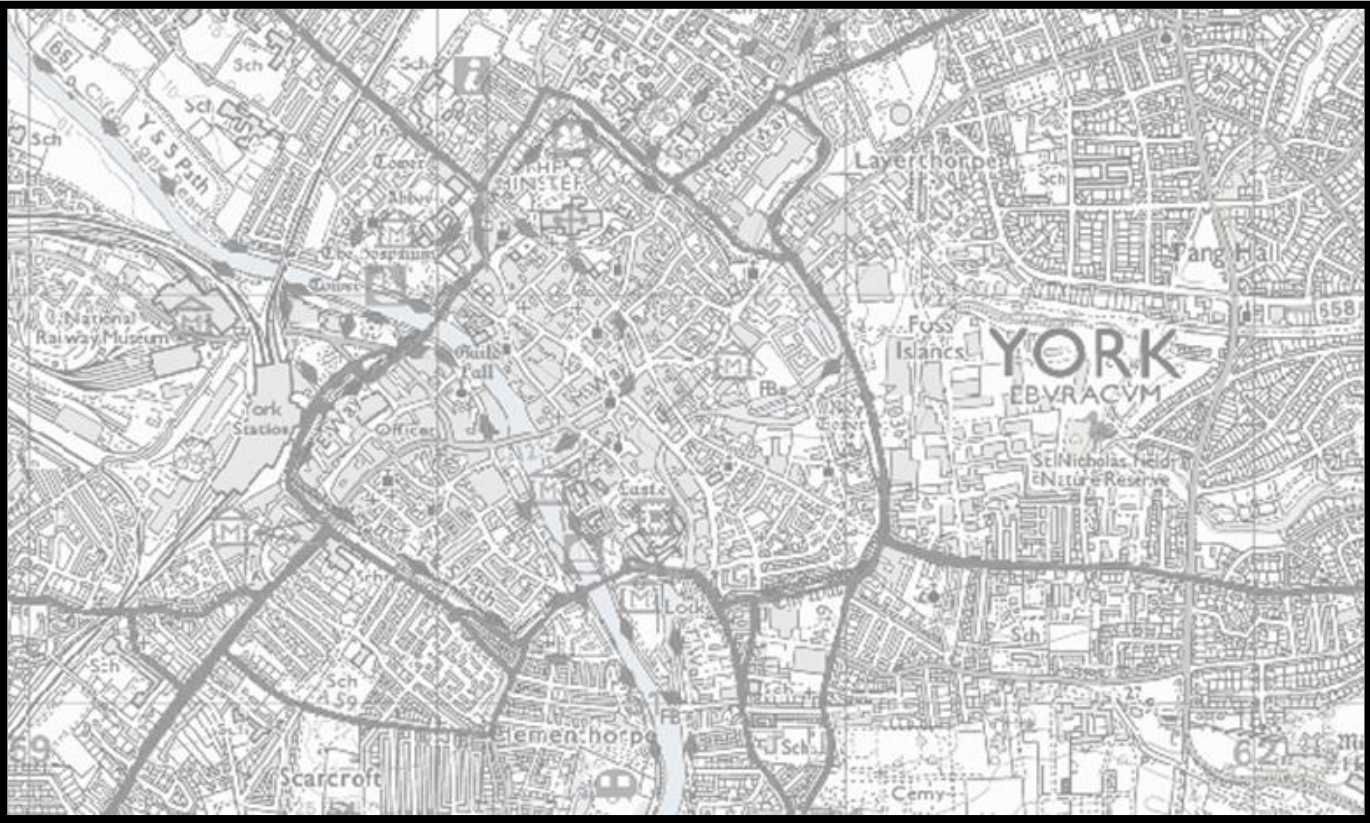
Asset & Property Management

Drawing No.

Asset & Property Management

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YORKMAP USER GUIDE

1. Accessing YorkMap

YorkMap can be accessed using the Councils Intranet (Colin)

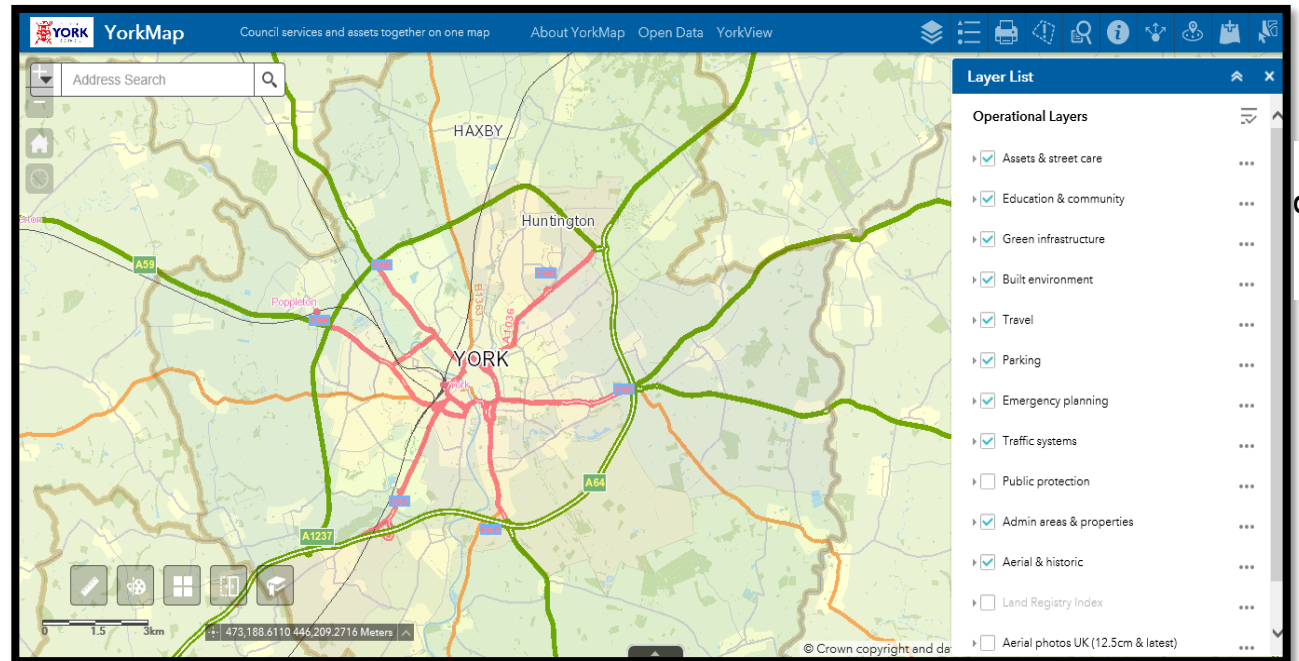
Once you are on the Colin Homepage navigate to the Be Supported tab at the top of the page, now scroll down and select Maps from the left hand list of options. Once selected you will be taken to the maps page click the Open YorkMap link to be taken straight to the live YorkMap.

