

**Notice of a public meeting of
Cabinet**

To: Councillors Williams (Chair), Crisp, Cunningham,
Levene, Looker and Simpson-Laing (Vice-Chair)

Date: Tuesday, 10 February 2015

Time: 5.30 pm

Venue: The George Hudson Board Room - 1st Floor West
Offices (F045)

A G E N D A

Notice to Members - Calling In:

Members are reminded that, should they wish to call in any item* on this agenda, notice must be given to Democracy Support Group by **4:00 pm on Thursday 12 February 2015.**

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

1. Declarations of Interest

At this point, Members are asked to declare:

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

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

2. Minutes

(Pages 1 - 40)

To approve and sign the minutes of Cabinet meetings held on 16 December 2014 and 6 and 20 January 2015.

3. Public Participation

At this point in the meeting members of the public who have registered to speak can do so. The deadline for registering is **5.00pm on Monday 9 February 2015**. Members of the public can speak on agenda items or matters within the remit of the committee. To register to speak please contact the Democracy Officer for the meeting, on the details at the foot of the agenda.

Filming, Recording or Webcasting Meetings

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The Council’s protocol on Webcasting, Filming & Recording of Meetings ensures that these practices are carried out in a manner both respectful to the conduct of the meeting and all those present. It can be viewed at http://www.york.gov.uk/downloads/download/3130/protocol_for_webcasting_filming_and_recording_of_council_meetings

4. Forward Plan (Pages 41 - 46)

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

5. A-boards Scrutiny Review Final Report (Pages 47 - 96)

This report presents the final report from the A-boards Scrutiny Review, undertaken to identify suitable guidelines for the use of A-boards, and asks Cabinet to approve the recommendations arising from the review.

[Councillor Douglas as Task Group Chair has been invited to attend the meeting for consideration of this report.]

6. 2014/15 Finance Monitor 3 (Pages 97 - 106)

This report presents details of the Council’s financial position for the period covering 1 April to 31 December 2014.

- 7. Q3 Capital Programme Monitor** (Pages 107 - 126)
This report sets out the key deliverables of the capital programme and projected outturn position for 2014/15 including any under/ over spends and adjustments, along with requests to re-profile budgets to/from current and future years.
- 8. Treasury Management Strategy Statement and Prudential Indicators for 2015/16 to 2019/20** (Pages 127 - 164)
This report asks Cabinet to make recommendations to Full Council for the approval of the Treasury Management Strategy and Prudential Indicators for the 2015/16 financial year.
- 9. Financial Strategy 2015 - 2020** (Pages 165 - 302)
This report presents the financial strategy for 2015-2020, including detailed revenue budget proposals for 2015/16, and it asks Cabinet to recommend Council approval of the proposals.
- 10. Capital Programme 2015/16 to 2019/20** (Pages 303 - 338)
This report sets out the Capital Strategy for 2015/16 to 2019/20, and in particular sets out details of new capital schemes. Cabinet is requested to make recommendations to Council on the revised capital and the full restated programmes.
- 11. Next Steps in Neighbourhood Working** (Pages 339 - 366)
This report proposes further development of the Council's approach to neighbourhood working, following the Council's commitment to the creation of a new relationship with its residents and communities.
- 12. Rewiring of Public Services: Update on Business Case for Young People's Information, Advice, Guidance and Support Services currently located in Castlegate** (Pages 367 - 420)
This report updates Cabinet on developments in relation to the transformation of Information, Advice, Guidance and support services for young people. The report provides a summary of the developments that have taken place since the last update to Cabinet and, in particular the outcome of the consultation with young people and the meeting of the sub group of the YorOK Board.

13. Proposed Expansion of St Barnabas' CE Primary School (Pages 421 - 444)

This report sets out proposals to provide additional accommodation at St Barnabas' CE Primary, to meet demand from within the school's catchment area and seeks approval for the required capital expenditure.

14. A Congestion Commission for York (Pages 445 - 466)

This report asks members to consider establishing a Congestion Commission for York and proposes a city-wide conversation building on known expertise in the field to bring forward strategic recommendations for the Council to consider.

15. New Council House Building - Phase 2 (Pages 467 - 488)

This report sets out proposals to deliver the second phase of new council homes and seeks approval to pursue the development of a number of sites within the Housing Revenue Account and one within the General Fund.

16. Implementation of the Better Homes Contract - York
(Pages 489 - 508)

This report informs Cabinet of the implementation of the Better Homes York Contract to improve energy efficiency of private sector homes and reduce fuel poverty and carbon emissions. The report asks Cabinet to consider the impact of the contract and the implications for wider services namely the Yorkshire Energy Partnership.

17. Private Rented Sector Consultation - Review (Pages 509 - 534)

This report informs Cabinet of the results from the consultation regarding the private rented sector in relation to the review of the YorProperty Voluntary Landlord Accreditation Scheme.

18. Legible York Wayfinding Project (Pages 535 - 568)

This report seeks Cabinet approval for the contemporary designs and delivery of phase one of a five year phased programme for improvement of the City Centre public realm within existing budgets. This report also seeks approval for implementing a complementary digital wayfinding project.

19. Urgent Business

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

Democracy Officer:

Name: Jill Pickering

Contact details:

- Telephone – (01904) 552061
- E-mail – jill.pickering@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.

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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)

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City of York Council

Committee Minutes

Meeting

Cabinet

Date

16 December 2014

Present

Councillors Williams (Chair), Crisp, Cunningham, Levene, Looker, Simpson-Laing (Vice-Chair) and Steward

In attendance

Councillors Cuthbertson, Healey, Orrell, Reid, Runciman and Watson

Part A - Matters Dealt With Under Delegated Powers**52. Declarations of Interest**

Members were asked to declare, at this point in the meeting, any personal interests, not included on the Register of Interests, or any prejudicial or disclosable pecuniary interests they may have in respect of business on the agenda. No additional interests were declared.

53. Minutes

Resolved: That the minutes of the last meeting of Cabinet held on 7 October 2014 be approved and signed by the Chair as a correct record

54. Public Participation

It was reported that there had been two registrations to speak at the meeting under the Council's Public Participation Scheme and that five Members of Council had also requested to speak on items, details of which are set out below:

Capital Programme – Monitor Two 2014/15

Cllr Healey stated that he would have like to have seen further details in relation to the capital programme and capital receipts. He also referred to the optimistic take up in respect of green waste outlined in the report.

Rewiring Public Services: Adult Social Care and Place Based Services

Heather McKenzie, on behalf of UNISON, expressed concern at the engagement process and the need to manage expectations in relation to these proposals. She referred to the need for improved commissioning, highlighting the high level of service provided by reliable public service staff and suggesting that outsourcing could lead to poorer outcomes for vulnerable residents. She also referred to the effects of rewiring on staff and to possible impacts on jobs and the local economy.

Cllr Reid spoke to express her disappointment at proposed cuts to basic services which included the removal of pest control services, charges for garden waste collections, cuts to street cleaning and litter bins. She referred to the negative effects on the land fill tax and requesting Cabinet to focus on basic services.

Tour de Yorkshire

John Hayes spoke on behalf of the Bishopthorpe Road traders to express his full support for the inaugural 'Tour de Yorkshire' event being hosted in the city in May 2015. He referred to the potential benefits for the city following Bishopthorpe Roads recent experience of the Tour de France.

Andrea Dudding, on behalf of UNISON, expressed concern at the costs involved in hosting this event when cuts were being made to front line services. She went on to question the level of financial benefits for the city and the employment status of the report authors.

York Guildhall – Creating a Digital Media and Arts Centre

Cllr Cuthbertson spoke to express his concern at the financing of the Guildhall project, the options put forward for consideration and the risks involved. He referred to the lack of a business case for the project particularly costs and income streams.

Cllr Watson spoke to support the need to secure the future of the Guildhall, an iconic building, but questioned the viability of a restaurant in this location. He also questioned the risks involved with proposed uses of the building owing to continued use of the

adjacent Mansion House, yard and garages by future Lord Mayor's.

Cllr Healey confirmed that his issues in respect of this report had now been raised by earlier speakers.

York UNESCO City of Media Arts

Cllr Healey confirmed that he had now received an Officer briefing in respect of the cost benefits of these proposals.

City of York Local Plan – Housing Numbers

Cllr Orrell confirmed his recognition of the need for more homes in rural areas but confirming that Ward Members and residents were not totally against development. He stated that their concerns related to the lack of infrastructure to support development and pointing out that Parish Council's and action groups could suggest suitable development sites in their area.

55. Forward Plan

Members received and noted details of those items on the Forward Plan for the next two Cabinet meetings, at the time the agenda was published.

56. Capital Programme - Monitor Two 2014/15

Consideration was given to a report which set out details of the individual schemes under the Council's capital programme and the projected outturn position for 2014/15.

It was noted that there was a decrease of £3.764m in the monitor which resulted in a revised capital programme of £72.555m, the majority of which was due to re-profiling to budgets to future years. Details of the variances against each portfolio areas was shown at Table 1 of the report with details of the key exceptions and implications for the programme reported and summarised in the 5 year programme at Table 2.

Resolved: That Cabinet agree to:

- (i) Approve the use of £200k capital contingency for the works on the Councils existing Elderly

Persons Homes to ensure they pass Care Quality Commission inspection.

- (ii) Note the 2014/15 revised budget of £72.555m as set out in paragraph 5 and Table 1 of the report.
- (iii) Note the restated capital programme for 2014/15 – 2018/19 as set out in paragraph 50, Table 2 and detailed in Annex A.¹.

Reason: To enable the effective management and monitoring of the Council's capital programme

Action Required

1. Amend the Capital Programme accordingly. RB

57. Q2 Finance & Performance Monitor 2014/15

57a 2014/15 Finance Monitor 2

Consideration was given to a report which presented details of the Council's financial position for the period 1 April to 30 September 2014.

It was noted that the Council faced financial pressures of £1,309k, an improvement of £1,015k compared to Monitor 1. Details of the main variations and any mitigating actions proposed were set out in detail in the report.

The Cabinet Member referred to the continuing financial pressures and to the significant progress made in improving the situation.

Resolved: That Cabinet agree to note the current financial position of the Council as set out in the 2014/15 Finance Monitor.

Reason: To ensure expenditure is kept within the approved budget.

57b 2014/15 Performance Monitor Quarter 2

Consideration was given to the Quarter 2 update of the York Monitor which covered the period 1 April to 30 September 2014,

and assessed performance against key themes, including the Council Plan Priorities.

Resolved: That Cabinet agree to note the Council's current performance against its key priorities as set out in the 2014/15 Performance Monitor.

Reason: To update Members on the performance of the Council in relation to the priorities set out in the Council Plan.

58. Treasury Management Mid Year Review and Prudential Indicators 2014/15

Members considered a report which provided an update on treasury management activities for the period 1 April 2014 to October 2014, to ensure that the Council was implementing best practice in accordance with the Chartered Institute of Public Finance and Accountancy Code of Practice for Treasury Management (as revised).

Details of the present economic background and its effect on the Annual Investment Strategy and Portfolio were set out at paragraphs 4 to 24 of the report.

Information on the monitoring of the Prudential Indicators (PI's) to ensure that the Council had operated within the treasury limits and PI's was also attached at Annex A.

Resolved: That, in accordance with the Local Government Act 2003 (revised), Cabinet agree to:

- (i) Note the Treasury Management activities to date in 2014/15 as set out in the report.
- (ii) Note the Prudential Indicators set out at Annex A and note the compliance with all indicators.

Reason: To ensure the continued performance of the Council's Treasury Management function.

59. Mid year Report of the Financial Inclusion Steering Group 2014/15

Consideration was given to a report which informed Cabinet of progress made in delivering the work of the Financial Inclusion Steering Group. In particular the performance of York's Financial Assistance Scheme (YFAS) and noting that the Government would commit to make a final decision in respect of funding shortly, to allow the Council to plan for provision during 2015/16.

Building on the progress and achievements of previous years the report outlined the key successes of 2014/15 which included details of all grants made to date. It was noted that following discussions with agencies in the York Benefits Forum a list of measures had been put forward that could be applied to YFAS to bring about changes which would allow continued delivery of the service by CYC Customer Services.

Following consultation the following options had been put forward for consideration:

1. No change to the scheme but consider the investment required to continue the current arrangements;
2. Adopt the changes outlined in the report and again consider the financial commitment to be made to the scheme in future years;
3. Cease the scheme. Whilst all claim expenditure will stop, there will be the additional redundancies of two staff members and associated costs to fund.

The Cabinet Member referred to the high level of uptake for emergency assistance by residents, who often found themselves in desperate situations and to the robust checks undertaken to ensure a persons eligibility.

Following further discussions it was

Resolved: That Cabinet agree to:

- (i) Note the performance of the York Financial Assistance Scheme for the first 5 months of 2014/15 as compared to 2013/14.

- (ii) The changes to the scheme proposed in the report with the final detail to be approved by the Director of Customer and Business Support Services in conjunction with the Cabinet Member for Finance & Performance before implementation by 1st April 2015. ¹.
- (iii) Commit to maintaining the YFAS funding at its current levels (inclusive of grant) and considering in principle (subject to the full budget approval), the use of additional council tax from technical changes introduced 1 April 2014 being directed towards the YFAS scheme from April 2015.
- (iv) Approve the Council Tax Reduction Scheme (s13) at Annex C of the report. ².

Reason: To ensure Cabinet can properly plan for future financial pressures relating to the York Financial Assistance Scheme.

Action Required

- 1. Proceed to amend scheme as agreed in conjunction with Director CBSS/Cabinet Member for Finance & Performance. JM, PS
- 2. Implement the Tax Reduction Scheme. JM, PS

60. Discretionary Rate Relief Awards 2015 - 2017

Members considered a report which set out details of new applications for Discretionary Rate Relief (DRR) received by the Council for the period 1 April 2015 to 31 March 2017.

Information had been provided on the areas where DRR could be awarded together with details of the qualifying criteria under which each application had been assessed. Annex A of the report set out the organisations and clubs recommended to receive top up discretionary relief for 2 years from April 2015 and Annex B, existing organisations who did not reapply and those that applied but had been declined.

Consideration was then given to the following options:

Option 1 – Approve the new applications for discretionary rate relief set out at Annex A;

Option 2 – Decline the new application of discretionary rate relief set out at Annex A.

Resolved: That Cabinet approve the new applications for discretionary rate relief set out at Annex A of the report. ¹.

Reason: To provide a transparent process for awarding discretionary rate relief as approved by Cabinet in February 2013.

Action Required

1. Approve new DRR applications listed.

DW

61. Review of Fees and Charges

Members considered a report which sought their approval to increase the following range of Council fees and charges, with effect from 1 April 2015:

- Registrars
- Community Centres
- Bereavement Services
- Waste Services
- Parks & Open Spaces
- Housing Services and
- Planning

It was noted that additional income of £146k would be generated in 2015/16 from these increases and that a number of additional service areas were to be examined as part of the 2015/17 budget strategy.

Consideration was then given to the following options:

1 (recommended option) – Agree the fees and charges as set out in the annexes to the report.

2 – Agree a different increase to that proposed.

Resolved: That Cabinet approve option 1 and increase the relevant fees and charges for Registrars, Community Centres, Bereavement Services, Waste Services, Parks and Open Spaces, Housing

Services and Planning, as set out in the Annexes attached to the report.¹

Reason: To enable the Council to effectively manage its budget.

Action Required

1. Implement revised charges from 01-01-15. SK

62. 'Rewiring Public Services - Further Engagement on Adult Social Care and Place Based Services

Consideration was given to a report which outlined progress being made across the Rewiring Public Services programme. In particular on the proposals for Adult Social Care and the transformation of Place Based Services. Feedback received from residents, staff, elected members and partners had required a rethink of the way in which these services were delivered with the funding available. The proposals and programmes for both services were detailed at Annexes 1 and 2 of the report.

It was noted that the transformation programme had been challenged to reduce the cost of Place Based Services by around £2m per annum and that it was estimate that cost across adult social care could be reduced by £1.3m.

Officers presented the report confirming that all alternative delivery methods would be examined and tested with residents.

Members referred to the downward trajectory in government funding and increasing costs against services for the vulnerable which still required delivery. Members highlighted the importance of the service, the residents experience and consultation.

Resolved: That Cabinet agree to:

- (i) The proposed scope of the Adult Social Care reform as set out at Annex 1 of the report;
- (ii) The proposed scope of Place Based Services transformation as set out at Annex 2 of the report;

- (iii) A period of engagement with residents, service users, partners and other key stakeholders about specific Adult Social Care and Place Based Services outcomes.
1.

Reason: In order to deliver the outcomes requested by residents and provide the required reforms in Adult Social Care and Place Based Services and operate within available budgets.

Action Required

1. Take programmes forward and undertake necessary consultation/engagement.

SH

63. York Guildhall - Creating a Digital Media and Arts Centre

Consideration was given to a report which set out, in detail, progress on the project to establish a viable reuse of the Guildhall complex as a Digital Media Arts Centre (DMAC).

Approval was sought to proceed with the procurement of a design team and an operating partner to run the DMAC and lease space in the building. Members were also asked to agree to release of monies to fund the design of the building to the planning stage and through to the next phase of the project.

The Chair confirmed the need to bring the Guildhall back into use and to secure high value jobs into the economy. In answer to earlier questions both the Chair and Officers confirmed that extensive work had been undertaken on a business case for the scheme to ensure viability and that a report would be brought back to Council for a decision on capital funding for the project.

Following full consideration of the costs of the development phase, the financial summary of the options appraisal as set out in the reports and annexes and consideration of the following options:

Option 1 – Do nothing – renew Guildhall only - capital cost £350k

Option 2 – Major repairs and maintenance only – capital cost £2.47m

Option 3 – Comprehensive refurbishment and conservation with new build elements - capital cost £9.23m

Option 4 –New build and conservation – capital cost £12.49m

It was

Resolved: That Cabinet agree to:

- (i) Note the progress made with the project.
- (ii) Progress on the basis of Option 3 as outlined in the report.
- (iii) The procurement of a design team for the Digital Media Arts Centre.
- (iv) The procurement of an operating partner to take forward and develop plans for a DMAC in the Guildhall complex.
- (v) Release a further £500k from the Economic Infrastructure Fund to fund the detail design of the scheme and gain statutory approvals, and fund specialist finance, procurement and legal support where needed.
- (vi) Undertake a public consultation to feed into the future design and business case development.
- (vii) The proposals as set out at paragraphs 48-50 of the report, for interim use / urgent works with a draw down of up to £90k from the Capital Scheme already committed for the Guildhall roof. ¹.

Reason: To ensure the refurbishment and reuse of the Guildhall whilst securing the future use of a historically significant building, supporting the growing creative digital media sector and increasing Gross Value Added for local businesses and boosting the economy.

Action Required

1. Await outcome of CSMC (Calling In) meeting on 19-01-15.

DW

64. Development of a Specialist Activity Base for Adults with a Learning Disability and/or Autism alongside a Community Hub at Burton Stone Community Centre

Members considered a report which provided an update and a financial analysis on the review of day support and development of Burton Stone Community Centre. It was proposed to develop the Centre as Specialist Activity Base and Community Hub, in line with the Council's transformation programme and the strategic direction for all community centres to be self sufficient by April 2015.

It was noted that extensive consultation had been undertaken both with providers, who currently offered support to adults with a learning difficulty and autism and through a public engagement event in September. Concern had been expressed by the York Coronary Support Group and York Renal exercise group, regarding their future use of the Centre however a commitment had been made to ensure that facilities would continue to be made available to these groups.

Members confirmed their support for enhancement of the current facilities at the Centre to ensure that the current community use was developed alongside activities which focused on delivering services for adults at a specialist activity base.

Consideration then was given to the following options:

- i. No capital investment - Burton Stone Community Centre closes.
- ii. Adaptations to Burton Stone Community Centre to create a Specialist Activity Base providing the building with a 5 year life span.

Resolved: That Cabinet approve the continued revenue budget for the proposed procurement of a new operator for Burton Stone Community Centre to operate the Specialist Activity Base and the Facility Management function for the next 5 years, as set out at paragraph 30 of the report, option (ii).¹

Reason: This scheme will enable savings from the Community Hub project as well as from Health and Wellbeing's revenue spend.

Action Required

1. Proceed to procure a new operator for the Centre.

KB

65. The Replacement of Ordnance Lane Homeless Hostel

Members considered a report which outlined the options for the replacement of the existing temporary homeless hostel at Ordnance Lane, York.

Officers confirmed that the final part of the Council's homeless accommodation improvement strategy had been re-provision of this homeless hostel with solutions having been pursued since 2008. Whilst a range of options, outlined in detail in the report, had been considered the use of modular off site construction for the re-provision of the current facility provided the best timely solution and value for money.

Consideration was given to the following options:

Option one – demolition of the existing Ordnance Lane hostel to be replaced with a new modular build hostel, with the remainder of the site to be used for new council housing. This could include a proportion of market sale should any new housing development exceed 20 dwellings.

Option two – continue to search for alternative sites on which to build a replacement hostel, with the Ordnance Lane site to be allocated for an alternative use.

Members confirmed the Council's statutory and moral duty to provide accommodation that was fit for purpose and it was

Resolved: That Cabinet agree to:

- (i) The demolition of the existing Ordnance Lane hostel to be replaced with a new modular build hostel, with the remainder of the site to be used for new council housing.
- (ii) The commencement of the proposed procurement for the replacement of Ordnance Lane Hostel. ¹.

- Reason: (i) To replace existing poor quality temporary homeless accommodation that is no longer fit for purpose with a high quality new build hostel, and much needed new council housing.
- (ii) To allow a new modular build hostel to be built that will minimise the disruption to the provision of temporary homeless services.

Action Required

1. Proceed with procurement for the Hostel's replacement.

AK

66. Care Act Policy Framework (Finance)

Members considered a report which provided Cabinet with a financial policy framework in respect of the Care Act, which would come into force on 1 April 2015.

The report confirmed that the Care Act was intended to make a difference to the most vulnerable people and was intended to make the care and support system clearer and fairer for those that required it.

Consideration was given to the following policies, reference was made to the Deferred Payment policy which would provide support so that qualifying customers may not have to sell their home during their lifetime to pay for care. Details of the following policies and the recommended fees were set out in the report and Annexes:

- Deferred Payment – Annex A
- Direct Payment – Annex B and
- Revised Charging – Annex C

The following options were considered:

- Option 1 - Approve the revised policies set out at paragraph 5 - 17 and Annex A, B & C of the report;
- Option 2 - Do not approve the revised policies set out at paragraph 5 – 17 and Annex A, B & C;
- Option 3 – Implement an administration fee for self funders who request that the council administer their personal account £280 (Paragraph 16);

- Option 4 – Implement a deferred payment fee as set out in detail at paragraph 7 and Annex D of £221;
- Option 5 – Implement a charge for support to carers (Paragraph 17)
- Option 6 – Do not implement a charge for support to carers but reserve the right to consider a charge in certain circumstances based upon a means tested approach (Paragraph 17)

The Cabinet Member highlighted the need to have a scheme in place for 1 April, pointing out that although York was one of the few authorities who already had a deferred payment scheme in place it was recommended that this should continue alongside the universal scheme.

Following discussion it was

Resolved: That Cabinet agree:

- (i) The three policies for Deferred and Direct Payments, and Revised Charging set out at Paragraph 5 – 17 and set out at Annex A, B and C of the report;
- (ii) The administration fee for self funders set out at Option 3 and paragraph 16;
- (iii) The deferred payment fee set out at Option 4 and in detail within Annex D of the report;
- (iv) The delegated power to make minor policy amendments in line with the Care Act to the Council's Chief Financial Officer in consultation with the Director of Adult Services (Paragraph 18);¹
- (v) That the Council does not adopt the universal opportunity to charge carers but reserves the right to do so in certain cases (Para 17 & Option 6).

- Reason: (i) To provide a policy framework to comply with the Care Act 2014 and the Acts objectives for the residents of York.
- (ii & iii) To cover the costs of the council carrying out this work.
- (iv) To ensure the policies are kept up to date and are accurate.
- (v) The administrative cost would likely be higher than any gain and it may send a negative message to carers.

Action Required

1. Implement the agreed policies.

DW

67. City of York Local Plan - Housing Numbers

Consideration was given to an update report on the Local Plan, following a Council motion on 9 October 2014, which asked Officers to produce a report for the next Local Plan Working Group (LPWG) meeting on housing trajectory. This analysis would then be used to inform housing allocations and a new proposed Local Plan would be brought back for consideration by Cabinet in November.

Officers confirmed that, following the halting of the Local Plan, Members had been invited to an independently chaired Seminar and presentation on 1 December 2014. This had provided members with details of how to ensure that local plans were compliant with the National Planning Policy Framework, information on objectively assessed housing need and household formation rates. Full details of which had been attached as annexes to the report.

Following the Seminar it was proposed to prepare a report for the LPWG on housing options and details of the proposed way forward on the Plan.

Officers highlighted the need to minimise delay in the preparation of the Local Plan in order to reduce the risks of not having a planned approach to development. Members referred to the LPWG meeting to be held the following day and, whilst also wishing to protect the Green Belt, they

highlighted the need for compromises in respect of additional housing sites.

Resolved: That Cabinet note the contents of the Local Plan housing report.

Reason: So that a National Planning Policy Framework compliant Local Plan can be progressed.

68. Minerals and Waste Joint Plan: Interim Sites Consultation

Consideration was given to a report which advised Members of the current position regarding progress with the Minerals and Waste Joint Plan for North Yorkshire, York and North York Moors. The report sought approval in respect of the Additional and Revised Sites consultation document, at Annex A of the report, for public consultation.

Details included the following three sites in the York area together with the key public consultation stages:

- Harewood Whin, Rufforth
- North Selby Mine, Escrick
- Dutton Farm, Upper Poppleton

The Cabinet Member referred to the extension of the Harewood Whin site, for which planning permission had already been granted to allow for improved waste recovery facilities. He also asked Members to note that public consultation on the revised sites would now be delayed until January 2015.

Consideration was also given to the following options:

Option 1 – note the content of the Joint Minerals and Waste Plan Additional or Revised Sites documents and approve them for the purpose of public consultation.

Option 2 – note the content of the Joint Minerals and Waste Plan Additional or Revised Sites documents and, subject to a number of changes in response to discussion at this session, approve them for the purpose of public consultation.

Option 3 – reject the Joint Mineral and Waste Plan Additional or Revised Sites documents and defer consultation.

Resolved: That in accordance with Option One Cabinet agree to:

- (i) Note the current position of the Minerals and Waste Joint Plan and to:
- (ii) Approve the Joint Minerals and Waste Plan Additional or Revised Sites documents for the purposes of public consultation.
- (iii) Give authorisation to the Cabinet Member for Transport, Planning & Economic Development to make non-substantive editorial changes to the draft consultation documents prior to publication.¹

Reason: So that the document can progress to public consultation.

Action Required

1. Proceed with public consultation subject to any editorial changes agreed with Cabinet Member. RM

69. Tour de Yorkshire

Members considered a report which asked Members to approve York's significant involvement in the inaugural Tour de Yorkshire, a Union Cycliste Internationale Europe Tour event over the weekend 1-3 May 2015.

A review of the delivery objectives and proposed operational plan for York's role in the Tour de Yorkshire together with the outline budget for the event were reported. Officers confirmed that the Tour offered a further opportunity to enhance community engagement and it was noted that a full range of activities would be planned around the event.

Officers were thanked for all their efforts in respect of this event and also asked to examine opportunities for a children's race, similar to that held in St Ives, Cambridge as part of the weekends events.¹

In answer to earlier speakers concerns regarding the costs of hosting the event, reference was made to the financial benefits for the city however Members confirmed that further discussions were taking place in the region regarding the hosting fee.

The Chief Executive referred to negotiations underway with Welcome to York and the Leeds City Region in respect of the hosting fee which is was hoped would be covered, however details were still awaited. Following further discussion it was

Resolved: That subject to a minimum of £100k of the hosting fee for the Tour de Yorkshire event being met by regional support offsetting the costs in recommendation iv) Cabinet agree to:

- (i) York hosting the day two events outlined in the report (women's race, men's race and finish);
- (ii) Ratify the outlined delivery objectives and operational plan;
- (iii) Delegate authority to the Chief Executive to enter into legal agreement with Welcome to Yorkshire to deliver the race in York. ²
- (iv) Agree the City of York Council contribution to the financing of the event £100k from ITravel York and £150k from the Economic Infrastructure Fund.

Reason: To achieve the outlined economic, cultural and community benefits for the city.

Action Required

- 1. Investigate opportunities for a children's race as part of the event. SB
- 2. Subject to a minimum of £100k of the hosting fee being received, enter into agreement to deliver the race in York. SB, KE

70. York UNESCO City of Media Arts

Cabinet considered a report in respect of the Council's successful bid to join the UNESCO Creative Cities Network as a City of Media Arts. The information report sought endorsement for the work the Council would do, in partnership to secure the benefits that the designation would offer.

The city had set out its ambitions for the future and details of the

resulting benefits both inclusive and beneficial were reported. Consideration was also given to York's 2015/16 plans for designation at Annex 1 of the report which had been developed in close collaboration with key stakeholders and industry bodies.

Members and Officers referred to the boost this would provide for inward investment, strengthening Gross Value Added and encourage resident participation in the arts. Officers were also thanked for all their work both during submission of the bid and their work with stakeholders.

Resolved: That Cabinet agree to:

- (i) Support the creation of an official office of designation.
- (ii) Endorse the immediate priorities and actions as a City of Media Arts, as set out at Annex 1 of the report proposed to follow the four themes.
- (iii) Endorse the major aspirations for York's creative sector as a result of designation.¹

Reason: To update Members on the successful bid and the actions required in order to implement.

Action Required

1. In partnership, implement actions to secure the Unesco benefits.

SH

71. Lord Mayoralty 2015/16

Consideration was given to a report which asked Cabinet to consider the annual nomination of the Lord Mayor for the City of York Council, and to confirm that the Group with the most points under the points system should be invited to appoint the Lord Mayor for the 2015/16 municipal year.

A revised copy of the report, republished online, which set out a slightly revised points table, following recent changes in Group membership, was circulated at the meeting.

It was noted that the options available for consideration were either to invite the Labour Group to nominate the Lord Mayor for

the municipal year 2015/2016 or to consider reviewing the points system currently adopted for nominations.

Resolved: That Cabinet agree to invite the Labour Group to nominate the Lord Mayor for 2015/2016, in line with the existing accumulated points system. ¹.

Reason: To ensure that the Council secures the necessary leadership to undertake its civic functions and provides continuity for future selection.

Action Required

1. To note that the Labour Group will nominate the next LM.

AP

Part B - Matters Referred To Council

72. Capital Programme - Monitor Two 2014/15

Consideration was given to a report which set out details of the individual schemes under the Council's capital programme and the projected outturn position for 2014/15.

It was noted that there was a decrease of £3.764m in the monitor which resulted in a revised capital programme of £72.555m, the majority of which was due to re-profiling to budgets to future years. Details of the variances against each portfolio areas was shown at Table 1 of the report with details of the key exceptions and implications for the programme reported and summarised in the 5 year programme at Table 2.

Recommended: That Council agree the adjustments in the Capital programme of a decrease of £3.764m in 2014/15 as detailed in the report and contained in Annex A. ¹.

Reason: To enable the effective management and monitoring of the Council's capital programme.

Action Required

1. Refer to Council.

JP

73. Development of a Specialist Activity Base for Adults with a Learning Disability and/or Autism alongside a Community Hub at Burton Stone Community Centre

Members considered a report which provided an update and a financial analysis on the review of day support and development of Burton Stone Community Centre. It was proposed to develop the Centre as Specialist Activity Base and Community Hub, in line with the Council's transformation programme and the strategic direction for all community centres to be self sufficient by April 2015.

It was noted that extensive consultation had been undertaken both with providers, who currently offered support to adults with a learning difficulty and autism and through a public engagement event in September. Concern had been expressed by the York Coronary Support Group and York Renal exercise group, regarding their future use of the Centre however a commitment had been made to ensure that facilities would continue to be made available to these groups.

Members confirmed their support for enhancement of the current facilities at the Centre to ensure that the current community use was developed alongside activities which focused on delivering services for adults at a specialist activity base.

Consideration then was given to the following options:

- i. No capital investment - Burton Stone Community Centre closes.
- ii. Adaptations to Burton Stone Community Centre to create a Specialist Activity Base providing the building with a 5 year life span.

Recommended: That Council include the scheme within the Council's capital budget for consideration at the February 2015 budget meeting. ¹

Reason: This scheme will enable savings from the Community Hub project as well as from Health and Wellbeing's revenue spend.

Action Required

1. Refer to Council.

JP

74. The Replacement of Ordnance Lane Homeless Hostel

Members considered a report which outlined the options for the replacement of the existing temporary homeless hostel at Ordnance Lane, York.

Officers confirmed that the final part of the Council's homeless accommodation improvement strategy had been re-provision of this homeless hostel with solutions having been pursued since 2008. Whilst a range of options outlined in detail in the report had been considered, the use of modular off site construction for the re-provision of the current facility provided the best timely solution and value for money.

Consideration was given to the following options:

Option one – demolition of the existing Ordnance Lane hostel to be replaced with a new modular build hostel, with the remainder of the site to be used for new council housing. This could include a proportion of market sale should any new housing development exceed 20 dwellings.

Option two – continue to search for alternative sites on which to build a replacement hostel, with the Ordnance Lane site to be allocated for an alternative use.

Members confirmed the Council's statutory and moral duty to provide accommodation that was fit for purpose and it was

Recommended: That Council use £3.56m from the Housing Revenue Account Investment Fund to demolish the existing accommodation and rebuild the new hostel. Any material changes will be reported to full Council through the capital monitoring process.¹

Reason: To release funding from the HRA Investment Fund to finance the required new hostel accommodation.

Action Required

1. Refer to Council.

JP

Cllr J Alexander, Chair

[The Meeting started at 5.30 pm and finished at 7.40 pm].

Meeting	Cabinet
Date	6 January 2015
Present	Councillors Williams (Chair), Crisp, Cunningham, Levene, Looker, Simpson-Laing (Vice-Chair) and Steward
In attendance	Councillors Merrett, Richardson and Watson

75. **Declarations of Interest**

Members were asked to declare, at this point in the meeting, any personal interests, not included on the Register of Interests, or any prejudicial or disclosable pecuniary interests they may have in respect of business on the agenda.

Councillor Looker declared a personal non prejudicial interest in relation to agenda item 7 (Disposal of the Theatre Royal to the York Conservation Trust) as a patron of the York Theatre Royal.

76. **Public Participation**

It was reported that there had been two registrations to speak at the meeting under the Council's Public Participation Scheme and that three Members of Council had also requested to speak on items, details of which are set out below:

Disposal of the Theatre Royal to the York Conservation Trust

Liz Wilson, Chief Executive of the York Theatre Trust spoke in support of the disposal of the Theatre Royal to the Trust. She referred to the history of and the investment required to the building. As a not for profit organisation, she confirmed that the Trust would ensure funding to maintain its heritage for the city and secure the buildings future.

Philip Thake, spoke as Chief Executive of the York Conservation Trust with reference to disposal of the building to the Trust. In particular to the generous offer made by the Trust, owing to the poor condition of the building and the urgent

repairs required to the roof. He also referred to the Theatre's ten year wish list which could be brought forward if disposal to the Trust was agreed.

Cllr Watson questioned details of the 25 year lease to the York Citizen's Theatre Trust and the CYC contribution to fund the refurbishment and improvement of the Theatre. He expressed concern at the state of the building and questioned whether the Council would still provide grants to the Theatre following its sale.

Implementation of Budget Savings on Council Funded Local Bus Services

Cllr Merrett spoke as one of the Micklegate Ward members, regarding the effects of budget savings proposals on local bus services which served his ward. In particular to the number of elderly residents who depended on these services and to the Sunday services used by church goers and shop workers. He asked Cabinet to look at the use of marketing, particularly in relation to a campaign to 'use it or lose it' for all the services that would be affected by these cuts.

Cllr Richardson also spoke against the proposed cuts to bus services across the city. In relation to his rural ward he highlighted the effects on residents in gaining access to the city. He pointed out that, whilst the authority were promoting iTravel, they were also proposing to cut services. He also referred to advertising issues in respect of bus timetables, in particular relating to Service 14.

77. Forward Plan

Members received and noted details of those items on the Forward Plan for the next two Cabinet meetings, at the time the agenda was published.

78. Equalities Scrutiny Review Final Report

Consideration was given to the final report and recommendations, set out below, from the Equalities Scrutiny Review. The review's aim had been to encourage wider involvement in the Council's democratic traditions by raising awareness across York's Communities of Identity, particularly those with protected characteristics under the 2010 Equality Act.

Review Recommendations:

- i. Feedback from consultation to be taken into account as part of the ongoing work to update the Council's website ¹.
- ii. New Councillor Induction to include ward demographics / profiles and information on the Joint Service Needs Assessment at ward level ².
- iii. Members training on corporate equalities and at ward level to be mandatory. ³.
- iv. Member Training to be provided on Community Impact Assessments (CIAs) ⁴.
- v. Consideration to be given to improving CYC communication, including better use of Community Hubs, use of other organisations communication tools, and University Community Groups ⁵.
- vi. Equality Advisory Group (EAG) to consider its membership to ensure it properly reflects all of York's Communities of Identity and identify improvements in the way it engages with those Communities, recognising that the organisations currently involved do not represent all of the COIs in the city. ⁶.
- vii. Facilities to be provided in the lobby area of West Offices to enable improved access to information for, and greater participation by members of the public. ⁷.

As both Cllr Potter, as Chair of the Task Group appointed to carry out the review and Cllr Galvin, as Chair of the Corporate & Scrutiny Management Committee, the parent committee, had been unable to attend the meeting, the Cabinet Member presented the report. She expressed her support for the work of the Task Group and its important role in understanding the barriers to involvement. She also expressed her support for further Member training on equalities and community impact assessments.

Following further discussion, it was

Resolved: That having considered the final report and annexes of the Equalities Scrutiny Review, Cabinet approve the recommendations as set out above and at paragraph 4 of the report.

Reason: To conclude the Scrutiny Review in line with CYC Scrutiny procedures and protocols.

Action Required

- | | |
|---|--------|
| 1. Update of Council website to take account of feedback from consultation during Equalities Scrutiny Review. | RG |
| 2&3. Provide mandatory Members corporate equality training and & include new Councillor Induction training on ward demographics etc | DS |
| 4. Arrange Member training on CIA's. | MB |
| 5. Consider improvement to CYC communication in light of findings of Review. | MB, CC |
| 6. To consider membership of EAG to ensure it represents all of York's Communities of Identity. | CC |
| 7. Examine facilities for improved access to information in West Offices entrance. | PS |

79. "A Fairer York" - Progress on developing York's Equality Scheme

Members considered a report which set out details of the approach being taken and progress being made towards developing a new equality plan – “A Fairer York” for the city covering the period 2015-17.

The report outlined the consultation work undertaken and the groups involved, at Annex A, and the resulting list of priorities and the indicators that would underpin them at Annexes B to E. The plan would be owned by the Fairness and Equalities Board and it was anticipated that it would be completed in February for sign off by the Board. A public launch of the plan would be carried out for maximum impact with monitoring based on outcomes through the equality indicators.

The Cabinet Member confirmed her support for the plan which, despite its challenges, would provide meaningful priorities to highlight the areas in which the city could improve and an action plan of activities to ensure the city become a fairer place for all.

Resolved: That Cabinet note progress made and the proposed way forward in relation to York's Equality Scheme, and that there will be a future Member Decision on whether the Council will sign up to the plan.

Reason: To allow work to continue, on behalf of the Fairness and Equalities Board, in pursuit of A Fairer York.

80. Implementation of Budget Savings on Council Funded Local Bus Services

Members considered a report which outlined a list of Council funded bus services which it was proposed to withdraw/amend, in order to meet the £200k saving required to the subsidy provided for local bus services, as part of the 2015/16 budget process.

Although some cost reductions had been made, following detailed discussions with the City's bus operators, the majority of the budgetary reductions had however to be found through service withdrawals or reductions. Each of the service reductions/revisions and their associated savings were reported at paragraphs 24 to 51 and at Table 2.

The report asked Cabinet to approve Option A, below to reduce the supported bus budget by £212,094 in order to implement the resulting reductions in service.

Option A – to deliver £212k of savings to the local bus budget in 2015/16 applying the established bus subsidy criteria with the exception of Route 21 which is subject to decisions in adjacent authorities and for which a further decision will be taken next year.

Option B - alter the Council's established criteria for the provision of bus service support and to deliver a total of £247k of savings to the local bus budget in 2015/16.

The Chair thanked Officers for their comprehensive report in response to the savings request made at the budget Council meeting in February 2014. He acknowledged the effects of these proposals on elderly and vulnerable residents and to the Council's sustainable transport agenda, highlighting the need for improved marketing of the services and work with partners. He therefore confirmed that, having heard the representations, he would not support the proposed reductions and route changes

recommended although alternative savings would be required elsewhere. He then moved and it was

Resolved: That Cabinet agree:

- (i) Not to make the recommended budget savings in relation to the withdrawal/reduction of bus routes;
- (ii) To undertake consultation on the criteria used for the funding of subsidised bus services; ^{1.}
- (iii) That the Director of City and Environmental Services, in consultation with the Cabinet Member for Transport, Planning & Economic Development, be delegated authority to make alternative efficiencies in services which does not involve the withdrawal of any bus routes. That thereafter any remaining shortfall be dealt with by the Director of CBSS in the annual Budget process. ^{2.}

Reason: In order to retain existing services and provide transport for residents in areas where local bus operators are unable or unwilling to provide bus services commercially.

Action Required

- 1. Undertake consultation on criteria. AB
- 2. To find alternative efficiencies in services in conjunction with the Cabinet Member. SCT, IF

81. Disposal of the Theatre Royal to the York Conservation Trust

Members considered a report which set out proposals for disposal of the Theatre Royal to the York Conservation Trust for the nominal sum of £1, in order to ensure that necessary repairs were undertaken to the Theatre to support its major refurbishment programme.

The proposal had arisen from the Council's asset review, undertaken to examine opportunities to reduce the ongoing repairs and maintenance cost of the Council's assets in order to support other projects. Whilst the Theatre had been successful in securing funding for a programme of refurbishment and improvement, the building was in poor condition and the

majority funder, Arts Council England, were unwilling to fund the works whilst the building was in a poor state of repair.

