

Report of the Head of HR and OD

## **City of York Trading Ltd Update**

### **Purpose of Report**

1. To note the 2020/21 statutory accounts of City of York Trading Ltd, provided as **Annex A**.
2. To consider the City of York Trading Ltd Performance Update March 2022 provided as confidential **Annex B**.
3. To approve the appointment of a new Independent Non- Executive Director, whose CV is attached as confidential **Annex C**.
4. The performance update is private due to the commercial sensitivities and the CV is private due to it containing personal details.

### **Recommendations**

5. Note the statutory accounts for City of York Trading Ltd for the financial year 2020/21 attached at **Annex A** to this report.

Reason: To ensure the Council is updated on the financial status of City of York Trading Ltd.

6. Note the report from City of York Trading Ltd attached at **Annex B** to this report.

Reason: To ensure the Council is updated on the performance of City of York Trading Ltd.

7. Approve the appointment of a new Non Executive Director whose CV is attached at **Annex C**.

Reason: To ensure the Company has a Board of Directors with two Independent Non Executive Directors in accordance with the Shareholders Agreement.

## Background and analysis

8. City of York Trading Ltd (trading as WorkwithYork, WorkwithSchools and WorkwithYorkshire) was formed in 2011 with the intention of supplying temporary staff to CYC, to schools (in and around the York area) and to other outside organisations.
9. Through City of York Trading Ltd, CYC makes a saving compared to the cost of agency staff on the open market.
10. In addition, the payment of an annual dividend from the Company's profits is designed to assist CYC's financial position.

## Key Company Matters 2021/22:-

11. The Company's Board of Directors currently comprises :-
  - Karen Bull (Managing Director)  
with Non-Executive Directors
  - Cllr Andrew Waller (Chair)
  - Cllr Kallum Taylor
  - Cllr Simon Daubeney
  - Oliver Wright
12. Owing to other business commitments John Dobson resigned as Non-Executive Director in February 2022. The Company advertised for another Independent Non-Executive Director, and the Board conducted interviews with shortlisted candidates in early March 2022. The Shareholder is asked to approve the appointment of the successful candidate, who has extensive senior leadership experience in HR, Business and Organisational Development in both public and private sectors. This candidate's CV is provided to the Shareholder at **Annex C**, as it contains personal and sensitive information is not for general circulation.
13. The Company's Management Accountant prepares financial reports and the Managing Director prepares Performance Reports on a monthly basis. Company Board Meetings are held monthly to coincide with this reporting.
14. The Company's filed statutory accounts for 2020/2021 are attached at **Annex A**.

15. The Company's financial performance 2021/22 year-to-date is positive with both turnover and profit above budget. Further information is provided to the Shareholder Committee within the Performance Update March 2022 (confidential **Annex B**).
16. The Company's Board of Directors are due to approve the 2022/23 budget in their late March Board meeting. This will be shared with the Shareholder Committee in May 2022.
17. Key Performance Indicators are monitored on weekly and monthly basis.
18. Marketing activities continue, including utilisation of the Company's websites and social media channels.

### **Climate Emergency**

19. The Company plans to move offices in June 2022 to a new building leased from CYC. The building is currently undergoing a programme of repair and refurbishment having been empty for a number of years. As part of this work, all old fluorescent and filament bulb lighting are being replaced with environmentally friendly LEDs, which use less energy and last longer. This new office will provide much needed space for all staff as the Company expands, with a mostly hybrid working model planned, additional rooms will allow for in-person training and meetings (saving external venue costs). As now, many candidate and client meetings will continue to be virtual, reducing travel. Continuing arrangements in place at the Company's existing office at Kings Court there will be no staff parking on site, but the new building is close to bus routes and the railway station and staff cycle and walk to work where they can.

### **Apprenticeships**

20. The Company plans to further expand its staff team later in 2022, and anticipates that at least one role will be a suitable apprenticeship opportunity, with a chance to be trained and supported by more experienced team members. The Company will work to identify a suitable apprenticeship training provider, following its office move in early summer.

### **Procurement**

21. The Company has modest procurement needs – offices and IT systems/equipment are supplied at market rate by CYC, the Company's energy at Kings Court is via a green energy supplier and the majority of

general expenditure (mostly stationery, office consumables) is with YPO. Where new services are required, at least 3 quotes are obtained, with local SMEs utilised where feasible.

## Health & Safety

22. All of the Company's staff team now work in the Kings Court office on a rota basis, screens are in place between desks, windows open for ventilation and staff asked to conduct Lateral Flow tests before coming to work if they can, and to stay at home if they or close family members are unwell. Sanitiser and masks are provided, and daily cleaning in place. After nearly two years of the pandemic, though several staff have tested positive for Covid from contacts outside work, there have been no cases of workplace transmission within the Company's staff team. The Company will continue with paid for Lateral Flow Testing from April assuming Covid is still present in the community.
23. The Company's temporary workforce follow Health & Safety requirements and guidance of the clients with whom they are placed.

## Risk Management

24. There are no specific risk issues arising from this report.

## Implications

25. There are no financial, legal, HR, equalities, crime and disorder, information technology, property or other implications arising from the recommendations in the report.

<b>Author:</b>	<b>Chief Officer responsible for the report:</b>			
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Helen Whiting Head of HR and OD Email: <a href="mailto:helen.whiting@york.gov.uk">helen.whiting@york.gov.uk</a>	<b>Report Approved</b>	Y	<b>Date</b>	16 March 2022
<b>Wards Affected:</b>			All	
<b>For further information please contact the author of the report</b>				

## Annexes:

Annex A– CYT Statutory Accounts 2020/21

Annex B – CYT Performance Update March 2022 (Confidential)

## Annex C – CV of proposed Independent Non-Executive Director (Confidential)

### **Abbreviations**

CV – Curriculum Vitae

CYC – City of York Council

CYT - City of York Trading

LED – Light-emitting diode