2. YorkMap Homepage

The first page you will see is the YorkMap homepage which will look like the adjacent image.

The map interface features a Layer list on the right hand side, each layer can be switched off or on depending on the information you need. This is done by using the tick boxes next to the title of each layer.

You can also see the details of each layer by clicking the arrow next to the Layer title, For example if you click the arrow next to Asset and Street Care you will be able to choose from a number of different layers Inc. Streets & Adopted Highways, once selected the layer will show on the map.



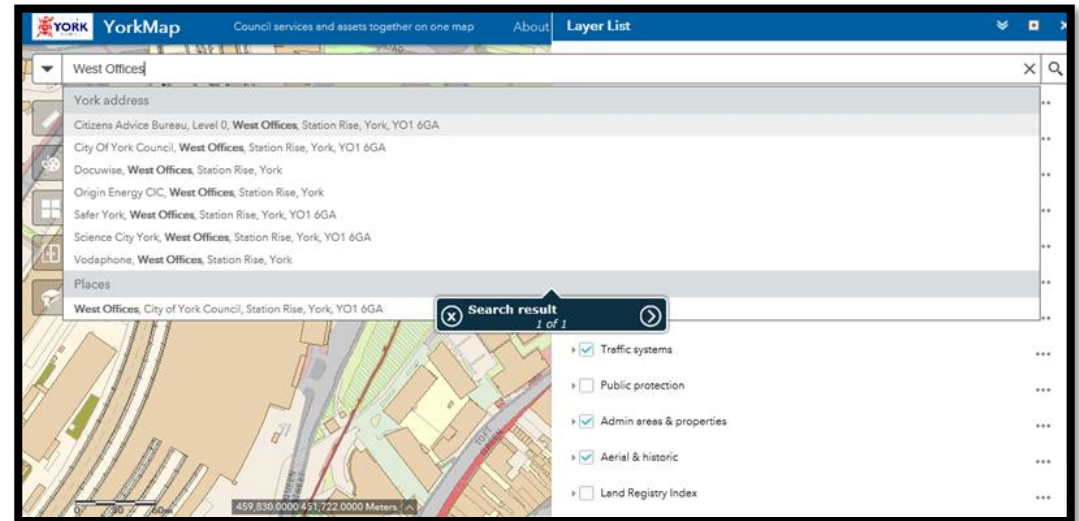
3. Search Bar

The Search Bar is located in the top left hand corner of the YorkMap Home page. It can be used to look up an address or look up an area using coordinates.

Search Bar and Address Lookup.

To use the search function start typing in an address, the search bar will offer you a selection of options if you search a broad area I.E West Offices as shown in the adjacent image will give you all companies or businesses associated with that address.

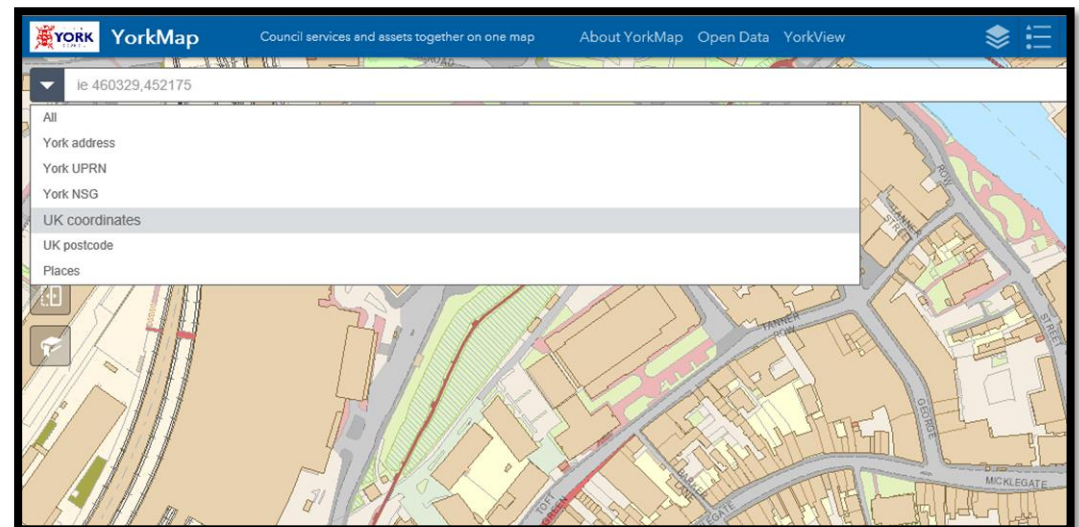
If you know the exact address enter that and click the magnifying glass icon to the right of the search bar, YorkMaps will now take you directly to that address.



Other Search Options.

The search bar can be used to look up an area or address in many different formats including Coordinates, postcode and UPRN number.

If you wish to use one of these search options click on the drop down arrow next to the search bar and select the option you would like. The search bar will show you the format the coordinates need to be entered if you select this option.



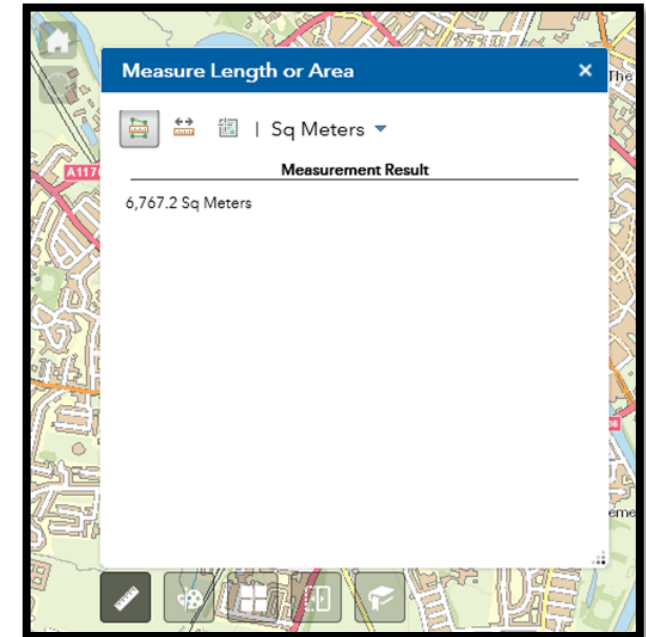
4. YorkMap Tools

In the lower right corner of your homepage you will find 5 buttons, each of these buttons is a different tool you can use to customise the map. The tools allow you to do the following;

Measure Length or Area

Use this tool to measure either a specific area or the distance between two points. To select an area use the area tool to draw around the area you wish to measure, the map will then give you an area measurement in Sq. metres.