In answer to earlier questions, Members confirmed that the Theatre had signed a 25 year lease with the York Citizen's Theatre Trust in September 2014, in order to access grant monies. It was also confirmed that the authority would continue to appoint Members on to the Theatre Trust and provide grant funding.

Members expressed their full support for the proposals, highlighting York Conservation Trusts excellent record in the maintenance of buildings and confirming that it was felt that the disposal was in the best interests of the city.

Consideration was then given to the following options:

Option 1 – Retain and undertake capital repairs to the Theatre Royal

Option 2 - Dispose of the Theatre Royal on the open market

Option 3 – Dispose of the Theatre Royal to York Conservation Trust

Resolved: That Cabinet agrees to dispose of the Theatre Royal, York for £1 to York Conservation Trust to lease to York Citizens Theatre Trust and to reduce the commercial income budget by £23,000 pa from 2015/16. ¹.

Reason: To ensure the long term operation of the Theatre Royal and remove ongoing financial repairs and maintenance liabilities for the Council.

Action Required

1. Proceed with disposal.

TC, CC

Cllr D Williams, Chair

[The Meeting started at 5.30 pm and finished at 6.20 pm].

Meeting	Cabinet
Date	20 January 2015
Present	Councillors Williams (Chair), Crisp, Cunningham, Levene and Looker
In attendance	Councillors Aspden and Steward
Apologies	Councillor Simpson-Laing

82. **Declarations of Interest**

Members were asked to declare, at this point in the meeting, any personal interests, not included on the Register of Interests, or any prejudicial or disclosable pecuniary interests they may have in respect of business on the agenda.

Cllr Levene, declared a personal non-prejudicial interest in relation to agenda item 7 – Delivery of the Tour de France in York and Yorkshire 2014, as his employer was involved in the delivery of a project for the Tour de France.

Cllr Williams, declared a personal non-prejudicial interest also in relation to agenda item 7 – Delivery of the Tour de France in York and Yorkshire 2014, as his employer Yorkshire Water had been involved in sponsorship of the cultural festival, arranged as part of the event.

83. **Public Participation**

It was reported that there had been four registrations to speak at the meeting under the Council's Public Participation Scheme and that one Member of Council had also requested to speak on items, details of which are set out below:

Pinch Point Scheme, A19 South Transport Corridor – Phase 1

Graham Cheyne spoke on behalf of residents of Selby Road/ Naburn Lane of their concerns at the proposals for Phase 1 of this scheme, particularly in relation to the safety aspects for residents and air quality. He also referred problems arising from

the recent addition of signalisation and closure of the northern link on the roundabout.

George Walker spoke to focus on residents concerns in respect of the procedure and feedback in relation to the scheme bid and consultation in respect of the Pinchpoint scheme. He referred to the three Phases and the need for resident consultation to ensure an holistic approach was taken of the overall scheme. He also highlighted the issues that a bus lane would present, in particular in relation to noise, air and light pollution.

Mary Urmston spoke to represent Fulford Parish Council, she asked Members to support the Officers fourth recommendation, to defer the decision until a later date to enable all phases of the scheme to be considered jointly. She confirmed that this would ensure that residents were aware of full details of all three schemes including funding information and developers contributions etc.

Cllr Aspden, as Local Member, spoke to request Cabinet to delay a decision on the final scheme, pending publication of plans for all three phases. If however Members supported the recommended option, he requested comprehensive public consultation in respect of phases 2 and 3 and referred to issues arising from the proposed bus only lane which residents felt would add to existing congestion.

Delivering Marketing, Culture, Tourism and Business Development – Make it York

Jane Gibson, spoke in support of the business plan for Make it York, as the Chair of Visit York. She requested Members support for the next stage in developing the new approach to delivering marketing, culture, tourism and business development in the city. She also expressed her thanks to all concerned with their plans for the new organisation.

84. Forward Plan

Members received and noted details of those items on the Forward Plan for the next two Cabinet meetings, at the time the agenda was published.

85. Lendal Bridge Repayment Process

Members considered a report which set out details of the motion passed by Council on 11 December 2014 in respect of the automatic repayment of Lendal Bridge Penalty Charge Notices.

Consideration was given to the following options and, in particular the legal and financial implications arising from each:

Option 1: Make arrangements for the automatic notification of everyone who was issued with a PCN (who has not yet received a payment) at their last known address to advise them of the extended process, whilst maintaining the current Lendal Bridge refund request process and promote an extended deadline date through the appropriate media channels.

Option 2: Automatic payments – seek out and pay back individuals without requiring any validation of their details.

Option 3: Maintain the current Lendal Bridge refund request process and promote the extended deadline date through the appropriate media channels.

Members noted that an extension of the deadline for repayment and further promotion of the current refund process was likely to increase the administrative costs by approximately £100-150k.

The Cabinet Member confirmed that Members had taken note of the issues raised by residents in relation to the Lendal Bridge PCN's which had resulted in agreement to the repayment of the fines.

Following further discussion it was

Resolved: That Cabinet agree to:

- i) Instruct officers to instigate a process to automatically provide written notification to all persons issued with a Penalty Charge Notice (PCN) (who have not received a payment) in respect of Lendal Bridge advising them of the online refund request process to contest their PCN.

- ii) Confirm that the deadline for submitting a claim under the scheme will be 31st December 2015.
- iii) Approve the use of £150,000 of New Homes Bonus (from 2014/15 allocation) to fund the administrative costs of making repayments. ¹.

- Reason:
- (i) To ensure the means of contesting the PCN is widely communicated and all reasonable attempts have been made to inform persons issued with a PCN of the process.
 - (ii) To provide certainty for everyone involved and ensure financial accountability and good governance of the process.
 - (iii) To provide appropriate budgetary provision for the costs of administering the refund scheme.

Action Required

1. Implement process to automatically provide written notification to all persons issued with Lendal Bridge PCN's and extend deadline for claims to 31 December 2015.

NF

86. Pinch Point Scheme, A19 South Transport Corridor - Phase 1

Members considered a report which presented design proposals for the first phase of the Pinch Point Scheme concerning the A19 south transport corridor for approval to implement works to the A64/ A19 interchange.

Members were reminded of the successful bid to the Department for Transport (DfT) pinch point fund in October 2013, which provided £1.93m towards a scheme to tackle congestion through capacity improvements and support growth. It was noted that since the award of funding changes had been required to the original scheme, which covered approximately 1.2km of the A19, south of the Designer Outlet to Fulford. Also owing to its size the work had been separated into three separate phases with each being progressed independently and linking into the proposed works at Germany Beck.

Officers responded to earlier speakers comments, confirming that consultation was not normally undertaken prior to the submission of funding bids and that there was no direct relationship between each of the phases of the scheme. Officers confirmed however that consultation would be undertaken with the local community in relation to each phase. It was also confirmed that the Safety Audit, currently being undertaken, would consider the safety implications of closing the northern point on the southern roundabout, with the final decision being taken on safety grounds.

Members noted that the works were largely capacity improvements for all northbound traffic from Selby and that journey times through the interchange would be improved for inbound public transport.

Following consideration of the following options and consultation responses at Annex A:

Option 1

- a. Approves the proposed design for Phase 1 of the Pinch Point Scheme, shown at Annex D of the report, as consulted upon, and directs Officers to proceed to implementation.
- b. Delegates authority to the Director of City and Environmental Services to make any required alterations to the scheme as a result of the Road Safety Audit recommendations, in consultation with the Cabinet Member for Transport, Planning and Economic Development.

Option 2 - Chooses not to approve any design for Phase 1 of the PinchPoint Scheme;

Option 3 - Defers a decision on the Pinch Point Scheme until a later date, and at such time as all Phases can be considered jointly.

It was

Resolved: That Cabinet agree to:

- i) Note the results of the consultation relating to Phase 1 of the A19 south Pinch Point Scheme, as shown at Annex A of the report;

- ii) Approve the proposed design for Phase 1, as shown at Annex D of the report, and direct Officers to proceed to implementation;
- iii) Delegate authority to the Director of City and Environmental Services to make any required alterations to the scheme as a result of the Road Safety Audit recommendations, in consultation with the Cabinet Member for Transport, Planning and Economic Development.¹

Reason: In order to tackle congestion through capacity improvements for the A19 and comply with the DfT funding submission.

Action Required

1. Implement Phase 1 as shown at Annex D and note delegation to Director CES & Cabinet Member to make any alterations as a result of the Safety Audit.

RH

87. Delivering Marketing, Culture, Tourism and Business Development – MAKE IT YORK.

Members considered a report which asked Cabinet to agree the financial elements of the business plan for the new organisation, Make it York set up to develop a new approach to delivering marketing, culture, tourism and business development in the city.

Members were pleased to note the progress made since the October Cabinet meeting and their attention was drawn to the financial risks which could impact on the business plan. It was also noted that work would continue towards the establishment of the legal framework of the company following which a further report would be submitted for consideration.

Officers confirmed that the Make it York Board had met twice to consider the business plan at Annex A which covered a 3 year period and it was noted that cautious assumptions for income and expenditure had been made for the early years in business.

Members referred to the importance of the body to the business community from which they had already received a high level of support.

Resolved: That Cabinet agree to:

- (i) The financial elements of the Business Plan, at Annex 1 of the report, as a basis for establishing the new company 'Make it York'
- (ii) Require the Director of Communities and Neighbourhoods and the Director of Customer and Business Support Services, in consultation with the Leader, to produce a further report on the governance and outcomes of the legal process in March 2015.¹

Reason: To provide Members with a follow up to earlier Cabinet reports and the financial details of the business plan to ensure that Members are aware of the progress to date in respect of the new organisation.

Action Required

1. Continue work to establish the legal framework for the organisation and add an update report to the Forward Plan for March 2015.

DA

88. Delivery of the Tour de France in York and Yorkshire 2014

Consideration was given to a report which updated Cabinet on the outcomes achieved through the delivery of the Tour de France 'Grand Depart' in Yorkshire in 2014, in particular the impact of the second day start in the city.

Details of the local delivery, communications including the event management and lessons learned and the economic and commercial benefits were reported. Member's attention was drawn to examples of the legacy for communities, culture and health and to the provisional outturn compared to budget for the event, which had shown a net balance of £49k and would be managed as part of the Communities and Neighbourhoods budget.

Officers paid tribute to Team York and all staff, partners, agencies and communities involved for their input into the success of the event.

Members viewed a video which provided a taste of the event around the city.

Members shared their highlights of the Tour de France and associated events and acknowledged its success and the resulting legacy for the city. They confirmed that lessons had been learnt from the delivery the Grand Depart Concert but pointed out that this should not overshadow the success of the overall event.

Resolved: That Cabinet agree to note the outcomes achieved against the delivery objectives of the Tour de France in York.

Reason: To ensure that Cabinet receives full details of the outcomes of the Tour de France event, both for the city and regionally, together with information on lessons learnt in relation to any future similar events.

Cllr D Williams, Chair

[The meeting started at 5.30 pm and finished at 6.40 pm].

Forward Plan: Cabinet Meeting: 10 February 2015

Table 1: Items scheduled on the Forward Plan for the Cabinet Meeting on 3 March 2015

Title and Description	Author	Portfolio Holder
<p>Wheldrake Village Design Statement/Supplementary Planning Document - for approval</p> <p>Purpose of Report: To present a summary of the responses received following a consultation on Wheldrake Village Design Statement. A number of amendments are proposed as a result of the consultation. With approval from Members, it is intended that the amended document becomes draft Supplementary Planning Document (SPD) to the emerging Local Plan. The document would thus be a material planning consideration when considering applications for development within the designated Village Design Statement area.</p> <p>The Cabinet is asked to consider and approve the recommendations from the Local Plan Working Group.</p>	Katherine Atkinson	Cabinet Member for Transport, Planning & Economic Development
<p>Waste Contracts</p> <p>Purpose of Report: To present Members with options in relation to the ongoing contract management of the Council's household waste sites. Also to seek Members approval to implement proposals to maximise opportunities to reduce waste disposal costs in York in the period until Allerton Waste Recovery Park is commissioned.</p> <p>Members are asked to approve the options presented to them in relation to the above.</p>	Geoff Derham	Cabinet Member for Communities

Title and Description	Author	Portfolio Holder
<p>Review of Get York Building Programme 2nd Year</p> <p>Purpose of Report: To review progress of the workstreams under the Get York Building programme that were agreed at the March 2014 Cabinet Meeting.</p> <p>Members are asked to note the contents of the report and to consider the recommendations contained within it.</p>	<p>Paul Landais-Stamp</p>	<p>Cabinet Member for Communities and Cabinet Member for Transport, Planning and Economic Development</p>
<p>Interim Evaluation of the Anti Social Behaviour Hub</p> <p>Purpose of Report: To look at the current position regarding the new Anti Social Behaviour (ASB) Hub, and what improvements can be made to processes.</p> <p>Members are asked to agree the recommendations contained within the report to improve the effectiveness of the ASB hub.</p>	<p>Paul Morrison</p>	<p>Cabinet Member for Communities</p>
<p>Strensall with Towthorpe Village Design Statement/Supplementary Planning Document</p> <p>Purpose of Report: This report presents a summary of the responses received following a consultation on Strensall with Towthorpe Village Design Statement. A number of amendments are proposed as a result of the consultation.</p> <p>Members are asked to approve the recommendations made by the Local Plan Working Group.</p>	<p>Katherine Atkinson</p>	<p>Cabinet Member for Transport, Planning & Economic Development</p>

Title and Description	Author	Portfolio Holder
<p>Annual Highway Maintenance Report March 2015</p> <p>Purpose of Report: This report outlines the performance of Highway Maintenance Services throughout 2014-2015 and proposes a programme of highway works for 2015-2016.</p> <p>Members are asked to take note of the performance/outcomes of 2014-15 and approve the list of proposed highway works for 2015-2016.</p>	Steve Wragg	Cabinet Member for Transport, Planning & Economic Development
<p>York Outer Ring Road Improvement Scheme</p> <p>Purpose of Report: The report presents to Members the options and risks for progressing the scheme prior to the formal establishment of the funding mechanism - The West Yorkshire plus Transport Fund.</p> <p>Members are asked to consider the options and determine a preferred way forward on the project.</p>	Ruth Stephenson	Cabinet Member for Transport, Planning & Economic Development
<p>Local Flood Risk Management Strategy</p> <p>Purpose of Report: To present to members the updated Local Flood Risk Management Strategy following public consultation. The consultation draft of the Local Flood Risk Management Strategy was brought to the 9th September 2014 Cabinet and approval was given to take the document out for public consultation.</p> <p>Members are asked to review the updated document following the inclusion of consultation feedback and approval is sought to agree the final version of the document for publication.</p>	Steve Wragg	Cabinet Member for Communities

Title and Description	Author	Portfolio Holder
<p data-bbox="141 165 741 204">Governance of Leeds City Region</p> <p data-bbox="141 248 1375 416">Purpose of Report: To consider new governance arrangements for the City Region to take effect after 1 April 2015 when the West Riding Combined Authority will begin to act as the principal accountable body for funding related to economic development and regeneration activities.</p> <p data-bbox="141 467 1216 505">Members are asked to agree the new governance arrangements.</p>	Phil Witcherley	Cabinet Leader, Finance & Performance

Table 2: Items scheduled on the Forward Plan for the Cabinet Meeting on 14 April 2015

Title and Description	Author	Portfolio Holder
No items listed on Forward Plan		

Table 3: Items slipped on the Forward Plan

Title & Description	Author	Portfolio Holder	Original Date	Revised Date	Reason for Slippage
<p>Wheldrake Village Design Statement/Supplementary Planning Document - for approval</p> <p>Purpose of Report: To present a summary of the responses received following a consultation on Wheldrake Village Design Statement. A number of amendments are proposed as a result of the consultation. With approval from Members, it is intended that the amended document becomes draft Supplementary Planning Document (SPD) to the emerging Local Plan. The document would thus be a material planning consideration when considering applications for development within the designated Village Design Statement area.</p> <p>The Cabinet is asked to consider and approve the recommendations from the Local Plan Working Group.</p>	Katherine Atkinson	Cabinet Member for Transport, Planning & Economic Development	10 Feb 2015	3 March 2015	As the Local Plan Working Group are not due to meet until 29 January and therefore officers are unable to complete the report within the original timeframe.

Title & Description	Author	Portfolio Holder	Original Date	Revised Date	Reason for Slippage
<p>Waste Contracts</p> <p>Purpose of report: To present Members with options in relation to the ongoing contract management of the Council's household waste sites. Also to seek Members approval to implement proposals to maximise opportunities to reduce waste disposal costs in York in the period until Allerton Waste Recovery Park is commissioned.</p> <p>Members are asked to approve the options presented to them in relation to the above.</p>	Geoff Derham	Cabinet Member for Communities	10 Feb 2015	3 March 2015	This decision has been deferred until 3 March Cabinet as officers are awaiting legal advice from North York County Council before this report can proceed.



Cabinet**10 February 2015**

Report of the Community Safety Overview & Scrutiny Committee

A-boards Scrutiny Review Final Report - Cover Report**Introduction**

1. This cover report presents the final report from the A-boards Scrutiny Review and asks Cabinet to approve the recommendations arising from the review.

Background to Review

2. In March 2013, this Committee were asked to consider whether or not to carry out a scrutiny review on the use of A-boards, with the aim of identifying suitable requirements/ guidelines that could be implemented across the whole city. At that time some members of the Committee argued strongly that instead of carrying out a review of that nature they should be recommending a total ban on A-boards across the whole city.
3. In April 2013, CYC's Traffic Network Manager provided information which suggested that whilst a total ban would benefit the appearance of the city and the safety of the partially-sighted, there would likely to be an adverse consequence to the small business community. There would also be resource implications around the ability of the Traffic Network Team to enforce a city wide ban.
4. The Committee was also made aware of a petition on A Boards submitted by Micklegate traders in March 2009 to a meeting of the then Executive Member for City Strategy and Advisory Panel (EMAP), which led to the Executive Member approving the development of intervention guidelines for an enforcement policy for the removal of A-boards and the like from the Public Highway.
5. Noting that the introduction of guidelines had previously been agreed but not acted on, and having agreed that some permanent action was required, the Committee agreed not to proceed with a report

recommending that the Cabinet approve a total ban of A-boards. Instead they agreed to undertake a review to identify suitable guidelines for the use of A-boards, taking into account other issues such as alternative ways of advertising and health and safety issues.

6. A Task Group made up of the following members was subsequently set up to carry out the review on their behalf:

- Cllr Helen Douglas
- Cllr Keith Orrell
- Cllr Gerard Hodgson

7. The Task Group worked on the review between June 2013 and December 2014.

Review Recommendations

8. In January 2015, the Community Safety Overview & Scrutiny Committee considered the Task Group's review findings as presented in the final report at Appendix 1 and endorsed their draft recommendations listed below:

- i) The introduction of a policy allowing the use of A-boards under strict criteria.
- ii) The policy to include a list of streets where the use of A-boards is prohibited at all times due to the limited widths of footways.
- iii) That appropriate resources be identified to ensure the full and proper enforcement of the new policy. This to include consideration of the potential for improved cross directorate/team working outlined in paragraph 44 of the review final report.

9. The Committee also agreed to make a further recommendation that:

- iv) The Policy (based on Option E, as detailed in Recommendations (i) & (ii) above) be trialled for a two year period.

Council Plan 2011-15

10. Ensuring the public highway remains free of obstruction and safe for all users (particularly for those with mobility difficulties or who are blind /

partially sighted), contributes to the corporate priorities of building safer inclusive communities, and protecting vulnerable people. The use of A-boards also encourages and supports new and existing small businesses to set up and grow, thereby helping to create jobs and grow the economy.

Options

11. Having considered the final report at Appendix 1 and its associated annexes, Cabinet may choose to amend and/or approve, or reject the recommendations arising from the review as set out in paragraphs 8 & 9 above.

Implications & Risk Management

12. The implications and risks associated with the recommendations above are detailed in paragraphs 51-53 of the review final report at Appendix 1.

Recommendations

13. Having considered the final report and its annexes, the Cabinet is recommended to approve the recommendations shown in paragraph 8 & 9 above.

Reason: To conclude the Scrutiny Review in line with CYC Scrutiny procedures and protocols.

Contact Details

Author:

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Chief Officer Responsible for the report:

Andrew Docherty
AD Governance & ICT

Report Approved

Date 23 January 2015

Wards Affected:

All

For further information please contact the author of the report

Background Papers: None

Annexes:

Appendix 1 – A-boards Scrutiny Review Final Report

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Community Safety Overview & Scrutiny Committee 12 January 2015

Report of the Assistant Director Governance & ICT

Review of the Use of A-boards –Final Report**Summary**

1. This report presents the findings from the A-boards Scrutiny Review together with the arising recommendations.

Background to Review

2. In March 2013, this Committee were asked to consider whether or not to carry out a scrutiny review on the use of A-boards, with the aim of identifying suitable requirements/ guidelines that could be implemented across the whole city. It was suggested that as part of a review Members could consider:
 - Whether introducing an A-board licence was a suitable approach, recognising:
 - a. It may have income potential, and may encourage more responsible use, and help monitor the proliferation of A-boards.
 - b. It would require an appropriate level of enforcement which may have a significant impact on staff resources.
 - What appropriate Enforcement measures could be taken by the Council in relevant situations under the Highways Act 1980. It was recognised that to help address the staffing resource issue, Members could to consider the approach taken by Brighton & Hove i.e. identifying additional staff resource in monitoring and enforcing the streetscape through improved cross directorate/team working, with officers undertaking multiple enforcement regimes, including the use of civil enforcement officers, city cleaning officers and PCSOs.

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- What might be acceptable in respect of A-boards e.g. dimensions, colour, design, rules on illumination and safety considerations etc
4. CYC Highways agreed that a review based on the suggestions above would be beneficial, as in their view their current practise was time consuming, resulted in allegations of victimisation and did not effectively tackle the problems some people had freely and safely using the footway.
 5. The Committee noted the work being undertaken by officers in support of the then Cabinet Member for Transport & Planning's consideration of a zero tolerance zone for the city centre. This included looking at how those businesses that were benefitting from boards due to their location being off the beaten track, might be affected by the introduction of a zero tolerance zone (recognising it might affect their viability). The intention was to identify how best to overcome that problem whilst still ensuring the majority of boards were removed. It was also intended that an approved policy for the city centre would be implemented, however given the Scrutiny Review; it was not considered an appropriate use of resources to advance it until the proposed scrutiny review had been concluded.
 6. However, the Committee agreed they did not want to see one approach for the city centre and another for the rest of the city. Instead, some members of the Committee argued strongly for recommending a total ban on A-boards across the whole city.
 7. Other members of the Committee in recognising that it was necessary to clamp down on those that were dangerous, agreed that the council should acknowledge that the overwhelming majority of A-boards were safe and sensible, vital for local businesses and supportive of York's economy. They therefore did not agree with the suggested recommendation to Cabinet. Instead they argued for the introduction of some sensible guidelines and the provision of appropriate enforcement. The Committee therefore requested some initial information on the implications of both options and the effect they may have on the city and CYC resources.
 8. In April 2013, CYC's Traffic Network Manager provided the requested information (see Annex A) suggesting that whilst a total ban would benefit the appearance of the city and the safety of the partially-sighted, there would likely to be an adverse consequence to the small business community. There would also be resource implications around the ability of the Traffic Network Team to enforce a city wide ban.

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9. At the same meeting, the Committee was made aware of a petition on A Boards submitted by Micklegate traders in March 2009 to a meeting of the then Executive Member for City Strategy and Advisory Panel(EMAP), which led to the Executive Member approving the development of intervention guidelines for an enforcement policy for the removal of A-boards and the like from the Public Highway.
10. Noting that the introduction of guidelines had previously been agreed but not acted on, and having agreed that some permanent action was required, the Committee agreed not to proceed with a report recommending that the Cabinet approve a total ban of A-boards. Instead they agreed to undertake a review to identify suitable guidelines for the use of A-boards, taking into account other issues such as alternative ways of advertising and health and safety issues. The Committee also agreed to set up a Task Group to carry out the review on their behalf, made up of the following members:
 - Cllr Helen Douglas (Task Group Chair)
 - Cllr Keith Orrell
 - Cllr Gerard Hodgson

Initial Information Gathered

11. A-boards are used by businesses and other organisations to advertise on the highway, including footway, verge and sometimes in the city centre the carriageway (during pedestrian only periods). They are generally metal, wood or plastic boards in an 'A' shape, and their positioning can regularly present an obstruction and potential hazard to users of the highway, pedestrians in particular.
12. The proliferation of A-boards can make it difficult to negotiate the path, and falling over an A-board can be painful and can adversely affect a person's confidence and mobility. Therefore it is essential for all people including those in wheelchairs or with pushchairs, and the blind and partially sighted to have a clear route along a pavement. Without this, many people will walk into A-boards and injure themselves, or inadvertently walk into the road whilst attempting to avoid an A-board. Sometimes A-boards are at different distances from the kerb on the same street; this increases the possibility of crashing into more than one A-board in a short space of time.

13. Local Authority Responsibilities

Councils have a dual role in the control of A-Boards on the highway, that of the:

- Local Planning Authority who have powers and duties under the Town and Country Planning Act 1990 (as amended) and the
- Highway Authority who under the Highways Act 1980 have powers and duties to protect the rights of the public to the use and enjoyment of the highway, specifically in regard to the use of the highway safely and without obstruction, and responsibility for street scene enforcement.

14. However, an A-Board located on private land contained within the forecourt of a premise requires neither express consent under the planning system nor approval under the Highways Act.

15. A number of other types of advertisement can also be displayed by a shop or other business without needing the Council's Consent i.e. they have 'Deemed Consent', except those on a listed building which require listed building consent. However, there are size and positioning limits on those signs e.g.:

- An unlit 'fascia' sign above the shop window and below any first floor windows.
- An unlit hanging or projecting sign at right angles to the frontage, at least 2.5 metres above the ground (Outside of a conservation area, certain types of illumination to these signs are permitted).
- Signs inside a shop provided they are more than 1 metre back from the window

16. The Government has produced an illustrated booklet which explains the types of advertisement that is allowed without needing consent, entitled 'Outdoor advertisements and signs: a guide for advertisers' – see: <http://www.communities.gov.uk/documents/planningandbuilding/pdf/326679.pdf>

17. Where consent is needed, the following Draft Local Plan policies are used to judge the application :

GP21 – Advertisements - Consent will be granted for signs, hoardings and large advertising panels where their size, design, materials, colouring and any form of illumination does not detract from the visual amenity of the areas in which they are displayed, particularly with regard

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to the character of listed buildings or conservation areas, and a) there is not adverse effect on public safety and b) in residential areas on sites clearly visible from roads, the advertisement is in keeping with the scale of surrounding buildings and public areas.

HE8 – Advertisements in Historic Locations - Within conservation areas, or on listed buildings, advertisements will be expected to comply with policy GP21 and consist of: a) a design and scale that respects the character and appearance of the area and b) good quality materials that are sympathetic to the surface to which they are attached. Within conservation areas externally illuminated advertisements that require large light fittings will not be permitted.

GP22 – Banners - Advertisement consent will only be granted for the display of banners on or between buildings, structures or trees where there are of a high quality and are maintained as such, and there would be no adverse effect on highway safety or visual amenity.

18. National Best Practice

Nationally, there is no agreed best practice. The Task Group considered, a comparative scrutiny review carried out by **Brighton & Hove** in 2010, undertaken as a result of concern over how accessible their public highways were. They considered whether pavements in the city were too cluttered thereby reducing the ability of residents and visitors to move freely, in particular those with mobility issues. The review took into account and balanced the competing needs of different groups of highway users. They considered evidence from disability advocacy groups, residents associations, business associations and private residents, and carried out site visits to areas identified as hotspots around the city. As a result of their review they introduced a licensing scheme for the use of A-boards – see copy of their scheme at Annex B. There are a number of other Local Highway Authorities that have introduced a licensing scheme.

19. Where a licence is not required some Local Highway Authorities have agreed some voluntary guidelines / requirements for use of A-boards on the public highway - see example of voluntary guidelines in use in **Bristol** at Annex C. In those areas, an organisation that wishes to place an A-board on the highway is responsible for complying with those guidelines.

20. Some Local Highway Authorities allow the use of A-boards and only take action when necessary – see example policy from Essex County Council

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at Annex D. Whilst others enforce a total ban – see copy of example policy banning the use of A-boards in Hackney at Annex E.

21. Use of A-Boards in York

City of York Council (CYC) has a long established practise of tolerating A- boards on the highway unless a complaint is made in which case action is taken to get the board removed. CYC's Highways Team confirmed the current approach regularly results in the board owners making complaints about staff because they feel victimised, and this then takes up a significant amount of staff time in dealing with the complaint.

22. Approximately 5 years ago in the city centre, a more thorough approach was taken following a number of more wide ranging complaints. At that time advice was given that only if a board was positioned flat against a property, would be unlikely that any further action would be taken. As a result most of the A-boards in the footstreets area were removed by their owners. By tackling the city centre as a project rather than taking individual action, officer time dealing with the matter was substantially reduced.

23. In addition, City of York Council went through the process of actively de-cluttering the city centre by taking action to remove street signs, bollards and other items of street furniture.

24. However, officers have confirmed that a reduction in resources has resulted in the issue of obstruction by A-boards not being as vigorously acted upon as in the past. As a result, a brief audit undertaken in late 2012 identified approximately 150 boards back on the city centre streets causing obstructions. For example, in 2011 three A-boards were observed in front of an historic building at the Goodramgate / Deangate junction. In the first week of December 2012 this number had increased to eight boards in a line.

25. By early 2013 (at the time this review was commenced), the level of obstruction of the footway was becoming a growing concern, and was seen as a very real problem for those who were blind / partially sighted or needed to use a wheelchair. In particular, a growing number of A-boards in the Clifton Green area were identified, some of which were obstructing the footpaths, and others were tied to trees. The Task Group recognised the same kinds of issues were most likely being duplicated in other local shopping areas.

26. CYC's Arboricultural Manager confirmed that signs are often chained around trees and locked sometimes preventing stem clearing work as

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had been the case along Clifton Green. In that particular area the sign also blocked visibility for cars exiting onto the main road.

27. CYC's countryside officer expressed concern around the use of trees for displaying notices, as signs and chain can cause abrasion damage to tree bark and if very tight, prevent tree growth and expansion eventually killing the tree as it grows.

Consultation

28. As work on the scrutiny review got underway, a number of members of the public and a number of local business owners expressed an interest in participating in the review asking that their views be considered. With this in mind and in light of the initial information gathered, the Task Group agreed to hold a consultation event in order to give all interested parties an opportunity to make their views known.
29. A wide range of interested parties were invited to the event held in February 2014, including individual traders, a number of disabled people who had expressed an individual interest in being involved, those who had recently made a complaint to the CYC Highways Team, members of the Council's Equality Advisory Group, and representatives from other relevant organisations e.g.:
 - Royal National Institute of Blind People
 - York Access Group
 - York Older People Assoc (YOPA)
 - Guide Dogs for the Blind Association
 - York Federation of Small Businesses
 - York Retailers Forum
 - York Civic Trust
30. Feedback from the event is shown at Annex F.
31. The Task Group also considered a briefing issued by the National Institute of Blind People (RNIB) on 'What can I do about...Advertising boards (A-boards)', which makes clear that the RNIB supports a complete ban on A-boards.

Analysis of A-board Options

32. Taking the approaches in place elsewhere and taking account of the previous decision made by an Executive Member in 2009 (see

paragraphs 9-10), there are a number of options on the use of A-boards to consider:

- A. Maintain the current arrangements
- B. Introduce voluntary guidelines
- C. Introduce a policy for the use of A-boards with or without a licensing scheme
- D. Introduce a total ban
- E. Introduce a combination of the above

33. Options A & B

To a degree, both these options are in theory self regulating in that if a business is careful with its 'obstruction' a complaint is less likely to be made. Problems in the past have erupted when there has been an over zealous reporting of problems by individuals for reasons more to do with the look of the streetscape rather than an actual serious obstruction. Having said that there are clearly some areas where protecting the street scene should be regarded as a high priority e.g. Stonegate or where pedestrian flows are very high. The risk with both approaches is a gradual increase in number of A-boards over time and in the case of Option B a gradual drift away from the council's guidelines.

However, if the voluntary guidelines were adhered to (Option B) they may help to mitigate the number of complaints received as they would encourage a more uniform approach to the placement of a-boards, which affected parties agreed would make life easier if A-boards were to remain present on the streets of York.

34. Option C

This option has its attractions in that this approach is very strictly regulated and would therefore be much less reliant on personal views of complainants, businesses, officers and Members. This option would require a uniform approach and introduce clear dos and don'ts and would result in an overall reduction in A Boards. It would also mean that the parameters on 'free unobstructed' pavement widths would result in there being some streets where the use of A-boards would not be accepted, unless flat against the building frontage e.g. where the footways are less than 2 metres wide. The introduction of a licensing scheme and the associated cost to businesses may lead to a reduction in the number of A-boards on York streets and help address the issue of multiple A-boards per business.

35. Option D

This option is a very simple and straight forward approach but if applied universally across the whole authority area could not only take up significant officer time but be seen as unnecessary and unhelpful by some, the business sector in particular. The Highways Team would estimate an annual figure of around 150 complaints (some to do with the look of the streetscape rather than an actual serious obstruction), but were unable to provide an exact breakdown of the types of complaints received. Based on that number and the reasons behind some of those complaints, Option D may be deemed a heavy handed approach.

36. Option E

This option recognises the differing circumstances across the York area and could for example designate the city centre for a ban on A-boards whilst maintaining the current toleration approach for the outlying areas where pedestrian flows are significantly lower. Further work would be necessary to set out reasonable boundaries for the different zones.

37. Enforcement of Options

- Options A & B - Option B would require officers to carry out a one off piece of work to draft the voluntary guidelines. Once in place, the neither of these options would require additional staff resources if officers continued only responding to complaints as and when received.

To enable either approach to flourish, officers would need to be able to give priority to clear cases of obstruction whilst resisting the more frivolous complaints in the knowledge that this approach is fully supported by elected Members. There would of course continue to be differing views on what a clear case of obstruction is so it is suggested that if voluntary guidelines were to be introduced, reference be made to pictorial examples of acceptable and unacceptable uses of "A" boards rather than using strict arbitrary measurements.

- Options C & D – Both of these options would incur significant officer time if a decision were taken to proactively investigate and enforce breaches of the policy and non licensed A-boards, or enforcing a total ban. Staff resources do not currently exist within the Highways Team to enforce these options in a proactive way; hence a new post would be required, probably in the Grade 5 or 6 range.

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In the case of Option C, the cost of this post could potentially be recouped from the income generated by the issue of annual licences. However the introduction of a licensing scheme may deter some businesses from using A-boards thereby limiting the income generated.

The alternative approach would be to consider the approach taken by Brighton & Hove i.e. identifying additional staff resource in monitoring and enforcing the streetscape through improved cross directorate/team working, with officers undertaking multiple enforcement regimes, including the use of civil enforcement officers, licensing officers, city cleaning officers and PCSOs.

Also in the case of Option C, if a decision were taken to only respond when a complaint is received (as currently happens) no additional staff resource would be required. However the Highways Team would not recommend that approach as it would significantly water down the positive impact a policy could have. This approach would also not be acceptable for use with option D as it would result in no change to the current arrangements.

- Option E – This option would be likely to require some enforcement dependent on the combination of options used, which again may lead to the need for additional resources.

Review Conclusions

38. Bearing in mind the level of re-emergence of A-boards in the city centre, the Task Group recognised that much of the benefit of the councils de-cluttering work previously undertaken had since been lost. Furthermore, they recognised the growing number of alternative forms of street furniture being used for advertising purposes e.g. bicycles, flower carts etc. They therefore agreed that any consideration of the options above should apply to all forms of street advertising not just A-boards.
39. The Task Group acknowledged the reasons why a business would choose to use an A-board; inexpensive form of advertising, versatile, increasing footfall etc. However, whilst they heard from a number of businesses on the benefits they bring (see notes from consultation event at Annex F), they were unable to evidence the actual value / income generated by the use of street advertising, to the individual businesses. The Task Group were also encouraged to hear that businesses would adhere to guidelines on the use of A-boards if they were introduced.

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40. When implementing policies a Local Authority has a duty (Equality Act 2010) to consider the impact and take reasonable mitigating measures to ensure equality issues are not compromised. So in recognising the perceived benefits for individual businesses, the Task Group also had to balance those against the very genuine and evidenced difficulties that obstructions to the highway create for highway users, particularly the Blind, partially sighted and those with mobility difficulties.
41. The Task Group recognised the difficulty of positioning an A-board in such a way that it works for all. They noted that guide dogs are trained to steer their owners around permanent obstructions and to walk along the outside edge of the pathway, and are therefore more affected by A-boards placed in that position rather than those up against the building line. As that they learn their regular routes and obstructions that are continually re-positioned (as in the case of many A-boards) affect their progress. In comparison, the Task Group noted those who are partially sighted and those who use canes prefer to walk along the building line.
42. They acknowledged the view of the consultees representing those affected groups that whilst a total ban on the use of A-boards would be their preferred option (option D), their alternative preference would be an agreed policy addressing the most appropriate placement of A-boards etc to control and limit their obstructiveness (Option C).
43. Furthermore, the Task Group recognised there are some streets, particularly in the city centre where the width of the footpath and roadway (during pedestrian only hours) would not allow for the use of an A-board regardless of a policy, licensing scheme or voluntary guidelines. The Task Group agreed that implementing a total ban in those streets was the only option. However they agreed the Council should encourage businesses in those streets to use other forms of advertising and were pleased to learn of the Council's forthcoming The Legible York (Wayfinding) Project ¹ which would provide additional advertising opportunities.
44. The issue of resourcing the enforcement of the various options was also considered. The Task Group accepted the Highways Team did not have

¹ A scheme supported by Reinvigorate York, to deliver improved orientation/navigation for residents and visitors in the city. It is aimed at encouraging more people to walk, more of the time. The first phase of implementation will take place in spring 2015, any will include a totally new mapping base of the city centre installed within new street furniture/totems/monoliths and supplemented with finger posts. It will enable a significant volume of other information to be accessible through the use of smart technology e.g. a layer which includes retail, eating and leisure information. The intention being that this will provide much wider opportunities for businesses in the city to promote their offer.

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the relevant resources and therefore agreed the approach taken by Brighton & Hove should be investigated as a potential way forward for York i.e. identifying additional staff resource through improved cross directorate/team working, with officers undertaking multiple enforcement regimes, including the use of civil enforcement officers, licensing officers, city cleaning officers and PCSOs.

45. They also acknowledged the risk of liability associated with some of the options but recognised that as all of the options have been introduced by other Highway Authorities across the country it must be possible to manage any such risks effectively. For example, they noted that those Local Authorities with a licensing scheme had written into their policy that the licensee must indemnify the council against any claims in respect of injury, damage or loss arising out of the grant of the licence and stipulated the amount of Public Liability Insurance cover required.
46. Overall, having considered all of the options, the Task Group agreed that the current arrangements were unacceptable i.e. that A-boards are not permitted but are tolerated until a complaint is made. They agreed this arrangement suited none of the interested parties, that it created confusion and that it left the council open to criticism.

Review Recommendations

47. Therefore having considered all of the information gathered in support of the review and all of the available options, the Task Group agreed that recommending the introduction of some suitable 'guidelines' as per the review remit, would not be the right approach for York. They therefore agreed to recommend **Option E** i.e.:
 - i) The introduction of a policy allowing the use of A-boards under strict criteria.
 - ii) The policy to include a list of streets where the use of A-boards is prohibited at all times due to the limited widths of footways
 - iii) That appropriate resources be identified to ensure the full and proper enforcement of the new policy. This to include consideration of the potential for improved cross directorate/team working outlined in paragraph 44 above.
48. The Task Group chose not to recommend the introduction of a licensing scheme.

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49. In January 2015 the Task Group presented their draft final report to the full Community Safety Overview & Scrutiny Committee. The Committee endorsed the draft recommendations listed above and agreed to make a further recommendation that:

- iv) The Policy (based on Option E, as detailed in Recommendations (i) & (ii) above) be trialled for a two year period.

Council Plan 2011-15

50. Ensuring the public highway remains free of obstruction and safe for all users (particularly for those with mobility difficulties or who are blind / partially sighted), contributes to the corporate priorities of building safer inclusive communities, and protecting vulnerable people. The use of A-boards also encourages and supports new and existing small businesses to set up and grow, thereby helping to create jobs and grow the economy.

Implications & Risk Management

- 51. **Financial & HR** – The recommended option would require additional staff resources which may have a cost implication depending on the source of those additional resources. However the introduction of a licensing scheme could potentially mitigate any additional staffing costs.
- 52. **Equalities** – The use of A-boards does have an adverse impact on the blind and partially sighted, and those with mobility issues and those with small children in pushchairs etc. However an agreed standard approach to their use would go some way to mitigate their impact.
- 53. **Legal** - All of the options outlined in the report with the exception of Option D could result in complaints of obstruction of the footway by those most affected, which this Council as the local Highway Authority would have to justify to the complainant. However, other Highway Authorities are successfully managing the risk of liability from either allowing or licensing obstructions in the highway. Therefore all of the options are suitable for consideration.

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AD Governance & ICT

Report Approved **Date** 20 December 2014

Wards Affected:

All



For further information please contact the author of the report

Background Papers: N/A

Annexes:

Annex A – Initial Analysis of Pros & Cons of introducing a City Wide Ban on A-Boards

Annexes B-E – Example Policies for Various Options

Annex F – Feedback from Consultation Event held February 2014

The case for a zero tolerance approach to A-boards	The case for permitting A-boards on the Public Highway
A very clear simple approach	Businesses off the beaten track may be easier to find/discover
<p>No requirement to develop a set of standards looking at issue such as:</p> <ul style="list-style-type: none"> • acceptable foot way widths for the volume of pedestrians, • size, • colour, • style, • content, • number, • time of day • proximity to the business in varying circumstances • ensuring liability insurance is in place • approved fixing methods • historic setting 	Businesses have an apparent additional low cost method of advertising their goods or services to compete with each other
Minimal CYC staff resource implications	Allows a business to quickly adjust its message to suit the conditions of the day
No requirement to establish a monitoring regime to ensure compliance with conditions	A potential income generator for the LA - though there is also a rise in staff resources - cost may be seen as unreasonably high
No requirement for an appeals process when applications are refused	
Places all businesses on the same advertising footing regardless quirks in location (an abrupt change in foot way width or close to a junction for example)	
Prevents escalation of advertising on street by similar competing businesses	
Cuts the Local Authority's risk to compensation claims for injury due to trips and falls	
Removes the chance of boards	

ending up in the carriageway (e.g. blown over in the wind)	
Improves the ability for people to freely travel along the highway; especially those with sight or mobility difficulties.	
Removes a mismatch of types and styles of advertising that poorly represents the local street scene.	
Ensures boards aren't inadvertently allowed to obstruct a drivers view	
Prevents local authority equipment being damaged or made more difficult to access	
Removes the possibility of damage to other objects e.g. trees, caused by A-boards being attached.	

Ref.No.(Card/Web payment)
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Brighton & Hove
City Council

Application for permission to place an Advertising Board upon the Public Highway
(Highways Act 1980) and
The Local Government (Miscellaneous Provisions) Act 1982
Permission valid until 30th April 2015

Title..... Name of Applicant (in full)

Name of business for which permission is required

Address: (This is the address to which all correspondence will be sent unless otherwise indicated by the applicant.)

.....

Post Code Tel. No.....

Email

Correspondence address if different from above:

.....

Post Code Tel. No.

I hereby apply for a licence to place an Advertising Board upon the Public Highway as detailed above. I confirm that I have read, understand and agree to abide by the conditions enclosed and any other special conditions. Payment for the approval and issuing processes is enclosed/has been made.

Name (block capitals)..... Position (block capitals):

Signed: Date:

For Council Office use only – please do not write in the space below

BRIGHTON AND HOVE CITY COUNCIL acting by their Executive Director Environment Development & Housing in pursuance of the above enactments hereby grant permission for the placing of an Advertising Board on part of the paved Public Highway outside the premises as described above or attached.

Signed: Name:

For the Executive Director Environment, Development & Housing, Brighton & Hove City Council

Date

Special Conditions:

[pto]

Please describe and sketch the proposed placement. (Use a separate sheet of paper if necessary).

Please provide names and address of the owners or other tenants if you are not the owner/sole tenant of the property.

(use a separate sheet of paper if necessary)

Incomplete or inaccurate applications cannot be processed.

Please note that payment must accompany this application

Advertising boards only (one board per site):

1. New applications £100 for the first year to 30th April 2015
2. Renewals £70.00 per year.

HOW TO PAY

Cheque

- Please make cheques payable to Brighton & Hove City Council
- Write the name of the business on the reverse, plus the code EVH031/LG132

Credit/Debit Card

- Phone (01273) 292071 to make a card payment. We can accept Visa, MasterCard and American Express. You will be given a payment reference/transaction number, which you should write in the box top left on the application form.

Website

Go to www.brighton-hove.gov.uk, click "Pay Online", then Licences and select "Advertising Boards" from the drop-down menu.

Please enter the name of the business in the "Reference" window. Also enclose a copy of the receipt with your application form, or enter the receipt number in the box top left on the application form.

If you have any queries, please phone 01273 292071

**Please return the this form to:
The Highway Enforcement Manager, Room 500, Hove Town Hall, Norton Road, Hove, BN3 3BQ**



Brighton & Hove City Council

Licence Conditions 2014-2015

ADVERTISING BOARDS

The following conditions will be introduced to apply to all highway licences issued.

1. Terms:
 - 1.1 The term “licence” used below refers to any Highway Permission issued by the Highway Enforcement Team.
 - 1.2 A “licensee” is deemed to be the body or individual to whom the licence has been issued.
 - 1.3 A “licensed area” is that area of public highway covered by the licence.
2. Legal Issues:
 - 2.1 This licence is not transferable.
 - 2.2 Sub-letting of the highway is forbidden. A frontager who is a licensee may, with the advance written permission of the council, permit a suitable third party (i.e. a party the council would consider to be an appropriate licensee themselves) to display items within a relevant licensed area, but there should be no financial transaction associated with such an arrangement. Any third party must meet and comply with all licence conditions, including the holding of Public Liability Insurance (see below). Responsibility for breaches of licence conditions will lie with the licensee.
 - 2.3 The licensee agrees to indemnify the council against any claims in respect of injury, damage or loss arising out of the grant of the licence. Public Liability Insurance cover of at least one million pounds must be carried for the duration of the licence. Evidence for this cover must be produced on demand.
 - 2.4 The licence may be suspended or revoked and/or the licensee required to temporarily remove the objects by the council for any legally defensible reason. The licensee shall not be entitled to any compensation for loss of trade or business as a result.
 - 2.5 If deemed necessary the council may alter licence conditions at any time. The licensee shall not be entitled to any compensation for loss of trade or business as a result.
 - 2.6 Where necessary, the council may place time limits to restrict the use of licensed areas to permitted hours. In general, these restrictions will apply to premises with alcohol licences and will not exceed the hours set by the terms of such licences.
 - 2.7 Licences are valid for a maximum of 12 months and expire at 24:00 hrs. on the first 30th of April following the date of issue. Licences are subject to an annual review. Payment of licence fees is a condition of the licence.

- 2.8 Licences only relate to the placing of objects upon the highway. It is the responsibility of the licensee to obtain all other consents required in connection with the proposed extension of their business onto the highway including, where appropriate, any amendment to their existing liquor licence.
- 2.9 It is a condition of Highway Licences that all consents and permissions and all health & safety, environmental health or other legal provisions or measures required by Brighton & Hove City Council or other legal authorities are obtained and adhered to. Proven failure to comply with legislation and/or the reasonable and legitimate instructions of an authorised officer of the Council, Her Majesty's Health & Safety Executive or the Police may be considered a breach of the conditions governing the licence.
3. Advertising boards:
- 3.1 No more than one advertising board per licensed premises may be permitted on the Public Highway. The total surface areas of all advertising boards whether on the highway or on private land or decking or on any combination of the same may not at any time exceed the limits for such advertising under Planning Regulations (a total area of 4.6 square metres).
- 3.2 Licensed advertising boards shall be between 0.75m and 1.2m high and between 0.5m and 1.1m wide only. Larger or smaller boards will not be permitted.
4. General:
- 4.1 The licensee must clearly display on site a Display Licence provided by the council. This should be placed in a window, glass door or menu stand of the licensed premises clearly be visible and legible from the highway.
- 4.2 Anything left upon the highway outside business hours or the hours stated in the licence conditions, or any item found chained or tied to any other object, street furniture or building without prior written permission, may be removed and impounded without further warning.
- 4.3 The improper parking of vehicles by staff or persons associated with the licensed site (including delivery vehicles) will be considered a breach of the licence. This is of particular importance within those areas where vehicle access is restricted and in streets that are periodically pedestrianised. In certain parts of the city licensees may be required to agree to restrictions on delivery times.
- 4.4 To promote the work of the Brighton & Hove Drug and Alcohol Action Team and support the operations of the Council's Trading Standards Team, licensed sites involved in the sale of cigarettes or of alcohol for off-premises consumption shall be required to display, at all times, such notices relating to illegal sales to or illegal purchase on behalf of minors.
- 4.5 Note that the following general rules will be applied to all officer-approved applications/sites within the city:
- A) That no licensed traders' items will be permitted to reduce the width of a footway to less than 1.3 metres except where:
1. a formal pedestrian zone has been established in a road by Traffic Order and the whole of the carriageway is kept clear for pedestrian use
 2. a road is closed to vehicular traffic by virtue of a temporary Traffic Order and the whole of the carriageway is kept clear for pedestrian use
 3. a road is considered to be "shared space" and the whole carriageway is generally available for pedestrian use
 4. discretion to allow this has been exercised by Elected Members in Committee or Cabinet, due to special circumstances.
- B) That where a footway is reduced to a width of 1.3 metres (or less) by objects (whether these objects be licensable traders' items or fixed street furniture such as lamp posts, bins etc.) "turning circles" for manual wheelchair users and guide dogs must be established at regular intervals. These "turning

circles” shall not be less than 1.6m in length and must be maintained at least every 1.6m along the length of a restricted footway. **Annex B**

- C) That, except in the case of items within large, waiter-serviced sitting-out areas, no traders’ item shall be permitted to be placed more than five metres from the licensed premises or out of sight from a window or door of said premises.

In certain circumstances, refusal by an officer of the licence application because of the above criteria may be challenged by means of Formal Appeal to Committee or Cabinet. Note however that no activities can take place at a site until such a decision is reached.

6. Enforcement Procedure (removals):

The following enforcement procedure shall be applied as standard for all items placed on the Public Highway in breach of the DfT guidelines and the rules and conditions of the Highway Licensing System as detailed above:

- That on the discovery of a breach of the guidelines, rules and conditions, a written warning shall be issued to the relevant business/person, warning and advising them of their need to abide by the prevailing regulations.
- That on the discovery of a second such breach within eight weeks of the first, a second warning notice be served.
- That on the discovery of a third such breach within eight weeks of the second warning a third warning shall be served.

If the recipient of a third warning is a holder of a Highway Licence, then this licence shall be temporarily suspended by virtue of said notice pending consideration of the case by the Senior Highway Enforcement Officer. The period of suspension will be dependent on the seriousness of the breach and the measures taken by the licensee to ensure future compliance with the regulations. Further breaches may result in the rescinding of the licence.

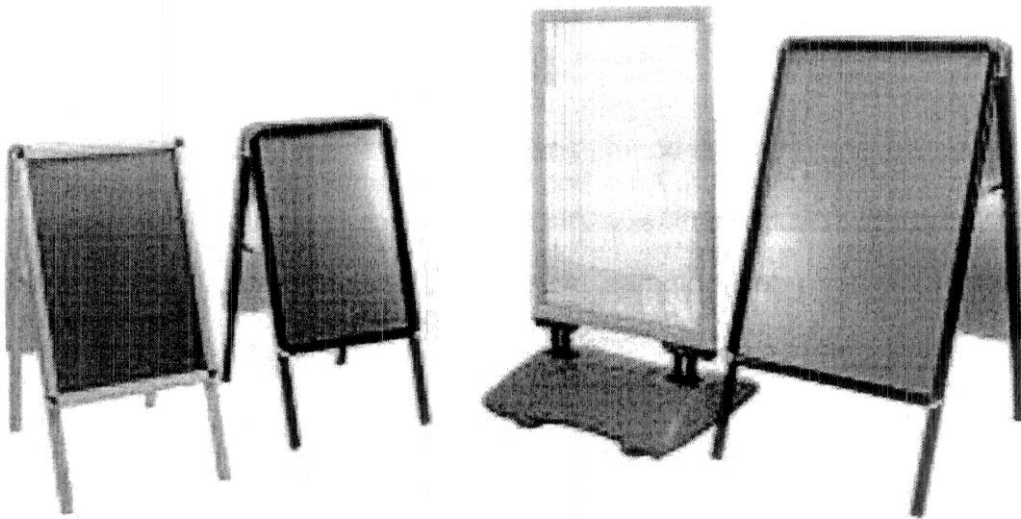
Any unauthorised items found on any site following a third warning or suspension/rescinding of a licence may be removed from the Public Highway and impounded without a further warning being served. Owners of objects so impounded will be given the opportunity to recover their property. Where appropriate a charge may be made by the Council for the costs of removal and storage.

The Council reserves the right to proceed with removal of offending items or prosecution under the Highways Act 1980 at any stage of the above procedure in any case involving gross or regular breaches of legislation.

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A-Boards on the Highway Policy & Guidance



Policy & Guidance on A-boards on the Highway

Objective

These signs are common across Kirklees but it is essential that pedestrians have a clear, safe route along pavements and walkways. More and more A-boards are being displayed in this way, making our towns look cluttered and less attractive. This also creates problems for pedestrians who have to get around pavement signage when walking around a town. It is particularly difficult for visually impaired people, those with mobility issues, wheelchair users and parents and carers with pushchairs. A-boards displayed on the highway can be considered unsightly and have a negative impact on the street scene.

We know that businesses need to promote their services and bring in custom but this cannot be done without considering the safety of passing pedestrians and the effect on the street scene and the local economy.

Licensing A-boards will mean they can only be placed where there is no danger to pedestrians or create a potential obstruction and where there isn't a negative impact on the street scene and will assist in enhancing the economic sustainability of towns, suburban and rural businesses and communities.

It is an offence to obstruct the highway and legislation allows for licensing schemes by a local authority.

Policy Scope

This policy relates to any A-boards and similar advertising boards placed on the highway without permission. An A-board includes any type of adverts/directional signs/information signs/inanimate characters.

The "Highway" includes footpaths, paved areas and pavements, and this policy also includes A-boards attached to highway property. It does not include A-boards sited on private property or land.

Application process

Please apply on Kirklees Council's A-board Licence application form, which is available from Kirklees Council, Licensing Department, Flint Street Depot, Flint Street, Fartown, Huddersfield, HD1 6LG or online at www.kirklees.gov.uk

Where consent is given, licences will be issued under sections 115 (E) of the Highways Act 1980, Section 224 of the Town And Country Planning Act 1990 and the Town and Country Planning (Control of Advertisements) Regulations 1992 for a period of 5 years. Licenses are not transferable.

You must obtain permission from the Council prior to placing any A-board on the highway. A fee will be charged for each licence of £105 per application*.

** This fee is current at October 2014 but is subject to change.*

The applicant should complete and submit the application form that includes:

- a) Exact proposed location of the A-board with a scale drawing indicating where it will be placed outside the premises and where the entrance and/or exits to the premises are. The dimensions of the A-board, the width of pavement, proximity to the kerb and distance from other street furniture (e.g. telephone boxes, benches, litter bins, street lighting/signage columns etc).
- b) Colour photo or illustration of the proposed A-board.
- c) A copy of the businesses current Public Liability Insurance Certificate and Policy, showing that they have at least £5,000,000 (five million pounds) of cover and that the policy covers items placed on the highway.
- d) Payment of the licence fee.
- e) The notice once it has been displayed on the premises (found attached as appendix A at the back of the guidance)

When considering the application consultation will be carried out with other Council departments and businesses whose premises have frontage to the proposed site to give them the opportunity to comment, as required by legislation.

The needs of other highway users will also be taken into consideration e.g. pedestrian flows, vehicular access and the cumulative effect of A-boards from different premises etc.

This process will include the business displaying a notice detailing their application in their premises window for a minimum of 28 days allowing time for any objections to be received by the Council. If none are received and the A-board meets all other relevant criteria the licence will be issued and will be valid for a period of 5 years from the date of issue.

If there are any objections received the Council will consider them and determine whether to grant or refuse the application. Please note applications may take up to 8 weeks to process and you must not display any A-board outside your premises unless you have been granted a licence.

A new application will need to be made at least 8 weeks before the expiry of an existing licence.

Kirklees Council reserves the right to refuse to give consent to any application.

Guidance

A-boards will only be licenced outside the premises that is applying for the licence and owns the board. Any advertising must relate to the business that holds the licence.

Signs attached to private property (such as fitted flush to a building or attached to railings that belong to the property and not overhanging the highway) will be dealt with using Planning enforcement powers. Where signs have been attached to

private property without permission of the owner the occupier/owner will be asked to remove the signs.

No rotating signs or signs on wheels or trailer type devices will be licensed.

No freestanding boards leant against walls or attached to highway structures, street furniture, trees or other items within the highway will be licensed and such boards will be removed.

A-boards will not be permitted on grass verges, central reservations, roundabout, pedestrian safety refuges and other such areas of the highway which may cause a road traffic hazard or make it difficult to maintain these areas.

Where a business has a private forecourt adjacent to the highway any A-board must be placed wholly within this forecourt.

Any liability arising from an accident or damage involving an A-Board remains firmly with the owner of the board.

A-boards must not be displayed without the prior permission of the Council.

Licence conditions

1. A-boards must be fit for purpose, stable, robust and maintained in good condition. It should appear professionally made and sign written. Offensive content will not be permitted.
2. The board must be 2 sided, of the 'feet' type where the base is widest part of the board so that the board has its solid element just above ground level to be detectable by a visually impaired persons cane and the frame of a colour that ensures maximum visibility. If a central stem type is used the base must be of a contrasting colour to the area it is to be placed on to ensure maximum visibility to pedestrians with visual impairments.
3. A clear pedestrian route shall be maintained for those walking on the highway. This should preferably be adjacent to the building frontage so that most pedestrians and particularly those with visual impairments can maintain their regular route. This should normally be a minimum width of 1.8 metres (M). Therefore A-boards should be placed 1.8M from the building frontage. Consideration should be given to entrances and exits from premises, which should not be obstructed. Visibility splays must not be obstructed. Each application will be considered on its individual merit.
4. The position of the A-board must be consistent on a day-to-day basis and must be in the approved position. It is essential that the position and location does not cause any obstruction or inconvenience to those with disabilities and particularly that adequate space is left between the A-board and frontage of

the building, or in the case of pedestrianised areas and precincts with heavy footfall that it will not cause an obstruction.

5. A-boards may only be sited in accordance with the times stated in the licence.
6. Holders of a licence must hold and maintain a valid public liability insurance policy with cover up to £5,000,000 (five million) pounds.
7. The A-board licence must be displayed within the premises in a prominent position so it can be easily inspected as required.(e.g. in an externally facing window or on a wall inside the publicly accessible area of the premises).

The guidance and licence conditions may be amended from time to time.

A breach of the conditions may result in formal enforcement action and the licence being revoked.

Procedure for non-compliance with an A-board licence

Should the licensee not be compliant with the terms of their licence the Council will try to work with the licensee in the first instance to resolve any issues. This procedure will be:-

- 1) Where the licensee is found not to be complying with the specific conditions of their individual licence, Council officers will offer advice and assistance to enable the licensee to rectify the breaches to ensure compliance.
- 2) Where this is unsuccessful, a letter will be sent informing the licensee that they continue to be in breach of the conditions of licence. Further assistance will be offered to the licensee to rectify any breaches but if compliance is not achieved within 14 days this may trigger step 3
- 3) If persistent breaches of conditions remain the Council will take whatever action it deems appropriate in each individual case. Up to and including seizure of the A-board and prosecution.

Procedure for non-licensed A-Boards on the Highway

- 1) Where an A-board is unlicensed or presents an obstruction or danger to users of the highway the business owner will be asked to remove it immediately.
- 2) Where this is not possible the Council may remove the item and charge the costs incurred for removal and/or storage to the business being advertised on the A-board.
- 3) If persistent siting of unlicensed A-board continues the Council will take whatever action it deems appropriate in each individual case. Up to and including seizure of the A-board and prosecution.

The information given may be held in manual or electronic form and will be subject to the provisions of the Data Protection Act 1998.

This authority is under a duty to protect the public funds it administers, and to this end use information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes.

APPENDIX A

THE HIGHWAYS ACT 1980
PERMISSION TO PLACE
A-BOARD/ITEM ON THE HIGHWAY

An application for permission to place A-Board/Item on the Highway has been made to Kirklees Council by:

Applicant Name: _____

This relates to placing A-Board/Item outside the premises on the Highway and is in respect of the premises know as:

Premises Name: _____

Situated at: _____

Any representation regarding the application must be made in writing to:

Licensing Services
Flint Street Depot
Flint Street
Fartown
Huddersfield
HD1 6LG
or
Licensing@kirklees.gov.uk

And made no later than 28 days after the notice is posted; which is

Date: _____

Example of Voluntary Guidelines from Bristol

“A” BOARDS: GUIDELINES

1. Introduction

- 1.1 The Council has a dual role in the control of “A” Boards on the highway, that of the
- Local Planning Authority who have powers and duties under the Town and Country Planning Act 1990 (as amended) and the
 - Highway Authority who have powers and duties under the Highways Act 1980 and responsibility for street scene enforcement.

These guidelines have been prepared specifically in relation to street scene enforcement and are not intended to override any controls under the planning regime or express permissions required under the Highways Act 1980.

- 1.2 “A” Boards located on private land contained within the forecourt of a premises will require neither express consent under the planning system nor approval under the Highways Act.

2. Purpose of Guidelines

- 2.1 These Guidelines are intended to provide advice on siting “A” Boards on highway land.

- 2.2 As the Highway Authority, the Council has a duty to protect the rights of the public to the use and enjoyment of the highway, specifically in regard to the use of the highway safely and without obstruction.

The effective and proper enforcement of the laws relating to highways are essential to protect the local environmental interest of the residents, visitors and businesses of Bristol from the harmful impact that breaches of highway law can have.

- 2.3 The application of the Council’s duty as set out in paragraph 2.2 above, provides the basis for securing a consistent and fair approach to pursuing breaches of “A” Board displays on highway land.
- 2.4 A decision about enforcement action has serious implications for all involved: the general public, businesses, victims, witnesses and defendants. By applying the same principles, everyone involved in the process is helping to treat stakeholders fairly but effectively.
- 2.5 These Guidelines also support the Council’s objectives as set out in the Bristol Development Framework and the Joint Local Transport Plan for the West of England, to improve the pedestrian environment and encourage walking as a more sustainable and healthy form of travel. The guidelines also form a key part of Bristol’s Walking Strategy, which has been developed under the overall policy approach of the Joint Local Transport Plan.

3. Scope of Guidelines

- 3.1 These Guidelines apply solely to “A” Boards and other freestanding pavement signs, placed upon the Highway, which includes footways footpaths, paved areas and pavements and/or attached to highway property pursuant to the Council’s duty highlighted in paragraph 2.2 above.

It does not apply to “A” Boards on private property, including privately owned shopping centres.

An “A” Boards may display the business carried on, the goods sold or services provided, or the name or qualifications of the person carrying on the business, or supplying the goods or services, on those premises.

- 3.2 The Council understands the needs of businesses, and that to attract customers, businesses may wish to place “A” Boards and display goods outside of their premises.

This Guidelines set out allowances for what is considered acceptable in respect of “A” Boards pursuant to paragraph 2.2 above.

- 3.3 Wherever possible “A” Boards should be located within the curtilage of the property.

4. Practical Guidelines for “A” Boards on the Highway

- 4.1 “A” Boards and other freestanding pavement signs should be placed within a distance of 60 cm immediately in front of the premises they are advertising provided that 1.8 metres of clear footway can be retained between the road and the board.

No “A” Board or other freestanding pavement signs should be placed on highway land where there are private forecourts that could be used to accommodate them in accordance with conditional deemed consent.

Dimensions of “A” Boards

- 4.2 “A” Boards should be a standard A1 size and a maximum of 1.1 metres high. This is to ensure some uniformity in design, and thereby limit the size of the obstruction in the highway.

Colour and Design

- 4.3 Strong colours enhance in small quantities; too much and the effect is overpowering. To achieve impact a sign or advertisement should contrast with its background but it should not overwhelm it. Vibrant colours can be appropriate in commercial areas to add excitement, but may not be appropriate in more sensitive areas such as Conservation Areas or close to Listed Buildings.
- 4.4 Signs which are purely promotional rather than informative, for example, a sign bearing wording advertising a “Sale” or “Special Offer”, are discouraged in favour of a sign bearing the name of the company or organisation owning or operating in the premises. This is not because of the subject matter of the sign, but in order to discourage a proliferation of promotional advertising, which ultimately could lead to a cluttered appearance.

Illumination

- 4.5 No electrical supply or Illumination will be considered on the Highway where it constitutes a highway hazard.

General

- 4.6 All "A" Boards and other freestanding pavement signs should be temporary in their nature so that they can be easily removed (e.g. require no excavation to install or remove).
- 4.7 "A" Boards and other freestanding pavement signs must not damage the highway. They must also be stable and not easily blown over.
- 4.8 Rotating or swinging signs, boards, displays, etc. on public highway should be avoided.
- 4.9 "A" Boards should relate to the normal business of the trading establishment.
- 4.10 Where multiple occupancy premises share joint accesses, only one sign, board, display, etc. will normally be considered appropriate per frontage (such as Arcades and Courts). However alternative options may be considered such as larger shared boards.
- 4.11 Any business should only display one "A" Board.
- 4.12 Advance directional "A" Board signs should not be placed on the highway away from premises.
- 4.13 It is not permitted to fix/chain boards or adverts to any bollard or piece of street furniture.
- 4.14 Placing "A" Boards in sensitive areas such as conservation areas or close to listed buildings can be unacceptable because of the adverse impact that the proliferation of such displays can have on visual amenity. As such particular attention will be paid to the visual amenity consideration of the "A" Boards in such locations.
- 4.15 "A" Boards will be the owners' responsibility when placed on the highway and the Highway Authority will not be liable for any injury or damage caused to highway users where these are placed on the highway.

All "A" Boards should be removed in their entirety from the Highway at the end of the days trading.
- 4.16 Nothing in these guidelines absolves those concerned from their legal responsibilities under the Town and Country Planning Act 1990 as amended and the Highways Act 1980.

5. Safety Considerations

5.1 The impact of an advertisement on public safety will depend on the nature of the advertisement and its location. The advertisement should not be so distracting or confusing that it endangers people who are taking reasonable care for their own and others safety.

5.2 A sign would be considered a hazard if: -

- It obstructs visibility;
- Its content or appearance might distract the attention for a period of sufficient duration to endanger the viewer;
- It might create glare and dazzle the viewer;
- It obstructs, overshadows or distracts the attention away from highway, signs, signals or beacons.

6. Equality

6.1 On 5th April 2011 the new public sector 'Equality Duty' came into force under the Equality Act 2010. The aim of the duty is for public bodies to consider the needs of all individuals in making society fairer by tackling discrimination and providing equality of opportunity for all.

7. Enforcement

7.1 Enforcement will be taken by the Council in appropriate situations under the Highways Act 1980.

7.2 "A" Boards that create a nuisance or present a danger are likely to be removed by the Council in accordance with relevant legislation. This may involve serving a Notice requesting its removal before seeking a court order for removal and disposal where necessary. However "A" Boards that constitute an "immediate" danger, hazard or obstruction will be removed from the highway immediately.

7.3 "A" Boards removed from the highway, will be stored for 3 months after which they will be disposed of. A charge of £50 per item will be made if any item is claimed. In the case of persistent offenders or commercial concerns that the authority feels has an impact on the street scene, consideration will be given to seeking a criminal prosecution.

7.4 Normally, enforcement action will be undertaken on a theme or area based approach to coordinate and maximise its impact and efficiency.

It will however be necessary at times to take action immediately on individual complaints.

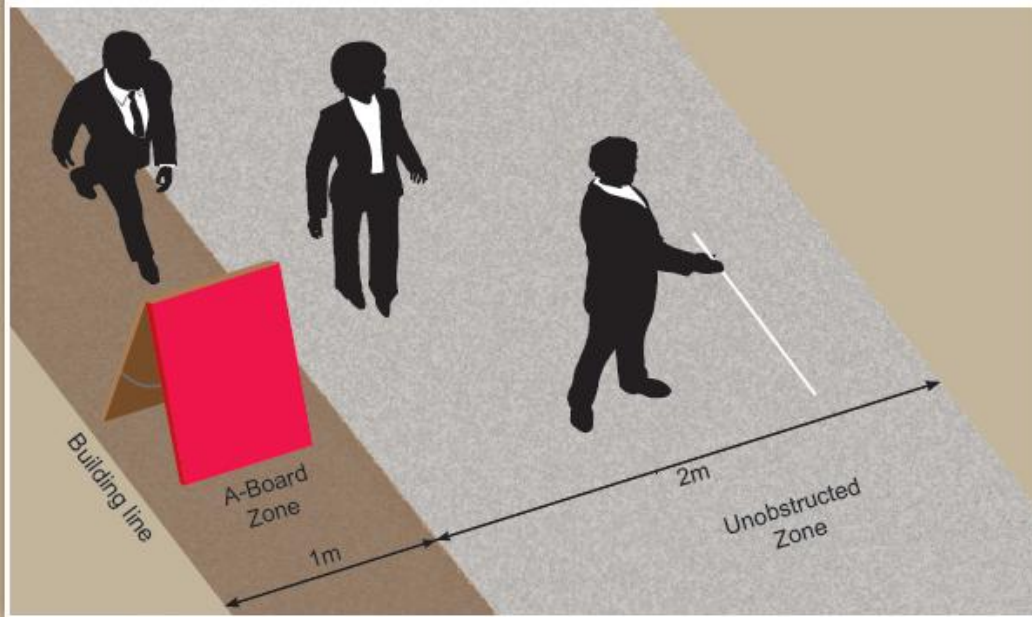
Example of Simple Policy Allowing Use of A-boards from Essex County Council



Essex County Council policy
for the placement of advertising boards
on the publicly maintainable highway

An advertising board will be no larger than the standard A1 size (637x1100x800 mm) and normally two sided, however this does not prevent the use of new forms of mobile facilities. Any mobile facility must be of sufficient weight or design so as to prevent it being blown over in the wind and not creating a hazard to other highway users and be portable in case removal or re-siting is required.

A minimum of 2 metres unobstructed footway width **must** be maintained between the edge of carriageway and the advertising board. In exceptional circumstances, with the agreement of the borough/district or city council responsible for the location and following discussions with the appropriate access mobility groups a minimum clearance of 1.8 metres will be considered.



If a business has its own private forecourt adjacent to the highway the advertising board should be placed fully within the confines of the forecourt.

The advertising board must be positioned within the curtilage of the property to which it relates.

Only one advertising board per business will be allowed.



Advertising boards will not be permitted in conservation areas except with the written agreement of the borough/district or city council.

Sufficient public liability insurance should be in place.

The advertising boards will not:

- obstruct access to bus stops, taxi ranks or other frontages
- obstruct access to any service covers or apparatus
- be placed on or near to tactile paving or dropped kerbs
- obscure the visibility of highway users on or near a junction
- obscure any traffic signs or road markings

The advertising board will be kept clean and tidy, in good condition and appear professionally made with no content likely to cause offence.


The advertising board should be removed when the premises are closed.

If within a short distance a proliferation of advertising boards results in pedestrians finding it difficult to navigate, all owners will be asked to remove boards until agreement can be reached. (Essex County Council, borough/district and city councils).



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Example of Total Ban Policy from Hackney



The illustration shows three A-boards on a light blue background. The leftmost board is blue with white text that reads "trip over me". The rightmost board is dark blue with white text that reads "I'm in the way". In the center, a white board with a blue hand icon pointing to the right contains the handwritten text "A-boards are hazardous to pedestrians".

A-board guidance

Keeping our high streets open and accessible for all



Hackney

An **A-board** is a free standing board advertising the goods or services of a business.

A-boards are usually placed outside shops, cafes or other businesses to attract customers.

A-boards can be a major hazard to pedestrians, especially people with visual impairments or physical disabilities. They can clutter the pavement, making it difficult for people in wheelchairs or people with pushchairs to use the space.

Well designed, uncluttered streets increase footfall and are beneficial to local businesses.

To make sure our streets are accessible to all, and to make sure we are consistent, **no A-boards are allowed on the public highway in Hackney.**



Why are A-boards not allowed on the public highway?

It is in the interests of residents, business owners and visitors that Hackney's high streets are open and accessible to all.

We have a duty to protect the public's access rights on roads and footways. It is an offence to wilfully obstruct any user of the highway, without lawful excuse or authority.

Since 2006 we have been removing street furniture including bollards and other obstacles, and have removed more than 6km of railing. We need businesses to help to keep our streets free of clutter.

Our approach is supported by the Royal National Institute of Blind People (RNIB) and Disability Back Up. RNIB says:

"It is essential for many people, including blind and partially sighted people, to have a clear route to walk along a pavement. Walking past shops too often involves running the risk of serious injury from advertising boards spread across the pavement, sometimes causing a dangerous obstruction.

Falling over an A-board can be both painful and confidence knocking. The unmonitored, under-regulated and over use of the boards is dangerous and obtrusive.

RNIB supports a complete ban on A-boards. A complete ban will enable many people to walk along their local streets without fear of colliding with a heavy, painful sign."



Can I put an A-board on land I own?

You can place A-boards on private land. This includes:

- the enclosed area in front of a shop
- a terrace in front of a restaurant or cafe.

It does not include the area of pavement in front of premises which forms part of the highway.

Owning the cellar under a public highway does not automatically mean there are rights to place A-boards on the area above.

Notices, signs or A-boards on private land will not need planning permission if:

- the total permitted area of all advertisements does not exceed 4.6 square metres
- they are not illuminated.

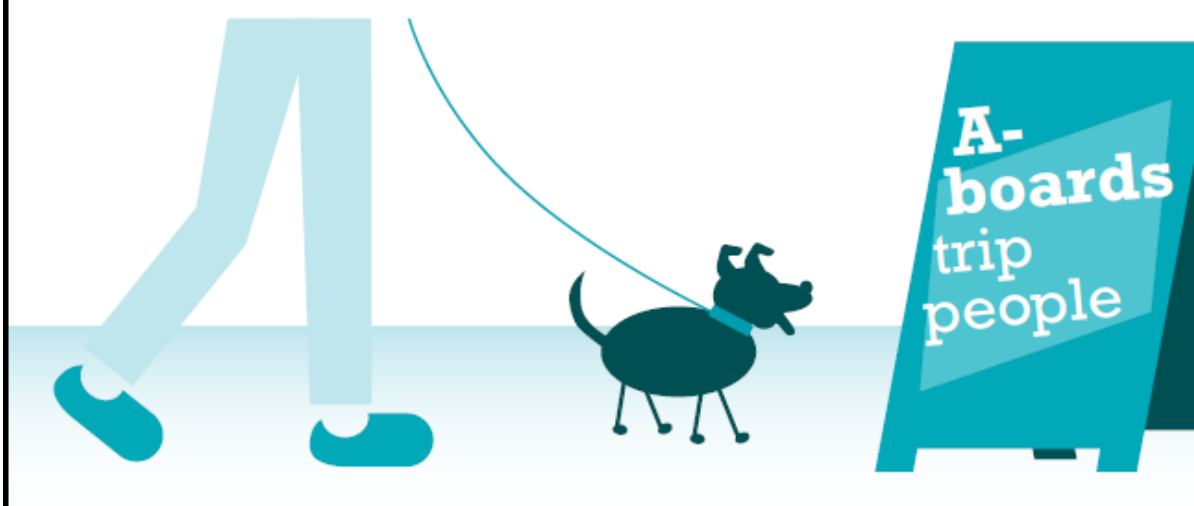
If I have a tables and chairs licence can I display an A-board?

No. A tables and chairs licence is for tables and chairs only.

We have to be fair and consistent. This means that no A-boards can be put on the public highway whether or not that space is licensed for another activity.

How can I advertise special offers?

Chalk boards or white boards can be displayed in shop windows or fixed to an external wall next to a window.



How else can I advertise my business?

There is a wide variety of notices, signs, awnings and advertisements that have deemed consent. This means you do not need specific planning permission to erect them.

To benefit from deemed consent rights, there are certain conditions you must follow. These are broadly:

- Signs may only advertise the goods or services available at your premises.
- If your business is a shop, signs should only be put on external walls which have shop windows on them.
- A sign must not:
 - have any letters, figures or symbols over 0.75 metres in height, or 0.3 metres in a conservation area
 - have its highest part at more than 4.6 metres above ground level, or 3.6 metres in a conservation area
 - have its highest part above the level of the bottom of the first-floor window in the wall where the advertisement is
 - project more than one metre from the wall or exceed two thirds of the width of the pavement below it.

If your advertisement or signs fall outside the deemed consent rights, you may apply to the council for advertisement consent, which will be assessed against our planning policies.

If your shop is a listed building or in a conservation area you should contact the planning department to find out if you need specific consent.



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A-Boards Task Group Scrutiny Review

Notes from public consultation event held at West Offices on 5 February 2014

Issues raised:

- Clarification was sought as to why a full ban on A-Boards was not being considered. An explanation was given as the decision made by the Executive regarding this matter.
- It was noted that currently A-Boards tended to be tolerated unless a complaint was lodged. This resulted in problems if complaints were made against one business and not others as there was a perception of unfairness.
- The city centre shouldn't be sterile but people needed to be able to move around.
- There shouldn't have to be a complaint before action was taken – the DDA required anticipatory action to be taken.
- There were places where A-Boards could be placed safely without causing an obstruction – eg against the walls of shops.
- Need to avoid a slalom effect.
- They could be required to be removed during footstreets
- The problems in enforcing guidance were noted.
- What evidence was in place from business that A-Boards were essential? Businesses were asked if they could provide evidence (eg asking their customers).
- Businesses stated that they needed the flexibility provided by A-boards. Listed buildings and planning regulations meant that some premises could not use lights, signage etc.
- Issues experienced at particularly busy times eg St Nicholas Fayre.
- Often the A-boards were not advertising particular offers or events or were advertising businesses that already had queues.
- Problems caused for parents with buggies
- Need to exercise discretion and not go overboard.
- Noted that there was other street clutter – not just A-boards
- Could signs be attached to railings or walls instead?
- If one business uses an A-board others feel they must also do so.
- Guide dog owners in York had been asked about their views. They said the problems were not as bad in the outer parts of the city as there was more space on the pavement. A real issue in the city

centre. In some parts they had to step on the road – dangers of traffic.

- Does the council have the capacity to enforce a policy?
- Other towns, eg Hull, have banned A-boards.
- Needs to be some sort of guidance so can identify who is in contravention.
- Some businesses would welcome guidelines.
- Some businesses are responsible in their use of A-boards eg remove them at night, do not cause an obstruction.
- Some businesses would be prepared to pay for a licence.
- Attention was drawn to the very difficult economic climate over the last three years. The situation was desperate for retailers. Shops were closing in the city centre. A-boards have a significant impact.
- The difficulties in gaining planning permission for other forms of signage (and the costs involved) were noted. A-boards were a cheap and effective alternative.
- Officers are being placed in a very difficult situation in trying to tackle complaints about A-boards – there is no guidance for them to apply.
- Attention was drawn to the requirements of the Highways Act.
- Who would be responsible if an accident occurred and the LA had put a policy in place?
- It was not only independent retailers who used A-boards. National companies were also using them.
- Some A-boards were sited some distance from the business involved.
- Lots of blind and partially sighted people use the building line for guidance although some prefer to use the kerb. Guide dogs tend to go down the middle of a path.
- If the A-boards are bigger they are easier to see.
- It was agreed that a blindfold walk would take place to raise awareness of the problems.
- A holistic approach needed to be taken to address this issue eg highways and planning departments working together.
- Some concerns were raised as to whether the suggested alternatives to A-boards were a suitable alternative. Independent traders were already working together.
- Other options could be considered eg advertising on bikes etc.
- A-boards are cheap to produce, mobile, easy to update and effective advertising.

- Clarification was sought as to whether all members of the public had been invited to attend the group, including representatives from older people's groups.

Details were given of the process for the review and the opportunities for further input from the public.

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Cabinet**10 February 2015****Report of the Director of Customer & Business Support Services
(portfolio of the Leader of the Council)****2014/15 Finance Monitor 3****Recommendations**

- 1 Cabinet is asked to note the current financial position of the Council
Reason: To ensure expenditure is kept within the approved budget

Purpose of the Report

- 2 To present details of the Council's financial position for the period covering 1 April to 31 December 2014.

Summary

- 3 The final forecast for the year indicates that the council faces financial pressures of £771k, an improvement of £538k compared to the £1,309k reported at Monitor 2. Work is ongoing across all areas to ensure that this overspend can be mitigated with a view to the final outturn being within the approved budget.

Analysis

- 4 All aspects of the public sector are continuing to face challenging times in the light of the Government's commitment to reduce the national deficit as first outlined in the Comprehensive Spending Review (CSR) published in October 2010. As a result, in recent years the Council has had to deal with very large reductions in funding, combined with a range of significant pressures.
- 5 To provide some context to this, the Council:
 - has made £16.4m of savings over the period 2007/08 to 2009/10.
 - has made a further £73.4m of savings covering the period 2010/11 to 2015/16.
 - and has therefore made a total of £89.8m of savings over the 9 years covering 2007/08 to 2015/16.

- has since the 2010 CSR (2011/12-2015/16) experienced government grant reductions of some £36.9m, or 46%.

- 6 In common with councils across the country, the largest budget pressure is in respect of meeting increased demographic demand for adult social care and the increasing complexity, and therefore cost, of care packages for the ageing population. Published ONS Population Projections show that the 65-69 year old population of the City of York expanded by 18.9% (1,738 people) between 2011-2013, while the over 90 year old population expanded by 14.3% (337 people) in the same 2 years. The council has allocated, between 2007/08 and 2014/15, £16m of additional funding to meet rising demand.
- 7 The Council's net budget is £124,186k. Following on from previous years, the challenge of delivering savings continues with £11m to be achieved in order to reach a balanced budget. The latest forecasts indicate the Council is facing financial pressures of £771k and an overview of this forecast, on a directorate by directorate basis, is outlined in Table 1 below.

2013/14 Outturn	Directorate	2014/15 Net Budget	Forecast at Monitor 2	Latest Forecast
£'000		£'000	£'000	£'000
+309	Children's Services, Education & Skills	17,363	+581	+421
+443	City & Environmental Services	12,956	+989	+941
-61	Communities & Neighbourhoods	10,391	-	+150
-318	Customer & Business Support Services	18,522	-35	-35
+1,503	Adult Social Care	50,306	+1,012	+528
-112	Public Health	130	+183	+187
-4	Office of the Chief Executive	3,313	-26	-26
+1,760	DIRECTORATE BUDGETS	112,981	+2,704	2,166
-2,074	Central Budgets	11,205	-1,395	-1,395
-314	TOTAL	124,186	+1,309	+771

Table 1: Finance overview

- 8 The following sections provide more details of the main variations and any mitigating actions that are proposed.

Children's Services, Education & Skills

- 9 Despite a reduction in the number of Looked After Children and a reduction in expenditure of almost £1m since 2012/13, the underlying budget pressure from previous years results in a net projected overspend within children's social care resources budgets. This includes forecast pressures on Out of City and Independent Foster Agency placements (£418k and £428k respectively), contract placements (£97k), The Glen Respite Care Home (£155k), Transport (£183k) and Adoption, Residence & Guardianship orders (£183k). It also includes additional staffing costs within Children's Safeguarding teams and the Integrated Family Service (£229k and £78k respectively).
- 10 The number of Looked After Children (LAC) is unlikely to reduce in the foreseeable future, and York's unit cost per LAC is already the lowest of all 150 Local Authorities nationally. Therefore, although opportunities to reduce costs further will continue to be explored, any further significant savings in this area are unlikely to be achievable, and options elsewhere within the directorate will need to be considered.
- 11 Offsetting these overspends a significant saving of £146k is currently projected on children's services legal fees. This is in excess of the budget saving already delivered for 2014/15 but allows no provision for any new complex cases requiring significant expert legal support. Special Educational Needs residential placements are forecast to underspend by £151k and there are projected staffing underspends of £74k within the Youth Support Service and Education Psychology Service as a result of management posts being kept vacant for part of the year.
- 12 A number of posts being kept vacant within the school improvement and connexions services in advance of delivering savings proposed for the 2015/16 financial year results in a forecast net underspend of £450k. In addition a saving of £100k is now projected within home to school transport budgets.
- 13 The Children's Services, Education & Skills Directorate Management Team are committed to doing all they can to try and contain expenditure within their budget for 2014/15 and reduce the projected overspend as far as possible by the year end. Mitigation of some £837k is forecast from early implementation of some savings and restricting spend in some areas. Dealing with the budget pressures is a standing item at the weekly management meetings, with all options available to further mitigate the current overspend projection being explored.