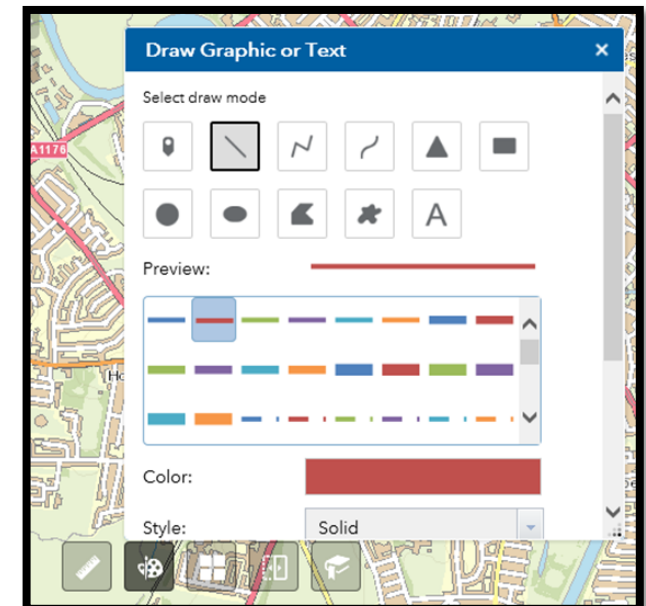
To measure the distance select the second option (a ruler with two arrows) and create a start and end point on the map, the map will give you the distance between the points you have selected.



Draw Graphic or Text

This tool is represented by the paint pallet shown on the above image and allows you to mark an area of interest either by a point marker or by hand drawing a boundary around an area of land.

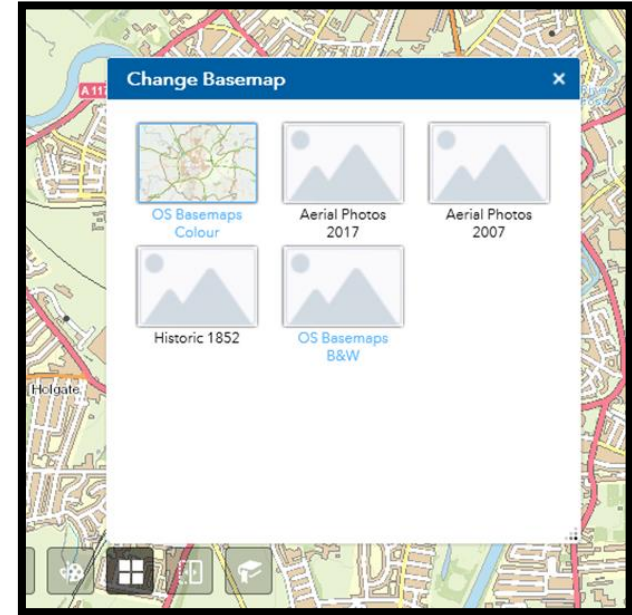
You can also use this tool to write text onto the map before printing or saving if you wish to share with a colleague. Once you click the paint pallet you will be given a selection of drawing options, after selecting the one you wish to use the map will ask you to draw around the area of interest, you can also change the colour of the line you have drawn which is shown in the adjacent image.



Change BaseMap

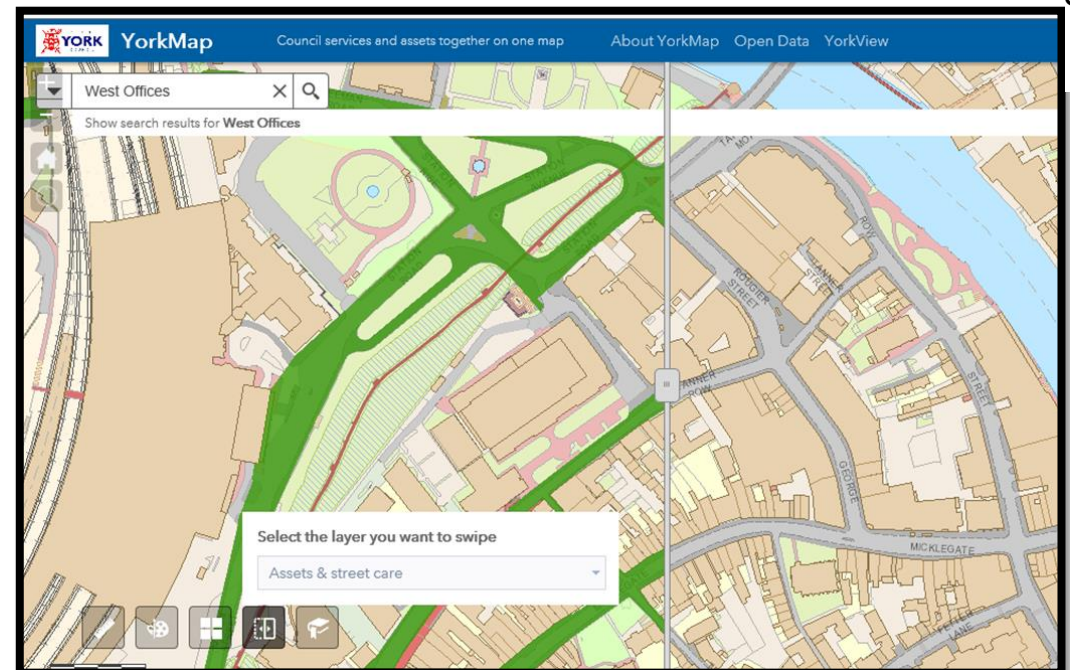
5 Basemap options are given when using and viewing Yorkmap, these can be altered depending on how and what you wish to view. The OS Colour map will automatically be on when you open yorkmap, but I would suggest changing this to the OS Basemap Black and White as any layers you turn on will be in shown in colour.

The other options include Aerial Maps from 2007 & 2017 which will give you a satellite view of the whole of York, and the Historic City Of York Map from 1852. You can search the map for an area or site as usual when using these Basemaps. When you are finished go back to the Basemaps tool and change back to either OS Colour or OS Black and White.



Swipe Layer

The swipe layer tool allows you to view the layers you have selected on the map as well as the map without layers at the same time by splitting the screen. This can be achieved by using the swipe bar shown in the adjacent image. The swipe bar is used by clicking and dragging the icon in the middle.



5. Printing Maps

If you would like to print the map you are viewing and the layers you have selected you can do so by selecting the Export Map tool in the top right of your homepage shown in the below image.

Map Title

You can change the title of your map by clicking in the map title box and typing in your desired text, these editing options will automatically open when you click the export map tool.

Layout

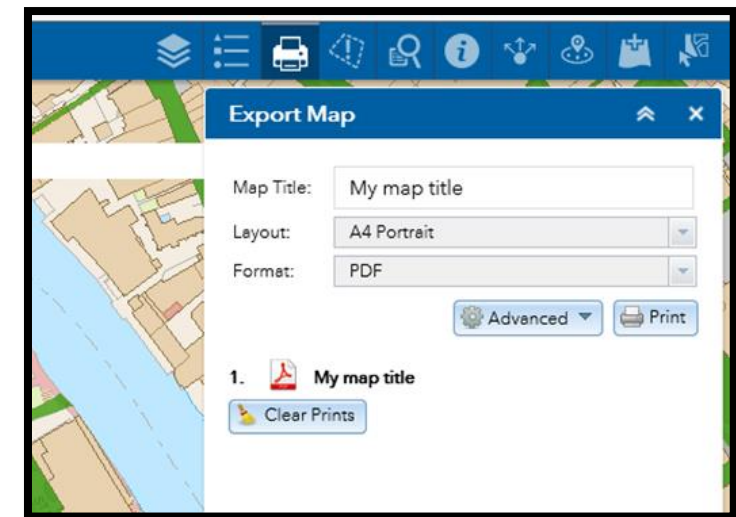
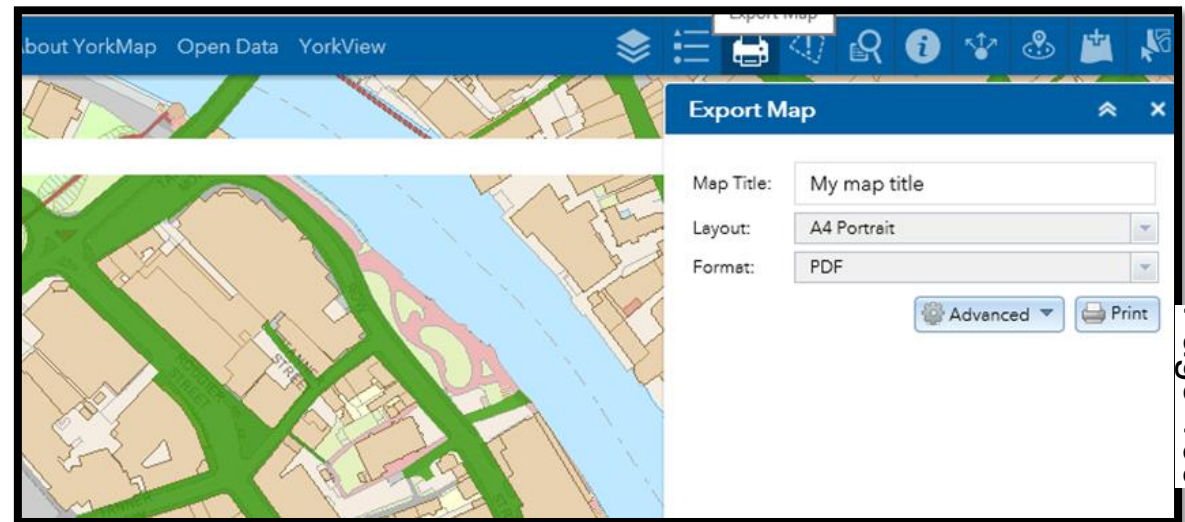
To Change the layout click on the drop down arrow next to the Layout tab, you can choose from a number of different sizes and layouts for your printed map. You can also choose to print a map with a legend which will show the layers that are live on the map when printed.

Format

You can change the format of the saved document by clicking the drop down arrow next to Format – PDF is recommended but if you need a copy that can be inserted into a document of email TIFF or JPEG will both be suitable.

Saving your print

Once you have your map ready to print click on the print icon shown in the adjacent image. The map will automatically save as the title you chose and open itself in adobe viewer (If PDF has been selected) you can now save the PDF to your personal folders.





Social Value Policy

Introduction

As a council we spend £140m on goods and services each year, more than any other organisation in the city. This provides the council with significant leverage to incentivise suppliers to be more sustainable in their practices and to encourage the organisations we buy from to deliver additional social, environmental and economic benefits to the city. The term 'Social Value' has been developed to refer to the achievement of these extra benefits through procurement and commissioning. Social value is a way of thinking about how resources are allocated and looking beyond the cost of a contract to the collective benefits the contract will deliver to the wider community.

This statement sets out City of York Council's commitment to embedding social value into its procurement and commissioning processes, creating a supply chain that helps us work towards our strategic priorities. As service delivery increasingly shifts to external providers, this will become ever more important part of the council's aspiration to become a more sustainable and resilient city.

The statement will also enable us to meet our legal obligations set out in the Social Value Act (2012). The Act requires all public bodies to consider how they might improve the economic, environmental, social and cultural wellbeing of their area when buying services above the Public Contract Regulations thresholds, currently £189k for services and £4.7m for works.

Our social value priorities

Three key social value priorities have been identified: a thriving local economy; strong communities and a sustainable way of life. These are the foundations of the One Planet York framework, which aims to drive progress towards a more sustainable and resilient city. Within this, One Planet Council makes a commitment to put economic, environmental, social and cultural sustainability at the heart of our organisation. These high level principles have been further broken down into a number of key objectives that we wish suppliers to contribute towards. Whilst these objectives are fixed, suppliers may propose to deliver social value in any number of ways. This is to cater for the varied nature of public sector contracts; encourage innovative approaches to service delivery; and ensure that any benefits meet specific local needs. There is no "one size fits all" model and each procurement exercise needs to be dealt with on a case by case basis.

The overall aim of the policy is to reduce inequality and narrow the gap in outcomes by attracting Social Value activities that will improve the lives and life chances of York residents, including the creation of new businesses, new jobs and new skills alongside enhanced sustainability of the city, tackling climate change and reducing waste and improving supplier diversity, innovation and resilience.