City & Environmental Services

- 14 There is a continued shortfall from parking income (£372k). However the impact of ongoing initiatives including introduction of resident charges for Minster Badges, the pay on exit initiative at Marygate and the free parking promotion, will continue to be monitored closely.
- 15 Within waste disposal there are savings from reduced tonnages (£19k), additional income for landfill gas (£87k) offset by shortfall on income from garden waste subscription (£72K). There is an assumed shortfall on the Yorwaste dividend (£67k) and overspends within Waste Strategy unit (£53k). There are forecast overspends on commercial waste (£80k) and HWRC (£247k) both mainly due to shortfalls in budgeted income.
- 16 There is a forecast shortfall in income within development management pending publication of the Local Plan. Together with continued income shortfalls within building control and the costs of refunding personal search agencies for fees charged between 2005 and 2010, these variances result in a total forecast overspend of £478k within development services, planning and regeneration. A range of other minor underspends and proposed mitigations make up the total directorate position.
- 17 Savings in highway maintenance (£280k) and a range of smaller variations make up the overall directorate position.

Communities & Neighbourhoods

- 18 There is a forecast overspend of £158k within Learning Services. This has arisen due to a number of contracts not providing enough surplus to fully fund central management costs, as well as shortfalls from some contracts due to not achieving outputs. The service is restructuring to reduce overall costs however the savings won't be fully delivered until next financial year.
- 19 Other pressures include the additional costs of operating Waterworld to the end of November (£158k). These overspends have been mitigated by additional income from the crematorium and registrars as well as savings in Youth services.

Customer & Business Support Services

- 20 A small underspend of £35k is currently forecast and work will continue to try and identify additional savings to help the overall position.

Adult Social Care

- 21 There has been an improvement of £484k in the forecast position since Monitor 2. Two major items contribute to this:
- A reduction in the projected overspend on Deprivation of Liberty (DOLS) of £246k due to delays in recruiting the extra staff needed to process the increased number of cases. There is now a significant backlog so there is likely to be a short term impact of this in 2015/16 until things settle down into a more regular pattern.
 - An additional £300k of funding for the reablement service has been secured from the Clinical Commissioning Group.
- 22 Within Adult Assessment and Safeguarding staffing costs are currently projected to overspend by £98k due mainly to additional safeguarding staff hours required in the first half of the year to deal with a backlog of cases, and additional management capacity over and above the amount provided for in the budget.
- 23 There is also a projected overspend in relation to DOLS (Deprivation of Liberty). All councils with adults responsibilities have been impacted by a recent court ruling that is dramatically increasing the number of formal applications that must be processed and this increase could not have been foreseen at the time that the 2014/15 budget was set.
- 24 The latest estimate is for £192k of additional costs in 2014/15. It is possible that additional government funding may be provided to Local Authorities to assist, although to date no commitment has been made. At Monitor 1, Cabinet agreed to allocate one-off contingency funding to cover the net additional costs in 2014/15.
- 25 There is a significant projected overspend of £918k within the Elderly Persons Homes budgets. The vast majority of this is due to ongoing overspends and pressures that were identified during 2013/14 including:
- Utilities, cleaning, catering and repairs and maintenance. This is the largest projected variance for this area and reflects the actual increase in costs to 2013/14 for essential services at the residential homes, which continues into 2014/15. (+£353k)
 - Increased staffing ratios. The budgeted staffing ratios do not fully take into account either the impact of the move to the household model of provision in the two dementia care homes, nor the changing client mix within the remaining five homes. Both of these changes have increased the ratio of staff to residents and result in a continuing overspend in 2014/15. (+£180k)

- Temporary staffing costs. The nature of the service provision has meant that the use of temporary staff has increased in recent years (+£282k)
- Undelivered 2013/14 budget saving following changes to the Elderly Peoples Homes reprovision project. (+£165k)
- Net additional income. The residential homes receive income from beds commissioned by health partners and from charges to residents who do not have their care fully funded by the council. Based on current patterns, there is a projected surplus for 2014/15. (-£62k)

26 Other minor variations within Small Day Services, Contracted Services, Sheltered Housing with Extra Care, Home Care Nights Service and staffing budgets contribute to a net projected underspend of £228k.

Public Health

27 The former Primary Care Trust budget for genitourinary activity was allocated on a population basis (25% to York and 75% to North Yorkshire County Council). However in practice the actual activity has been closer to 50:50, leading to a significant overspend on this budget in 2013/14 which is projected to continue into 2014/15 (+£658k). In addition there is a one-off backdated payment of £125k outstanding for 2013/14. For 2014/15 a one-off budget virement of £488k has been made from other Public Health budgets to help offset the pressure and work is underway to retender this contract from July 2015 with the aim of delivering a new service within the available budget.

28 A range of minor savings and variations within a number of other contracts contribute to a net projected underspend of £112k across all other Public Health budgets.

Office of the Chief Executive

29 A small underspend of £26k is currently forecast and work will continue to try and identify additional savings to help the overall position.

Housing Revenue Account

30 The Housing Revenue Account (HRA) is budgeted to make an in year surplus of £600k. A review of the budgets in the area shows that, overall, the account is expected to overspend by £122k (0.4%). There are currently some pressures within housing repairs (approx £500k) however these have been mostly offset by a range of savings including lower than forecast rent arrears and staffing vacancies. The working balance of

£12.1m at 31/3/14 will therefore increase to £12.5m by 31/3/15 in line with the latest HRA business plan.

Corporate Budgets

- 31 These budgets include Treasury Management and other corporately held funds. It is anticipated that a £1,000k underspend will be achieved, predominantly through improved Treasury Management performance as a result of reviewing some assumptions on the cash flow position which will mean more interest being earned than previously anticipated. In addition, the Yorkshire Purchasing Organisation dividend income received was £45k more than budgeted for and pension strain costs to date have been lower than anticipated in the financial year resulting in an in year underspend of £350k.

S106 balances

- 32 The s106 balances held at 31st March 2014 were £21.5m and in the first 9 months of 2014/15 £1.2m has been received, resulting in a total of £22.7m. Of this sum £15m is committed to the Community Stadium development over the period 2014/15 to 2016/17.
- 33 For 2014/15 the current capital commitments are £1.0m for council housing, £530k for school capital projects, £156k for transport capital projects, and £106k parks. In addition, £300k will be used to fund the free morning parking initiative, £103k transferred to parish councils and other organisations for open space, and £10k for two community rooms.

Delivery & Innovation Fund

- 34 The Delivery and Innovation Fund has an agreed budget of £1.2m, which includes £206k brought forward from 2013/14. The table below sets out the latest position.

Commitment	2014/15 £'000
Balance brought forward	206
2014/15 Budget	1000
Schemes agreed in 2013/14	
Rail policy	8
Landlord Accreditation	40
2014/15 schemes	
Fairness Commission	20
East Coast Mainline	20
Bike Rescue	68

Waterworld	450
Adult Social Care	200
Other schemes currently being considered	172
Balance remaining	228

Business Rates

- 35 The council was projecting additional retained income of £300k from the localisation of business rates in 2014/15, and this has been achieved. Further growth is anticipated in 2015/16 and the Council are forecasting an increase of £800k, due to an increase in the base. It should be noted that for every pound of business rates growth, the council only keeps c.25.5p after shares have been paid to Central Government and the Leeds City Region (LCR) business rates pool.
- 36 The LCR pooling arrangement enables authorities to retain the 'levy' on growth which would otherwise have been paid to central government. In 2013/14 the pool held monies of £1.5m. Of this, £1m was distributed to fund the Tour De France (York received £189k) and the distribution of the remaining £500k is yet to be agreed. The estimated monies in 2014/15 amount to £3.9m. The undistributed funds are likely to support various Economic Development activities, but no specifics have been agreed to date.

Loans

- 37 Further to a recent scrutiny review, Cabinet agreed that these quarterly monitoring reports would include a review of any outstanding loans over £100k. The only loan in this category is that of £1m that was made to Yorwaste, a company part owned by the Council, in June 2012. Interest is charged on a quarterly basis and all repayments are up to date.

Consultation & Options

- 38 This report is for information so no options are presented.

Consultation

- 39 There has been extensive consultation with Trade Union groups on the ongoing implications of the council's financial situation.

Council Plan

- 40 The information and issues included in this report demonstrate progress on achieving the priorities set out in the Council Plan.

Implications

41 The implications are:

- Financial - the financial implications are dealt with in the body of the report.
- Human Resources - the HR implications of change is managed in accordance with established council procedures. As part of this process consultation with trade unions and affected staff will continue to be undertaken and every opportunity will be explored to mitigate compulsory redundancies, such as vacancy controls, flexible working, voluntary redundancy / early retirement and extended redeployment. Where consideration is being given to the transfer of services to another provider TUPE will apply which will protect the terms and conditions of employment of transferring staff. A programme of support for staff who are going through change is planned which will help staff adapt to changes to the way they will need to work or to prepare for a move into a new role.
- Equalities - there are no specific equality implications to this report, however equalities issues are accounted for at all stages of the financial planning and reporting process.
- Legal - there are no legal implications to this report.
- Crime and Disorder - there are no specific crime and disorder implications to this report.
- Information Technology - there are no information technology implications to this report.
- Property - there are no property implications to this report.
- Other - there are no other implications to this report.

Risk Management

42 The risk management processes embedded across the council continue to contribute to managing the risk issues associated with major projects and key areas of service delivery.

Authors:	Chief Officer Responsible for the report:		
Debbie Mitchell Corporate Finance Manager Ext 4161	Ian Floyd Director of Customer & Business Support Services		
	Report Approved	√	Date 28-01-15
Wards Affected: All			
For further information please contact the authors of the report			

Background Papers – None

Annexes – None

List of Abbreviations used in the report:

CSR -Comprehensive Spending Review

DOLS - Deprivation of Liberty

HR – Human Resources

HRA – Housing Revenue Account

LAC - Looked After Children

LCR - Leeds City Region

ONS – Office for National Statistics

TUPE - Transfer of Undertakings (Protection of Employment) Regulations
2006



Cabinet

10 February 2015

Report of the Director of Customer and Business Support Services (Portfolio of the Leader of the Council)

Capital Programme – Monitor Three 2014/15

Report Summary

1. The purpose of this report is to set out the key deliverables of the capital programme and projected the outturn position for 2014/15 including any under/ over spends and adjustments, along with requests to re-profile budgets to/from current and future years.
2. The 2014/15 capital programme approved by Council on 27 February 2014 and updated for amendments reported to Cabinet up to and including the December Monitor 2 report is £72.555m, financed by £32.063m of external funding and internal funding of £40.492m.

Recommendations

3. The Cabinet is requested to:
 - Recommend to Full Council the adjustments in the Capital programme of a decrease of £6.350m in 2014/15 as detailed in the report and contained in Annex A.
 - Note the 2014/15 revised budget of £66.205 as set out in paragraph 6 and Table 1.
 - Note the restated capital programme for 2014/15 – 2018/19 as set out in paragraph 46, Table 2 and detailed in Annex A.

Reason: To enable the effective management and monitoring of the Council's capital programme

Consultation

4. The capital programme was developed under the Capital Resource Allocation Model (CRAM) framework and agreed by Council on 27 February 2014. Whilst the capital programme as a whole is not consulted on, the individual scheme proposals and associated capital receipt sales do follow a consultation process with local Councillors and residents in the locality of the individual schemes.

Summary of Key Issues

5. A decrease of £6.350m is detailed in this monitor resulting in a revised capital programme of £66.205m. £7.309m of the decrease is attributable to re-profiling to budgets to future years. Offsetting this is a net increase of £959k attributable to an increase in government grants available. The Councils borrowing need across the 5 year programme is not changed as a result of these changes.
6. Table 1 outlines the variances reported against each portfolio area.

Directorate	Department	Current Approved Budget £m	Projected Outturn £m	Variance £m
CSES	Children's Services, Education & Skills	10.202	8.657	(1.545)
H&WB	Adult Social Services and Public Health	0.835	0.835	0.000
CANS	Communities Culture & Public Realm	5.449	4.979	(0.470)
CANS	Housing & Community Safety	17.392	17.267	(0.125)
CES	Highways & Waste	7.591	7.307	(0.284)
CES	Transport	9.149	8.026	(1.123)
CES	Economic Development	0.058	0.000	(0.058)
CES	Community Stadium	3.026	1.890	(1.136)

CBSS	Asset Management	2.198	1.496	(0.702)
CBSS	West Offices - Admin Accom	0.533	0.533	0.000
CBSS	IT Development Plan	2.284	1.927	(0.357)
CBSS	Misc(Contingency)	0.183	0.183	0.000
CBSS	Economic Infrastructure Fund	13.665	13.105	(0.550)
	Total	72.555	66.205	(6.350)

Table 1 Capital Programme Forecast Outturn 2014/15

7. To the mid point in January there was £32.8m of capital spend representing 50% of the revised monitor 3 budget.

Key Schemes

8. **Fulford School Expansion** Phase 1 (£1,250k 14/15) of this planned three year scheme was carried out over the summer and comprised groundwork and infrastructure upgrades in preparation for the expansion of the school.
9. **Carr Junior Expansion** (£610k 14/15) project providing a three classroom extension to the existing building to enable the school to accommodate future demand through the increase in capacity of 80 additional places. The final stages of the project will be completed at October half term.
10. **Universal Infant Free School Meals** (£379k 14/15) approximately £260k has been spent or committed to assist primary schools to expand the provision of meals. A number of schools have been equipped with new Combi-ovens, and in addition a number of hot cupboards have been purchased to expand serving provision.
11. **Huntington Secondary School New Block** (£985k 14/15) scheme provided a seven classroom modular building to replace the existing Biology Block and 2 Temporary Classroom Units, which were at the end of their useful lives.
12. **Basic Need Programme** (£2,376k 14/15) including an additional classroom provided at Skelton Primary School at an estimated cost of £180k (also incorporating some roof repairs and toilet refurbishment

funded from maintenance at a cost of £50k), and at Badger Hill Primary School at a cost of £230k. Both these schemes were completed by September.

13. The **Access York project** (£2,580k 14/15 - 70% part funded by the government) has been created in partnership with contractors Balfour Beatty and designers CH2M Hill to develop a new Park&Ride at Poppleton Bar and a larger facility near to the previous Askham Bar Park&Ride. The parking capacity has increased to 1,100 vehicles at Askham Bar and a new 600-vehicle facility at Poppleton Bar has been provided. These sites will help cut congestion levels along routes into the city centre by offering free parking and low price 15-minute journeys into York. Major improvements have also been made to the A59/A1237 roundabout to help alleviate congestion. At Askham Bar, work consisted of remediation and reclamation of a waste site, interaction works on the rail and road networks as well as carrying out the environmental consenting. At the Poppleton Bar site, work consisted of construction of sustainable drainage systems as well as upgrade works of a roundabout and pedestrian underpass.
14. In relation to **housing** the Council has provided a range of major adaptations to residents homes across all tenures (over £1.3m funding). Typically the adaptations installed are stairlifts and ramps to provide access around the home to people with poor mobility and/or the replacement of a bath with level access showering facilities. The programme also funds extensions where the property can not be adapted within the existing foot print of the property, often these are for families with disabled children with complex needs. Through customer feedback almost 100% of our customers advise that the adaptations have improved the quality of their lives and have enabled them to continue to live independently in their home. One customer said "I was amazed how everyone was so helpful and reacted swiftly to my needs and requests. My quality of life has improved immensely and at 96 years old its greatly appreciated, Thank you".
15. The **IT Development Plan** (£2.284m 14/15) programme will see a number of improvements, projects and upgrades completed during the year: an expansion of the Mapinfo mapping and Geographic Analysis System and the introduction of an enhanced Database Management tool have both been completed and a number of other major works are underway including upgrading CYC Laptops to Windows 7, upgrading Encryption Services and investigating Data Loss Protection tools. Larger projects are underway include: a

programme of technology refresh which will replace the Council's Desktop Equipment and Servers on a rolling basis to ensure a consistent ICT customer experience regardless of location, replacement of CYC's Customer Relationship Management System to improve services and replacement of the Children's Care System.

16. The **Economic Infrastructure Fund** is delivering a wide range of benefits across a number of priority areas ranging from the Superconnected cities programme to the Financial Inclusion and Policy Action Plan. Annex B contains details of both projected spend and progress to date on a scheme by scheme basis.

Analysis

17. A summary of the key exceptions and implications on the capital programme are highlighted below.

CSES – Children Services, Education and Skills

18. There are 2 requests for re-profiling funds from 14/15 to 15/16 required as part of this report. The first is £600k for the DfE Maintenance programme of works due to some retentions on schemes which will not be paid until 2015/16 (approximately £200k) and there has been a smaller call on the contingency for dealing with unforeseen and emergency schemes over the early part of the winter period. It is proposed this is allocated to new planned schemes over the summer, with any remaining unused contingency carried forward at outturn if available.
19. The second is for £1.000m for the Basic Need programme of works as is unlikely that there will be any more significant spend in 2014/15. It is therefore proposed to move back £1.000m of the 2014/15 programme into 2015/16 whilst further work is done on planning the best use of this funding and the timing of individual schemes. Of this £1.000m, £520k is committed to providing the local authority's contributions to the two Education Funding Agency (EFA) funded school rebuilds (Carr Infant and Lord Deramore's Primary), under the Priority Schools Building Programme (PSBP), that were the subject of successful bids in 2012. At Carr Infant an estimated contribution of £370k is funding additional classrooms within the new building and some landscaping works, neither of which will be funded by the EFA. At Lord Deramore's Primary, an estimated contribution of £150k will fund an improved specification throughout, and some repairs to a

temporary classroom unit, which will still be required. These contributions were expected to be drawn down in 2014/15, but will now not be required until 2015/16

20. There are minor amendments for scheme re-profiling that net to £25k and the allocation of £80k S106 funds to the DfE in 14/15.
21. The forecast spend inclusive of the above for 14/15 is £8.657m

Health & Wellbeing – Adult Social Services and Public Health

22. There are no variations to report as part of this report and the Adult Social Services and Public Health programme has a forecast spend of £835k.

Communities and Neighbourhood Services – Communities, Culture and Public Realm

23. A single change is proposed to the Communities, Culture and Public Realm capital programme.
24. It is requested to re-profile the Little Knavesmire Pavilion scheme to the value of £470k from 14/15 to 15/16 due to a decision to award the contract is expected to be made in early 2015. Design fees will be incurred in the final quarter of 2014/15 with major building works being completed by autumn 2015.
25. The forecast spend inclusive of the above for 14/15 is £4.979m.

Communities and Neighbourhood Services - Housing & Community Safety

26. A number of amendments are proposed in relation to Housing and Community Safety.
27. There are in year amendments to 3 individual programme schemes within the Housing Revenue Account that result in a nil movement of the budgeted expenditure position overall. In brief they are comprised as -£93k Modernisation of Local Authority Homes, -£44k Building Insulation programme and corresponding budget increase of £137k for Major Repairs Allowance schemes.

28. An adjustment is proposed to the Local Authority Homes that results in Homes and Communities Agency grant being brought into the programme to fund the works to the value of £403k. As a result the requirement of HRA balances can be re-profiled to 15/16.
29. A request is made to re-profile £125k of the Air Quality Monitoring scheme, this is as a result of seeking approval from DEFRA to reallocate this funding to our third Air Quality Action Plan delivery and monitoring programme. AQAP is an exciting collection of new air quality improvement measures for the city based around the evidence base arising from our recent LEZ feasibility study, anti-idling feasibility study and electric bus feasibility study. A draft AQAP is currently out for consultation (closing date Friday 2nd January 2015) and the delivery of AQAP will begin following final member approval in early 2015.
30. The forecast spend for 14/15 is £17.267m.

City & Environmental Services – Highways, Waste & Fleet

31. There is a single amendment proposed as part of the Highways, Waste and Fleet capital programme. In relation to the Highway Resurfacing & Reconstruction scheme £284k requires re-profiling from 14/15 to 15/16 due to 5 schemes experiencing with minor delays all individually under £80k.
32. The programme is currently projecting a 14/15 spend of £7.307m

City & Environmental Services - Transport + Economic Development

33. A number of amendments are required to the Transport capital as part of this report.
34. The first is a request to re-profile £1.499m the Local Transport Plan (LTP) scheme from 14/15 to 15/16 as result of the A19 pinch point works. Work on Phase 1 is now expected to start in February and continue into 15/16, due to the length of time needed to design and gain approval for the proposed work. Phases 2 and 3 will follow Phase 1 (the timescales for Phase 3 are dependent on the Germany Beck development).

35. In relation to the Better Bus Fund Area (BBAF) additional funding of £476k is to be added as part of this report to reflect the Clean Bus technology grant for modifications to buses.
36. There are 2 minor re-profiling changes required to the York City Walls repair scheme and the Alley Gates programme of works. Both require £50k to be re-profiled to 15/16 from 14/15.
37. The Transport service programme is currently projecting a 14/15 spend of £8.026m.
38. The Economic Development budget of £58k will be re-profiled to 15/16 from 14/15 as part of this report.

City & Environmental Services – Community Stadium

39. It is requested that £1.136m be re-profiled from 14/15 to 15/16 to align with the projected main stadium contract awarded in summer 2015. Work on the University athletics track has commenced and will be complete by the summer once the weather improves. Expenditure on the stand and pavilion will commence in early 2015. Provision of off-site sports facilities are on schedule.
40. The project is currently projecting a 14/15 spend of £1.890m

Customer and Business Support Services - Administrative Accommodation

41. No changes to the projected spend are proposed at this monitor with in year spend budgeted at £0.533m.

Customer and Business Support Services – Asset Management / IT Development Plan / Contingency/ Economic Infrastructure Fund (EIF)

42. 3 schemes under the Asset Management schemes require re-profiling.
43. The River Bank repairs at Marygate require funds re-profiling to 15/16 to the value of £327k due to work now having been suspended for the winter due to high river levels and the temperature being too low for the work. Work will resume in March 2015 weather permitting Work has progressed on site as follows. Secondly the overall River Bank

repairs programme requires £200k re-profiling to 15/16 from 14/15 and a reallocation of this funding to undertake alternative river banks work. And the final request to re-profile is in relation to the Community Asset Transfer budget that requires £175k to be allocated to 15/16 from 14/15 as no applications have been received for asset transfer however it is anticipated that requests will be made at a future date and therefore the budget allocation is still required.

44. The IT development plan programme of works requires £357k of funds to re-profile from 14/15 to 15/16 reflecting the latest delivery plans for the current financial year.
45. A single re-profiling request for £550k is made to the EIF programme in relation the Better Bus Fund, the main works subject to delay are the Clarence Street Bus Improvement Scheme, Rougier Street – Roman House Bus Shelter and the Reinvigorate York Duncombe Place contribution . No further changes are proposed as part of this report to the Asset Management, IT Development Plan and Economic Infrastructure Fund (EIF).

Summary

46. As a result of the changes highlighted above the revised 5 year capital programme is summarised in Table 2.

Gross Capital Programme	2014/15	2015/16	2016/17	2017/18	2018/19	Total
	£m	£m	£m	£m	£m	£m
Current Programme						
<u>Adjustments :</u>						
Children's Services, Education & Skills	8.657	15.283	9.962	5.106	2.250	41.258
Adult Social Services and Public Health	0.835	0.903	0.505	0.505	0.505	3.253
Communities Culture & Public Realm	4.979	1.690	0.000	0.000	0.000	6.669
Highways & Waste	7.307	3.781	2.934	2.839	1.350	18.211
Housing & Community Safety	17.267	11.990	10.026	8.753	9.023	57.059
Transport	8.026	4.312	2.713	2.713	0.090	17.854

Community Stadium	1.890	20.271	0.000	0.000	0.000	22.161
Economic Development	0.000	0.058	0.000	0.000	0.000	0.058
Asset Management	1.496	1.472	0.200	0.200	0.100	3.468
West Offices - Admin Accom	0.533	0.000	0.000	0.000	0.000	0.533
IT Development Plan	1.927	2.227	1.920	2.245	2.025	10.344
Contingency	0.183	0.000	0.000	0.000	0.000	0.183
Economic Infrastructure Fund	13.105	9.161	5.800	0.000	0.000	28.066
Revised Programme	66.205	71.148	34.060	22.361	15.343	209.117

Table 2 Revised 5 Year Capital Programme

Funding the 2014/15 – 2018/19 Capital Programme

47. The 2014/15 capital programme of £66.205m is currently being funded from £29.510m external funding and £36.695m of internal funding. The internal funding is comprised of revenue contributions, revenue reserves, prudential borrowing, right to buy housing capital receipts and general capital receipts.

48. Table 3 shows the projected call on Council resources going forward.

	2014/15	2015/16	2016/17	2017/18	2018/19	Total
	£m	£m	£m	£m	£m	£m
Gross Capital Programme	66.205	71.148	34.060	22.361	15.343	209.117
Funded by:						
External Funding	29.510	44.348	22.246	14.278	8.359	118.741
Council Controlled Resources	36.695	26.800	11.814	8.083	6.984	90.376
Total Funding	66.205	71.148	34.060	22.361	15.343	209.117

Table 3 – 2014/15 –2018/19 Capital Programme Financing

49. The Council controlled figure is comprised of a number of resources that the Council has ultimate control over how it chooses to apply them, these include Right to Buy receipts, Revenue Contributions, Supported (government awarded) Borrowing, Prudential (Council funded) Borrowing, Reserves and Capital Receipts.
50. It should be recognised that capital receipts which form part of the Council Controlled Resources should be considered at risk of not being realised within set time frames and to estimated values until the receipt is received. The capital programme is predicated on a small number of large capital receipts, which if not achieved would cause significant funding pressures for the programme. The Director of Customer and Business Support closely monitors the overall funding position to ensure that the over the full duration of the capital programme it remains balanced, any issues with regard to financing will be reported as part of the standard reporting cycle to the Cabinet.

Council Plan

51. The capital programme is decided through a formal process, using a Capital Resource Allocation Model (CRAM). CRAM is a tool used for allocating the Council's capital resources to schemes that contribute toward the achievement of the Council Plan. The Capital Asset Board (CAB) meet monthly to ensure the capital programme targets the Councils Plan. The capital programme addresses all priorities of the Council Plan due to its varied and numerous schemes as shown in the main body of the report.

Implications

Financial Implications

52. The financial implications are considered in the main body of the report.

Human Resources Implications

53. There are no HR implications as a result of this report

Equalities Implications

54. There are no equalities implications as a result of this report

Legal Implications

55. There are no legal implications as a result of this report

Crime and Disorder

56. There are no crime and disorder implications as a result of this report

Information Technology

57. The information technology implications are contained in the main body of the report.

Property

58. The property implications of this paper are included in the main body of the report.

Risk Management

59. The capital programme is regularly monitored as part of the corporate monitoring process. In addition to this the Capital Asset Board (CAB) meets regularly to plan monitor and review major capital schemes to ensure that all capital risks to the Council are minimised.

Contact Details

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	Report Approved	√	Date 09/01/15
Debbie Mitchell Corporate Finance Manager 01904 554161			
Wards Affected: All			

For further information please contact the author of the report

Specialist Implications:

Legal – Not Applicable

Property – Not Applicable

Information Technology – Not Applicable

Annexes

Annex A – Capital Programme 2014/15 to 2018/19

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	2014/15 Mon 3 Adj £000	2014/15 Mon 3 Reprofile £000	2014/15 Revised Budget £000	2014/15 Mon 3 Adj £000	2014/15 Mon 3 Reprofile £000	2015/16 Revised Budget £000	2016/17 Revised Budget £000	2017/18 Revised Budget £000	2018/19 Revised Budget £000	Gross Capital Programme To be Funded 14/15 - 18/19 £000
CSES - Children's Services, Education and Skills										
NDS Devolved Capital			456			456	456	456	0	1,824
- External Funding	0	0	456	0	0	456	456	456	0	1,824
- Internal Funding	0	0	0	0	0	0	0	0	0	0
DfE Maintenance	80	-600	3,626		600	3,000	2,400	2,400	0	11,426
External Grant			0			0	0	0	0	0
- External Funding	80	-600	3,626	0	600	3,000	2,400	2,400	0	11,426
Basic Need		-1,000	1,376	43	1,000	5,790	6,656	2,250	2,250	18,322
- External Funding	0	-1,000	1,376	43	1,000	5,790	6,656	2,250	2,250	18,322
- Internal Funding	0	0	0	0	0	0	0	0	0	0
Huntington Secondary School - New Block			985			0	0	0	0	985
Departmental Prudential Borrowing			0			0	0	0	0	0
- Internal Funding	0	0	200	0	0	0	0	0	0	200
Universal Infant Free School Meals		-50	329		50	50	0	0	0	379
- External Funding	0	-50	329	0	50	50	0	0	0	379
- Internal Funding	0	0	0	0	0	0	0	0	0	0
Fulford School Expansion			1,250			5,345	450	0	0	7,045
- External Funding	0	0	1,250	0	0	5,345	450	0	0	7,045
- Internal Funding	0	0	0	0	0	0	0	0	0	0
Carr Junior Expansion		-25	585		25	25	0	0	0	610
- External Funding	0	-25	585	0	25	25	0	0	0	610
- Internal Funding	0	0	0	0	0	0	0	0	0	0
St Barnabas Primary Expansion		50	50	-43	-50	617	0	0	0	667
- External Funding	0	50	50	-43	-50	617	0	0	0	667
- Internal Funding	0	0	0	0	0	0	0	0	0	0
TOTAL GROSS EXPENDITURE	80	-1,625	8,657	0	1,625	15,283	9,962	5,106	2,250	41,258
TOTAL EXTERNAL FUNDING	80	-1,625	8,457	0	1,625	15,283	9,962	5,106	2,250	41,058
TOTAL INTERNAL FUNDING	0	0	200	0	0	0	0	0	0	200
H&WB - Adult Social Services & Public Health										
Joint Equipment Store			112			105	105	105	105	532
- External Funding	0	0	0	0	0	0	0	0	0	0
- Internal Funding	0	0	112	0	0	105	105	105	105	532
Disabled Support Grant			160			170	150	150	150	780
- External Funding	0	0	0	0	0	0	0	0	0	0
- Internal Funding	0	0	160	0	0	170	150	150	150	780
Telecare Equipment			289			250	250	250	250	1,289
- External Funding	0	0	0	0	0	0	0	0	0	0
- Internal Funding	0	0	289	0	0	250	250	250	250	1,289
Health and Safety Works at Social Services Establishments			17			0	0	0	0	17
- External Funding	0	0	17	0	0	0	0	0	0	17
- Internal Funding	0	0	0	0	0	0	0	0	0	0
Adult Services Community Space			37			80	0	0	0	117
- External Funding	0	0	37	0	0	80	0	0	0	117
- Internal Funding	0	0	0	0	0	0	0	0	0	0
EPH Infrastructure Works			220			298	0	0	0	518
- External Funding	0	0	20	0	0	298	0	0	0	318
- Internal Funding	0	0	0	0	0	0	0	0	0	0
TOTAL GROSS EXPENDITURE	80	-1,625	9,492	0	1,625	16,186	10,467	5,611	2,755	44,511
TOTAL EXTERNAL FUNDING	160	-3,250	8,531	0	3,250	15,661	9,962	5,106	2,250	41,510
TOTAL INTERNAL FUNDING	0	0	961	0	0	525	505	505	505	3,001
CANS - Communities, Culture and Public Realm										
Millfield Lane Comm Sports Centre			380			0	0	0	0	380
- External Funding	0	0	10	0	0	0	0	0	0	10
- Internal Funding	0	0	370	0	0	0	0	0	0	370
York Explore Phase 2			1,581			0	0	0	0	1,581
- External Funding	0	0	1,234	0	0	0	0	0	0	1,234
- Internal Funding	0	0	347	0	0	0	0	0	0	347
Barbican Auditorium			17			0	0	0	0	17
- External Funding	0	0	17	0	0	0	0	0	0	17
- Internal Funding	0	0	0	0	0	0	0	0	0	0
City Art Gallery Refurb and Extension			250			0	0	0	0	250
- External Funding	0	0	0	0	0	0	0	0	0	0
- Internal Funding	0	0	250	0	0	0	0	0	0	250
Parks and Open Spaces Development			86			0	0	0	0	86
- External Funding	0	0	86	0	0	0	0	0	0	86
- Internal Funding	0	0	0	0	0	0	0	0	0	0
Little Knavesmire Pavilion		-470	30		470	470	0	0	0	500
- External Funding	0	-400	0	0	400	400	0	0	0	400

	2014/15 Mon 3 Adj £000	2014/15 Mon 3 Reprofile £000	2014/15 Revised Budget £000	2014/15 Mon 3 Adj £000	2014/15 Mon 3 Reprofile £000	2015/16 Revised Budget £000	2016/17 Revised Budget £000	2017/18 Revised Budget £000	2018/19 Revised Budget £000	Gross Capital Programme To be Funded 14/15 - 18/19 £000
-Internal Funding	0	-70	30	0	70	70	0	0	0	100
York Explore - Infrastructure Improvements			146			0	0	0	0	146
- External Funding	0	0	0	0	0	0	0	0	0	0
-Internal Funding	0	0	146	0	0	0	0	0	0	146
Museums Trust			1,000			500	0	0	0	1,500
- External Funding	0	0	0	0	0	0	0	0	0	0
-Internal Funding	0	0	1,000	0	0	500	0	0	0	1,500
War Memorial			115			0	0	0	0	115
- External Funding	0	0	0	0	0	0	0	0	0	0
-Internal Funding	0	0	115	0	0	0	0	0	0	115
Smarter York - Better Play Areas			70			225	0	0	0	295
- External Funding	0	0	20	0	0	75	0	0	0	95
-Internal Funding	0	0	50	0	0	150	0	0	0	200
York Art Gallery Gardens			0			350	0	0	0	350
- External Funding	0	0	0	0	0	0	0	0	0	0
-Internal Funding	0	0	0	0	0	350	0	0	0	350
Theatre Royal - Temporary Structure			115			0	0	0	0	115
- External Funding	0	0	0	0	0	0	0	0	0	0
-Internal Funding	0	0	115	0	0	0	0	0	0	115
York Theatre Royal			350			120	0	0	0	470
- External Funding	0	0	0	0	0	0	0	0	0	0
-Internal Funding	0	0	350	0	0	120	0	0	0	470
Public Convenience Facilities			663			0	0	0	0	663
- External Funding	0	0	0	0	0	0	0	0	0	0
-Internal Funding	0	0	663	0	0	0	0	0	0	663
River Safety			75			25	0	0	0	100
- External Funding	0	0	0	0	0	0	0	0	0	0
-Internal Funding	0	0	75	0	0	25	0	0	0	100
Litter Bin Upgrade			101			0	0	0	0	101
- External Funding	0	0	0	0	0	0	0	0	0	0
-Internal Funding	0	0	101	0	0	0	0	0	0	101
TOTAL GROSS EXPENDITURE	0	-470	4,979	0	470	1,690	0	0	0	6,669
TOTAL EXTERNAL FUNDING	0	-400	1,367	0	400	475	0	0	0	1,842
TOTAL INTERNAL FUNDING	0	-70	3,612	0	70	1,215	0	0	0	4,827
CES - Highways & Waste										
Highway Resurfacing & Reconstruction (Struct Maint)		-284	3,290		284	3,081	2,334	2,239	750	11,694
- External Funding	0	0	2,258	0	0	2,047	1,584	1,489	0	7,378
-Internal Funding	0	-284	1,032	0	284	1,034	750	750	750	4,316
Special Bridge Maintenance (Struct maint)			157			200	200	200	200	957
- External Funding	0	0	0	0	0	0	0	0	0	0
-Internal Funding	0	0	157	0	0	200	200	200	200	957
Replacement of Unsound Lighting Columns			270			0	0	0	0	270
- External Funding	0	0	0	0	0	0	0	0	0	0
-Internal Funding	0	0	270	0	0	0	0	0	0	270
Carbon Reduction in Street Lighting			360			200	200	200	200	1,160
- External Funding	0	0	0	0	0	0	0	0	0	0
-Internal Funding	0	0	360	0	0	200	200	200	200	1,160
City Centre Damaged Bins Replacement			0			0	0	0	0	0
- External Funding	0	0	0	0	0	0	0	0	0	0
-Internal Funding	0	0	0	0	0	0	0	0	0	0
Fleet Vehicles			430			0	0	0	0	430
- External Funding	0	0	0	0	0	0	0	0	0	0
-Internal Funding	0	0	430	0	0	0	0	0	0	430
Highways Improvements			2,300			0	0	0	0	2,300
- External Funding	0	0	0	0	0	0	0	0	0	0
-Internal Funding	0	0	2,300	0	0	0	0	0	0	2,300
Watercourse Restoration			100			100	0	0	0	200
- External Funding	0	0	0	0	0	0	0	0	0	0
-Internal Funding	0	0	100	0	0	100	0	0	0	200
Tour de France Highways Improvements			200			0	0	0	0	200
- External Funding	0	0	0	0	0	0	0	0	0	0
-Internal Funding	0	0	200	0	0	0	0	0	0	200
Highways Drainage Works			200			200	200	200	200	1,000
Contributions	0	0	0	0	0	0	0	0	0	0
Revenue Contribution Corporate	0	0	0	0	0	0	0	0	0	0
Departmental Prudential Borrowing	0	0	0	0	0	0	0	0	0	0
-Internal Funding	0	0	200	0	0	200	200	200	200	1,000
TOTAL GROSS EXPENDITURE	0	-284	7,307	0	284	3,781	2,934	2,839	1,350	18,211
TOTAL EXTERNAL FUNDING	0	0	2,258	0	0	2,047	1,584	1,489	0	7,378

	2014/15 Mon 3 Adj £000	2014/15 Mon 3 Reprofile £000	2014/15 Revised Budget £000	2014/15 Mon 3 Adj £000	2014/15 Mon 3 Reprofile £000	2015/16 Revised Budget £000	2016/17 Revised Budget £000	2017/18 Revised Budget £000	2018/19 Revised Budget £000	Gross Capital Programme To be Funded 14/15 - 18/19 £000
TOTAL INTERNAL FUNDING	0	-284	5,049	0	284	1,734	1,350	1,350	1,350	10,833
CANS - Housing & Community Safety										
Modernisation of Local Authority Homes	-93		3,590			1,598	1,480	1,230	1,268	9,166
- External Funding	0	0	0	0	0	0	0	0	0	0
- Internal Funding	-93	0	3,590	0	0	1,598	1,480	1,230	1,268	9,166
Assistance to Older & Disabled People	400		400			412	424	437	450	2,123
- External Funding	0	0	0	0	0	0	0	0	0	0
- Internal Funding	0	0	400	0	0	412	424	437	450	2,123
MRA Schemes	137		4,500			4,856	5,527	4,310	6,109	25,302
- External Funding	137	0	4,500	0	0	4,856	5,527	4,310	6,109	25,302
- Internal Funding	0	0	0	0	0	0	0	0	0	0
Local Authority Homes	403	-403	5,284		403	1,903	0	0	0	7,187
- External Funding	403	0	1,403	0	0	0	0	0	0	1,403
- Internal Funding	0	-403	3,881	0	403	1,903	0	0	0	5,784
Water Mains Upgrade			50			1,400	1,000	1,000	500	3,950
- External Funding	0	0	0	0	0	0	0	0	0	0
- Internal Funding	0	0	50	0	0	1,400	1,000	1,000	500	3,950
Building Insulation Programme	-44		756			221	170	170	171	1,488
- External Funding	0	0	0	0	0	0	0	0	0	0
- Internal Funding	-44	0	756	0	0	221	170	170	171	1,488
Disabled Facilities Grant (Gfund)			934			1,175	1,225	1,225	475	5,034
- External Funding	0	0	459	0	0	700	750	750	0	2,659
- Internal Funding	0	0	475	0	0	475	475	475	475	2,375
Air Quality Monitoring (Gfund)		-125	47		125	125	0	0	0	172
- External Funding	0	-125	47	0	125	125	0	0	0	172
- Internal Funding	0	0	0	0	0	0	0	0	0	0
Crematorium (Gfund)			67			0	0	0	0	67
- External Funding	0	0	0	0	0	0	0	0	0	0
- Internal Funding	0	0	67	0	0	0	0	0	0	67
Travellers Site Improvements (Gfund)			664			0	0	0	0	664
- External Funding	0	0	423	0	0	0	0	0	0	423
- Internal Funding	0	0	241	0	0	0	0	0	0	241
Loft Conversions			725			0	0	281	0	1,006
- External Funding	0	0	0	0	0	0	0	0	0	0
- Internal Funding	0	0	725	0	0	0	0	281	0	1,006
IT Infrastructure			75			50	50	50	50	275
- External Funding	0	0	0	0	0	0	0	0	0	0
- Internal Funding	0	0	75	0	0	50	50	50	50	275
Empty Homes (Gfund)			100			200	100	0	0	400
- External Funding	0	0	0	0	0	0	0	0	0	0
- Internal Funding	0	0	100	0	0	200	100	0	0	400
Property Buy Back			75			50	50	50	0	225
Contributions	0	0	0	0	0	0	0	0	0	0
- Internal Funding	0	0	75	0	0	50	50	50	0	225
TOTAL GROSS EXPENDITURE	403	-528	17,267	0	528	11,990	10,026	8,753	9,023	57,059
TOTAL EXTERNAL FUNDING	540	-125	6,832	0	125	5,681	6,277	5,060	6,109	29,959
TOTAL INTERNAL FUNDING	-137	-403	10,435	0	403	6,309	3,749	3,693	2,914	27,100
CES - Transport										
Better Bus Area Fund	476		1,252			0	0	0	0	1,252
- External Funding	476	0	1,252	0	0	0	0	0	0	1,252
- Internal Funding	0	0	0	0	0	0	0	0	0	0
Local Transport Plan (LTP)		-1,499	3,427		1,499	3,872	2,623	2,623	0	12,545
- External Funding	0	-1,499	2,614	0	1,499	3,872	2,623	2,623	0	11,732
- Internal Funding	0	0	813	0	0	0	0	0	0	813
York City Walls - Repairs & Renewals (City Walls)		-50	290		50	140	90	90	90	700
- External Funding	0	0	0	0	0	0	0	0	0	0
- Internal Funding	0	-50	290	0	50	140	90	90	90	700
Access York			2,580			250	0	0	0	2,830
- External Funding	0	0	886	0	0	250	0	0	0	1,136
- Internal Funding	0	0	1,694	0	0	0	0	0	0	1,694
Leeman Road Flood Defences			317			0	0	0	0	317
- Government Grant	0	0	0	0	0	0	0	0	0	0
Alley Gating		-50	60		50	50	0	0	0	110
Contributions	0	0	10	0	0	0	0	0	0	10
- External Funding	0	0	10	0	0	0	0	0	0	10
Departmental Prudential Borrowing	0	0	0	0	0	0	0	0	0	0
Corporate Prudential Borrowing	0	-50	50	0	50	50	0	0	0	100
Pay on Exit Car Parking Pilot			100			0	0	0	0	100