To achieve this it is important local intelligence is used to maximise the impact of any social value initiatives. The Ward Profiles and JSNA information is regarded as the, public facing, core data to use in support of any social value submissions. Other credible data sources are welcome to support and inform social value submissions.

In order to ensure good quality social value submissions and transparency the following principles are required in any future tenders:

- The submission clearly delivers and against one or more social value pillars: economic; environmental; social and cultural (the submission must state which pillar/s and objective/s the organisation is referring to, from the table below)
- The submission clearly defines the social value additionality offered during the lifetime of the contract
- The submission clearly references how this delivers against specific aspects of the service specification.
- The submission clearly defines any legacy intended beyond the lifetime of the contract.
- The submission clearly defines what intelligence is being used to inform the proposal (eg/ Ward Profiles or JSNA)
- The submission clearly identifies the outputs and outcomes that will be used by both the organisation and the commissioner to both demonstrate delivery and effectiveness of the delivery
- The submission demonstrates that the proposal is realistic and achievable through track record and or proposed partnership approaches to effectively deliver. Where appropriate the tender panel will seek additional guidance from City of York Council leads across specialist areas.

The tables below set out our key objectives and provide examples of how suppliers may help us meet them. The examples and associated outcome measures are illustrative rather than exhaustive.

1) Strong Community

Objective	Examples of social value	Example outcome measures
Investing in the health and wellbeing of communities	<ul style="list-style-type: none"> • Providing health and wellbeing programmes for staff • Promoting education campaigns (for example, healthy living, debt or physical and mental health) • Providing schemes which encourage staff to cycle work 	<ul style="list-style-type: none"> • Number of employees benefitting from health and wellbeing programmes • Campaign reach • Staff behavioural change • Increase in number of staff cycling to work
Building capacity	<ul style="list-style-type: none"> • Allowing voluntary, community and faith sector organisations / community groups to make use of business premises • Providing pro bono consultancy to voluntary sector organisations e.g. marketing, digital skills, financial management, etc. • Establishing an employee volunteering scheme 	<ul style="list-style-type: none"> • Number of hours premises rented out for • Number of hours of consultancy provided • Number of employee hours volunteered
Supporting the most vulnerable residents & bringing communities together	<ul style="list-style-type: none"> • Supporting employees who are vulnerable or on low income with their childcare • Engagement with community cohesion projects • Running or supporting befriending / mentoring schemes for vulnerable adults or children and young people 	<ul style="list-style-type: none"> • Number of employees benefitting from childcare • Number of community projects supported • Number of vulnerable adults or children supported • Number of hours volunteered

Relevant One Planet Principles: Health & Wellbeing, Strong Resilient Community, A City Working Together

2) Vibrant Cultural Offer

Objectives	Examples of Social Value	Example of Outcome/output Measures
Exceptional Place	<ul style="list-style-type: none"> • Use arts and culture as a tool to engage local people in decision-making and in developing York's new shared vision and narrative • Ensure any place based developments bring arts and heritage ingredients, activity and events 	<ul style="list-style-type: none"> • Number of engagements using culture as a tool • Defined places and activities utilising additional cultural offers • Defined art commissions to enhance locations
Retaining and developing talent with children, adults and intergenerationally	<ul style="list-style-type: none"> • Enhance the connections between the cultural offer and the universities and colleges in York in order to aid talent development and enhance community cohesion • Create deliberate connections with local schools to enable enhanced encouragement and/or access to the arts • Enhance/support any community based intergenerational opportunities through the medium of art and culture. 	<ul style="list-style-type: none"> • Demonstrate establishments in York engaged with • Case studies of individual cultural engagements with outcomes • Quantity of project blogs/case studies demonstrating the cultural offer, outcomes and the impact including where appropriate quotes • Number of Schools engaged with • Demonstration of how offers are becoming more embed/sustainable to create legacy
A National Pioneer in Culture and Wellbeing – creating the most creative collaborative city.	<ul style="list-style-type: none"> • Enhance the offer through social prescribing through enabling inclusive offers through arts and heritage engagement 	<ul style="list-style-type: none"> • Case study to demonstrate how the Social Value offer has increased the opportunities to cultural engagement

	<ul style="list-style-type: none"> • Support of young people's mental health through cultural and wellbeing commissioning • Support of an aging population through cultural and wellbeing commissioning • Support development of an effective and engaging network of artists, musicians, designers, makers and practitioners in the city to table ideas, explore possibilities and seek new collaboration • Create opportunities for take-over and participative events 	<ul style="list-style-type: none"> • Outcomes through ways to wellbeing or other tools from social prescribers • Case studies from young people or older people where there has been support through the Social Value offer. • Briefing report of how the organisation has supported enhanced cultural infrastructures in York • Briefing report of where an organisations Place has enhanced the cultural offer in York
World Class Ambition and Profile:	<ul style="list-style-type: none"> • Enhance international relationships where there is connection to local communities eg/ through arts, culture and heritage within ethnic minority groups of York • Support existing, developing cultural programmes and festivals in York to enhance the profile and prestige of the cultural offer 	<ul style="list-style-type: none"> • Briefing report demonstrating the approach used by the organisation to enhance international relationships through the arts and ethnic minority groups. • Case study, signed off by programme leads, demonstrating the contribution by the organisation.

3) Vibrant & Inclusive Economy

Objectives	Examples of social value	Example outcome measures
Supporting the local economy	<ul style="list-style-type: none"> • Maximising the total spend within the local supply chain • Involving SMEs, voluntary sector organisations and social enterprises within the supply chain • Providing support to new businesses, SMEs, social or green enterprises or voluntary sector organisations • Attracting inward investment into the city or wider region 	<ul style="list-style-type: none"> • % of total spend within the local supply chain • Number of SMEs etc. supported • Amount of inward investment achieved
Helping residents to get good quality jobs and ensuring we have the workforce of the future	<ul style="list-style-type: none"> • Creating new jobs within the local economy • Providing apprenticeships or work experience placements • Supporting young people to develop their skills (e.g. by providing training courses, mentoring, career guidance, talks, mock interviews, advice on CVs, etc.) • Offering curriculum support to schools • Providing training courses or workshops to improve digital literacy 	<ul style="list-style-type: none"> • Number of jobs created • Number of apprenticeships or work experience placements provided • Number of young people supported • Number of schools engaged with and / or time committed • Number of digital literacy courses offered / reach of course
Promoting equity and financial inclusion	<ul style="list-style-type: none"> • Paying the Foundation Living Wage • Providing specific employment support to vulnerable or underrepresented groups, such as the long-term unemployed, ex-offenders, or individuals with disabilities • Targeting recruitment of the one or more of the above groups 	<ul style="list-style-type: none"> • Number of vulnerable individuals receiving support • % increase in pay for lowest paid staff or reduction in the pay gap between lowest and highest paid staff members