	2014/15 Mon 3	2014/15 Reprofile	2014/15 Revised Budget	2014/15 Mon 3	2014/15 Reprofile	2015/16 Revised Budget	2016/17 Revised Budget	2017/18 Revised Budget	2018/19 Revised Budget	Gross Capital Programme To be Funded 14/15 - 18/19
	Adj £000	£000	£000	Adj £000	£000	£000	£000	£000	£000	£000
Non govt grant			0			0	0	0	0	0
Departmental Prudential Borrowing			0			0	0	0	0	0
Corporate Prudential Borrowing			25			0	0	0	0	25
CES - Community Stadium										
Community Stadium										
- External Funding	0	-1,136	1,890	0	1,136	20,271	0	0	0	22,161
- Internal Funding	0	0	500	0	0	14,562	0	0	0	15,062
- Internal Funding	0	-1,136	1,390	0	1,136	5,709	0	0	0	7,099
TOTAL GROSS EXPENDITURE	0	-1,136	1,890	0	1,136	20,271	0	0	0	22,161
TOTAL EXTERNAL FUNDING	0	0	500	0	0	14,562	0	0	0	15,062
TOTAL INTERNAL FUNDING	0	-1,136	1,390	0	1,136	5,709	0	0	0	7,099
CES - Economic Development										
Small Business Workshops										
- External Funding	0	-58	0	0	58	58	0	0	0	58
- Internal Funding	0	0	0	0	0	0	0	0	0	0
- Internal Funding	0	-58	0	0	58	58	0	0	0	58
TOTAL GROSS EXPENDITURE	0	-58	0	0	58	58	0	0	0	58
TOTAL EXTERNAL FUNDING	0	0	0	0	0	0	0	0	0	0
TOTAL INTERNAL FUNDING	0	-58	0	0	58	58	0	0	0	58
CBSS - Asset Management										
Fire Safety Regulations - Adaptations										
- External Funding	0	0	108	0	0	0	0	0	0	108
- Internal Funding	0	0	0	0	0	0	0	0	0	0
- Internal Funding	0	0	108	0	0	0	0	0	0	108
Removal of Asbestos										
- External Funding	0	0	68	0	0	0	0	0	0	68
- Internal Funding	0	0	0	0	0	0	0	0	0	0
- Internal Funding	0	0	68	0	0	0	0	0	0	68
Riverbank Repairs - Scarborough to Clifton Bridge										
- External Funding	0	0	6	0	0	0	0	0	0	6
- Internal Funding	0	0	0	0	0	0	0	0	0	0
- Internal Funding	0	0	6	0	0	0	0	0	0	6
Riverbank Repairs - Blue Bridge Slipway										
- External Funding	0	0	0	0	0	0	0	0	0	0
- Internal Funding	0	0	0	0	0	0	0	0	0	0
- Internal Funding	0	0	0	0	0	0	0	0	0	0
Riverbank Repairs - Marygate										
- External Funding	0	-327	198	0	327	327	0	0	0	525
- Internal Funding	0	0	0	0	0	0	0	0	0	0
- Internal Funding	0	-327	198	0	327	327	0	0	0	525
Photovoltaic Energy Programme										
- External Funding	0	0	246	0	0	100	0	0	0	346
- Internal Funding	0	0	0	0	0	0	0	0	0	0
- Internal Funding	0	0	246	0	0	100	0	0	0	346
Parliament Street Toilet Demolition										
- External Funding	0	0	7	0	0	0	0	0	0	7
- Internal Funding	0	0	0	0	0	0	0	0	0	0
- Internal Funding	0	0	7	0	0	0	0	0	0	7
29 Castlegate Repairs										
- External Funding	0	0	33	0	0	0	0	0	0	33
- Internal Funding	0	0	0	0	0	0	0	0	0	0
- Internal Funding	0	0	33	0	0	0	0	0	0	33
Decent Home Standards Works										
- External Funding	0	0	11	0	0	0	0	0	0	11
- Internal Funding	0	0	0	0	0	0	0	0	0	0
- Internal Funding	0	0	11	0	0	0	0	0	0	11
Fishergate Postern										
- External Funding	0	0	53	0	0	0	0	0	0	53
- Internal Funding	0	0	35	0	0	0	0	0	0	35
- Internal Funding	0	0	18	0	0	0	0	0	0	18
Holgate Park Land - York Central Land and Clearance										
- External Funding	0	0	397	0	0	0	0	0	0	397
- Internal Funding	0	0	0	0	0	0	0	0	0	0
- Internal Funding	0	0	397	0	0	0	0	0	0	397
Hazel Court - Office of the Future Improvements										
- External Funding	0	0	15	0	0	0	0	0	0	15
- Internal Funding	0	0	0	0	0	0	0	0	0	0
- Internal Funding	0	0	15	0	0	0	0	0	0	15
Asset Maintenance + Critical H&S Repairs										
- External Funding	0	0	217	0	0	200	200	200	100	917
- Internal Funding	0	0	0	0	0	0	0	0	0	0
- Internal Funding	0	0	217	0	0	200	200	200	100	917
Community Asset Transfer										
- External Funding	0	-175	0	0	175	175	0	0	0	175
- Internal Funding	0	0	0	0	0	0	0	0	0	0
- Internal Funding	0	-175	0	0	175	175	0	0	0	175
River Bank repairs										
- External Funding	0	-200	69	0	200	320	0	0	0	389
- Internal Funding	0	0	0	0	0	0	0	0	0	0
- Internal Funding	0	-200	69	0	200	320	0	0	0	389
Stonebow House Freehold										
- External Funding	0	0	62	0	0	0	0	0	0	62
- Internal Funding	0	0	0	0	0	0	0	0	0	0
- Internal Funding	0	0	62	0	0	0	0	0	0	62
Critical Repairs and Contingency										
			6			350	0	0	0	356

	2014/15 Mon 3 Adj £000	2014/15 Mon 3 Reprofile £000	2014/15 Revised Budget £000	2014/15 Mon 3 Adj £000	2014/15 Mon 3 Reprofile £000	2015/16 Revised Budget £000	2016/17 Revised Budget £000	2017/18 Revised Budget £000	2018/19 Revised Budget £000	Gross Capital Programme To be Funded 14/15 - 18/19 £000
- External Funding	0	0	0	0	0	0	0	0	0	0
CBSS - IT Development Plan										
IT Equipment		-357	1,927		357	2,227	1,920	2,245	2,025	10,344
- External Funding	0	0	0	0	0	0	0	0	0	0
-Internal Funding	0	-357	1,927	0	357	2,227	1,920	2,245	2,025	10,344
TOTAL GROSS EXPENDITURE	0	-357	1,927	0	357	2,227	1,920	2,245	2,025	10,344
TOTAL EXTERNAL FUNDING	0	0	0	0	0	0	0	0	0	0
TOTAL INTERNAL FUNDING	0	-357	1,927	0	357	2,227	1,920	2,245	2,025	10,344
CBSS - West Offices (Admin Accommodation)										
West Offices - Admin Accom			533			0	0	0	0	533
- External Funding	0	0	0	0	0	0	0	0	0	0
-Internal Funding	0	0	533	0	0	0	0	0	0	533
TOTAL GROSS EXPENDITURE	0	0	533	0	0	0	0	0	0	533
TOTAL EXTERNAL FUNDING	0	0	0	0	0	0	0	0	0	0
TOTAL INTERNAL FUNDING	0	0	533	0	0	0	0	0	0	533
Capital Contingency										
Capital Contingency			183			0	0	0	0	183
- External Funding	0	0	0	0	0	0	0	0	0	0
-Internal Funding	0	0	183	0	0	0	0	0	0	183
TOTAL GROSS EXPENDITURE	0	0	183	0	0	0	0	0	0	183
TOTAL EXTERNAL FUNDING	0	0	0	0	0	0	0	0	0	0
TOTAL INTERNAL FUNDING	0	0	183	0	0	0	0	0	0	183
Economic Infrastructure Fund										
Access York Phase 1			3,250			0	0	0	0	3,250
- External Funding	0	0	83	0	0	0	0	0	0	83
-Internal Funding	0	0	3,167	0	0	0	0	0	0	3,167
Better Bus Fund		-550	920		550	550	0	0	0	1,470
- External Funding	0	0	0	0	0	0	0	0	0	0
-Internal Funding	0	-550	920	0	550	550	0	0	0	1,470
Re-Invigorate York			700			1,811	0	0	0	2,511
- External Funding	0	0	90	0	0	0	0	0	0	90
-Internal Funding	0	0	610	0	0	1,811	0	0	0	2,421
EIF central fund			8,235			6,800	5,800	0	0	20,835
- External Funding	0	0	4,977	0	0	1,800	1,800	0	0	8,577
-Internal Funding	0	0	3,258	0	0	5,000	4,000	0	0	12,258
TOTAL GROSS EXPENDITURE	0	-550	13,105	0	550	9,161	5,800	0	0	28,066
TOTAL EXTERNAL FUNDING	0	0	5,150	0	0	1,800	1,800	0	0	8,750
TOTAL INTERNAL FUNDING	0	-550	7,955	0	550	7,361	4,000	0	0	19,316
Gross Expenditure by Department										
CS&ES - Children's Services, Education and Skills	80	-1,625	8,657	0	1,625	15,283	9,962	5,106	2,250	41,258
H&WB - Adult Social Services & Public Health	0	0	835	0	0	903	505	505	505	3,253
CANS - Communities, Culture and Public Realm	0	-470	4,979	0	470	1,690	0	0	0	6,669
CES - Highways & Waste	0	-284	7,307	0	284	3,781	2,934	2,839	1,350	18,211
CANS - Housing & Community Safety	403	-528	17,267	0	528	11,990	10,026	8,753	9,023	57,059
CES - Transport	476	-1,599	8,026	0	1,599	4,312	2,713	2,713	90	17,854
CES - Community Stadium	0	-1,136	1,890	0	1,136	20,271	0	0	0	22,161
CES - Economic Development	0	-58	0	0	58	58	0	0	0	58
CBSS - Asset Management	0	-702	1,496	0	702	1,472	200	200	100	3,468
CBSS - IT Development Plan	0	-357	1,927	0	357	2,227	1,920	2,245	2,025	10,344
CBSS - West Offices (Admin Accommodation)	0	0	533	0	0	0	0	0	0	533
Capital Contingency	0	0	183	0	0	0	0	0	0	183
Economic Infrastructure Fund	0	-550	13,105	0	550	9,161	5,800	0	0	28,066
Total by Department	959	-7,309	66,205	0	7,309	71,148	34,060	22,361	15,343	209,117

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Cabinet**10 February 2015**

Report of the Director of Customer and Business Support Services
(Portfolio of the Leader of the Council)

Treasury Management Strategy Statement and Prudential Indicators for 2015/16 to 2019/20

Report Summary

1. The purpose of this report is to seek the recommendation of Cabinet to Full Council for the approval of the Treasury Management Strategy and Prudential Indicators for the 2015/16 financial year.

Recommendations

2. Cabinet are asked to recommend that Council approve:
 - The proposed Treasury Management Strategy for 2015/16 including the annual investment strategy and the minimum revenue provision policy statement;
 - The Prudential Indicators for 2015/16 to 2019/20 in the main body of the report;
 - The Specified and Non-Specified Investments schedule (Annex B)
 - The Scheme of Delegation and the Role of the Section 151 Officer (Annex D)

Reason: To enable the continued effective operation of the Treasury Management function and ensure that all Council borrowing is prudent, affordable and sustainable.

Background

3. The Council is required to operate a balanced budget, which broadly means that cash raised during the year will meet cash expenditure. The first function of the treasury management operation is to ensure that this cash flow is adequately planned, with cash being available when it is needed. Surplus monies are invested in low risk counterparties or instruments commensurate

with the Council's low risk appetite, providing adequate liquidity initially before considering investment return.

4. The second main function of the treasury management service is funding of the Council's capital programme. The capital programme provides a guide to the borrowing need of the Council, essentially the longer term cash flow planning to ensure that the Council can meet its capital spending obligations. This management of longer term cash may involve arranging long or short term loans, or using longer term cash flow surpluses. On occasion any debt previously drawn may be restructured to meet Council risk or cost objectives.
5. CIPFA (Chartered Institute of Public Finance and Accountancy) defines treasury management as:

"The management of the local authority's investments and cash flows, its banking, money market and capital market transactions; the effective control of the risks associated with those activities; and the pursuit of optimum performance consistent with those risks. "

Reporting requirements

6. The Council is required to receive and approve, as a minimum, three main reports each year, which incorporate a variety of policies, estimates and actuals. The three reports are:
 - a) **Treasury management strategy statement and prudential indicators report** (this report) – which covers the capital plans including prudential indicators, the minimum revenue provision policy, the treasury management strategy, the annual investment strategy;
 - b) **Mid Year Treasury Management Report** – updates members with whether the treasury activities are meeting the strategy, whether any policies require revision, amending prudential indicators if necessary;
 - c) **Annual Treasury Report** – updates on treasury activity/ operations for the year and compares actual prudential indicators with estimates in the strategy.
7. These reports are required to be adequately scrutinised by committee before being recommended to the Council. The scrutiny role is undertaken by Audit & Governance Committee.

8. The CIPFA Code requires the responsible officer to ensure that members with responsibility for treasury management receive adequate training in treasury management. This especially applies to members responsible for scrutiny. The training needs of treasury management officers is also periodically reviewed.

Treasury Management Strategy for 2015/16

9. The treasury management strategy for 2015/16 covers two main areas:

- a) Capital Issues 2015/16 to 2019/20 -

- Prudential Indicators relating to the Capital Programme;
- Minimum Revenue Provision (MRP) Policy Statement .
- Prudential Indicators to assess affordability of the Capital programme

- b) Treasury management Issues – Treasury Management Strategy

- Prudential Indicators which will limit the treasury management risk and activities of the Council;
- the current treasury position;
- Economic background and prospects for interest rates;
- the borrowing strategy;
- policy on borrowing in advance of need;
- debt rescheduling;
- investment policy;
- creditworthiness policy;
- investment strategy;
- policy on use of external service providers;
- Scheme of delegation and the role of the S151 officer

10. These elements cover the statutory and regulatory requirements of the Local Government Act 2003, the CIPFA Prudential Code, the Communities and Local Government (CLG) Minimum Revenue Provision (MRP) Guidance, the CIPFA Treasury Management Code and the CLG Investment Guidance.

The Capital Prudential Indicators 2015/16 – 2019/20

11. The Council's capital expenditure plans are the key driver of treasury management activity. The Council's capital expenditure plans are the subject of a separate report on this agenda: the Capital Strategy 2015/16 to 2019/20. The output of the capital programme is reflected in this report in the capital prudential indicators, which are designed to assist member's overview of the council's capital programme to ensure that the capital expenditure plans are affordable, sustainable and prudent.

12. The capital prudential indicators (PI) along with the treasury management prudential indicators (PI) are included throughout the report:

- PI 1: Capital expenditure
- PI 2: Capital financing requirement
- PI 3: Ratio of financing cost to net revenue stream
- PI4a&b: Incremental impact of capital investment decisions on council tax and housing rent
- PI 6a: Authorised limit for external debt
- PI 6b: Operational boundary for external debt
- PI 6c: Housing Revenue Account (HRA) debt Limit
- PI 7: Interest rate exposure for fixed and variable rated debt
- PI 8: Maturity structure of debt
- PI 9: Surplus funds invested >364 days

13. **Prudential Indicator 1 - Capital Expenditure.** This prudential Indicator is a summary of the Council's capital expenditure plans forming part of this budget cycle. 2014/15 is included as a comparator with detail in relation to scheme specifics provided in the Capital Monitor 3 and Capital Strategy 15/16 to 19/20 report:

Capital Expenditure	2014/15 Estimate £m	2015/16 Estimate £m	2016/17 Estimate £m	2017/18 Estimate £m	2018/19 Estimate £m	2019/20 Estimate £m
General Fund (Non HRA)	50.8	66.1	26.6	17.1	13.9	13.9
Housing Revenue Account	15.4	14.3	10.8	8.6	7.2	8.5
Total	66.2	80.4	37.4	25.7	21.1	22.4

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Table 1: Capital Expenditure

14. Table 1 details the capital expenditure of the Council excluding other long term liabilities, such as PFI and leasing arrangements which already include borrowing instruments. There are no new PFI schemes forecast to be entered into in 2015/16.
- 15. Prudential Indicator 2 - The Capital Financing Requirement (CFR) (Council's Borrowing Need);** the second prudential indicator is the Council's Capital Financing Requirement (CFR). The CFR is simply the total historic outstanding capital expenditure which has not yet been paid for from either revenue or capital resources. It is essentially a measure of the Council's underlying borrowing need for capital purposes. Any capital expenditure above, which has not immediately been paid for and will be funded by borrowing, will increase the CFR.
16. The CFR does not increase indefinitely, because the minimum revenue provision (MRP) is a statutory annual revenue charge, which broadly reduces the borrowing need in line with each assets life. Therefore, the CFR is reduced with this provision to repay debt.
17. The CFR includes any other long term liabilities (e.g. PFI schemes, finance leases). Whilst these increases the CFR, and therefore the Council's overall borrowing requirement, these types of scheme include a borrowing facility and so the Council is not required to separately borrow for these schemes. The Council currently has a limit to cover such schemes of £20m included within the CFR. As set out in paragraph 37 table 7 the projected level of debt is significantly below the CFR over the 5 year period.
18. Table 2 below, shows the Capital Financing Requirement, excluding other long term liabilities:

Capital Financing Requirement	2014/15 Estimate £m	2015/16 Estimate £m	2016/17 Estimate £m	2017/18 Estimate £m	2018/19 Estimate £m	2019/20 Estimate £m
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Non-HRA CFR	189.3	207.4	207.8	203.9	199.5	195.2
HRA pre settlement	18.8	18.8	18.8	18.8	18.8	18.8
HRA settlement	121.5	121.5	121.5	121.5	121.5	121.5
HRA CFR	140.3	140.3	140.3	140.3	140.3	140.3
Total CFR	329.7	347.7	348.1	344.2	339.8	335.5

Table 2: Capital Financing Requirement (CFR)

Minimum Revenue Provision (MRP) Policy Statement

19. The Council is required to pay off an element of the accumulated General Fund (non-HRA) capital expenditure each year (the CFR) through a revenue charge (the minimum revenue provision - MRP), although it is also allowed to undertake additional voluntary payments if required (voluntary revenue provision - VRP).

20. CLG Regulations (statutory Instrument (SI) 2008 no.414 s4) require full Council to approve an MRP Statement in advance of each year. The guidance offers four main options under which MRP could be made, with an overriding recommendation that the Council should make prudent provision to redeem its debt liability over a period that is reasonably commensurate with that over which the capital expenditure is estimated to provide benefits. The options presented are the same as in previous years and set out in paragraphs 21 & 23.

21. Full Council is requested to approve the following MRP Statement: For capital expenditure incurred before 1 April 2008 or which in the future will be Supported Capital Expenditure, the MRP policy will be:

- **Existing practice** - MRP will follow the existing practice outlined in former CLG regulations (S28 in SI 2003 no. 3146)

22. This option provides for an approximate 4% reduction in the borrowing need (CFR) each year.

23. From 1 April 2008 for all unsupported borrowing (including PFI and finance leases) the MRP policy will be
- **Asset Life Method** (Option 3)– MRP will be based on the estimated life of the assets, in accordance with the proposed regulations (this option must be applied for any expenditure capitalised under a Capitalisation Direction);
24. This option provides for a reduction in the borrowing need over approximately the asset's life. The asset life is an absolute maximum and wherever possible the debt should be repaid over a shorter period. Estimated asset life periods will be determined under delegated powers. It should be noted that with all debts, the longer the repayment period the higher the amount of interest incurred over the period of the loan accordingly, it is deemed as prudent to reduce the period over which the repayments are made.
25. In accordance with the requirements of The Local Authorities (Capital Finance and Accounting) (England) (Amendment) Regulations 2008 no MRP is chargeable on the HRA) in the next 5 years. Under the HRA reform the HRA will be required to charge depreciation on its assets, which will have an increased revenue cost effect. In order to address any possible adverse impact in the next 4 years, regulations allow the Major Repairs Allowance to be used as a proxy for depreciation and for the depreciation charge to be reversed therefore, having no revenue impact on council tax. Further clarification on depreciation will be provided in future years.
26. Repayments included in annual PFI or finance leases are also applied as MRP.

Affordability Prudential Indicators

27. Affordability Prudential Indicators - The prudential indicators mentioned so far in the report cover the overall capital programme and the control of borrowing through the capital financing requirement (CFR). In addition, it is necessary to assess the affordability of the Council's capital investment plans. These prudential indicators provide an indication of the

impact of the capital programme investment plans on the Council's overall finances.

- 28. Prudential Indicator 3 - Ratio of financing costs to net revenue stream.** This indicator identifies the trend in the cost of capital (borrowing and other long-term obligation costs net of investment income) and compares it to the Council's net revenue stream.

Financing Costs	2014/15 Estimate %	2015/16 Estimate %	2016/17 Estimate %	2017/18 Estimate %	2018/19 Estimate %	2019/20 Estimate %
Non-HRA	10.62	12.85	13.65	13.7	13.45	12.75
HRA	13.4	13.57	13.54	13.51	13.48	13.48

Table 3: Ratio of financing costs to net revenue stream

29. The estimates of financing costs include current commitments and the proposals in the Capital Programme Budget 2015/16 to 2019/20 report on this agenda.

- 30. Prudential Indicator 4 - Incremental impact of capital investment decisions on council tax.** This indicator identifies the revenue costs associated with proposed changes to the five-year capital programme recommended in the Capital programme 2015/16 to 2019/20 report in the table below. The assumptions are based on the budget figures as set out per the capital and financial strategy reports on this agenda.

Incremental Impact on Council tax – band D	2014/15 Estimate £	2015/16 Estimate £	2016/17 Estimate £	2017/18 Estimate £	2018/19 Estimate £	2019/20 Estimate £
Incremental impact	11.63	28.18	25.72	9.76	5.67	5.24

Table 4 - Incremental impact of capital investment decisions on the band D council tax

31. Prudential Indicator 5 - Incremental impact of capital investment decisions on housing rent levels. Similar to the council tax calculation, this indicator identifies the trend in the cost of proposed changes in the housing capital programme recommended in the capital strategy report compared to the Council's existing commitments and current plans, expressed as a discrete impact on weekly rent levels. This indicator is zero as the housing rent levels are set by Government and is not directly impacted by the Council's capital plans.

Incremental Impact	2014/15 Estimate £	2015/16 Estimate £	2016/17 Estimate £	2017/18 Estimate £	2018/19 Estimate £	2019/20 Estimate £
Weekly Housing Rents	0.00	0.00	0.00	0.00	0.00	0.00

Table 5 - Incremental impact of capital investment decisions on housing rent levels

Treasury Management Strategy

32. The capital prudential indicators set out above ensure that the Council's capital programme / expenditure plans are affordable, sustainable and prudent. The treasury management function ensures that the Council's cash is available to meet the Council's capital programme requirements and also revenue activity needs in accordance with the Local Government Act 2003 and relevant professional codes.

33. The treasury management function involves both the forecasting of the cash flow and, where capital plans require, the organisation of appropriate borrowing facilities. The strategy covers the prudential / treasury indicators, the current and projected debt positions and the annual investment strategy.

Current Portfolio Position

34. The Council's treasury portfolio position at 01 February 2015 is detailed below in table 6:

Institution Type	Principal	Average Rate
<u>Public Works Loan Board (PWLB)</u> – Money borrowed from the Debt Mgt Office (Treasury Agency)	£249.1m	3.6%
<u>Market Loans</u> Club Loan – A loan taken in conjunction with 2 other Authorities	£10.0m	7.2%
LOBO Loans (2) – Lender Option Borrower Option	£10.0m	3.7%
Total Gross Borrowing (GF & HRA)	£269.1m	3.7%
Total Investments	£69.7m	

Table 6: Current position at 01 February 2015

35. The Council at 1 February 2015 had £269.1m of fixed interest rate debt, of which £140.3m was HRA and £128.8m General Fund. The cash balance available for investment was £69.7m.
36. Within the prudential indicators, there are a number of key indicators to ensure that the Council operates its activities within well defined limits. One of these is that the Council needs to ensure that its total gross debt does not, except in the short term, exceed the total of the Capital Financing Requirement (CFR) in the preceding year plus the estimates of any additional CFR for 2015/16 and the following two financial years. This allows the flexibility to borrow in advance of need and ensures that borrowing is for a capital purpose and not undertaken for revenue purposes.
37. Table 7 shows that the estimated gross debt position of the Council does not exceed the underlying capital borrowing need (the CFR). The Director of Customer Business & Support Services (S151 Officer) confirms that the Council complied with this prudential indicator and does not envisage difficulties for the future.

	2014/15 Estimate £m	2015/16 Estimate £m	2016/17 Estimate £m	2017/18 Estimate £m	2018/19 Estimate £m	2019/20 Estimate £m
Gross Projected Debt	274.4	294.2	300.1	300.0	299.8	298.7

Total CFR	329.7	347.7	348.1	344.2	339.8	335.5
Under/(over) Borrowed	Under	Under	Under	Under	Under	Under

Table 7: External Debt< Capital Financing Requirement

38. Table 7 demonstrates that based on borrowing estimates a gap between actual borrowing and the CFR (driven by the use of internal funds to finance capital expenditure). The decision as to whether to continue to do this will take into account current (and future) assumptions re borrowing rates, and levels of internal reserves and balances held by the Council. The figures above show a reduction between CFR and external debt, however this will be determined by the S151 officer and the figure above is a current broad assumption and actual borrowing will be determined by the circumstances that prevail at the time eg borrowing rates, levels of cash balances.

Prudential Indicators: Limits on Authority to Borrow

39. **Prudential Indicator 6A – Authorised Borrowing Limit** - It is a statutory duty under Section 3 (1) of the Local Government Act 2003 and supporting regulations, for the Council to determine and keep under review how much it can afford to borrow. The amount so determined is termed the “Authorised Borrowing Limit”, and represents a control on the maximum level of debt. This is a limit beyond which external debt is prohibited, and this limit needs to be set or revised by the full Council. It reflects the level of external debt which, while not desired, could be afforded in the short term, but is not sustainable in the longer term.

Authorised Limit	2014/15 Estimate £m	2015/16 Estimate £m	2016/17 Estimate £m	2017/18 Estimate £m	2018/19 Estimate £m	2019/20 Estimate £m
Borrowing	321.3	357.7	358.1	354.2	349.8	345.5
Other Long Term Liabilities	30.0	30.0	30.0	30.0	30.0	30.0
Total	351.3	387.7	388.1	384.2	379.8	375.5

Table 8: Authorised Borrowing Limit

40. Prudential Indicator 6B – Operational Boundary. In addition to the “Authorised Borrowing Limit”, there is a limit that is the maximum level of debt allowed for, on an ongoing operational purpose. This is the Operational Boundary. The Operational Boundary in reality would only be breached because of in year cash flow movements. In most cases, this would be a similar figure to the CFR, but may be lower or higher depending on the levels of actual debt.

Operational Boundary	2014/15 Estimate £m	2015/16 Estimate £m	2016/17 Estimate £m	2017/18 Estimate £m	2018/19 Estimate £m	2019/20 Estimate £m
Borrowing	311.3	347.7	348.1	344.2	339.8	335.5
Other Long Term Liabilities	10.0	10.0	10.0	10.0	10.0	10.1
Total	321.3	357.7	358.1	354.2	349.8	345.5

Table 9: Operational Boundary

41. Separately, the Council is also limited to a maximum HRA CFR through the HRA self-financing regime, known as the HRA Debt Limit or debt cap. This limit is currently:

HRA Debt Limit £m	2014/15 Estimate £m	2015/16 Estimate £m	2016/17 Estimate £m	2017/18 Estimate £m	2018/19 Estimate £m	2019/20 Estimate £m
Total HRA	145.97	145.97	145.97	145.97	145.97	145.97

Table 10: HRA Debt Limit

Economic Background

42. The economic situation is the background to which all treasury management activities operate. It assists in the formation of the treasury management strategy as it details the current economic and market environment.

Prospects for Interest Rates

43. Current interest rates and the future direction of both long term and short term interest rates have a major influence on the overall treasury management strategy and affects both

investment and borrowing decisions. To facilitate treasury management officers in making informed investment and borrowing decisions, the Council contracts Capita Asset Services as its treasury adviser. Part of their service is to assist the Council in formulating a view on interest rates. Annex A draws together a number of current City forecasts for short term (Bank Rate) and longer fixed interests rates. Table 11 gives Capita's central view:

Annual Average %	Bank Rate %	PWLB Borrowing Rates % (including certainty rate adjustment)		
		5 year	25 year	50 year
Mar 2015	0.50	2.20	3.40	3.40
Jun 2015	0.50	2.20	3.50	3.50
Sep 2015	0.50	2.30	3.70	3.70
Dec 2015	0.75	2.50	3.80	3.80
Mar 2016	0.75	2.60	4.00	4.00
Jun 2016	1.00	2.80	4.20	4.20
Sep 2016	1.00	2.90	4.30	4.30
Dec 2016	1.25	3.00	4.40	4.40
Mar 2017	1.25	3.20	4.50	4.50
Jun 2017	1.50	3.30	4.60	4.60
Sep 2017	1.75	3.40	4.70	4.70
Dec 2017	1.75	3.50	4.70	4.70
Mar 2018	2.00	3.60	4.80	4.80

Table 11 – Capita's Bank Rate forecast for financial year ends

44. UK GDP growth surged during 2013 and the first half of 2014. Since then it appears to have subsided somewhat but still remains strong by UK standards and is expected to continue likewise into 2015 and 2016. There needs to be a significant rebalancing of the economy away from consumer spending to manufacturing, business investment and exporting in order for this recovery to become more firmly established. One drag on the economy has been that wage inflation has only recently started to exceed CPI inflation, so enabling disposable income and living standards to start improving. The plunge in the price of oil brought CPI inflation down to a low of 1.0% in November, the lowest rate since September 2002. Inflation is expected to stay around or below 1.0% for the best part of a year; this will help improve consumer disposable income and so underpin economic growth during 2015. However, labour productivity needs to improve substantially to enable wage rates to increase and further support consumer disposable income and

economic growth. In addition, the encouraging rate at which unemployment has been falling must eventually feed through into pressure for wage increases, though current views on the amount of hidden slack in the labour market probably means that this is unlikely to happen early in 2015.

45. The US, the biggest world economy, has generated stunning growth rates of 4.6% (annualised) in Q2 2014 and 5.0% in Q3. This is hugely promising for the outlook for strong growth going forwards and it very much looks as if the US is now firmly on the path of full recovery from the financial crisis of 2008. Consequently, it is now confidently expected that the US will be the first major western economy to start on central rate increases by mid 2015.

46. The current economic outlook and structure of market interest rates and government debt yields have several key treasury management implications:
 - Greece: the general election on 25 January 2015 brought a political party to power that is anti EU and anti austerity. However, if this eventually results in Greece leaving the Euro, it is unlikely that this will directly destabilise the Eurozone as the EU has put in place adequate firewalls to contain the immediate fallout to just Greece. However, the indirect effects of the likely strengthening of anti EU and anti austerity political parties throughout the EU is much more difficult to quantify;
 - As for the Eurozone in general, concerns in respect of a major crisis subsided considerably in 2013. However, the downturn in growth and inflation during the second half of 2014, and worries over the Ukraine situation, Middle East and Ebola, have led to a resurgence of those concerns as risks increase that it could be heading into deflation and prolonged very weak growth. Sovereign debt difficulties have not gone away and major concerns could return in respect of individual countries that do not dynamically address fundamental issues of low growth, international uncompetitiveness and the need for overdue reforms of the economy (as Ireland has done). It is, therefore, possible over the next few years that levels of government debt to GDP ratios could continue to rise to levels that could result in

a loss of investor confidence in the financial viability of such countries. Counterparty risks therefore remain elevated. This continues to suggest the use of higher quality counterparties for shorter time periods;

- Investment returns are likely to remain relatively low during 2015/16 and beyond;
- Borrowing interest rates have been volatile during 2014 as alternating bouts of good and bad news have promoted optimism, and then pessimism, in financial markets. The closing weeks of 2014 saw gilt yields dip to historically remarkably low levels after inflation plunged, a flight to quality from equities (especially in the oil sector), and from the debt and equities of oil producing emerging market countries, and an increase in the likelihood that the ECB will commence quantitative easing (purchase of EZ government debt) in early 2015. The policy of avoiding new borrowing by running down spare cash balances has served well over the last few years. However, this needs to be carefully reviewed to avoid incurring higher borrowing costs in later times, when authorities will not be able to avoid new borrowing to finance new capital expenditure and/or to refinance maturing debt
- There will remain a cost of carry to any new borrowing that causes an increase in investments as this will incur a revenue loss between borrowing costs and investment returns.

Borrowing Strategy

47. The Council undertakes long term borrowing in accordance with the capital expenditure requirements of the capital programme. The Council's borrowing requirement is known as the Capital Financing Requirement (CFR) as explained above in paragraphs 15 - 18. As a result of the capital programme 2015/16 to 2019/20 the net borrowing is projected to increase by £11.508m over the next 5 years. The CFR (the Council's actual need to borrow) does not necessarily increase by this £11.508m as a minimum amount of revenue provision is set aside every year in accordance with statutory requirement and this therefore reduces the actual amount that is required to be borrowed.

48. The borrowing strategy takes into account the borrowing requirement, the current economic and market environments and

is also influenced by the above interest rate forecast. The Council is currently maintaining an under-borrowed position. This means that the capital borrowing need (the Capital Financing Requirement), has not been fully funded with loan debt as cash supporting the Council's reserves, balances and cash flow has been used as a temporary measure. This strategy remains prudent as investment returns are low and counterparty risk is relatively high.

49. It is therefore beneficial to have a borrowing strategy where consideration is given to taking some longer term borrowing if favourable rates arise and also use some cash reserves. External borrowing will be considered throughout the financial year when interest rates seem most favourable. A target interest rate in light of table 11 above is 4.50%. This will enable borrowing to be taken through the year at different time periods. Consideration will also be given to the maturity profile of the debt portfolio so the Council is not exposed to the concentration of debt being in any one year.

50. Against this background and the risks within the economic forecast, caution will be adopted with the 2014/15 treasury operations. The Director of Customer Business and Support Services will monitor interest rates in financial markets and adopt a pragmatic approach to changing circumstances:
 - if it was felt that there was a significant risk of a sharp fall in long and short term rates, e.g. due to a marked increase of risks around relapse into recession or of risks of deflation, then long term borrowings will be postponed, and potential rescheduling from fixed rate funding into short term borrowing will be considered.
 - if it was felt that there was a significant risk of a much sharper rise in long and short term rates than that currently forecast, perhaps arising from a greater than expected increase in world economic activity or a sudden increase in inflation risks, then the portfolio position will be re-appraised with the likely action that fixed rate funding will be drawn whilst interest rates were still relatively cheap.

51. The HRA strategy in 2014/15 for borrowing will be the same as the borrowing strategy described above for the whole Council.

The HRA Business Plan will guide and influence the overall HRA borrowing strategy.

52. All decisions will be reported to the appropriate decision making body (Cabinet and Audit and Governance Committee) at the next available opportunity.

Prudential Indicators – Limits on Borrowing Activity

53. There are three debt / borrowing related prudential indicators. The purpose of these are to constrain the activity of the treasury function within certain limits, thereby managing risk and reducing the impact of any adverse movement in interest rates. However, if these are set to be too restrictive they will impair the opportunities to reduce costs / improve performance. The indicators are:

- Upper limits on variable interest rate exposure. This identifies a maximum limit for variable interest rates based upon the debt position net of investments
- Upper limits on fixed interest rate exposure. This is similar to the previous indicator and covers a maximum limit on fixed interest rates;
- Maturity structure of borrowing. This gross limit is set to reduce the Council's exposure to large fixed rate sums falling due for refinancing in a confined number of years.

54. These three debt/borrowing related prudential indicators are calculated to include the debt undertaken for the HRA as well as the remaining borrowing debt portfolio.

Interest rate Exposure	2015/16 Estimate %	2016/17 Estimate %	2017/18 Estimate %	2018/19 Estimate %	2019/20 Estimate %
	Upper	Upper	Upper	Upper	Upper
Limits on fixed interest rates based on net debt	119	109	109	107	107
Limits on variable interest rates based on net debt	-19	-9	-9	-7	-7
Maturity Structure of current borrowing 2014/15					
	Lower		Upper		
Under 12 months	0%		30%		
12 months to 2 years	0%		30%		

2 years to 5 years	0%	40%	
5 years to 10 years	0%	40%	
10 years and above	30%	90%	

Table 12: Limits on Interest rate exposure and the Maturity Structure of Borrowing

Policy on Borrowing in Advance of Need

55. Under Local Authorities (Capital Finance and Accounting) (England) Regulations 2008 regulation, the Council can borrow in advance of need in line with its future borrowing requirements in accordance with the Capital Financing Requirement. Any borrowing decision in advance of need will be considered carefully to ensure that value for money can be demonstrated, it is affordable, sustainable & prudent, that the treasury management revenue budget can support the borrowing finance costs in the longer term and that the Council can ensure the security of such funds if invested.
56. Borrowing in advance will be made within the constraints of the CIPFA Prudential Code that ensures that total gross debt, does not, except in the short term, exceed the total of the CFR in the preceding year 2014/15 plus the estimates of any additional CFR for 2015/16 and the following two financial years.
57. Risks associated with any borrowing in advance activity will be subject to prior appraisal and subsequent reporting through the mid-year or annual reporting mechanism.

Debt Rescheduling

58. As shown in table 11 and generally reflective of the long term pricing of risk, the forecasts show that short term borrowing rates will be considerably cheaper than longer term fixed interest rates in the foreseeable future. Therefore, there may be potential opportunities to generate savings by switching from long term debt to short term debt. However, these savings will need to be considered in the light of the current treasury management position, the short term nature of the loans, the costs of premiums involved in premature repayment for existing debt and the likely cost of refinancing those short-term loans, once they mature. Debt rescheduling will also be considered for

the HRA and the costs and benefits assessed to ensure value for money.

59. The reasons for any rescheduling to take place will include:
- a) the generation of cash savings and / or discounted cash flow savings;
 - b) helping to fulfil the strategy outlined above, and
 - c) enhancing the balance of the portfolio (amend the maturity profile and/or the balance of volatility).
60. Consideration will also be given to any residual potential left for making savings by running down investment balances to repay debt prematurely as short term rates on investments are likely to be lower than rates paid on current debt.
61. Any rescheduling will be reported to Cabinet and/or Audit and Governance Committee, in accordance with the usual monitoring cycle.

Annual Investment Strategy

Investment Policy

62. The Council's investment policy has regard to the Communities and Local Government's (CLG) Guidance on Local Government Investments ("the Guidance") and the 2011 CIPFA's Treasury Management in Public Services Code of Practice and Cross Sectoral Guidance Notes ("the CIPFA TM Code").
63. The Council's investment priorities are the security of capital and liquidity of its investments. The Council also aims to achieve the optimum return on its investments commensurate with proper levels of security and liquidity. The borrowing of monies specifically to invest or lend on and make a return is unlawful and the Council will not engage in such activity.
64. In accordance with guidance from the CLG and CIPFA, and in order to minimise the risk to investments, the Council has below clearly stipulated the minimum acceptable credit quality

of counterparties for inclusion on the lending list. The creditworthiness methodology used to create the counterparty list fully accounts for the ratings, watches and outlooks published by all three ratings agencies with a full understanding of what these reflect in the eyes of each agency. Using Capita's ratings service potential counterparty ratings are monitored on a real time basis with knowledge of any changes notified electronically as the agencies notify modifications.

65. Furthermore, the Council's officers recognise that ratings should not be the sole determinant of the quality of an institution and that it is important to continually assess and monitor the financial sector on both a micro and macro basis and in relation to the economic and political environments in which institutions operate. The assessment will also take account of information that reflects the opinion of the markets. To this end the Council will engage with its advisors to maintain a monitor on market pricing such as "credit default swaps" and overlay that information on top of the credit ratings. This is fully integrated into the credit methodology provided by the advisors, Capita in producing its colour codings that show the varying degrees of suggested creditworthiness.
66. The aim of the strategy is to generate a list of highly creditworthy counterparties which will also enable diversification and thus avoidance of concentration risk. The intention of the strategy is to provide security of investment and minimisation of risk.
67. Investment instruments identified for use in the financial year are listed in annex B under the 'specified' and 'non-specified' investments categories. Counterparty limits will be as set out in the later section - the Investment Strategy.
68. The Council continues to take a prudent approach to investing funds as set out in the Creditworthiness Policy below.

Creditworthiness Policy

69. This Council applies the creditworthiness service provided by Capita Asset Services. This service employs a sophisticated

modeling approach with credit ratings from the three main credit rating agencies - Fitch, Moody's and Standard and Poor's. The credit ratings of counterparties are supplemented with the following overlays:

- credit watches and credit outlooks from credit rating agencies
- CDS spreads to give early warning of likely changes in credit ratings
- sovereign ratings to select counterparties from only the most creditworthy countries

70. This approach combines credit ratings, credit watches, credit outlooks in a weighted scoring system which is then combined with an overlay of CDS (Credit Default Swap) spreads for which the end product is a series of colour code bands, which indicate the relative creditworthiness of counterparties. These colour codes are also used by the Council to determine the duration for investments. The Council will therefore use counterparties within the following durational bands:

- Yellow 60 months
- Purple 24 months
- Blue 12 months (only applies to nationalised or part nationalised UK Banks)
- Orange 12 months
- Red 6 months
- Green 100 days
- No colour not to be used

**This category is for UK Government debt or its equivalent (government backed securities) and AAA rated funds*

71. The Capita Asset Services creditworthiness model uses a wider array of information than just primary ratings and by using a risk weighted scoring system, does not give undue preponderance to just one agency's ratings.

72. Typically the minimum credit ratings criteria the Council use will be a short term rating (Fitch or equivalents) of Short Term rating F1, Long Term rating A-, Viability ratings of A-, and a Support rating of 1. There may be occasions when the

counterparty ratings from one rating agency are marginally lower than these ratings but may still be used. In these instances consideration will be given to the whole range of ratings available, or other topical market information, to support their use.

73. All credit ratings will be monitored on an ongoing basis as information is provided weekly basis and adhoc. The Council is alerted to changes to ratings of all three agencies through its use of the Capita's creditworthiness service:

- If a downgrade results in the counterparty/investment scheme no longer meeting the Council's minimum criteria, its further use as a new investment will be withdrawn immediately.
- In addition to the use of Credit Ratings the Council will be advised of information in movements in Credit Default Swap against the iTraxx benchmark and other market data on a weekly basis. Extreme market movements may result in downgrade of an institution or removal from the Councils lending list.

74. Although sole reliance is not be placed on the use of this external service as the Council uses market data and market information, information on government support for banks and the credit ratings of that supporting government, the suitability of counterpatys is based heavily on Capitas advice.

75. The Council has determined that it will only use approved counterparties from countries with a minimum sovereign credit rating of AA- from Fitch Ratings (or equivalent from other agencies if Fitch does not provide). The list of countries that qualify using this credit criteria as at the date of this report are shown in Annex C. This list will be added to or deducted from by officers should ratings change in accordance with this policy.

Investment Strategy

76. Investments will be made with reference to the core balance and cash flow requirements and the outlook for short-term interest rates (i.e. rates for investments up to 12 months). The Council uses matrices (determined by the maximum cash

balance in a given year) that stipulate both time and financial limits in order to spread counterparty (credit) risk when investing money with approved counterparties. The matrix is based on the projected average balance for the year. Therefore for 2015/16 the average balance is forecast to be between a low point of £25m and £85m, the matrix stipulates use of level 6 (maximum cash balance of between £50m - £60m, note this is the highest matrix Treasury officers feel is prudent to use) that results in a limit of £10m for counterparties with a durational band of 100 days and £15m for counterparties with a durational band of longer than 100 days.

77. Bank Rate is forecast to remain unchanged at 0.5% before starting to rise from December 2015. Bank rate forecasts for financial year ends (March) are:

2014/15	0.50%
2015/16	0.75%
2016/17	1.25%
2017/18	2.00%

78. For its cash flow generated balances, the Council will seek to utilise a combination of business reserve accounts (call accounts), short notice accounts, short dated fixed term deposits and money market funds. In addition, the Council will look for investment opportunities in longer dated term deals with specific counterparties that offer enhanced rates for Local Authority investment. All investment will be undertaken in accordance with the creditworthiness policy set out above.

79. The suggested budgeted investment earnings rates for returns on investments placed for periods up to three months during each financial year for the next four years are as follows:

2015/16	0.60%
2016/17	1.25%
2017/18	1.75%
2018/19	2.25%

80. Therefore for 2014/15, the Council has budgeted for an investment return target of 0.60% on investments placed during

the financial year and uses the 7 day LIBID rate as a benchmark for the rate of return on investment.

81. **Prudential Indicator 9** - total principal investment funds invested for greater than 364 days. This limit is set with regards to the Council's liquidity requirements and are based on the availability of funds after each year-end. A maximum principal sum to be invested for greater than 364 days is £15m.
82. At the end of the financial year, the Council will report on its investment activity as part of its Annual Treasury Report. It should be noted that the Investment policy, creditworthiness policy and investment strategy are applicable to the Council's overall surplus funds and are also pertinent to the HRA.

Policy on the use of external service providers

83. The Council uses Capita Asset Services as its external treasury management advisors.
84. The Council recognises that responsibility for treasury management decisions remains with the organisation at all times and will ensure that undue reliance is not placed upon our external service providers.
85. It also recognises that there is value in employing external providers of treasury management services in order to acquire access to specialist skills and resources. The Council will ensure that the terms of their appointment and the methods by which their value will be assessed are properly agreed and documented, and subjected to regular review.

Scheme of Delegation and the Role of the Section 151 Officer

86. Those charged with governance are responsible for the treasury management activities and are clearly defined within the organisation. Attached at Annex D are the Treasury Management Scheme of Delegation and also the Treasury Management role of the section 151 officer (Director of Customer & Business Support Services).

Consultation and Options

87. The treasury management function of any business is a highly technical area, where decisions are often taken at very short notice in reaction to the financial markets. Therefore, to enable effective treasury management, all operational decisions are delegated by the Council to the Director of Customer & Business Support Services, who operates within the framework set out in this strategy and through the Treasury Management Policies and Practices. In order to inform sound treasury management operations the Council works with its Treasury Management advisers, Capita Asset Services. Capita Asset Services offers the Council a comprehensive information and advisory service that facilitates the Council in maximising its investment returns and minimise the costs of its debts.
88. Treasury Management strategy and activity is influenced by the capital investment and revenue spending decisions made by the Council. Both the revenue and capital budgets have been through a corporate process of consultation and consideration by the elected politicians. The revenue budget and capital budget proposals are included within this agenda.
89. At a strategic level, there are a number of treasury management options available that depend on the Council's stance on interest rate movements. The report sets out the Council's stance and recommends the setting of key trigger points for borrowing and investing over the forthcoming financial year.

Council Plan

90. The Treasury Management Strategy Statement and Prudential Indicators are aimed at ensuring the Council maximises its return on investments and minimises the cost of its debts whilst operating in a financial environment that safeguards the Council's funds. This will allow more resources to be freed up to invest in the Council's priorities, values and imperatives, as set out in the Council's Plan.

Implications

Financial

91. The revenue implications of the treasury strategy are set out in the Revenue Budget report also on this agenda. The capital implications that drive the CFR are set out in the Capital Programme Budget report.

Human Resources (HR)

92. There are no HR implications as a result of this report

Equalities

93. There are no equalities implications as a result of this report

Legal Implications

94. Treasury Management activities have to conform to the Local Government Act 2003, the Local Authorities (Capital; Finance and Accounting) (England) Regulations 2003 (SI 2003/3146), which specifies that the Council is required to have regard to the CIPFA Prudential Code and the CIPFA Treasury Management Code of Practice and also the Local Authorities (Capital Finance and Accounting) (England) (Amendment) Regulations 2008 (SI 2008/414), which clarifies the requirements of the Minimum Revenue Provision guidance.

Crime and Disorder

95. There are no crime and disorder implications as a result of this report

Information Technology (IT)

96. There are no information technology implications as a result of this report

Property

97. There are no property implications as a result of this report

Risk Management

98. The treasury management function is a high-risk area because of the volume and level of large money transactions. As a result of this the Local Government Act 2003 (as amended), supporting regulations, the CIPFA Prudential Code and the

CIPFA Treasury Management in the Public Services Code of Practice (the code) are all adhered to as required.

Author of the report:	Cabinet Member & Chief Officer Responsible for the report:		
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	Report Approved		Date 29/01/15
Wards Affected: Not Applicable			
For further information please contact the author of the report			

Specialist Implications:
Legal – Author of the report
Property – Not Applicable
Information Technology – Not Applicable

For further information please contact the author of the report

Background Papers

Capital Strategy 2015/16 to 2019/20 report + annexes.

Annexes

Annex A – Interest Rate Forecast

Annex B – Specified and Non-Specified Investments categories
Schedule

Annex C – Approved countries for investments

Annex D – Scheme of Delegation and the Role of the Section 151
Officer

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Annex A - Interest Rate Forecast 2014-2017

Capita Asset Services Interest Rate View													
	Mar-15	Jun-15	Sep-15	Dec-15	Mar-16	Jun-16	Sep-16	Dec-16	Mar-17	Jun-17	Sep-17	Dec-17	Mar-18
Bank Rate View	0.50%	0.50%	0.50%	0.75%	0.75%	1.00%	1.00%	1.25%	1.25%	1.50%	1.75%	1.75%	2.00%
3 Month LIBID	0.50%	0.50%	0.60%	0.80%	0.90%	1.10%	1.10%	1.30%	1.40%	1.50%	1.80%	1.90%	2.10%
6 Month LIBID	0.70%	0.70%	0.80%	1.00%	1.10%	1.20%	1.30%	1.50%	1.60%	1.70%	2.00%	2.10%	2.30%
12 Month LIBID	0.90%	1.00%	1.10%	1.30%	1.40%	1.50%	1.60%	1.80%	1.90%	2.00%	2.30%	2.40%	2.60%
5yrPW IB Rate	2.20%	2.20%	2.30%	2.50%	2.60%	2.80%	2.90%	3.00%	3.20%	3.30%	3.40%	3.50%	3.60%
10yrPW IB Rate	2.80%	2.80%	3.00%	3.20%	3.30%	3.50%	3.60%	3.70%	3.80%	3.90%	4.00%	4.10%	4.20%
25yrPW IB Rate	3.40%	3.50%	3.70%	3.80%	4.00%	4.20%	4.30%	4.40%	4.50%	4.60%	4.70%	4.70%	4.80%
50yrPW IB Rate	3.40%	3.50%	3.70%	3.80%	4.00%	4.20%	4.30%	4.40%	4.50%	4.60%	4.70%	4.70%	4.80%
Bank Rate													
Capita Asset Services	0.50%	0.50%	0.50%	0.75%	0.75%	1.00%	1.00%	1.25%	1.25%	1.50%	1.75%	1.75%	2.00%
Capital Economics	0.50%	0.50%	0.75%	0.75%	1.00%	1.00%	1.25%	1.25%	-	-	-	-	-
5yrPW IB Rate													
Capita Asset Services	2.20%	2.20%	2.30%	2.50%	2.60%	2.80%	2.90%	3.00%	3.20%	3.30%	3.40%	3.50%	3.60%
Capital Economics	2.20%	2.50%	2.70%	3.00%	3.10%	3.20%	3.30%	3.40%	-	-	-	-	-
10yrPW IB Rate													
Capita Asset Services	2.80%	2.80%	3.00%	3.20%	3.30%	3.50%	3.60%	3.70%	3.80%	3.90%	4.00%	4.10%	4.20%
Capital Economics	2.80%	3.05%	3.30%	3.55%	3.60%	3.65%	3.70%	3.80%	-	-	-	-	-
25yrPW IB Rate													
Capita Asset Services	3.40%	3.50%	3.70%	3.80%	4.00%	4.20%	4.30%	4.40%	4.50%	4.60%	4.70%	4.70%	4.80%
Capital Economics	3.25%	3.45%	3.65%	3.85%	3.95%	4.05%	4.15%	4.25%	-	-	-	-	-
50yrPW IB Rate													
Capita Asset Services	3.40%	3.50%	3.70%	3.80%	4.00%	4.20%	4.30%	4.40%	4.50%	4.60%	4.70%	4.70%	4.80%
Capital Economics	3.30%	3.50%	3.70%	3.90%	4.00%	4.10%	4.20%	4.30%	-	-	-	-	-

Please note – The current PWLB rates and forecast shown above have taken into account the 20 basis point certainty rate reduction effective as of the 1st November 2012

Specified and Non-Specified Investments Categories

A variety of specified and non-specified investment instruments will be used to place the Council's surplus funds. These investment instruments are, subject to the credit quality of the institution. The criteria, time limits and monetary limits applying to institutions or investment vehicles are list in the tables below.

Accounting treatment of investments. The accounting treatment may differ from the underlying cash transactions arising from investment decisions made by this Council. To ensure that the Council is protected from any adverse revenue impact, which may arise from these differences, treasury officers will review the accounting implications of new transactions before they are undertaken.

Specified Investments:

All such investments will be sterling denominated, with maturities up to maximum of 1 year, meeting the minimum 'high' rating criteria where applicable.

Institution / Counterparty	Minimum 'High' Credit Criteria	Use
Debt Management Agency Deposit Facility	UK Sovereign rating	In-house
Term deposits – Local Authorities	UK Sovereign rating	In-house
Term deposits – banks and building societies	Coded: Orange on Capitas Matrix. Fitch's rating: Short-term F1+, Long-term AA-, Individual B, Support 2 Or equivalent rating from Standard & Poors and Moody's	In-house
UK Part nationalised banks	Coded: Blue on Capitas Matrix. Fitch's rating: Short-term F1+, Long-term AA-, Individual B, Support 2 Or equivalent rating from Standard & Poors and Moody's	In-house and Fund Mangers
Banks part nationalised by high credit rated (sovereign rating) countries – non UK	Coded: Blue on Capitas Matrix. Fitch's rating: Short-term F1+, Long-	In-house and Fund Mangers

	term AA-, Individual B, Support 2 Or equivalent rating from Standard & Poors and Moody's	
Collateralised deposit	Coded: Orange on Capitas Matrix / UK Sovereign rating	In-house and Fund Mangers
Certificates of deposits issued by banks and building societies covered by UK Government guarantee	Coded: Orange on Capitas Matrix / UK Sovereign rating	In-house and Fund Mangers
Certificates of deposits issued by banks and building societies	F Coded: Orange on Capitas Matrix / Fitch's rating: UK sovereign rating or Short-term F1+, Long-term AA-, Individual B, Support 2 or equivalent rating from Standard & Poors and Moodys	In-house and Fund Mangers
UK Government Gilts	Coded: Orange on Capitas Matrix / UK Sovereign rating	In-house buy and hold and Fund Mangers
Bonds issued by multilateral development banks	Coded: Orange on Capitas Matrix / Long term AAA	In-house buy and hold and Fund Mangers
Bonds issued by a financial institution which is guaranteed by the UK government	Coded: Orange on Capitas Matrix / UK Sovereign rating	In-house buy and hold and Fund Mangers
Sovereign bond issues (other than the UK govt)	Coded: Orange on Capitas Matrix / Sovereign rating	In-house buy and hold and Fund Mangers
Treasury Bills	Coded: Orange on Capitas Matrix / UK Sovereign rating	Fund Mangers
Collective Investment Schemes structured as Open Ended Investment Companies (OEICs): -		
1. Government Liquidity Funds	Short-term F1, Long-term AAA	In-house and Fund Mangers
2. Money Market Funds	Short-term F1, Long-term AAA	In-house and Fund Mangers
.3. Enhanced cash funds	Short-term F1, Long-term AAA	In-house and Fund Mangers
4. Bond Funds	Long-term AAA	In-house and Fund Mangers
5. Gilt Funds	Long-term AAA	In-house and Fund Mangers
6. Property Funds	Long-term AAA	In-house and Fund Mangers
UK Nationalised Banks	UK sovereign rating	In-house and Fund Mangers
UK Part nationalised Banks	UK sovereign rating	In-house and Fund

NON-SPECIFIED INVESTMENTS:

A maximum of 100% can be held in aggregate in non-specified investment

1. Maturities of ANY period

Institution / Counterparty	Minimum Credit Criteria	Use	Max % of total investments	Max. maturity period
Term deposits – banks and building societies	Coded: red (6mths) and green (3mths) on Capitas Matrix. Fitch's rating: Short-term F1, Long-term A-, Or equivalent rating from Standard & Poors and Moody's	In-house	100%	3-6 Months
Fixed term deposits with variable rate and variable maturities: -Structured deposits	Coded: orange (1yr) red (6mths) and green (3mths) on Capitas Matrix. Fitch's rating: Short-term F1, Long-term A-, Or equivalent rating from Standard & Poors and Moody's	In-house	40%	1 Year
Certificates of deposits issued by banks and building societies NOT covered by UK Government guarantee	Coded: orange (1yr) red (6mths) and green (3mths) on Capitas Matrix. Fitch's rating: Short-term F1, Long-term A-, Or equivalent rating from Standard & Poors and Moody's	In-house buy and hold and Fund Managers	30%	1 Year
Commercial paper issuance covered by a specific UK Government guarantee and issued by banks covered by the UK bank support package	UK Sovereign rating	In-house and Fund Managers	30%	1 Year
Commercial paper other	Coded: orange (1yr) red (6mths) and green (3mths) on Capitas Matrix. Fitch's rating: Short-term F1, Long-term A-, Or equivalent rating from Standard &	In-house	30%	1 Year

	Poors and Moody's			
Corporate Bonds	Coded: orange (1yr) red (6mths) and green (3mths) on Capitas Matrix. Fitch's rating: Short-term F1, Long-term A-, Or equivalent rating from Standard & Poors and Moody's	In-house and Fund Managers	30%	1 Year
Other debt issuance by UK banks covered by UK Government guarantee	UK Government explicit guarantee	In-house and Fund Managers	30%	
Floating Rate Notes: the use of these investments would constitute capital expenditure unless they are issued by a multi lateral development bank	Long-term AAA	Fund Managers	N/A – Capital Expenditure	N/A – Capital Expenditure
Property fund: the use of these investments would constitute capital expenditure	--	Fund Managers	N/A – Capital Expenditure	N/A – Capital Expenditure
Local Authority mortgage guarantee scheme	Coded: orange (1yr) red (6mths) and green (3mths) on Capitas Matrix. Fitch's rating: Short-term F1, Long-term A-, Or equivalent rating from Standard & Poors and Moody's	In-house		

2. Maturities in excess of 1 year

Term deposits – local authorities	--	In-house	10%	> 1 year
Term deposits – banks and building societies	Coded: Purple(2yrs) or Yellow (5yrs) on Capitas Matrix. Fitch's rating: Short-term F1+, Long-term AA-, Support 2 Or equivalent rating from Standard & Poors and Moody's	In-house	10%	> 1 year
Certificates of deposits issued by banks and building societies covered by UK Government guarantee	UK Sovereign	In house and Fund Managers	10%	> 1 year
Certificates of deposits issued by banks and building societies covered by	UK Sovereign	In house and Fund Managers	10%	> 1 year

the UK government banking support package				
Certificates of deposits issued by banks and building societies NOT covered by the UK government banking support package	Coded: Purple(2yrs) or Yellow (5yrs) on Capitas Matrix / Short-term F1+, Long-term AA-, Support 2	In house and Fund Managers	10%	> 1 year
UK Government Gilts	UK Sovereign rating	In-house and Fund Managers	10%	> 1 year
Bonds issued by multilateral development banks	Long term AAA	In-house and Fund Managers	10%	> 1 year
Sovereign bond issues (i.e. other than the UK govt)	Long term AAA	In-house and Fund Managers	10%	> 1 year
Collective Investment Schemes structure as open Ended Investment Companies (OEICs)				
1. Bond Funds	Long-term AAA	In-house and Fund Managers		
2. Gilt Funds	Long-term AAA	In-house and Fund Managers		

Approved countries for investments

AAA

- Australia
- Canada
- Denmark
- Germany
- Luxembourg
- Norway
- Singapore
- Sweden
- Switzerland

AA+

- Finland
- Hong Kong
- Netherlands
- U.K.
- U.S.A.

AA

- Abu Dhabi (UAE)
- France
- Qatar

AA-

- Belgium
- Saudi Arabia

Treasury Management Scheme of Delegation

(i) Cabinet / Full Council

- receiving and reviewing reports on treasury management policies, practices and activities
- approval of annual strategy and annual outturn

(ii) Cabinet

- approval of/amendments to the organisation's adopted clauses, treasury management policy statement and treasury management practices
- budget consideration and approval
- approval of the division of responsibilities

(iii) Audit & Governance Committee

- receiving and scrutinising reports on treasury management policies, practices and activities
- scrutinising the annual strategy, annual outturn and mid year review.

(iv) Director of Customer and Business Support (Section 151 Officer)

- reviewing the treasury management policy and procedures and making recommendations to the responsible body.
- all operational decisions are delegated by the Council to the Director of Customer & Business Support Services, who operates within the framework set out in this strategy and through the Treasury Management Policies and Practices
- Approving the selection of external service providers and agreeing terms of contract in accordance with the delegations in financial regulations.

The Treasury Management Role of the Section 151 Officer

- recommending clauses, treasury management policy/practices for approval, reviewing the same regularly, and monitoring compliance
- all operational decisions delegated by the Council to the Director of Customer & Business Support Services (S151 Officer), who operates within the framework set out in this

strategy and through the treasury management policies and practices

- submitting regular treasury management policy reports
- submitting budgets and budget variations
- receiving and reviewing management information reports
- reviewing the performance of the treasury management function
- ensuring the adequacy of treasury management resources and skills, and the effective division of responsibilities within the treasury management function
- ensuring the adequacy of internal audit, and liaising with external audit
- recommending the appointment of external service providers.

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Cabinet**10 February 2015**

Report of the Director of Customer and Business Support Services
(Portfolio of the Leader of the Council)

FINANCIAL STRATEGY 2015 - 2020**Summary**

1. This report presents the financial strategy 2015-2020, including detailed revenue budget proposals for 2015/16, and asks Members to recommend to Council approval of the proposals. Following on from consultation with taxpayers, business and interest groups, the financial strategy delivers a balanced budget for 2015/16 with savings proposals totalling £11.9m equivalent to 9.5% of the net budget. There are separate reports on the agenda covering the capital budget and the treasury management strategy.
2. Key issues included in the proposals are as follows;
 - A proposed Council Tax freeze in 2015/16. A Council Tax Freeze grant is available which provides funding equivalent to a 1% increase on the notional taxbase.
 - Revenue savings of £11.855m in 2015/16 comprising;
 - i. £2.984m of service prioritisation reductions
 - ii. £4.450m of reductions delivered by the Rewiring Public Services programme
 - iii. £3.271m of efficiency savings.
 - iv. £1.150m of corporate savings
 - A reduced Settlement Funding Assessment (SFA) of £7.3m and total estimated specific grant losses of £1.1m in 2015/16
 - Ensuring a financially prudent budget by addressing known budget pressures, including likely pay awards and inflationary pressures

- Growth of £1.2m in adult social care for 2014/15, following on from investment of £5m over the previous 2 years, to ensure continued priority investment in services to vulnerable people
- Growth of £250k in Children's Services and £400k in Car Parking Income to address current budget pressures
- Growth of £200k to fund a reactive service for Street Services to deal with fly-tipping, graffiti, litter and weeds
- Growth of £100k for Financial Inclusion
- Growth of £50k to maintain and enhance transparency in relation to webcasting meetings and information on the website
- Additional £50k funding business rate discounts to support economic growth, following on from the £50k approved in 2014/15
- £500k of funding to support the Councils involvement in the West Yorkshire Plus Fund
- One off investment of over £2m funded from the New Homes Bonus Grant, the details of which are set out in the report
- A net revenue budget of £119.6m, which will be funded by:
 - i. Council tax income of £72.7m
 - ii. Government grant of £21.0m
 - iii. Retained Business Rates of £24.1m
 - iv. One off income of £1.8m
- Alongside these proposals, elsewhere on the agenda the Capital Strategy Report details significant capital investment in Highways, ICT and Housing.

Recommendations

3. Members are asked to approve the average rent increase for 2015/16, as shown in table 18 and paragraphs 118 to 119, as 2.2%. This rent increase will be applied across council dwellings, hostels and Gypsy, Roma and Traveller Community sites.

Reason: To ensure the ongoing financial stability of the HRA and allow work on improving the quality of the council's affordable housing to continue.

4. Members are asked to consider the appropriate levels of council tax that they wish to see levied by the City of York Council for 2015/16. In doing so they should pay due regard to factors such as;
 - Expenditure pressures facing the council as set out in the report
 - Impacts of savings proposals set out in annexes 3a to 3d
 - Medium term financial factors facing the council as outlined in the report
 - Projected levels of reserves as set out in the report
 - Statutory advice from the Director of CBSS
5. In light of the considerations outlined in the paragraph above, members are asked to recommend to Council approval of the budget proposals as outlined in this report. In particular;
 - The net revenue expenditure requirement of £119.598m
 - A Council Tax requirement of £72.736m
 - The revenue growth proposals as outlined in the body of the report
 - The revenue savings proposals as outlined in Annex 3a to 3d
 - The fees and charges proposals as outlined in Annex 5
 - The Housing Revenue Account budget set out in Annex 6
 - The dedicated schools grant proposals outlined in paragraphs 120 to 128

Reason: To ensure a legally balanced budget is set

6. The effect of approving the income and expenditure proposals included in the recommendations would result in no increase in the City of York element of the council tax. It is intended that the total council tax increase including the parish, Police and Fire Authority precepts, will be agreed at the full council meeting on 26th February 2015.

Background

National Context and Funding Issues

7. York has the 14th lowest band D council tax, the 3rd lowest spend per head of population of any unitary council in England and the 8th lowest government funding per head in the country.
8. All aspects of the public sector are continuing to face challenging times in the light of the Government's commitment to reduce the national deficit as first outlined in the Comprehensive Spending Review (CSR) published in October 2010. As a result, in recent years the Council has had to deal with very large reductions in funding, combined with a range of significant pressures.
9. To provide some context to this, set out in annex 10 are a number of tables which show the actual and forecast levels of savings delivered by the Council and the movements in grant funding. In summary, the Council:
 - has made £16.4m of savings over the period 2007/08 to 2009/10.
 - has made a further £73.4m of savings covering the period 2010/11 to 2015/16.
 - and has therefore made a total of £89.8m of savings over the 9 years covering 2007/08 to 2015/16.
 - has since the 2010 CSR (2011/12-2015/16) experienced government grant reductions of some £36.9m, or 45%. At the time of writing, the consumer prices index has increased by 8.4% since April 2011.
10. Almost £90m in savings represents a massive shift in spending and priorities, evidenced by investment in excess of £17.2m in Adult Social Care over the same period. In light of the longer term funding outlook, and referencing evidence bases such as the Barnet 'Graph of Doom' presented in earlier reports, it is expected adult care costs could account for over 50% of the council's net budget by 2019/20.
11. The provisional Local Government Finance settlement for 2015/16 was announced on 18th December 2014. The Settlement Funding Assessment (SFA), comprises Revenue Support Grant (RSG) and a business rates baseline.

12. The provisional SFA for 2015/16 is £45.1m. This corresponds to a loss of £7.3m or 14%, compared to the funding received in 2014/15. Whilst no details were announced for any financial settlements beyond 2015/16, the clear indications are that central government support to local authorities will continue to be reduced in coming years.
13. The figures announced for York were broadly in line with the forecasts made within the council's financial strategy.
14. This report presents a budget that is fully balanced.
15. Building on the assumptions outlined in the report to Cabinet in February 2014 the savings requirement set out in this report totals £11.9m in 2015/16.
16. In relation to council tax, the proposals in this report are predicated on a council tax freeze in 2015/16.
17. The Council Tax Freeze grant provides funding equivalent to a 1% increase on a notional taxbase that excludes the cost of discounts related to council tax support. Calculations show this to equal £787k which is closer to 1.1% on the taxbase used for council tax setting purposes.
18. DCLG have stated that funding for 2015/16 freeze grant will be built into the spending review baseline. This gives as much certainty as possible at this stage that the extra funding for freezing council tax will remain available.

Local issues and challenges

19. Locally demand for council services continues to increase, with an ageing population and increased complex needs in respect of elderly care. There are also potential risks associated to welfare reform, in particular in relation to council tax support, which is now funded locally. Rising costs such as landfill tax and inflation are driving costs up, and the current economic climate continues to put pressure on many of the council's income budgets. In shaping the budget these issues have been carefully considered to ensure we set a budget that is both prudent and protects vulnerable people. Ensuring that there is the capacity to invest has been a critical part of the budget deliberations.

Financial Overview and Medium Term Financial Forecast (MTFF)

20. The council will have to deliver savings of £11.9m in 2015/16. The savings target has reduced from £12.7m since February 2014 and this is explained in further detail later in the report.
21. The third finance and performance monitoring report elsewhere on this agenda identifies that whilst there are currently a number of pressures in 2014/15, it is expected that the council will outturn within the approved budget by the end of the financial year.
22. Against this developing background, work has been ongoing for many months to develop the budget, and to identify savings to meet the £11.9m target. During this process, proposals for 2015/16 that were identified this time last year have been assessed and various assumptions have continued to be refined. Proper assessment has taken place in terms of the need to invest additional funds in some areas, to be clear about unavoidable costs and to create a budget that recognises the need to be both prudent and create capacity to deliver. These issues are covered further in this report.

Principles that have shaped the budget

23. At a time of significant reductions in grants and rising demand it is absolutely essential to set a prudent, stable and achievable budget. The council has set a budget which will enable longer term investments and savings to be developed and implemented, providing a stable, sustainable financial basis for the delivery of services to customers.
24. In response to a momentous shift in expenditure and major reductions in government funding, the council is taking steps to enable itself, residents and communities to work together as equal partners to meet their future needs and priorities.
25. In terms of the Financial Strategy, the council recognised two key actions that would better equip ourselves to meet future challenges:
 - i) There should be better alignment of budgets with council priorities by shifting emphasis from broad reductions across all areas of spend.
 - ii) Increased demand alongside a reducing funding base necessitates a more transformational approach.

26. Therefore the budget strategy for 2015/16 set out plans for a three strand process comprising:
- i) Council Wide Efficiency: general reductions across all areas aimed at continual cost reductions, increased income, and with a focus on avoiding front line reductions.
 - ii) Prioritisation: expenditure reductions based upon the overall assessment of the service relative to the council's key priorities, and the changing nature of service delivery. This recognises that in many areas service provision will have to reduce significantly, in light of the financial challenges facing the council.
 - iii) Rewiring Public Services: to ensure that priority services are fit for the future and meet the current and future needs of residents. The focus will be on delivery of services in a fundamentally different way.
27. The councils' Rewiring Public Services Programme has been working with residents to identify the services that matter most to them and to understand their priorities for spending the council budgets. Officers have spent time at shopping centres and supermarkets to speak to residents about the council's budget and the choices being made. They have also spent time on the bus network capturing people's views.
28. The key messages from the events were that the council:
- i) should concentrate on its statutory duties,
 - ii) needs to deliver an appropriate level of service that balances the residents needs with the available budget.,
 - iii) needs to be mindful about how it demonstrates value for money particularly with regard to large projects.
29. Residents recognise that the council has saved a considerable amount over the last five years and is reaching the point when not everything can be funded. As more difficult decisions are made it is crucial that budgets are used to meet core priorities that residents have.
30. The events also highlighted that services related to street cleansing, anti social behaviour, health, social care and education and skills were of the highest priority.
31. These views have been used to help shape the prioritisation strand of the 2015/16 proposals, and more details on all of the consultation events can be found in annex 8.

32. In terms of investment, the council spends a significant amount of its budget on protecting vulnerable people through its social care services. In 2014/15, the gross cost of adult care was £69.7m compared to total council tax income of £71.8m. This budget proposes specific additional growth in adult social care of £1.2m in 2015/16.
33. We have placed vulnerable people at the heart of our thinking in considering what savings can be made and that is why these care services will not be subjected to prioritised reductions in 2015/16. This does not mean that there will be no impact – such significant budget reductions will inevitably affect all services and all residents to some extent. However, we have taken long term approaches to the development of future services that will ensure we can still respond to the needs of the most vulnerable members of our communities now and in future. We are already focussing on prevention and early intervention to prevent escalation of needs and costs for adults and children.
34. In these challenging times, protecting the needs of the most vulnerable people in York requires us to make difficult decisions and balance a range of competing needs.
35. In recent years the council has significantly reduced its senior management, and transformed its core back office functions. These have saved some £12m. Further savings will be made in coming years, but the scale of reductions are such that the majority of savings have to fall in other areas.
36. Alongside the revenue budget, set out in the separate capital strategy report are proposals for further major investment in a variety of schemes. These continue the councils approach to prioritise investment in the economy, housing, transport, and to invest to save. In addition, the council is making a significant investment in ICT, recognising that the need for high quality technology will be crucial to delivering services in the most effective manner in the future, particularly in relation to Adult/Children's Services and Customer Services.

Budget analysis

37. The budget setting process has taken into account the following issues, (which are considered in more detail in following paragraphs);
 - i. Consideration of the 2014/15 position.
 - ii. A review of the original 2015/16 assumptions set out in the report to Cabinet in February 2014.

- iii. Consideration of unavoidable cost increases, priority areas, how to create the capacity in priority areas and creating the capacity to allow for service improvement and innovation.
- iv. Consideration of reductions in grant funding.
- v. Ensuring that the budget is robust and prudent and is based upon the strategic financial advice of the Director of CBSS as s151 officer.
- vi. Ensuring there is a strong link between the capital and revenue budgets and that the delivery of priorities fully considers the two budgets hand in hand.

2014/15 position

- 38. As outlined earlier in the report, and in a separate report elsewhere on this agenda, the latest finance and performance report identifies a range of budget pressures with the expectation that these will be contained within the approved budget by the end of the financial year.
- 39. The most significant pressures in 2014/15 have occurred due to increasing service demand for independent residential & nursing care and direct payments along with pressures on budgets related to children under the care of the council. A detailed analysis of these pressures has been conducted and additional resources have been allocated (as set out below) for areas where it was considered essential to invest.
- 40. As detailed in paragraph 51 specific growth is included in 2015/16 to deal with the ongoing pressures.

Review of 2015/16 assumptions

- 41. The outline 2015/16 budget was set out in the report to Cabinet in February 2014. These assumptions have been reviewed and updated to reflect the latest information, overall funding position and progress of savings delivery. As a result of this review growth proposals and all savings have been assessed. Some savings proposals previously included in last years two year budget for 2015/16 have been removed and replaced by alternative proposals based on refreshed priorities. Members are reminded that this is consistent with the approach used in previous budgets.
- 42. The savings removed from the 2015/16 budget proposals, totalling £2,859k, are listed in annex 2a.

43. Annex 2b lists the new proposals that replace those removed in annex 2a. The replacement proposals total £909k.
44. The difference of £1,950k between removed and replacement savings proposals relate to a £1.7m delay on delivery of Adult Social Care savings, the removal of £200k subsidised bus reductions and a further £50k removal of a replacement saving relating to subsidised bus reductions, as described below.
45. In the February 2014 budget report, a £3m saving relating to Adult Social Care was assumed. Work is underway to deliver these savings, but only £1.3m will be achievable in the 2015/16 timeframe. The remaining £1.7m will be delivered in 2016/17. Therefore, in 2015/16 one off funding is required, further details of which are provided in Paragraph 66.
46. It was agreed at 6th January 2015 Cabinet to remove the £200k saving proposal for the reduction of bus subsidies. In addition a further £50k replacement proposing to further increase the bus subsidy reduction was removed as a result of that decision.

Full year effects of previous council decisions

47. **Waste Scheme** - £750k is the final additional provision required to create the budget capacity to fund the council's commitment to the Waste Scheme (Allerton Park). The council agreed to proceed to financial close in October 2014 and the facility is programmed to be operational in 2017/18.

Unavoidable cost increases, priority areas and creating capacity

48. The following paragraphs set out the areas where additional investment is being made;
49. Pay and pensions costs - **£1,700k** is included for pay costs in 2015/16. An assumption of 1% had been made for a pay award in 2014/15. Therefore an additional 1.2% is required in 2015/16, which reflects the 2.2% national pay award. Capacity is also created to provide recurring funding for the Living Wage for permanent and casual employees. A further **£650k** in 2015/16 is included to cover increased pension costs following the most recent triennial valuation of the pension fund.
50. Treasury management and capital costs - **£890k** in 2015/16 which includes the revenue costs of the current approved capital programme, plus any implications from the separate capital budget report elsewhere on the agenda.

51. As highlighted earlier in this report, **existing areas of service delivery** have also been assessed and areas identified where there is a need for additional investment to deliver council priorities, to ensure budgets are prudent and to protect vulnerable people. The specific allocations are as follows;

- Contractual price increases **£800k** – set aside for unavoidable contractual price increases in 2015/16, such as energy costs, Concessionary Fares and Adult Social Care.
- Commercial waste income **£100k** – in addition to investment of £200k over the previous 2 years, whilst the commercial waste service makes a significant surplus to the council, it does not meet its budgeted level. This is largely due to an increasingly competitive market place compared to historic income levels. It is necessary therefore to reduce the level of budgeted income further in 2015/16.
- Business Rates discounts **£50k** – to provide funding in 2015/16, in addition to £50k provided in 2014/15 (financed from business rates growth) for creating a business rates discount fund, which will be used to support economic growth. Further details were set out in the report considered by Cabinet on 7th January 2014.
- Strategic Transport Fund **£500k** – investment in 2015/16 for the West Yorkshire Plus fund. The details of the fund were reported to Cabinet in May 2013 and the council's contribution for the fund in 2015/16 is anticipated to be between £450k and £500k. The first year's contribution to the fund was financed by Economic Infrastructure Fund and this investment will allow for the contribution to be included in the council's base budget.
- Street Services **£200k** - to fund a reactive service for Street Services to deal with fly-tipping, graffiti, litter and weeds.
- Financial Inclusion **£100k** – to provide additional funding to financial inclusion initiatives.
- Transparency **£50k** - to maintain and enhance webcasting of council meetings and to further develop transparency on the council's website.
- Adult social care **£1,200k** – following an investment of £5m over the previous 2 years, demand for services continues to grow as the elderly population increases and high complex needs are

experienced and so further investment is required for 2015/16. The service has implemented a range of cost control measures which seek to mitigate the increased costs, however an alternative model is required to ensure the service is fit for purpose in the coming years.

- Children's Services **£250k** – although significant work has been undertaken in this area to address budget pressures, the Looked After Children (LAC) budget requires investment to align budgets to actual spend.
- Parking Income **£400k** - The current income being achieved remains significantly below budget. Unless a significant adjustment is made in respect of charging, this position is considered likely to continue in the future.
- Theatre Royal Loss of Income **£23k** – Loss of income due to the sale of the Theatre Royal, as agreed in the 6th January 2015 Cabinet Report

One off Growth

52. In addition to the ongoing expenditure pressures set out above one off growth totalling £212k is required. This will be financed by one off funding which is covered later in the report in Paragraph 66.
53. Local Plan **£200k** - Work on the Local Plan will be ongoing in 2015/16 and therefore additional budget of £200k is required to support delivery.
54. Members Induction **£5k** –In May 2015 local elections are taking place and it is likely that a substantial number of newly elected Members will be returned. It is the Council's duty to provide appropriate training and support to its Elected Members. Annually, it provides a budget of up to £5k to do this, but, exceptionally, in election years more is required. It is proposed to allocate a one-off commitment of £5k in 2015/16 for the induction of newly elected and returning Members.
55. Sheriff's Event **£7k** –Every year Sheriffs and Former Sheriffs gather for a weekend convention as part of a long historical tradition, helping to maintain civic ties between cities. In 2016, it is York's turn to host. To showcase York to the visiting dignitaries and guests and provide appropriate hospitality, the Council is proposing to make a contribution of £7k towards the hospitality and supporting activities. Other cities hosting the weekend have similarly supported visiting Sheriffs in previous years.

Expenditure Pressures Summary

56. The expenditure pressures described above are set out in the following table;

Expenditure Changes	2015/16 £'000
Full year effects of previous council decisions	
- Waste Scheme	750
Unavoidable cost increases, priority areas and creating capacity	
- Pay Costs	1,700
- Increases in Pension Fund Costs	650
- Funding the Capital Programme	890
- Prices Contingency	800
- Commercial Waste	100
- Business Rates Discounts	50
- Strategic Transport Fund	500
- Street Services	200
- Financial Inclusion	100
- Transparency	50
14/15 Expenditure Pressures	
- Adult Social Care	1,200
- Children's services	250
- Parking Income	400
- Theatre Royal Loss of Income	23
One off Growth	
- Local Plan	200
- Members Induction	5
- Sheriffs	7
Total Expenditure Changes	7,875

Table 1 – Summary of expenditure pressures

Funding Changes

57. Table 2 shows the two main components that make up the council's net funding changes, that is, council tax and money provided by central

government in the form of SFA. SFA comprises RSG and a business rates baseline. The 2015/16 figures in Table 2 can be assumed to be final figures.

58. The first line of Table 2 shows the net £7.336m reduction in SFA that the council will receive from central government as part of its continued programme of Local Government funding cuts, and is inclusive of a 2% RPI uplift in the business rates baseline. The 2015/16 SFA figure includes funding for Local Welfare Provision which was previously received as a specific grant.
59. The second line of Table 2 shows the additional funding available via council tax in 2015/16. The table shows that an estimated £968k additional Council Tax will be collected in 2015/16 due to an increase in taxbase. The taxbase is calculated by the Director of CBSS each year and represents the total number of Band D equivalent properties in the city. In 2015/16, this has grown by approximately 831 properties due to a number of factors including new homes and changing patterns in the types of discounts taxpayers are able to apply for.
60. In summary, for 2015/16 the council has net reduced funding available of £6,368k compared to that received in 2014/15.

	2015/16
Funding Changes	£'000
- Net Reduction in SFA	7,336
- Net Change in Council Tax	-968
Net Funding Changes	6,368

Table 2 – Funding changes

Other Changes in Income

61. Table 3 summarises other changes in income. Council Tax Freeze grant provides funding equivalent to a 1% increase on a notional taxbase that excludes the cost of discounts related to council tax support. Calculations show this to equal £787k which is closer to 1.1% on the taxbase used for council tax setting purposes.
62. The second line of Table 3 shows the loss in specific grants. The most significant reduction in specific grants will be applied to the Education Services Grant which funds central services provided to schools, a reduction of £638k. This figure also includes a reduction of £376k Local Welfare Provision grant, which is now included in the SFA settlement in

2015/16. Benefits administration has also been affected. In total, these grants will be reduced by £1,111k in 2015/16.