	<ul style="list-style-type: none"> • Increasing the rate of pay for lowest-paid staff by adoption of the Foundation Living Wage • Supporting staff with additional needs by permitting flexible working • Working with schools to support children at risk of poor educational attainment or becoming NEET (not in education, employment or training), such as those in care • Providing guaranteed interview schemes for the unemployed 	<ul style="list-style-type: none"> • Number of staff with additional needs supported • Number of children engaged with
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Relevant One Planet Principles: Decent standard of living, Education & Opportunity, Fairness & Inclusion, Sustainable Food and Materials

4) Healthy Environment

Objective	Examples of social value	Example outcome measures
Minimising waste, water usage and energy consumption	<ul style="list-style-type: none"> • Reducing waste sent to landfill* • Maximising % of waste recycled* • Maximising use of renewable and/or low-carbon energy sources * • Supporting local sustainable transport initiatives • Minimising distance travelled to access services • Supporting or delivering environmental education campaigns • Maximising use of sustainable materials <p>*should be considered in relation to the entire supply chain</p>	<ul style="list-style-type: none"> • Reduction in waste sent to landfill by X% (compared to previous contract) • % of waste recycled • % reduction in energy usage (compared to previous contract) • % of energy from a renewable source • % of service users or employees travelling by sustainable modes of transport • Number / reach of environmental campaigns
Protecting and enhancing the natural environment	<ul style="list-style-type: none"> • Providing additional open space • Significant investment in trees and landscaping • Minimising the impact on air quality • Minimising noise pollution 	<ul style="list-style-type: none"> • Amount of open space provided • Spend on trees / landscaping • Reduction in noise or air pollution compared to previous contract
Supporting local and sustainable food suppliers	<ul style="list-style-type: none"> • Maximising the use of locally-sourced, sustainable and / or fair-trade food • Reducing food miles (field to fork) through the use of local suppliers 	<ul style="list-style-type: none"> • % of food products that are locally-sourced, sustainable and / or fair-trade

Relevant One Planet Principles: Zero Carbon and Sustainable Transport, Zero Waste, Land Use and Wildlife, Sustainable Food, Water and Materials

Why have we developed a social value policy?

- To maximise the value we obtain from public spending
- To reduce demand on services, by encouraging suppliers to support our strategic priorities
- To meet our legal obligations
- To help support local businesses and the voluntary sector
- To enable us to deliver social value in a manner that is consistent and measurable

What will success look like?

- An increase in the number of procurements that include social value in their specification and bid evaluation
- Social value is discussed at all meet the buyer events and throughout the pre-procurement stage
- Managers, members and suppliers are aware of what social value means and how they can help deliver it

How will we incorporate social value into the procurement process?

Separate guidance will be developed to ensure that social value is fully embedded into procurement processes. Ongoing support and training will be provided for managers and members. We will engage with suppliers, partners and other stakeholders to ensure they are fully aware of what social value means and how they can contribute. Additional guidance and support will be offered to SME's and voluntary sector organisations.

When should the policy be applied?

The policy must be considered when buying goods or services over the value of £100k, but can also apply to contracts of any value. The degree of consideration should be proportionate to the value of the contract. At least 10% of bid scoring will be allocated to social value. An exception must be sought if this is to be waived.

How has the policy been developed?

The priorities set out in this social value policy reflect the principles underpinning One Planet Council and One Planet York. Both initiatives seeks to mobilise the city towards a more sustainable, resilient and collaborative future, with a vibrant and inclusive economy, strong community and healthy environment. One Planet Council addresses this from our own internal organisational perspective, whilst One Planet York is externally-focused and concerned with mobilising the city. At the centre of the two initiatives are ten key sustainability principles:

The ten principles are:

- Decent standard of living

- Education and opportunity
- Fairness and inclusion
- Health and wellbeing
- Strong resilient community
- A city working together
- Zero carbon and sustainable transport
- Zero waste
- Land use and wildlife
- Sustainable food, water and materials

The policy promotes the council values of working together to improve and make a difference.

ASSET DISPOSAL PROCEDURE RULES INCLUDING GUIDANCE ON LOSS AND THEFT

INTRODUCTION

- 1 These procedure rules have been produced to provide officers with clear guidance on the required process to follow when disposing of Council assets (other than buildings and land) that are obsolete, broken beyond reasonable repair or surplus to requirements. **Under no circumstances will council officers be permitted to purchase any such items.** These procedures are not to be used for the disposal of major capital assets such as buildings and land.
- 2 Officers should, where possible, try to avoid disposing of items by arranging for them to be placed into a skip, which subsequently ends up at a council landfill site.

WHAT IS THE PROCESS?

- 3 The first step is to estimate the value of the item(s) to be disposed of. The value of the item(s) will need to be estimated as accurately as possible to ensure that the correct method of disposal is used. The following methods can be applied to estimate the value of the item(s):
 - By obtaining a quotation or preliminary bid
 - Previous knowledge and experience
 - Research (internet, trade publications etc.)
- 4 Officers will need to be vigilant and identify any items they feel may be antique, collectable or listed building items. Such items may be of a high value or integral to the building and in such cases the approval of the Chief Officer prior to disposal will need to be obtained. It is also important that archives are consulted in relation to such items.
- 5 It is important to ensure that details such as values and item descriptions are accurately recorded and evidenced to ensure a clear audit trail of the disposal process. This can be done by using the form at Annex D of this policy.
- 6 Once the value of the item(s) for disposal has been estimated, officers need to check this against the competition requirements set out in Annex A of this policy.

WHAT ARE KEY DISPOSAL CONSIDERATIONS?

City of York Council Financial Regulations – Supplementary Guidance

7 Before decisions are made regarding the correct method of disposal, officers must first determine if the item is in working order and therefore in saleable or re-usable condition. It may be that the item has only recycle or scrap value. Once established that the item is re-useable or saleable the following needs to be considered:

- **Re-Use or Relocation** - Assets can be re-used or relocated to other departments or service areas within the council. The items can be advertised through the council's internal bulletin board found on the council's intranet site or through the directorate business support units.
- **Obtaining quotes from outside agents** - This process can be done in a number of ways dependant upon the estimated value of the asset(s) to be disposed (refer to Annex A).

A Disclaimer form (Annex B) must be completed where items are sold or transferred to external bodies or individuals.