63. The third line of Table 3 shows £800k retained income from the localisation of business rates, based on estimated growth in 2015/16. Members are reminded that of every pound of business rates growth, the council only keeps c.25.5p after shares have been paid to Central Government and the Leeds City Region business rates pool.

	2015/16
Other Income Changes	£'000
- Council Tax freeze grant	-787
- Losses in specific grant	1,111
- Business Rates Growth	-800
Net Changes in income	-476

Table 3 – Other Changes in Income

64. A further round of New Homes Bonus funding was announced in December 2014, totalling £626k per annum, the use of which is considered later in the report.

One off Investment (And Funding)

65. As described in Paragraph 45 the delay in delivery of the £1.7m Adult Social Care savings target has reduced the savings target in 2015/16. In addition one off growth is required totalling £212k, relating to delivery of the Local Plan, Members induction and Sherriff's event, as set out in Paragraphs 52 to 55.
66. One off investment of £1,912k is available to fund these pressures as summarised in Table 4 below.
67. There is a Collection Fund surplus from 2014/15 of £1.28m, relating to Council Tax. The council tax collection fund surplus for the full year 2014/15 is estimated on 15th January 2015, based on current year actual figures. The surplus is a result of an increase in taxbase, compared to estimates made last year. The Collection Fund surplus is only available as one off funding.
68. The balance of general fund reserves is covered later in the report. A reduction in reserves of £500k is available as one off funding, whilst maintaining reserve balances at a prudent level.

69. There is currently £409k unallocated 2014/15 New Homes Bonus. The remaining funding required of £132k is available from this source. Further details on New Homes Bonus and the use of unallocated funding are provided later in the report in Paragraph 81.

One off Investment	£'000
Pressures	
- Adult Social Care savings	1,700
- Local Plan delivery	200
- Other one off growth	12
Total One off pressures	1,912
Funded by:	
- Collection Fund Surplus	-1,280
- Reduction in Reserves	-500
Additional Income:	
- New Homes Bonus 14/15	-132
Total One off Funding	-1,912

Table 4 – One off Investment

Net Budget Composition

70. Taking into account funding changes summarised in Table 2 and One off funding available as included in Table 4, Table 5 below summarises the funding available from council tax, business rates, government funding and one off funding for 2015/16.

	2015/16 £'000
Council Tax	72,736
RSG	20,980
Business Rates Baseline	24,102
Total	117,818
One off funding:	
Collection Fund Surplus	1,280
Reduction in Reserves	500
Net Budget	119,598

Table 5 – Net budget composition for 2015/16

Savings and Income Generation

2015/16 Efficiency Proposals

71. Directorates have identified over £3.2m in efficiencies to contribute towards the 2015/16 savings target. These proposals, outlined in annex 3a, include increases in income, reductions in administration costs and removal of vacant posts. Table 6 summarises the efficiency savings to be delivered by each directorate.
72. The broad approach to efficiency in 2015/16 has been to set each directorate a target of 2%. However this has been revised in two particular cases to reflect the overall budget approach as follows;
- Customer and Business Support Services – reflecting that most of the services are not ones that are capable of significant disinvestment (i.e. they are required to support the effective running of the organisation) a higher efficiency target has been set out, reflecting general savings/income across all areas of the directorate.
 - Health and Wellbeing – a significantly reduced target has been proposed, reflecting the scale of transformational savings the directorate needs to deliver.

Savings	2015/16 £'000
- Children's Services, Education and Skills	-428
- City and Environmental Services	-497
- Communities and Neighbourhoods	-715
- Customer and Business Support Services	-1,109
- Health and Wellbeing	-465
- Office of the Chief Executive	-57
Total	-3,271

Table 6 –2015/16 Efficiency Proposals

Prioritisation

73. Prioritisation which will deliver over £2.9m of budget reductions in 2015/16. This strand of the budget strategy will seek to reduce budgets in areas of spend which do not match the council's priorities. These savings will not be easy and will lead to a reduction in employees in some cases. Narrative on the principles behind prioritisations and a summary of the proposals for this strand can be found in Annex 4. Annex

3b provided a breakdown by directorate and this is summarised below in Table 7.

Prioritisation Savings by directorate	2015/16 £'000
- Children's Services, Education and Skills	-69
- City and Environmental Services	-900
- Communities and Neighbourhoods	-1,096
- Customer and Business Support Services	-894
- Health and Wellbeing	0
- Office of the Chief Executive	-25
Total	-2,984

Table 7 – Prioritisation Reductions by Directorate

Rewiring Public Services

74. The Rewiring Public Services programme report will deliver £4.4m in savings in 2015/16. Table 8 below summarises the reductions by directorate. A detailed breakdown of each saving is included in annex 3c.

Prioritisation Savings by directorate	2015/16 £'000
- Children's Services, Education and Skills	-1,147
- City and Environmental Services	-820
- Communities and Neighbourhoods	-433
- Customer and Business Support Services	-750
- Health and Wellbeing	-1,300
- Office of the Chief Executive	0
Total	-4,450

Table 8 – Rewiring Public Services Summary by Directorate

Directorate Savings Summary

75. Table 9 below shows the analysis of savings across each directorate.

	Efficiency	Priority	Rewiring	Total
2015/16 Savings	£'000	£'000	£'000	£'000
- Children's Services, Education and Skills	-428	-69	-1,147	-1,644
- City and Environmental Services	-497	-900	-820	-2,217
- Communities and Neighbourhoods	-715	-1,096	-433	-2,244
- Customer and Business Support Services	-1,109	-894	-750	-2,753
- Health and Wellbeing	-465	0	-1,300	-1,765
- Office of the Chief Executive	-57	-25	0	-82
Total	-3,271	-2,984	-4,450	-10,705

Table 9 – Savings and Income Summary by Directorate

Corporate Savings

76. In order to deal with ongoing budget pressures and the reduction in grant funding, further savings options totalling £1,150k are now included which were not considered in the budget assumptions in the February 2014 report.
77. The Delivery and Innovation Fund (DIF) was created in February 2012 at £1m. Prioritisation savings proposals were agreed last year to reduce the value of the DIF to £500k in 2015/16. New savings proposals in this report seek to remove the remaining £500k.
78. The 2014/15 budget includes a contribution to reserves of £650k. This contribution is removed in 2015/16 and is included as a corporate saving, as this is no longer required to maintain general fund reserve balances at a prudent level. The balance of general fund reserves is covered later in the report.

Overall Savings and Income Generation

79. Table 10 below summarises the total savings and income generation delivered; £11,855k in total.

	2015/16 £'000
Savings and Income Generation	
Efficiency	-3,271
Prioritisation	-2,984
Rewiring Public Services	-4,450
Corporate Savings	-1,150
Total Savings and Income Generation	-11,855

Table 10 – Savings and Income Generation Summary

Summary of Budget Changes

80. The following table shows the budget position after taking account of the expenditure and funding changes outlined.

Summary	2015/16 £'000
Total expenditure pressures (Table 1)	7,875
Total net funding changes (Table 2)	6,368
Total changes in net income (Table 3)	-476
Total one off income (Table 4)	-1,912
Total savings and income generation (Table 10)	-11,855
Budget gap	0

Table 11 – Budget position summary

Additional Investment from New Homes Bonus

81. Table 12 below summarises the available New Homes Bonus (NHB) funding.

New Homes Bonus	2014/15 £'000	2015/16 £'000	Total £'000
- Unallocated NHB	409	1,788	2,197
- Allocated to one off pressures (Table 4)	-132	0	-132
NHB available	277	1,788	2,065

Table 12 – New Homes Bonus available

82. A total of just over £2m unallocated New Homes Bonus is available from 2014/15 and 2015/16. £132k is required to fund one off growth, as already covered in the report. Therefore the remaining £2.065m is available to fund one off investment initiatives, which are set out in further detail below.

83. York Financial Assistance Scheme (YFAS) **£400k** – To increase the budget by £200k in 2015/16 and 2016/17 to assist residents facing financial hardship as a result of recent changes to the welfare system.

84. Voluntary Sector Capacity Building **£200k** – This strategic fund will develop the voluntary sector's capacity to develop innovative solutions to priorities addressed across a number of wards and in solutions that the sector itself initiates. It is proposed to bring detailed criteria for this back

to Cabinet. Continued involvement of the voluntary sector in administering the fund will ensure that best use is made of the available funding. Funding agreements will be maintained with the core infrastructure organisations (CVS, CAB and the Welfare Benefits Unit) broadly at previous levels, with small efficiency savings being required.

85. Adult Social Care Community Fund **£300k** – Linked to voluntary sector capacity building described above, this will divert demand from Adult Social Care by building additional capacity in the community and voluntary sector. The potential for a more joined up approach with the CCG's community wellbeing funding will also be explored.
86. ASB Hub Enforcement **£300k** – Based on funding additional officers to cover additional enforcement around dog fouling, street drinking, licensing infringement and noise enforcement.
87. Reducing Bus Fares for Young People **£100k**
88. Dealing with Dementia **£100k** – Investment in improved dementia services.
89. Primary Mental Health Provision **£100k** – Investment in tackling mental health issues
90. Environmental Improvement Fund **£250k** – This fund would be available to wards to pump prime the process of wards developing local solutions. Devolved to wards this will promote community led solutions in the area of public realm and open spaces. The funding might be used for helping a community group to take on management of a piece of local open space, undertaking a local clean up, getting a community space in good order so that the community can manage it or changing the planting or other arrangements to make a space more attractive and easier to maintain in the future.
91. Energy Efficiency **£35k** – To develop a proposal to explore the potential for sustainable, renewable energy across the council's estate and to deliver localised energy services that generate and sell low cost energy to help alleviate fuel poverty and potentially create revenue streams for the council.
92. Winter Maintenance Fund **£280k** – The winter maintenance base budget is set on the assumption of a number of grits for an average winter. It is considered prudent to establish a winter maintenance contingency fund to cover additional expenditure in the case of severe weather. This fund would ideally be maintained and enhanced in future years.

93. The investments are summarised below in Table 13.

Investment from New Homes Bonus	2015/16 £'000
- York Financial Assistance Scheme	400
- Voluntary Sector Capacity Building	200
- Adult Social Care Community Fund	300
- ASB Hub Enforcement	300
- Reducing Bus Fares (Young People)	100
- Dealing with Dementia	100
- Mental Health Provision	100
- Environmental Improvement Fund	250
- Energy Efficiency	35
- Winter Maintenance Fund	280
Total Investment	2,065

Table 13 – Summary of Investment from NHB

Fees and charges

94. Detailed proposals for any changes to fees and charges are attached at annex 5. The proposals have taken account of such factors as current consumer price indices, possible impact on customer numbers, knowledge of business and current market conditions and benchmarking exercises. Any increased income from this review of charges is included within the overall list of savings attached at annex 3.

Council Tax and the Collection Fund

95. The existing components of the current (2014/15) band D council tax for a CYC resident are shown in Table 14 below. It should be noted that these figures exclude parish precepts which are an additional charge in some areas.

	£
City of York Council	1,165.54
North Yorkshire Police Authority	208.62
North Yorkshire Fire Authority	63.33
TOTAL	1,437.49

Table 14 - Make Up of 2014/15 Council Tax

As referred to earlier in this report, the recommendation made in these papers is that from April 2015 the CYC element of the council tax will remain the same.

96. The collection fund is the ring-fenced account where all council tax is credited. This account can either be in surplus or deficit at the year-end, depending on whether the authority has managed to collect more or less than it originally anticipated and the growth in property numbers. This year, the CYC element of the council tax surplus is estimated to be £1.28m and this is included in the budget assumptions.

Precepts

97. In addition to the council tax to be charged by the City of York, the overall charge must include the precepts from the North Yorkshire Police, Fire Authority and parish councils. Due to the timing of this report these precepts are not yet available but will be included in the report which is considered by full Council on 26 February.
98. Table 15 demonstrates both the cash and percentage increase in 2014/15 for these which resulted in a total band D council tax for a York property of £1,437.49.

	2013/14 Charge £	2014/15 Increase (£)	Increase (%)	Council Tax
CYC	1,143.81	21.73	1.9%	1,165.54
Police	204.55	4.07	1.99%	208.62
Fire	62.10	1.23	1.98%	63.33
Total	1,410.46	27.03	1.91%	1,437.49

Table 15 – Headline 2014/15 Council Tax Figures for City of York Area

99. There are 31 parish councils within the City of York Council area. It should be noted that the council will provide each parish with a support grant to ensure that they do not experience any loss on their equivalent funding as a result of changes due to the localisation of council tax support.

National Non Domestic Rates (NNDR)

100. In April 2014 the two NNDR multipliers were 48.2p in the pound for normal properties and 47.1p in the pound for smaller properties (based upon the total rateable values of all properties held by a single owner). It

has been provisionally announced that in April 2015 the multipliers will increase to 49.3p (by 2.3%) and 48.0p (by 2.0%) respectively.

101. The council is projecting provisional business rates income in 2015/16 of £101.122m, as well as retained growth of £800k above its business rates baseline.

Leeds City Region (LCR) Pool

102. Members are reminded that at Cabinet on 8th January 2013, they approved that the decision to join the LCR business rates pool would be delegated to the Leader of the Council, on the advice of the Director of Customer & Business Support Services. The decision was made on the 15th January 2013 to join the pool following consideration of the other member authorities projected business rates collection.

103. In 2013/14 the LCR pool held monies of £1.5m. To date £1m of which was distributed to the various members of the pool to cover expenditure relating to the Tour De France. The remaining monies are expected to be used to support Economic Development projects. The estimated amount available for distribution from 2014/15 growth is £3.9m.

Reserves and Contingency

104. Table 16 shows the position on the general fund reserve which, it is anticipated, will be £7.396m by the end of 2014/15. Reserves stood at £11.4m in 2008 and have reduced in recent years. The projected reserves at the end of 2014/15 are based on the assumption that Members agree no usage of reserves in 2014/15 as part of the final recommendations to Council. It should be noted that the figures below also assume that there will be no requirement to fund an overspend against the 2014/15 budget.

	2014/15 Projected Out-turn £'000	2015/16 Budget £'000
General Reserve at start of year	6,746	7,396
Reserve contribution in budget	650	0
In Year use of reserves	0	-500
General Reserve at end of year	7,396	6,896
Prudent minimum reserves	6,400	6,400
Headroom (+)/Shortfall (-) in Reserves	996	496

Table 16 – Projected General Reserves

105. In line with best practice, the council has undertaken a review of risks and known commitments in order to determine its minimum general reserve level. In considering this, it has been determined by the Director of CBSS that a level of £6.4m remains an appropriate figure. However in light of the risks facing the council, in particular the scale of future reductions on top of those already made, it is considered that headroom should remain above the minimum level. This would then allow, if needed, a draw on reserves without the immediate breach of the minimum level. If reserves were maintained at minimum levels, any use would immediately require the restatement back to minimum in the following year.
106. The 2014/15 budget includes an additional contribution to reserves of £650k. This contribution is removed in 2015/16 and is included as a corporate saving.
107. In addition a £500k one off use of reserves is proposed in 2015/16. This will be used to fund one off investment, as described in paragraph 68.
108. Taking the above reductions into account, the budgeted level of reserves with £496k headroom above the minimum would be acceptable. This will maintain an element of flexibility which is essential in ensuring prudent financial management.
109. In addition to general fund reserves, the budget includes a £650k general contingency. In recent years this has always been required and this will be maintained at the current level.

Medium term planning

110. Looking ahead beyond 2015/16 is difficult to do with any great degree of accuracy at this stage. Whilst there is a general election in May 2015 which may bring with it changes in emphasis in public spending, the need to reduce the national deficit is likely to be a key priority for whoever is in power and in which case, funding reductions for local government are likely to continue for a number of years to come. Therefore, we do expect that there will continue to be further reductions in government grants, currently running at around £7-8m per annum.
111. Other factors that will affect the council will include potential increased costs in elderly care, inflationary pressures, implications of the capital programme and further potential restrictions on council tax increases. Ultimately the scale of savings that will be required in the future are likely to centre on the scale of government funding reductions, alongside the extent to which spending pressures affect the council. What is clear

however is that further savings will need to be found, as reductions in funding are almost inevitable whilst the country seeks to deal with its budget deficit. In broad terms, based upon current assumptions of public spending reductions, it is estimated that in the years 2016/17 through to 2019/20 an estimated further £35m will need to be saved (see Figure 1 below). This is equivalent to approximately 30% of current net budget.

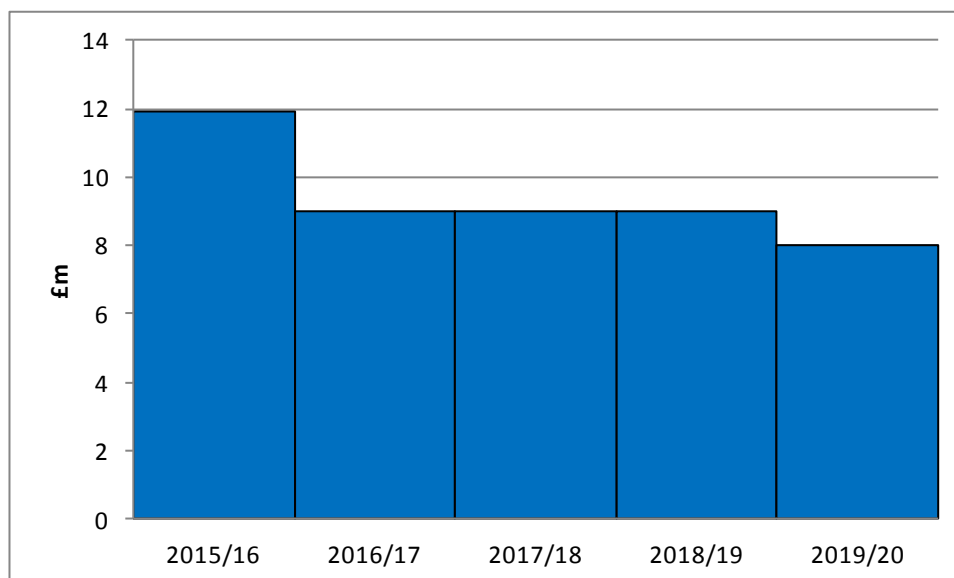


Figure 1 – Savings Requirement 2015/16 to 2019/20

112. Table 17 shows the potential impact across each directorate of a £35m saving over the next four years. Note this is provided for illustrative purposes only, to demonstrate the potential impact on services. The first column assumes that the total saving would be delivered on a pro rata basis across all directorates, based on current net budgets. This amounts to a reduction of 31% for each directorate. The second column assumes that no saving would be achieved from Adult Social Care, and illustrates the significant impact this would have on the remaining service areas, a reduction of 51% of current net budget.

113. Table 17 illustrates a potentially significant impact on services in both scenarios, but clearly demonstrates, if Adult Social Care are unable to achieve a similar proportion of savings as the rest of the Council in the future, this will have a very significant impact on the remaining services within the Council.

	Includes Adult Social Care £'000	Excludes Adult Social Care £'000
2016/17 - 2019/20 Potential Savings		
- Children's Services, Education and Skills	5,460	9,978
- City and Environmental Services	3,819	6,978
- Communities and Neighbourhoods	3,292	6,016
- Customer and Business Support Services	5,578	10,193
- Health and Wellbeing	15,845	0
- Office of the Chief Executive	1,006	1,837
Total	35,000	35,000

Table 17 – Future savings impact

114. Predicted reductions in grant funding suggest a scenario in approximately 4 years time, when RSG may have reduced to nil. In effect, the Council will be self funded from Council Tax and Business Rates. Therefore, critical to the council's medium term planning has been the focus on economic growth, bringing in additional income and mitigating the costs associated with declining economic activity. This remains central and has shaped both the revenue budget, and in particular the capital strategy. Future financial strategies will need to continue to place economic growth at the forefront.
115. Previous years budgets have adopted a 2 year cycle to provide more certainty for service areas and enable sufficient time to deliver savings targets within agreed timescales. Going forward, it is essential to maintain a long term focus. A longer term approach covering a 4 year budget cycle would be the recommended option from 2016/17.

Housing Revenue Account (HRA)

Budget

116. Local Authorities are required, by legislation, to keep a HRA. The Local Government and Housing Act 1989 stated that items of income and expenditure only relating to council housing must be contained within the account. Thus the terms "ring fenced" or "landlord account" are now referred to, as transfers between the HRA and General Fund are normally prevented. Authorities have a duty to ensure that the HRA balances, to keep the budget under review and to take all reasonable steps to avoid a deficit.

117. The HRA budget at annex 6 results in an in-year surplus of £2,650k. Together with the budgeted brought forward working balance of £12,549k this leaves a working balance of £15,199k on the account. This balance is in line with that forecast in the HRA business plan and is committed towards the repayment of the debt allocation taken on through self-financing.

Rent Increase 2015/16

118. Since April 2002, the rent increase has been calculated with the key aim of converging rents across all social housing providers whether local authority landlord or other registered provider. This involved a phased change in rents, known as rent restructuring, based on a formula for rent setting created by central government. This government formula rent took account of various factors including the number of bedrooms a property has, property valuation, average earnings and the date at which all rents were expected to converge. Central government policy has now changed and rent restructuring has been brought to an end. This year's proposed rent increase is based on the current guidance from the Department for Communities and Local Government that rents should increase by the Consumer Prices Index (CPI) + 1% and the HRA business plan assumes that York will follow this policy. The expected effect on rent increases over the next 5 years is shown in Table 18 below, assuming CPI will be 2%.

Year	Estimated Average Rent Per week	Estimated Average Increase per week
2015/16	£80.60	£1.73
2016/17	£83.02	£2.42
2017/18	£85.51	£2.49
2018/19	£88.08	£2.57
2019/20	£90.72	£2.64

Table 18 – HRA Rent Increases

119. The average rent increase for 2015/16, as shown in the table, will be 2.2%. This rent increase will be applied across council dwellings, hostels and Gypsy, Roma and Traveller Community sites.

Dedicated Schools Grant (DSG) and the schools budget

120. The DSG is ring-fenced for funding the provision of education for pupils in schools (maintained, PRUs, PVI nurseries or externally purchased places). As such it covers funding delegated to individual LA maintained schools, academies and PVI providers through the LMS & Early Years Funding Formula, plus funding for other pupil provision which is retained centrally by the LA (e.g. SEN, Behaviour Support, Home & Hospital Tuition, School Contingencies etc.). It is distributed according to a formula that guarantees a minimum per pupil increase for each LA (0% for York in 2015/16).

121. The LA by itself cannot use the DSG for any purpose other than schools block funding, although with the permission of the York Schools Forum limited contributions are being made to the following areas:

- Combined budgets supporting Every Child Matters objectives where there is a clear educational benefit.
- Prudential Borrowing, where overall net savings to the Schools Budget have been demonstrated.
- Some SEN transport costs, again only where there is a net Schools Budget saving.

122. There are also strict limits (Central Expenditure Limits) on the amount of the DSG that the LA can retain centrally to either fund pupil costs outside of mainstream schools, or use to provide targeted allocations during the financial year to maintained schools. The recent funding reform changes have tightened these regulations, continuing to reduce LA flexibility.

123. To some degree the government has attempted to protect schools from the full effect of their spending reductions when compared to other parts of the public sector, and the remainder of local government services in particular. The key features of the Schools Settlement for 2015/16 are:

- Another one-year only settlement for 2015/16.
- Only a small number of minor additional changes to the system of allocating funding to schools and other providers (for both mainstream and high needs pupils) as part of the journey towards a full national funding formula for schools.
- A continued flat cash per pupil allocation for all of York's core school funding.
- Increased funding through the pupil premium for disadvantage,

particularly in primary schools and nurseries.

- Increased funding to extend the entitlement to 2 year old nursery provision.

Schools Budget Projection for 2015/16

124. A summary of the overall schools budget position is shown in Table 19 below. The Schools Budget proposals have been consulted on with the York Schools Forum and endorsed by the forum at its meeting on 8 December 2014.

	£000
2014/15 Approved Budget	121,472
Provision for Pay Increases	+ 55
LA Centrally Retained Budget Efficiencies	- 55
LMS Funding Formula Requirements	+ 333
High Needs SEN & Alternative Provision	+ 400
Pupil Premium for Disadvantage	+ 123
2015/16 Budget Projection	122,328
Funding Available:	
Dedicated Schools Grant	111,917
EFA Post 16 Grants	5,567
Pupil Premium	4,994
DSG Deficit b/f from 2014/15	- 150
Total Estimated Available Funding	122,328

Table 19 - Schools Budget Projection for 2015/16

125. The £55k provision for pay increases relates to centrally employed LA staff only. This will be funded by a corresponding efficiency savings requirement within central DSG funded services, resulting in no net impact on the level of funding available to support expenditure on pupils in schools and other settings.

126. The additional budget of £333k required to support the LMS Funding Formula reflects an increase in pupil numbers of 348fte (mainly in primary schools), but offset by fixed cost savings following the closure of Burnholme Community College in August 2014.

127. Additional funding of £400k is required in 2015/16 to support increased demands for expenditure on high needs SEN pupils. This reflects a general increase in numbers, increasing autism diagnoses and further pressures following the transfer of responsibility for post 16 SEN funding to the LA in 2013.

Funding Available within the DSG

128. The funding available includes the estimated 2015/16 DSG allocation of £111,917k, the existing allocation of funding for post 16 pupils from the EFA of £5,567k, the estimated level of the pupil premium for York schools of £4,994k and reduced by an estimated £150k deficit balance carry forward of DSG from 2014/15. Table 20 sets out the latest estimate of the DSG for 2015/16.

	2015/16
Early Years Pupil Numbers	1,613
DSG Per Early Years Pupil	£3,443.79
Early Years Allocation	£5.555m
5-16 Year Old Pupil Numbers	21,680
DSG Per 5-16 Pupil	£4,201.73
5-16 Year Old Allocation	£91.094m
High Needs Allocation	£15.133m
New Early Years Pupil Premium	£0.103m
NQT Induction Transfer	£0.033m
Estimated DSG Total for 2015/16	£111.917m

Table 20 – Estimated DSG Funding 2015/16

Impact assessment of the 2015/16 budget proposals

129. The budget aims to tackle a variety of issues. Clearly it aims to be prudent and to set medium term plans which are set out in the report. However, a financial plan is also about how resources are allocated and what impact that allocation has upon a range of issues. The following sections explore the consultation feedback and the equalities impact.

Feedback from Consultation

130. An integral part of the development of the 2 year financial strategy has been to undertake enhanced and focused engagement with a diverse range of stakeholders. Our approach of discrete consultation streams delivering specific and relevant feedback on budget priorities has ensured that decisions on the strategy have been informed by the views of key groups across the community.

131. Annex 8 provides further detail on the different events and a summary of the feedback.

132. In accordance with constitutional practice Corporate Scrutiny Management Committee (CSMC) considered at its meeting on 12 January 2015 what level of budget it considered appropriate in the coming year to support scrutiny reviews. The Committee took into account existing levels of spend in 2014/15 and the councils overall financial position. In the light of those considerations the Committee agreed to maintain the current funding level of £5k and not request any increase.

Equalities

133. A communities impact assessment (CIA) has been completed on the overall impact of the budget proposals and this is available at annex 7. This has been developed as a result of individual impact assessments for services which are undergoing changes. The impact assessment examines the benefits of recommended growth and considers risks associated with any savings proposals to ensure any negative impact for a particular group, sector or community is eliminated or counterbalanced. Where negative impacts have been identified, possible remedial actions have been shared with the relevant Cabinet member prior to the budget recommendations being finalised. Where a screening of the potential implications has identified it appropriate, a full CIA will be completed for individual proposals.

134. Specific remedial actions to lessen the impact are outlined in the CIA. The impact on vulnerable people was a significant consideration in our approach to the budget. As overall remedial action the strategy will;

- Focus growth where it is expected to have a positive effect on older or disabled people and their carers.
- Protect those who have limited financial means.

Specialist Implications

135. This report has the following implications;

Financial

136. The financial implications are contained within the body of the report.

Human Resources (HR)

137. The council currently employs 3,000 non school staff. The budget proposals are likely to result in the reduction of around 120 FTE posts in 2015/16. This is in line with previous indications of potential reductions. There are likely to be a similar number of post reductions in each of the following years with the specific implications becoming clear as the work on service reviews and transformation programme develops. The type of change affecting staff in 2015/16 is likely to be a mixture of post reductions and working for redesigned services, some of which may no longer be delivered by the council.

138. The HR implications of change are managed in accordance with established council procedures. As part of this process consultation with trade unions and affected staff will continue to be undertaken and every opportunity will be explored to mitigate compulsory redundancies, such as vacancy controls, flexible working, voluntary redundancy / early retirement and extended redeployment. Where consideration is being given to the transfer of services to another provider TUPE will apply which will protect the terms and conditions of employment of transferring staff.

139. A programme of support for staff who are going through change is in place which will help staff adapt to changes to the way they will need to work or to prepare for a move into a new role.

Legal

140. The Council is required to set a council tax for 2015/16 before 11 March 2015. It may not be set before all major precepts (i.e. precepts from the Police and Fire Authorities) have been issued or before 1st March 2015, whichever is the earlier. This decision is reserved to Council and cannot be taken by Cabinet or delegated to officers, although Cabinet has to recommend a budget to the Council. These comments are intended to apply to both the Cabinet meeting and the subsequent Council meeting.

141. Before determining the level of the tax, the Council must estimate its proposed revenue expenditure, taking into account amounts required by way of contingency, any need to raise reserves and any other amounts which the Council is legally required to transfer between funds. It must also estimate its anticipated income, any relevant transfer between funds and any proposed use of reserves. It must then calculate the difference between the two which is the council tax requirement.
142. The Council's Chief Financial Officer (under s151 Local Government Act 1972) is required to report to the Council on the robustness of the estimates made for the purposes of the calculations, and the adequacy of the proposed financial reserves. The Council must have regard to the report when making decisions about the calculations in connection with which it is made. The Chief Financial Officer has a statutory duty under section 114 of the Local Government Finance Act 1988 to issue a written report if he considers that a decision taken by the Council would be unlawful and likely to cause a financial deficiency.
143. In reaching decisions on these matters, Members are bound by the general principles of administrative law. Lawful discretions must not be abused or fettered and all relevant considerations must be taken into account. No irrelevant considerations may be taken into account, and any decision made must be one which only a reasonable authority, properly directing itself, could have reached. Members must also balance the interests of service users against those who contribute to the Council's finances. The resources available to the Council must be deployed to their best advantage. Members must also act prudently. Members must also bear in mind their other statutory duties to have regard to certain matters when making decisions. In particular the "equalities duty" to have 'due regard' to the need to eliminate discrimination and to promote equality when making decisions and the need to consider any crime and disorder implications of the decision. A failure to follow these principles could open the Council to judicial review.
144. Members have a fiduciary duty to the council tax payers and others in the local authority's area. This means that members must behave responsibly in agreeing the budget. Members have no authority to make anything other than a balanced budget.
145. Among the relevant considerations which Members must take into account in reaching their decisions are the views of business ratepayers and the advice of officers. The duty to consult representatives of non-

domestic ratepayers on the Council's expenditure plans is contained in Section 65 of the Local Government Finance Act 1992.

146. In considering the advice of officers, and the weight to be attached to that advice, Members should have regard to the personal duties placed upon the Director of Customer and Business Support Services as Chief Financial Officer. Members are obliged under the Code of Conduct to have regard to the advice of the Chief Finance Officer and Monitoring Officer. The Council may take decisions which are at variance with his advice, providing there are reasonable grounds to do so. However, Members may expose themselves to risk if they disregard clearly expressed advice, for example as to the level of provision required for contingencies, bad debts and future liabilities. In addition, if Members wish to re-instate savings recommended by the Director of Customer and Business Support Services in order to balance the budget, they must find equivalent savings elsewhere.
147. The Director of Customer and Business Support Services is required by Section 151 of the Local Government Act 1972 and by the Accounts and Audit (England) Regulations 2011 (as amended) to ensure that the council's budgeting, financial management, and accounting practices meet relevant statutory and professional requirements. He is in addition subject to the requirements set out in paragraph 141 above.
148. Members must also have regard to, and be aware of, the wider duties placed upon the council by various statutes governing the conduct of its financial affairs. These include the distinction between revenue and capital expenditure and the requirement to set prudential indicators in line with capital investment plans that are prudent, affordable and sustainable.
149. Section 106 of the Local Government Finance Act 1992 makes it a criminal offence for any Member with arrears of council tax which have been outstanding for two months or more to attend any meeting at which a decision affecting the budget is to be made, unless the Member concerned declares at the outset of the meeting that he or she is in arrears and will not be voting on the decision for that reason. The Member concerned must not vote but may speak. The application of Section 106 of the 1992 Act is very wide and Members should be aware that the responsibility for ensuring that they act within the law at all times rests solely with the individual Member concerned.

Crime and Disorder

150. There are no crime and disorder implications to this report.

Information Technology (IT)

151. There are no information technology implications to this report.

Property

152. There are no property implications to this report.

Other

153. There are no other implications to this report.

Statutory Advice from the Director of Customer and Business Support Services/Comments

Introduction

154. The Local Government Act 2003 places responsibilities upon the council's Chief Finance Officer to advise the council on the adequacy of its **reserves** and **the robustness of the budget proposals** including the estimates contained in this document. This section also addresses the **key risks** facing the council in relation to current and future budget provision. The following paragraphs give my views on the budget (both 2015/16 and beyond), reserves and general robustness of the process.

Overall Assessment

155. The proposals in this budget give a balanced budget for 2015/16 and an overview of future years. The council has well established effective financial management, effective monitoring, and has received very favourable external audit reports in respect of its financial management. The council has managed expenditure within its overall budget in recent years, and the overall financial planning process remains sound.

156. Full scrutiny of the budget proposals for 2015/16 has taken place, in terms of their deliverability, and a proper risk assessment of a range of issues has been conducted.

157. There are significant savings contained within the budget proposals, reflecting the scale of the challenge facing the council. There should be no understatement of the scale of this challenge, both in terms of next

year and beyond. Clearly, there are risks in the achievement of some of the proposed savings and, in assessing the risk of the savings proposed, I cannot guarantee that every single proposal will be achieved. I do however consider the overall package to be prudent, and I am assured of the robustness of the projected savings, and the extent of rigour in their calculation. They do however represent a major challenge to deliver, one that will only be achieved through full commitment across the organisation. Very careful monitoring of the progress of the savings programme will be essential. A risk assessment related to the individual savings proposals has been conducted, and discussed with senior management. Where savings are not delivered, services are fully aware of the need to find compensating savings.

158. I consider that the overall estimates in the budget are sound and that the proposals to achieve a balanced budget are achievable, albeit demanding. The council has made provision for a number of corporate financial pressures, such as the impact of the capital programme, waste, pay and pensions implications. In addition provision is included for a contingency sum of £650k, and I consider this an important factor in the overall budget assessment. This overall package is a realistic approach in dealing with the financial pressures facing the council next year. In addition the major financial pressures being experienced during 2014/15 have been addressed through significant additional investment provided for Adult Care, Children's Services and Parking Income. There is provision made for the agreed 2.2% pay award.

Looking Ahead

159. Looking ahead there remains a range of very significant pressures for the future. It is almost certain that there will be further reductions in government funding, and the major challenge facing the council in coming years will be to secure further savings and for cost pressures to be managed effectively. In doing so, the council will also need to provide capacity for additional investment in unavoidable costs and priorities.

160. In previous years the Council has set a two year budget, which has significantly aided in terms of long term planning. This year's budget is for one year only, given the upcoming elections in May 2015. However, I would recommend that the Council reverts next year to setting out as a minimum a detailed two year budget strategy (supported by a longer term high level strategy) and that it indeed considers a 3-4 year detailed strategy.

161. As set out in this report, the likely scale of savings between 2016 to 2020 is around £35m. This is over 30% of the net budget. Illustrations are given in the report also of how if Adult care services were protected, how other services would be impacted. It is critical given these projections that the Council develops during 2015/16 its long term financial strategy, and that the implications, risks, and scale of the challenge are recognised. A recent survey from Zurich identified the financial challenges facing local authorities as being the single greatest risk.
162. Key to tackling these medium term challenges will be the need for the council to continue to review all areas of expenditure, and have clear medium term plans. In addition to continuing to find efficiencies, the council will need to consider the level and type of service it provides, as the scale of financial savings required in future years can not be met from true efficiency alone. Meeting the financial challenges facing the council in coming years will require the council to think very carefully about its core priorities, how it works with its partners and key stakeholders, and its overall provision of public services.

Reserves

163. In terms of reserves, the proposals seek to reduce reserves to an amount of £496k above their minimum levels. This recognises that in difficult financial times, and alongside general uncertainty regarding the economy, it is advisable to ensure sufficient reserves are in place.
164. I believe that the council will come in on budget for 2014/15 and this is reflected in the budget monitoring report presented to Cabinet at this same Cabinet meeting.
165. The recommended minimum reserves for 2015/16 are £6.4m. This is considered within the report. I strongly advise Council to ensure there is some headroom between minimum reserves and actual reserves. The budget proposals seek to achieve this.
166. The decision on the adequacy of the level of reserves is linked to the general robustness of the budget process and the council's systems of budgetary control and risk management. These need to ensure that the council will not be exposed to any unforeseen major financial problem requiring the use of reserves to resolve. In considering the overall budget position, I have taken assurance over the recent track record of the council to manage expenditure within budget, and the fact that in very recent times financial pressures have been identified early in the financial year and through concerted action across the council the

position has been brought in line with budget. The council's strong financial management, and financial control, has been commented upon by external auditors recently.

Other Issues

167. The government have stated that they will continue with the system of Council Tax Freeze Grant in 2015/16.
168. It is for members to determine the level of council tax increase, and to decide whether to set a council tax increase that will trigger the council tax freeze grant, or to set a tax at a higher level. Members naturally need to consider the implications of the different options very carefully.
169. I also would highlight the separate capital strategy report, and the issues that are set out within that. In particular, the capital plan has some significant implications in terms of the revenue budget in coming years, and both programmes will need to be carefully managed in terms of ensuring proper provision is made in the medium term. I would stress however that the overall balance in terms of capital investment, levels of borrowing, and revenue implications (and the impact on revenue expenditure) is something that is for Members to determine.
170. In recent years I outlined that there were added risks to the budget due to the changes affecting the council regarding council tax support (previously council tax benefits) and localisation of business rates. With regard to council tax support the risks include non collection, increased benefit claimants (with all the cost of such an increase falling on the council) and risks at a wider level in terms of the impact of wider benefit changes and associated knock on effects for council services. In respect of localisation of business rates, whilst this offers potential benefits, there are also risks. The details of the system still continue to be refined, and there remain a number of areas that concern local authorities. These include the fact that local authorities need to meet the cost of backdated appeals, which could be significant. In addition, clearly there are risks associated with any further downturn in the economy and especially the impact on some high street stores. Both of these issues highlight the direct financial impact on the council of the local economic situation, and the need for the council to ensure priority is given towards ensuring a successful economy.
171. I am aware that as with all budgets there is the potential for amendments to be proposed/agreed which could change the overall package of proposals. In that respect, I would highlight that I would amend/add to my

statement if a decision was proposed that lead to the council's reserves falling below the minimum level (assuming the current budget comes in line with budget). In addition, any other amendments I would consider against the scale of the overall budget and depending upon the extent of the amendment I may revise my statement.

Risk Management

172.A summary of risks attached to the budget is contained in annex 9. They will be monitored regularly throughout the year.