OTHER CONSIDERATIONS

8 **Risk** – Officers must take reasonable steps to ensure that items to be disposed of are disposed of in such a way that the risk to the council is appropriately mitigated. Risks may include:

- 3rd party claims (where injury is caused by using the disposed of item).
- Breaches of legislation (e.g. Data Protection Act as a result of insufficient data cleansing of computer equipment).
- Reputational damage (arising from adopting environmentally unfriendly disposal routines).

9 **IT Hardware disposal** – Surplus IT equipment must be disposed of through the ICT service desk by calling ext: 2222 who will log the request and arrange for collection of the equipment.

10 IT equipment that is in a serviceable condition or can be cost effectively repaired is then relocated within the council. IT equipment that is beyond economical repair is disposed of through a company located in Stockport called Data IQ. In all cases, surplus IT equipment must be disposed of through the relevant service IT team to ensure that current Data Protection and Health and Safety laws are adhered to.

11 **Ink consumables** – Used Ink consumables are recycled through a Leeds-based company called K2. Empty Ink consumables should be returned to the IT Business Support Team where collection is made by K2.

City of York Council Financial Regulations – Supplementary Guidance

- 12 **Mobiles phones** – Unwanted/broken mobile phones can be recycled through Regeneris free of charge. To arrange this facility the IT Business Support Team can be emailed on itadmin2@york.gov.uk .
- 13 **Rented / Leased equipment** – Equipment must not be covered by any rental or lease agreement (e.g. photocopiers).
- 14 **Keep accurate records** – In accordance with Annex A, accurate records must be kept documenting asset disposals. In order to demonstrate good practice, a record of all asset disposals by any method must be made and should include the following information (Annex D):
 - Item description including the make, model and serial number.
 - If the item is antique, collectable or a listed building item.
 - Estimated value of item to be disposed including supporting evidence.
 - Method of disposal (auction, recycled etc.)
 - Date of disposal.
 - Reason for disposal (obsolete, broken beyond economical repair.)
 - Name of officer authorising disposal.
 - Sale receipts (retained for audit).

VAT

- 15 Items to be disposed of may be subject to VAT. Generally VAT is charged at the standard rate; however there are exceptions to this, for example when goods are sold to specific types of organisations. Where applicable the VAT element must be recorded. For further information and advice the VAT Officer within the Resources Corporate Finance team should be contacted.

RECEIPTS OF INCOME

- 16 All sales of assets should be accompanied by a receipt and a completed Disclaimer Form (Annex B). The Disclaimer should be signed and completed by both the council officer and the supplier, with the original copy being retained by the council and a copy given to the supplier for their records.
- 17 All assets sold or otherwise disposed of must be reported to the central finance team using the form at Annex D. All income should be paid to the department's relevant budget code.

REPORTING OF LOST AND STOLEN ASSETS

City of York Council Financial Regulations – Supplementary Guidance

- 18 The purpose of this section of the guidance is to establish appropriate reporting procedures for lost or stolen council property, including instances of theft. This procedure applies to all council property whether or not the property is recorded in the council's Asset Register.
- 19 Lost, stolen or missing items must be reported immediately by the responsible department to the council's Internal Audit service (Veritau Ltd) and where the item is insured, the insurance team. This can be done using the "Report of Lost or Stolen Property" form attached at Annex C. Where the item value is in excess of £500 or an insurance claim is to be made, the incident should be reported to the police and a police incident number recorded on the form.
- 20 It is a requirement of the Financial Regulations, to which this document provides supplementary guidance, that each department files a "Report of Lost or Stolen Property" form whenever council property is lost, stolen or missing, whether or not the item is on the departmental equipment inventory. It is equally important that where the item does form part of the departmental inventories (which record all furniture, fittings, equipment and plant and machinery above £500, as set out in the council's Financial Regulations) that the item is removed from the inventory.

Annex A**Competition requirements in the sale of Council Assets**

All equipment disposals and sales should follow this approved procedure and look to obtain best consideration:

<u>Estimated Asset Sale Value</u> (£)	<u>Procedure to be followed</u>
0 – 5,000	Value for money – <ul style="list-style-type: none"> Relocation to other service areas within City of York Council. Obtain quotes from outside agents.
5,000 – 30,000	Verbal quotations <ul style="list-style-type: none"> Officers must seek and document at least three competitive quotes from purchasers or by placing a public advertisement.
30,000 – 100,000	Written quotations <ul style="list-style-type: none"> All assets that fall into this category must be notified to Chief Financial Officer and their approval received before quotations are sought.
100,000 and above	Competitive Tender <ul style="list-style-type: none"> Where an asset has a value in excess of £100K Executive Member approval will be required and all such disposals must be reported to the CFO in advance of any action been taken to dispose of the asset.

POINTS TO NOTE

- i) All equipment to be disposed of is checked to ensure it is in good working order. A manager or senior member of staff must verify the working condition before the item is written off.
- ii) A written record of the disposal/sale is retained and signed by the manager authorising the disposal/sale (Annex D), a copy is sent to the corporate finance team and details of the disposal are recorded in the departmental inventory.
- iii) An official receipt must be provided when an item is sold and the income coded to the correct financial ledger code.
- iv) If items are lost or stolen the departmental inventory will need to be amended to reflect this.
- v) Sales to staff are strictly prohibited. Under no circumstances will consideration be given to allowing staff to purchase obsolete or surplus assets or items of equipment.

Annex B

Disclaimer
Disposing of Assets

Directorate/Department:

Representative Officer:

Contact Details:

Full Description of Item(s) to be Disposed:

Items are purchased / obtained from City of York Council on a bought as seen basis.

I/we the undersigned take ownership of the above item(s) at own risk and understand that City of York Council accepts no liability for any damage or injury caused to persons or property resulting from the transportation, storage or use of the item(s) listed above.

Signed:

Date:

Organisation:

Annex C



Report of Lost or Stolen Property

SECTION A	
Department	
Address	Tel No.

SECTION B - THE INCIDENT	
Date	Time am/pm
Location	
Who discovered it and when?	
STATE FULLY THE CAUSE OF THE LOSS/DAMAGE AND HOW IT OCCURRED	

SECTION C	
Please answer the following questions if applicable to the incident:-	
Delete as Appropriate	
Questions 3 & 4 are compulsory	
1. Is a burglar alarm installed at the premises? If YES, was it operational at the time of the incident? If no alarm installed, have you enquired about one? Give details	YES/NO YES/NO YES/NO
2. Do you have a strongroom in the premises? If YES, was the strongroom in use? If YES, were the goods stolen taken from there	YES/NO YES/NO YES/NO
3. WHAT PRECAUTIONS ARE YOU TAKING TO PREVENT A RECURRENCE OF THE LOSS	
4. WERE THE POLICE ADVISED?	
IF YES, WHEN AND WHICH POLICE STATION PLEASE PROVIDE INCIDENT NUMBER	
5. Were the premises unoccupied at the time of the incident?	YES/NO
6. Have you suffered a loss of this nature within the last 3 years? If YES, give details:-	YES/NO

SECTION D					
				Value at the	Value after

City of York Council Financial Regulations – Supplementary Guidance

Description of Articles lost or damaged	From whom originally purchased	Date Acquired	Original Price Paid £	time of loss or damage £	damage £

SECTION E - DECLARATION BY OFFICER

Name

Job Title

Department

Signature Date

PLEASE RETURN THIS FORM TO:-
Internal Audit (Veritau Ltd)
West Offices
Station Rise
YORK
YO1 6GA



Asset Disposal Form

Directorate :

Department :

Description of Asset :

Asset Value :

Ledger Code :

/

Is the Asset on an outstanding lease?

YES / NO

Has the Asset been removed from the department inventory?

YES / NO

Has the correct approval been sought to comply with financial regulations?

YES / NO

Authorising Officer :

Copy to : Central Finance.

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**Customer & Corporate Services Scrutiny
Management Committee**

23 May 2022

Report of the Director of Governance

Developing Scrutiny Members**Summary**

1. The Chair has requested a position statement to this Committee relating to proposals for developing the skills and experience of those Members specifically allocated to serve on Scrutiny Committees within the Council.

Background

2. The Committee received a report in February 2020 considering the wider aspects of supporting and engaging elected Members in their work as a Councillor and in their communities.
3. In the months preceding this, the Chair, Statutory Scrutiny Officer and Director of Governance were involved in an ongoing dialogue focussed on identifying appropriate training opportunities for Scrutiny Committee Members.
4. Scrutiny Chairs & Vice Chairs were engaged in December 2019 and there was a consensus view that tailored training for all Scrutiny Committee Members would be welcome.
5. Since that time, both the Joint Standards and Audit & Governance Committees have concerned themselves with the Council's arrangements and proposals for training and developing elected Members. More recently, Audit & Governance has taken on responsibility for reviewing and considering the full induction package for newly elected (and returning) Members following the May 2023 local elections. That package will include scrutiny training.

Analysis

6. As a refresher to the Committee, Members are advised that the following training is ordinarily provided to Councillors upon election:
 - Planned induction for all new Members;
 - Refresher training for longer serving, more experienced Members upon re-election and across years of service; framed around areas of responsibility;
 - Seminars/external conferences and activities for elected Members as part of a commitment to ongoing training;
 - Close liaison with the Local Government Association (LGA) on dedicated training and development, including delivery by the LGA to York Councillors of tailored training/advice;
 - A dedicated but small ongoing annual budget, with a larger budget being made available during induction year;
7. Any induction proposals would ordinarily include a suite of training specifically on scrutiny for those Members appointed to serve on Scrutiny Committees. Such training is normally provided, at a free or subsidised cost, by one of the larger national organisations supporting Members, such as the Local Government Association. Unfortunately, the current cohort of scrutiny members elected in May 2019 have not received the benefit of such training due to a combination of the impact of the Covid 19 pandemic and the lack of support available from the LGA prior to the pandemic hitting. Due to the ongoing nature of the pandemic over 2 years, it has not been possible during this term to provide the usual external training and given the lack of resources available during this time to support more active scrutiny work, the Chair and Committee had previously taken a view that it would be best to wait and apply proper resources to such training as part of the 2023 induction package. It is the aspiration of the Chair that a full suite of ongoing and refresher training for Scrutiny Committee Members can be delivered throughout the 2023-2027 administrative term
8. The Chair and Officers have made initial contact with the former Centre for Public Scrutiny Studies (CfPS) to ascertain what training and support they could provide for our scrutiny members and under what arrangements. The former CfPS has been undergoing a restructure of its own arrangements and has therefore not yet been able to engage with the Council on what it can offer.

9. Audit & Governance Committee will receive a full and comprehensive induction package to consider and review in due course as part of its managed work programme. That will include options for scrutiny training.

Consultation

10. No consultation was required on this report which is for information.

Options

11. The report is for information purposes to note the role of Audit Governance Committee in this matter. However, the Committee may wish to consider requesting Audit & Governance Committee to keep it (or the Chair) specifically informed on any decisions made relating to training and induction provision for scrutiny.

Council Plan 2019-23

12. Whilst this report does not in itself materially affect how the work of scrutiny can support and develop the Council's overall priorities set out in the Council Plan 2019-23, how Councillors are developed and how meaningfully they engage with Scrutiny can impact on the Council's overall performance.

Implications

13. There are no known implications associated with the recommendations of this report.

Risk Management

14. There are no known risks associated with the recommendations in this report.

Recommendations

15. The Committee is asked to note the position relating to scrutiny training and the role of Audit & Governance Committee and consider whether it wishes to be kept informed of arrangements specifically for scrutiny members post May 2023 and beyond.

Reason: To ensure full and proper training for scrutiny Members post May 2023.

Contact Details

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Report Approved **Date** 11/05/22

Specialist Implications Officer(s)

None

All

Wards Affected:

For further information please contact the author of the report.

Customer and Corporate Services Scrutiny Management Committee – Work Plan

CSMC	13/06/2022		Forum	1) Work Plan for year ahead.
CC	14/06/2022		Forum	1) Annual outline of aims and objectives for the coming Municipal year by Leader and/or relevant Portfolio Holders, including any significant issues likely to be in the Forward Plan
HCS	15/06/2022		Forum	1) Annual outline of aims and objectives for the coming Municipal year by Leader and/or relevant Portfolio Holders, including any significant issues likely to be in the Forward Plan
HASC	21/06/2022		Forum	1) Annual outline of aims and objectives for the coming Municipal year by Leader and/or relevant Portfolio Holders, including any significant issues likely to be in the Forward Plan
CEC	23/06/2022		Forum	1) Annual outline of aims and objectives for the coming Municipal year by Leader and/or relevant Portfolio Holders, including any significant issues likely to be in the Forward Plan
E&P	26/06/2022		Forum	1) Annual outline of aims and objectives for the coming Municipal year by Leader and/or relevant Portfolio Holders, including any significant issues likely to be in the Forward Plan

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