Contact Details

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Ian Floyd
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Report Approved



Date 2/02/15

Specialist Implications Officer(s)

Legal – Andy Docherty
HR – Mark Bennett

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

All

For further information please contact the authors of the report

Background Papers: None

Annexes:

- 1 – 2015/16 Budget Summary**
- 2a – 2015/16 Removed Savings**
- 2b– 2015/16 Replacement Savings**
- 3a – 2015/16 Revised Efficiency Savings Proposals**
- 3b – 2015/16 Revised Prioritisation Savings Proposals**
- 3c – 2015/16 Revised Transformation Savings Proposals**
- 3d – 2015/16 Corporate Savings Proposals**
- 4 – 2015/16 Prioritisation Proposals Context**
- 5 – Fees & Charges**
- 6 – HRA**
- 7 – Communities Impact Assessment**
- 8 – Budget Consultation Background**
- 9 – Risk Analysis**
- 10 – Background Information**

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Summary of 2015/16 Budget**2015/16
£000's****Expenditure****Net Expenditure Brought Forward****124,186****Expenditure Pressures**

Full Year Effects of Previous Council Decisions:

- Waste	750
	<hr/> 750

Unavoidable Cost Increases, Priority Areas and Creating Capacity:

- Pay Costs	1,700
- Increases in Pension Fund Costs	650
- Funding the Capital Programme	890
- Prices Contingency	800
- Commercial Waste	100
- Business Rates Discounts	50
- Strategic Transport Fund	500
- Street Services	200
- York Financial Assistance Scheme	100
- Transparency	50
- Adult Social Care	1,200
- Car Parking Income	400
- Children's Services	250
- Theatre Royal Loss of Income	23
	<hr/> 6,913

One off Growth

(funded by New Homes Bonus, Collection Fund Surplus and Reserves)

- Local Plan	200
- Members Induction	5
- Sheriff Event	7
	<hr/> 212

Total Expenditure Pressures**7,875**

Expenditure Reductions:

- Children's Services, Education and Skills	(1,644)
- City and Environmental Services	(2,217)
- Communities and Neighbourhoods	(2,244)
- Customer and Business Support Services	(2,753)
- Health & Wellbeing	(1,765)
- Office of the Chief Executive	(82)
- Corporate Savings	(1,150)
	<hr/> (11,855)

Total Expenditure Reductions**(11,855)**

One off investments (funded by New Homes Bonus)

-York Financial Assistance Scheme	400
- Voluntary Sector Capacity Building	200
- Adult Social Care Community Fund	300
- ASB Hub Enforcement	300
- Reducing bus fares for young people	100
- Dealing with Dementia	100
- Primary Mental Health Provision	100
- Environmental Improvement Fund	250
- Energy Efficiency	35
- Winter Maintenance Fund	280
	<hr/>
	2,065

Changes in Income

- Council Tax freeze grant	(787)
- Losses in Specific Grants	1,111
- Business Rates Retained Growth	(800)
	<hr/>
	(476)

Total Changes in Income**One off Income**

- New Homes Bonus (funding one off growth)	(132)
- New Homes Bonus (funding one off investment)	(2,065)
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Total	(2,197)

Revised Projected Budget Requirement**119,598****Funding****Funding Streams:**

- Council Tax	(72,736)
- Revenue Support Grant	(20,980)
- Business Rates	(24,102)
	<hr/>
Projected Funding	(117,818)

One off Funding Streams:

- Use of reserves	(500)
- Collection Fund Surplus	(1,280)
	<hr/>
	(1,780)

Total Funding**(119,598)****Overall Funding Gap****0**

Annex 2a: 2015/16 Removed Savings Proposals

Ref	Proposal Description	Reason for Removal	2015/16 Impact £000's
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Children's Services, Education and Skills

Prioritisation	School Improvement Service The service will be reshaped with available resources targeted at fulfilling statutory duties and improving the outcomes in specific phases and priority groups.	Replacement options to be considered within the Children's & Youth Services Transformation Programme.	350
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City & Environmental Services

CES302	Road Safety & Network Management Review of Road Safety Partnership and network management.	Awaiting action Plan. This saving is unlikely to be achieved.	75
CES508	Enforcement Measures Further introduction of ANPR enforcement measures across the City where network congestion can be improved.	Unlikely to progress this action	100
CES509	Enforcement Income Increased income from City Centre Enforcement.	No further enforcement measures proposed.	50
Prioritisation	Bus Subsidies Removal of subsidies in line with other areas	Unlikely to progress.	200
Prioritisation	Commercialisation Seek greater commercialisation across the services leading to additional income.	Unlikely to progress. Replacement options to be considered within the Place Based Services Transformation Programme.	250
Prioritisation	Design and Conservation Seek further external income to support roles within the team	Unlikely to progress. Replacement options to be considered within the Place Based Services Transformation Programme.	70

Health & Wellbeing

AC19	Sheltered Housing with Extra Care (SHEC) Review the SHEC Model and Personal Support Services and explore options for improved service delivery.	Only £33k of the original £97k saving can be delivered.	64
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Transformation	Adult Social Care Target for savings across Adult Social Care	Only £1.3m of the £3m target will be delivered in 2015/16. It is expected that the remaining £1.7m can be delivered at a later stage.	1,700
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Total **2,859**

Annex 2b: 2015/16 Replacement Savings Proposals

Ref	Proposal Description	2015/16 Impact £000's
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Children's Services, Education and Skills

Transformation	School Improvement Service The service will be reshaped with available resources targeted at fulfilling statutory duties and improving the outcomes in specific phases and priority groups.	-350
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City & Environmental Services

CES514	Road Safety Increase in the vacancy factor for school crossing patrols	-13
CES515	Road Safety Funding road safety partnership work from LSTF	-22
CES516	Quality Bus Contract Reduction in budget no longer required	-83
CES517	Fees and Charges Increase in S38 income due to anticipated growth	-30
CES518	Fees and Charges Increased charges on skips/scaffold	-10
CES519	Transport Funding for liftshare membership from LSTF	-4
CES520	Transport Saving available from maintenance budget for P&R sites	-8
CES521	Network Management Reduction in consultancy costs for Traffic Regulation Orders	-5
Transformation	Placed Based Services Increase target to include unacheivable prioritisation savings	-320

Health & Wellbeing

H&W507	Development of activity base for Adults with a learning disability/autism Development of a specialist activity base for Adults with a learning disability/ autism alongside a community hub at Burton Stone Lane Community Centre will mean a number of existing contracts ending and expenditure shifting to the new provision from July 2015. The saving represents Mencap and UBU contracts which are due to end in November 2014.	-64
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Totals **-909**

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Annex 3a: 2015/16 Revised Efficiency Savings Proposals

Ref	Proposal Description	2015/16 Impact £000's
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Children's Services, Education and Skills

CS05b	Transforming Young Peoples Services - Further Stretch The service has been reshaped to increasingly focus on targeted activity whilst seeing new opportunities to work with voluntary community and faith groups in the delivery of universal open access activity. This saving further reflects that journey and would understandably incorporate a review of premises.	-103
CSES501	Children's Centre Management #2 The further impact of proposed merged management arrangements for New Earswick and Haxby Road Children's Centres.	-135
CSES408	School Services & Business Support Staffing Review Savings generated from the on-going review of staffing within the service.	-22
CSES401	Children's Services Legal Fees Reduction in external legal costs due to reduced activity with court proceedings.	-27
CSES404	Delete School Improvement Partners Budget Reviewing the need to employ external School Improvement Partners. The saving would commence from September 2014.	-23
CSES413	Schools & Young People ICT Solutions Budget Delete the central budget currently spent on the LA Portal and other one-off issues mainly in schools.	-5
CSES502	School Improvement Senior Advisor Removing a 0.4fte post from the school improvement team.	-28
CSES503	School Improvement Health & Wellbeing Consultant Transferring a 0.4fte post from school improvement to public health and funding from the public health grant.	-22
CSES504	Children's Centres Business Support Restucture A reduction in Support Service Manager capacity from 59.5 to 37 hours, and a restructure of the Information champion role.	-19
CSES505	14-19 School Improvement Team Review of the staffing structure and succession planning, with a view to taking advantage of planned retirements.	-17
CSES506	Childcare Strategy & Business Management Efficiencies A number of efficiency savings within the CS&BM service.	-15
CSES507	School Improvement Admin Reduction in the administration team by 0.6 fte.	-12

City & Environmental Services

Annex 3a: 2015/16 Revised Efficiency Savings Proposals

Ref	Proposal Description	2015/16 Impact £000's
CES105 / CES504	Land Charges Increase Land Charge Fees by 5%.	-17
CES20 / 502	Fees and Charges Inflationary increase on highways fees and charges.	-10
CES501	Concessionary Fares Proposed Increase of 10p in fare for concessionary travellers using Park and Ride service (to £1.00).	-50
CES503	Building Control Increase Building Control Fees between 5% and 15% depending on scale of scheme.	-18
CES505	Planning Fees Assumed Increase in statutorily set Planning Fees by 5%.	-62
CES510	Planning and Transport Use of additional income to replace current revenue funded activities.	-25
CES511	Traffic Systems Expansion of CCTV income through additional external contracts.	-25
CES512	Income Streams Seek additional external funding to support core revenue eg European Research Funding, future bids, grants etc. (given CYC strong track record of success - LSTF, BBAF).	-15
CES513	Depot Services Efficiencies arising through transformation proposals.	-100
CES514	Road Safety Increase in the vacancy factor for school crossing patrols	-13
CES515	Road Safety Funding road safety partnership work from LSTF	-22
CES516	Quality Bus Contract Reduction in budget no longer required	-83
CES517	Fees and Charges Increase in S38 income due to anticipated growth	-30
CES518	Fees and Charges Increased charges on skips/scaffold	-10
CES519	Transport Funding for liftshare membership from LSTF	-4
CES520	Transport Saving available from maintenance budget for P&R sites	-8
CES521	Network Management Reduction in consultancy costs for Traffic Regulation Orders	-5

Communities & Neighbourhoods

Annex 3a: 2015/16 Revised Efficiency Savings Proposals

Ref	Proposal Description	2015/16 Impact £000's
CS05b	Transforming Young Peoples Services - Further Stretch The service has been reshaped to increasingly focus on targeted activity whilst seeing new opportunities to work with voluntary community and faith groups in the delivery of universal open access activity. This saving further reflects that journey and would understandably incorporate a review of premises.	-57
CANS00	Management Restructure Review of Management Structure across to Directorate and deliver staffing reductions.	-60
CANS103 /501 / 557	Crematorium Additional income anticipated from 5% inflationary increase in fees.	-80
CANS104 / 502	Registrars Proposed 5% increase in fees.	-19
CANS106 / 503	Licensing Proposed 5% increase in fees.	-4
CANS113 / 504	Housing Increase charges for hostels in line with increase for council tenants.	-23
CANS12	Community Centres Work with Community Centres to support them introducing business models that allow them to become less reliant on Council Funding.	-70
CANS17	Library Services Further target set for introducing savings across library services . Proposals to reshape the service to deliver the saving will be developed in tandem with business planning for the social enterprise. This level of budget reduction will involve a reduction in service levels.	-50
CANS202 / 507	Building Maintenance Target for income generation (profit) for Building Maintenance from new customers. Will be dependent on receiving sufficient IT support to develop technological solution to enable external work orders to be effectively managed and development of business opportunities.	-30
CANS215 / 517	Public Conveniences Savings arising from the review of public conveniences across the city as agreed in 2013/14.	-5
CANS504	Registrars Increase business for Registrars service (increased number of premises licensed for marriage).	-10

Annex 3a: 2015/16 Revised Efficiency Savings Proposals

Ref	Proposal Description	2015/16 Impact £000's
CANS510	Arts and Heritage Second year target (5%) for Newco to deliver additional efficiencies / income generation.	-50
CANS511	Communities and Equalities Efficiencies to be delivered across team including £15k management saving re Healthwatch service.	-28
CANS512	Learning Services Savings target across service to include review of management, reduce non-funded activity, review of office accommodation, cease unprofitable contracts, review of fees.	-57
CANS514	Leisure Facilities One off savings to be delivered across Yearsley and Energise to mitigate delay to savings relating to Leisure Facilities procurement.	120
CANS14	Leisure Facilities Procurement of Leisure Facilities across the City could lead to either a reduction in subsidy required to provided current facilities or necessitate a decision to reduce the number of facilities. To defer to 2015/16.	-120
CANS515	Leisure Facilities Additional savings target over and above affordability target to be achieved within procurement exercise.	-22
CANS516	Parking Services Efficiency savings to be delivered as part of Parking review.	-43
CANS518	Smarter York Efficiencies arising through transformation proposals.	-81
CANS555	Community Safety Review of operational expenses leads to a potential saving of £14k (includes additional charge to HRA £10k).	-14
CANS559	Animal Health Work with other Local Authorities to deliver animal health services leading to savings.	-7
CANS560	Environmental Protection Rationalisation of Air Quality stations. Use Bootham for background data and close Dunnington.	-5

Customer & Business Support Services

CBSS501 0	Transactional Efficiencies across Finance	-306
CBSS502 0	Other Staffing Costs Savings	-100
CBSS501 6	Improve efficiency of P2P and review of Creditors Team.	-70

Annex 3a: 2015/16 Revised Efficiency Savings Proposals

Ref	Proposal Description	2015/16 Impact £000's
CBSS501 2	Income from West Offices On the basis CYC reduces the space it requires and more space is available to rent out.	-60
CBSS501 5	Review Building Design Team	-60
CBSS501 1	Cleaning in CYC buildings Deliver efficiencies through more effective procurement of supplies and review of cleaning processes	-60
CBSS500 8	Management Efficiencies in HR	-57
CBSS500 5	Develop Income Streams Across all service areas in CBSS, particular opportunities exist within IT.	-50
CBSS501 7	Review of Training provision. Following consolidation of Training budgets.	-50
CBSS501 8	Legal Charging Extension of 14/15 saving target making a total of income target of £80k, through charging the Capital program for legal support.	-50
CBSS501 9	Procurement Further review of activity.	-50
CBSS500 7	Consolidation and re-engineering of Customer Services Saving will require Investment in software, business process re-engineering and a restructure to deliver efficiencies.	-49
CBSS500 1	Undertake a review of Geographic/Mapping information Systems (GIS) Saving will require review and consolidation of existing licences	-30
CBSS501 3	Schools Income Generation	-30
CBSS501 4	Reduce Internal Audit Fees	-30
CBSS500 9	Health and Safety Income generation Saving will be delivered through providing services to other LA's and to Customers within York (through CYT) This saving has the potential for growth.	-25
CBSS500 2	Website Hosting for all CYC Website Review service led web sites, including those secured without involving ICT, with a view to potentially reduce the associated on going support and maintenance costs	-15

Annex 3a: 2015/16 Revised Efficiency Savings Proposals

Ref	Proposal Description	2015/16 Impact £000's
CBSS500 4	Review ESCROW requirement The Council deposits the source code for software applications with a 3rd party, this "insurance" covers the Council in the unlikely event that the supplier goes into liquidation. It is considered that due to widespread LA usage of these applications, if a vendor were to go into liquidation a rival organisation would potentially purchase the products, with complete cessation of a service unlikely.	-10
CBSS500 3	Introduce office 365 for Education Admin Staff This review could lead to a reduction in the need for some Education staff to be covered under the Corporate licence.	-5
CBSS500 6	Review the admin fee associated with the issue of Freedom scrolls. The charge is currently £25 and the proposal is to raise the charge so that it reflects the costs incurred.	-2

Health & Wellbeing

AC10b	Respite Care Services Review Re-commissioning of respite services for people with a Learning Disability with a revised specification focusing on being able to deliver services within York for the whole customer group.	-26
AC13	Warden Call & Community Equipment Loan Service Saving delivered from setting year on year efficiency targets for the new company. The total saving amounts to £250k over 5 years (2014/15 to 2018/19) and was accounted of in the Cabinet Decision to establish the social enterprise.	-50
AC19	Sheltered Housing with Extra Care (SHEC) Review the SHEC Model and Personal Support Services and explore options for improved service delivery.	-33
H&W404	EI&P Supported Living Schemes Management Charge Reduce an element of contract payment to EI&P Supported Living Schemes relating to the management of that service. This can be recovered by the providers through Housing Benefit.	-37
H&W407	EI&P Floating Support Schemes Implement a 15% reduction in available capacity across all EI&P Floating Support Schemes.	-63
H&W410	Review of Young Persons Accommodation Services New accommodation and support models have been identified as part of a review process involving partners and these will be introduced in 2014/15.	-30

Annex 3a: 2015/16 Revised Efficiency Savings Proposals

Ref	Proposal Description	2015/16 Impact £000's
H&W411	Adults Commissioning Team Restructure A small re-structure of Adults Commissioning Team, this will give us opportunity to reflect on the Transformation Programme and re-shape the team to focus on the Quality and Service Improvement agenda alongside Co-Production, Market development developing community capacity and Transformation agendas within ASC.	-10
H&W423	Reduce Day Care for Supported Living Customers Some Supported Living customers are also receiving day care services. The proposal is to cease some of this additional support where eligible needs can be met within the schemes.	-87
H&W502	Care & Support Scheme Contract Efficiencies All services have been reviewed of late as part of a strategic review. The proposal is to implement the final phase of the review and realise the agreed efficiencies by 2015/16.	-60
H&W506	Re-modelling of Feversham Crescent Re-modelling of the services provided at this former supporting people mental health scheme.	-5
H&W507	Development of activity base for Adults with a learning disability/autism Development of a specialist activity base for Adults with a learning disability/ autism alongside a community hub at Burton Stone Lane Community Centre will mean a number of existing contracts ending and expenditure shifting to the new provision from July 2015. The saving represents Mencap and UBU contracts which are due to end in November 2014.	-64

Office of the Chief Executive

OCE02	Staffing Review Further review of the directorates core activities.	-57
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Total Efficiency Proposals **-3,271**

Annex 3b: 2015/16 Revised Prioritisation Savings Proposals

Proposal Description	2015/16 Impact £000s
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Children's Services, Education and Skills

Early Years Graduate Leader Fund Ceasing the funding that is provided to early years settings that supports the recruitment and training of qualified staff.	-69
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City & Environmental Services

Economic Development Reduction in Economic Development activity	-75
Highways Maintenance Reduction in maintenance	-300
Street Lighting Efficiencies Through the use of LED technology and recent productivity improvements	-200
External Funding Opportunities Additional income from external funding to support current expenditure.	-125
Consolidation Further consolidation of activity across the Council via the Business Support Review.	-50

Communities & Neighbourhoods

Support to External Organisations Review / reduction of grants and contributions to other organisations.	-200
Public Protection Savings proposed across Public Protection Unit including charges to Proceeds of Crime, additional income from s106 & closer links with Public Health to support Air Quality interventions.	-316
Museums Trust Reduction in contribution to York Museums Trust.	-500
Theatre Royal Reduction in contribution to Theatre Royal.	-30
Housing Strategy Use of commuted funds to support affordable housing development function.	-50

Customer & Business Support Services

VA Schools DRR No longer charge DRR for Voluntary Aided Schools to the General Fund.	-29
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Annex 3b: 2015/16 Revised Prioritisation Savings Proposals

Proposal Description	2015/16 Impact £000s
Information & Guidance Consolidation of services that provide information and guidance across the Council.	-200
Apprentices Remove specific funding for apprentices on the condition that all entry level positions in the organisation actively targeted towards the apprentice cohort.	-115
Consolidation Further consolidation of activity across the Council via the Business Support Review.	-200
Delivery & Innovation Fund Halving the size of the DIF in light of transformation activities elsewhere in the budget strategy.	-500
Office of the Chief Executive	
Partnerships Reduction in Partnership working.	-25
Totals	-2,984

Annex 3c: 2015/16 Revised Transformation Savings Proposals

Proposal Description	2015/16 Impact £000s
Children's Services, Education and Skills	
Children's & Youth Services	
Target for savings across Children's & Youth services	-1,147
City & Environmental Services	
Place Based Services	
Target for savings across services delivered from Hazel Court	-820
Communities & Neighbourhoods	
Children's & Youth Services	
Target for savings across Children's & Youth services	-183
Place Based Services	
Target for savings across services delivered from Hazel Court	-250
Customer & Business Support Services	
Business Efficiency	
Target for savings across support service functions	-300
Customer Services & Resident Engagement	
Target for savings across customer services	-450
Health & Wellbeing	
Adult Care	
Target for savings across Adult care	-1,300
Totals	-4,450

Annex 3d: 2015/16 Corporate Savings Proposals

Proposal Description	2015/16 Impact £000s
Reserves Reduction in contribution to Reserves	-650
Delivery & Innovation Fund Further reduction to the DIF in light of transformation activities elsewhere in the budget strategy.	-500
Totals	-1,150

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Prioritisation Context Paper

Introduction

1. The purpose of this paper is to provide context to the prioritisation process outlined in the main report. This annex was included in the February 2014 budget report and remains unchanged, except the savings figures have been updated to reflect any changes in assumptions, as discussed in the main report. It provides further detail on the proposals that will deliver over £2.9m in savings in 2015/16.

Background

2. The Council's Medium Term Financial Strategy (MTFS) has been very successful in delivering a balanced budget. This approach has seen a series of projects that have delivered significant savings, including significant reductions in senior management, consolidation and transformation of support services, transformation in a range of services, and reductions across many areas.
3. However it is recognised that on occasions, because of the choice of efficiency savings made, there has been insufficient alignment between those areas that were considered a council priority and where budget reductions were made.
4. In order to counter this, work was undertaken to review current spending across the Council and, in particular, to focus on areas where there is a significant choice in the level of expenditure. These areas were reviewed in detail to consider options in terms of their delivery and the level at which the Council should continue to invest.
5. Crucially, the prioritisation process is not about looking at areas where a modest "efficiency" gain could be made as these are covered in the efficiency target set for all services. Naturally all areas of service have ongoing targets to improve the efficiency of their operation. Instead, the objective was to identify major areas of expenditure where a strategic choice can be made, the intention being that functions that are less closely aligned to council priorities should be able provide greater budget savings.
6. The following sections of this paper set out the approach to further prioritisation with a focus on those areas where there is a "choice" in delivery and where the Council can make strategic decisions in terms of their future operation.

7. The process also provided an opportunity to review services in a way which is not simply about reducing the level of service but to look at alternative ways of delivery, opportunities to bring together related services and deliver a significant programme of transformation.
8. The main themes by current council priority, current expenditure, and issues considered as part of the process are described below. Proposals are underline in the narrative and summarised in a table at the end of the report.

Create Jobs and Grow the Economy

i) Growing the Economy

9. This is a key priority for the Council and is considered essential to the Council's ongoing financial prosperity. Previous reports have highlighted the financial benefits to the Council from a strong and growing economy, including buoyant council tax, business rates, income sources, and avoidance of some of the costs associated with decline.
10. Investment from the Council in this activity can be categorised as primarily being within the capital programme, in particular the EIF. However there are also significant revenue costs associated with this, including the Economic Development team, plus a range of support activity which is necessary to deliver major projects and economic growth. This includes financial, procurement, legal, asset management, planning, highways and regeneration activity. It is important to recognise that particularly in City and Environmental Services, through the 2013 restructure, teams are much more reliant on capital activity and the core of revenue supported posts has reduced. Therefore further reductions in revenue terms in these areas would affect the Council's ability to support major regeneration, and potentially expose it to both immediate (e.g. potential loss of capital receipts) and longer term financial implications. This has been supported, in part, through the cabinet approved "Get York Building" phase 2 report, releasing up to £1m for direct support on development related activity and through the phase 3 report, £0.5m specifically for York Central.
11. Council budgets and investment through the EIF are being made to deliver the ingredients to grow the York economy and create jobs. Major investments include:-
 - Park and ride
 - Reinvigorate York
 - Better Bus fund
 - Super Connected Cities

- Financial Inclusion
 - York Central
12. Staff are working with partners to ensure that we continue to reduce the number of workless households. Investment is being made in services to get young people and the long-term unemployed into work, including support for 'Experience Works' which aims to get unemployed over 50s back into work and the targeted CYC York Learning for 18 to 24 year olds.
 13. Programmes are also supporting disabled people in particular to secure jobs and experience in the work place.
 14. To ensure that we are searching out these investment opportunities and encouraging new partners to the city we have built on the initial work via MIPIM and held York's first "Investors weeks" attracting over 100 potential investors and organisations interested in development, the aim being to identify the development potential and opportunities in York, predominately through the work emerging out of the Local Plan, connecting them up with land owners, agents, developers and businesses in a way that provides a "development team" approach that connects this potential and opportunity to end users.
 15. To do this requires a sustained investment in resource via the teams highlighted above and as we progress from "selling" potential and opportunity in York to formal contracts, a need for a mechanism(s) that will create partnerships that are mutually financially beneficial. In parallel to this the City is investing in its "Public Realm" through the Reinvigorate Programme so that the experience for residents, business and visitors matches our long term ambitions for a vibrant, inclusive and prosperous City.
 16. Work is underway to bring forward a proposal for a new organisation to deliver marketing, tourism, culture and inward investment. This will work to support and maximise the opportunity of York as a city, and help increase visitor spend, inward investment, and improve the Cultural offer. This will streamline costs but also benefiting, residents, businesses and visitors alike.
 17. Whilst the core activity that will deliver the various initiatives highlighted above is protected, the removal of non essential economic development activity will yield £75k in savings.

Protect Vulnerable People**ii) Services for Vulnerable Adults**

18. This is considered another key priority and the Council will continue to protect the investment it makes in this area. Overall the net spend in Adult Care services (2013/14) is £51m (£75.1m gross) and comprises:
- Assessment and Safeguarding (£6m)
 - Intensive support & rehabilitation (£7m)
 - Long term and Learning Disability (£14.7m)
 - Commissioning & contracts (£15.5m)
 - EPHs, CELTAS, Day service provision (£8.1m)
19. Key activities and investment that were considered as part of priority based budgets include:
- Occupational Therapy £0.5m
 - Hospital Discharge Team £0.4m
 - Operational Social Work £2.6m
 - Early Intervention & Prevention £1.7m
 - 22 The Avenue £0.3m
 - Sycamore House £0.1m
 - Reablement £0.8m
 - Mental Health support £0.3m
20. Whilst the Council will continue to protect these areas, the scale of expenditure does require a fundamental review of the activity.
21. Therefore, within the Rewiring Public Services programme Health and Wellbeing services will be reviewed in detail to look at opportunities for ensuring resources are deployed as efficiently as possible. This will include opportunities for more integration with other partners including the health sector.

iii) Children and Youth Services

22. Investment in core Children's services, with a total budget of £19m is being protected. Elsewhere on this agenda, the Rewiring Public Services programme report will outline proposals for aspects of the service related to Children's Centres and Youth Service provision.

23. In some other areas we believe there are opportunities to review how we provide the services, and in particular to look to consolidate across other activity taking place across the Council.
24. The school improvement service currently costs £1.1m (net of existing efficiency savings) and provides specialist support and advice to schools, particularly those where standards need to improve. It is considered this level of support to schools should be reduced by £350k. The service will be reshaped with available resources targeted at fulfilling statutory duties and improving the outcomes in specific phases and priority groups. In 2015/16, this saving has been removed and is now included in the rewiring public services programme.
25. The Early Years Graduate Leader Fund provides support to private, voluntary and independent nurseries to fund the recruitment, employment and training of graduates. The remaining budget after existing efficiency savings is £69k. It is proposed that this is now removed in full and all funding support ceases. Discretionary Rate Relief for Voluntary Aided Schools will also no longer be charged to the General Fund delivering a saving of £29k.

Build Strong Communities

iv) Communities and Customers

26. This is another key priority for the Council with a wide range of activity that is involved in supporting and building strong communities.
27. We will continue to invest in the York Financial Assistance Scheme making £200k available to support the most affected residents in financial need.
28. The Council currently invests £1,154k in the Integrated Family Service, including support for 'troubled families', and supporting those with housing issues. Given the overlap with some other information and advice functions provided elsewhere, £200k could be saved by integration with other information and advice services.
29. Work will also continue to support communities and build resident engagement and the Rewiring Public Services programme will deliver £450k of savings as we refine our model of working in this area.

v) Arts, Culture, Leisure and Tourism

30. The Council has invested significantly in external organisations providing cultural and tourism activity, in particular the Museums Trust and Theatre Royal. However, if we are to be able to maintain investment in other key priorities, the Council can no longer afford to maintain investment in arts and culture at its current level. This is supported by comparative budget analysis which suggested our spend on Culture and Heritage was significantly more than a Council with our resources should be.
31. However, the Council recognises the importance of this sector and will continue to work and provide support wherever possible. We will work with the organisations to move to a situation whereby:
- the subsidy to the Museums Trust is reduced in 2015/16 by £500k, which still maintains support provided by the Council at approximately £600k,
 - support to the Theatre Royal reduced by £30k, leaving residual support at £170k.

vi) Housing Services

32. The Council's investment in housing comes predominantly through the Housing Revenue Account (HRA). Total expenditure within the HRA is £12m (excluding capital charges and internal recharges). In addition there is capital expenditure of £16.9m. Certain items of expenditure have to be funded through the general fund. Areas of spend include:-
- Homelessness
 - Gypsy, Roma and Traveller Community Sites
 - Housing Strategy
33. Gross spend in this area totals £3,764k with a net budget of £1,160k. Given the scale of investment in the HRA we believe that a reduction in General Fund Housing support should be made, to the value of £50k.

Get York Moving**vii) Highways and Transport**

34. There is significant investment across the Council in the highways service, this ranges from cyclical pressures such as gulley emptying, reactive work

such as “pot-holes”, winter service, flood response, emergency work such as attending RTA’s and then the general planned activity to replace worn out Roads, footpaths, signs, road markings, street furniture, which has been a key aspect of the local focus for residents. The planned aspect is predominately a capital investment for Highways and the “Transport” area of the directorate, given it addresses the repair and replacement of work out assets it is an ongoing investment.

35. In transportation terms investment is used in a thematic way, drawing from the Local transport Plan - Integrated transport and maintenance blocks, other secured funding such as LSFT, BBAF and Major Scheme funding etc. this is used on our flagship programmes to address congestion, public transport and road safety issues in the City as well as major projects such as Access York park and ride.
36. As this service becomes more business focussed, opportunities for generating further income will become available, including a reduction in the costs of the CCTV function as the service moves to a trading model, securing external Highways work, improving the “pre-application” performance, fleet profitability and commercial waste opportunities in the City. This is a fundamental part of the 2014/15 efficiency strategy to bring the service in on budget in future years and deliver ongoing pressures to reduce revenue costs.
37. Investment in subsidised buses totals £770k and, whilst we will continue to invest in this area, in line with the move to reduce subsidies for certain activities it is proposed that opportunities to reduce this are reviewed.
38. We will continue to invest capital in Street Lighting, but will look to achieve a reduction in revenue support and mitigate the rate of increase in energy costs via a thorough review of opportunities for delivery of the service, the use of LED technology and the recent productivity improvements now the service has been brought “in-house”, all contributing to achieving further efficiency savings.
39. Both the Highways and Transport services are supported by large teams, totalling over £1.7m, and as we look to reduce revenue activity across this area, there must be the expectation that the revenue element of these teams are reduced in line with this, noting that there is a balance to be achieved between absolute minimum to discharge our statutory functions and risk management issues in terms of knock on effects on claims liability issues and reputational issues in terms of the appearance of the City to its residents, businesses and visitors.

40. Given these broad categories of spend, we will seek a budget reduction in Highways and Transport of £1.075m, representing a reduction of around 20% on 2013/14 levels, which will include scope for charging and making this function operate on a more commercial basis so ensuring the cost to the Council decreases. A suggested distribution of this figure could be:
- £300k: Reduction in highways maintenance,
 - £250k: Increased commercialisation (Highways team, CCTV). (Removed in 2015/16)
 - £200k: Reduction in bus subsidies, (Removed in 2015/16)
 - £200k: Street Lighting efficiency,
 - £125k: External funding opportunities.

Protect the Environment

viii) Environmental Services

41. The Council is committed to protecting the environment. We will continue to drive an energy switching scheme that is due to launch in the winter of 2013/14. Work can commence to support the deployment of electric vehicles and charging points. Importantly work can continue to be focussed on reducing the amount of waste both through effective recycling systems but also by working with businesses in the city around the way in which their waste is managed.
42. However, in some areas of Environmental Services we will need to reduce investment and improve income, including the Environmental Protection Unit (which was classed as expensive in the comparative analysis), which covers noise nuisance and air quality/emissions work, and Design & Conservation, which includes ecological support to communities. Expenditure in these areas currently totals £790k combined. We will move towards a model whereby these areas are integrated and deliver a saving of £386k. Themes to meet this challenge will include reduction of non statutory functions, income generation (including pre-application support), and use of other funding streams for elements of the service, including proceeds of crime. The Design and Conservation saving of £75k was removed in 2015/16.

Core Capabilities

ix) Core Capabilities

43. If the Council is to deliver the savings required, transform service delivery, and maintain its financial standing it has to ensure it has the key elements in place to maintain an effective organisation. This includes ensuring capacity in our critical support services of finance, legal, ICT and HR. These have been subject to transformation in recent years and continue to make efficiency improvements. Large scale reductions would, however, severely affect the Council's ability to deliver major projects and manage major transformation. We will, through the capital programme, significantly increase the capital investment in ICT over the next 5 years with a view to York being seen as a leader in the field of technology products, delivering efficient service delivery.
44. In addition, we need to ensure resources are available to assist services deliver transformational change and to continue to procure goods and services effectively and ensure we maximise utilisation of our assets. Ensuring we meet our statutory requirements in relation to core Governance of the Council is essential, including the production of statutory financial statements, and ensuring legal compliance in all we do.
45. We also need to ensure we have a skilled and capable workforce. Key to this is ensuring our workforce strategy continues to be delivered and that staff receive essential training to ensure services are delivered effectively. The Council will therefore protect investment in training and workforce strategy activity. Whilst this could be seen as an easy saving, with fewer staff, and changing methods in service delivery, it is essential that we continue to invest in our staff to ensure the Council operates effectively.
46. Customer & Business Support Services will deliver approximately 4% efficiency reductions in 2015/16 compared to 2% from other services. This approach ensures these services remain fit for purpose and able to deliver their various statutory requirements at the same time as reducing their ongoing cost bases.
47. The council also currently has specific budget provision for taking on new apprentices. This £115k budget will be removed and mainstreamed across directorates by ensuring all entry level positions in the organisation are actively targeted towards the apprenticeship cohort.
48. In the Office of the Chief Executive, teams will help the council achieve the challenges set out elsewhere in the budget report, most notably delivering the Rewiring Public Services programme, as well as helping deliver

economic growth for the city. However, a review of services has shown that the partnerships budget can be reduced by £25k.

49. Over recent years, in particular now that the majority of council services are operated out of West Offices, there has been significant scope for the consolidation of services via the business support review. An assessment of progress shows that a further £250k in savings can be delivered in this area.
50. The Council supports a wide variety of external organisations to deliver services through a number of different funding processes. Grants identified as currently in scope total £1.3million, although further funds may come into the proposal. A systematic review is needed during 2014/15 working with the sector with an aim to achieve a 200k saving in 2015/16. This equates to 15%.
51. Finally, given that significant focus will be placed on the Rewiring Public Services programme reported elsewhere on this agenda, a prudent assessment on the need for the Delivery and Innovation Fund to be at its current level of £1m has been carried out and has found that this can be reduced by half and deliver savings of £500k.

Prioritisation Savings Summary

52. The following table summarises the savings to be delivered by the prioritisation process in 2015/16, totalling £2,984k.

Proposal Description	2015/16 Impact £000's
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Growing the Economy

Economic Development Reduction in Economic Development activity.	-75
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Children and Youth Services

School Improvement Service The service will be reshaped with available resources targeted at fulfilling statutory duties and improving the outcomes in specific phases and priority groups.- Removed	0
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Early Years Graduate Leader Fund Ceasing the funding that is provided to early years settings that supports the recruitment and training of qualified staff.	-69
VA Schools DRR No longer charge DRR for Voluntary Aided Schools to the General Fund.	-29

Build Stronger Communities

Information & Guidance Consolidation of services that provide information and guidance across the Council.	-200
Museums Trust Reduction in contribution to York Museums Trust.	-500
Theatre Royal Reduction in contribution to Theatre Royal.	-30
Housing Strategy Use of commuted funds to support affordable housing development function.	-50

Get York Moving

Commercialisation Seek greater commercialisation across the services leading to additional income - Removed	0
Highways Maintenance Reduction in maintenance.	-300
Street Lighting Efficiencies Through the use of LED technology and recent productivity improvements.	-200
Subsidised Bus Services Reduction in line with review of subsidies to other areas. - Removed	0
External Funding Opportunities Additional income from external funding to support current expenditure.	-125

Protect the Environment

Public Protection Savings proposed across Public Protection Unit including charges to Proceeds of Crime, additional income from s106 & closer links with Public Health to support Air Quality interventions.	-316
Design & Conservation Seek further external income to support roles within team - Removed	0

Core Capabilities

Apprentices Remove corporate funding for apprentices and mainstream across directorates by ensuring all entry level positions in the organisation are actively targeted towards the apprenticeship cohort.	-115
Partnerships Reduction in Partnership working.	-25
Consolidation Further consolidation of activity across the Council via the Business Support Review.	-250
Support to External Organisations Review / reduction of grants and contributions to other organisations.	-200
Delivery & Innovation Fund Halving the size of the DIF in light of transformation activities elsewhere in the budget strategy.	-500

STANDARD CHARGES FOR RESIDENTIAL CARE HOMES

Type of Service		Current Charge 2014/15 £		Proposed Charge 2015/16 £	
	Residential Homes				
		Day Care	Overnight Care	Day Care	Overnight Care
	Residential Homes for Children with Learning Disabilities (The Glen)	200.00	400.00	200.00	400.00

FOSTER CARE ALLOWANCES
PAYABLE FROM 1st APRIL 2015

Age	Current Weekly Allowance 2014/15 £	Proposed Weekly Allowance 2015/16 £
0-4	£122.01	£124.67
5-10	£134.05	£136.99
11-15	£154.00	£157.36
16-17	£179.06	£182.98

Foster Carer Fees and Capacity Payments for 2015/16

Grade	Skill Fee £	Capacity - Total payments		Level on Remittance
		2 £	3+ £	
Accredited/I	30.97	15.48	30.97	2
Experienced/II	61.93	15.48	30.97	3
Enhanced/III	165.16	20.65	41.29	4
Advanced/IV	482.05	60.26	120.51	5

Increase of 2.2% to April 2016

2014/15 Fees

Grade	Skill Fee £	Capacity - Total payments	
		2 £	3+ £
Accredited/I	30.30	15.15	30.30
Experienced/II	60.60	15.15	30.30
Enhanced/III	161.60	20.20	40.40
Advanced/IV	471.67	58.96	117.92

ADDITIONAL FOSTER CARERS ALLOWANCES
PAYABLE FROM 1st APRIL 2015

Foster carer allowances and fees

The weekly allowance

The foster carer weekly allowance is intended to cover the average costs of looking after a child as part of the foster carer's family. No specified amounts for particular items are given since expenditure will vary from one foster household to another. The fostering allowance is designed to

- Food and accommodation (including a contribution towards heating and lighting costs)
- Clothing
- Pocket money
- Transport usually associated with any child living in a family including to and from a local
- Leisure activities
- Keeping a record of events and memories about the child
- School meals

Birthday, Festival, Holiday allowances

It is accepted that there are important events which incur additional costs for foster carers. Accordingly, a payment equivalent to one week's fostering allowance is automatically paid prior to the child's birthday and also prior to the festival period. A further amount equivalent to 3 weeks fostering allowance can be made to cover the cost of holidays through the year. This should be

Costs not covered by the foster carer weekly allowance

There may be other costs which are not covered by the weekly fostering allowance. These additional costs fall into two broad categories – those related to the child or young person in

Child related costs

a) Activities and interests

Children are encouraged to enjoy out of school activities, which enrich their leisure and play. Examples have been drama, horse riding, singing, instrument lessons, sport, swimming, dance, A foster carer can request support with the costs of an exceptional enrichment activity for an amount up to £500 per child per annum. If there is a greater cost, this should be discussed as part The cost of hobbies is usually expected to be covered by the fostering allowance. If however a hobby includes an exceptional cost for an event, for example a piece of equipment, then a foster carer may request an additional payment to cover the cost. The maximum sum will be £250 per

b) Clothing allowance (start up)

A child or young person who arrives in a new foster placement without adequate clothing is likely to incur additional clothing costs. A foster carer can claim a clothing allowance at the commencement of the placement of a newly looked after child up to a maximum equivalent to 3x

c) Clothing allowance (exceptional circumstance)

A foster carer may identify a situation in which a looked-after child has an exceptional need for clothing allowance. This might be for a special event such as a wedding or other celebration. For older teenagers this might include school proms or job interviews. Such exceptional needs should be discussed with the supervising social worker (fostering) who will forward a request to the

d) School uniform allowance

A foster carer may request a school uniform grant for a looked-after-child who has recently commenced at a new school. For planned changes in school uniform, for example in moving from

e) Work clothing and equipment

A foster carer may request a grant towards the cost of work clothing that a young person requires at the commencement of training or employment. The maximum sum will be £200 per young

ADDITIONAL FOSTER CARERS ALLOWANCES
PAYABLE FROM 1st APRIL 2015

f) Tuition

Private tuition will not be funded by the Department as it is recommended that this is dealt with in personal education planning. If there is general agreement that additional tuition will be beneficial, this will be addressed by the child's social worker in conjunction with the school and education

g) School trips

All young people will have the opportunity to take part in school trips; the cost ultimately will be supported and covered by children's services.

h) Holiday supplement

A foster carer, in common with other parents and carers must ensure that all looked after children attend school during the school term. It is noted that parents, carers and foster carers may therefore face increased costs for booking holidays during the designated school holidays. In recognition of this increased cost, a supplement is available for each looked-after-child up to a A request for payment of a holiday supplement will need to include evidence that the cost of the holiday for each child is greater than the existing holiday allowance provision.

A foster carer can claim for the costs incurred in purchasing a passport for the child and any visa, which may be required for holiday travel.

i) Nursery fees, after-school, holiday clubs

If a looked after child attends a nursery, after-school club or holiday club, consideration will be given to reimbursing additional costs incurred by foster carers. Agreement for children or young people to attend any of these settings must be made in consultation with the child's social worker and relate to the benefits for the child's educational and social interaction rather than the foster

j) Contact expenses

A foster carer may claim the reasonable costs incurred to facilitate young people maintaining and promoting contact with their parents, siblings or other significant family members

k) Health care expenses

Health care for children are generally exempt from charges under the NHS. In exceptional circumstances, foster carers may request the reimbursement of unavoidable costs, for items which

l) Other exceptional expenses

The above list cannot be exhaustive. A foster carer may request a contribution to cover the costs which may be incurred for a looked after child's participation in a special event family wedding, If a foster carer is aware of any exceptional expense, they may discuss this with their supervising social worker (fostering) in order for the Service Manager (Fostering) to consider the implications. A foster carer should not enter into the commitment to an exceptional expense without checking

Household related costs

Foster carers are expected to have the necessary physical resources within their home to enable them to provide a good quality of service to the children and young people they look after. It is expected that the need for additional equipment and the replacement of any equipment, furniture

a) Equipment and furniture

Foster carers may need additional furniture and equipment before having looked after children placed with them. This may include beds, bedding, storage for clothes, car seats, baby equipment (where applicable). Other equipment costs may be incurred when new long-term placements are organised. These might include the decoration of a bedroom or the provision of new bedding.

b) Equipment, furniture, repairs and replacement

ADDITIONAL FOSTER CARERS ALLOWANCES
PAYABLE FROM 1st APRIL 2015

Over time a foster carer there may be wear and tear on furniture, equipment and furnishings. Foster carers may request a grant towards the cost of renewing such items Where specific damage has been caused by a looked-after child then this should be reported to the supervising

c) Exceptional adaptations

A foster carer may, in exceptional circumstances request financial support for the adaptations to their house to help meet those needs such as providing a long-term placement for children with

Transport

a) Travel and transport arrangements are expected to be discussed as part of the initial planning of all placements. Where circumstances change significantly then foster carers are expected to discuss those changes with their colleagues. There is general assumption that looked after children and foster carers will undertake most journeys in their day-to-day fostering lives, by walking, cycling, and using public transport or in the foster family's car. The cost of local and family

b) Public transport and bus passes

It is assumed that young people aged 12 and over will make use of public transport where necessary for school and leisure activities. Accordingly, all young people are now eligible for an all-day bus pass for First York within the City of York area. For young people placed outside the York

c) Mileage allowance

A foster carer may request reimbursement of their mileage allowance for exceptional journeys, which are above and beyond the local school and family journeys e.g. school journeys greater than 3 miles (each way) transport to contact, hospital or other clinic appointments.

d) Bicycles

For young people aged 11 and over, the purchase of a bicycle with all safety equipment, is eligible for reimbursement if this will enable them to cycle safely to school and for their leisure time. Any proposed bicycle purchase should be fully considered and cost agreed by the Service Manager (Fostering) prior to any foster carer committing to a purchase. Provision of a bicycle should be

e) Mopeds

For young people 16 and over the purchase of a provisional driving licence for mopeds up to 50cc, Compulsory Basic Training (CBT), appropriate safety equipment can be supported. Requests for the support and funding of these items and for a contribution towards the purchase of a moped should be fully considered with relevant parties as part of the travel/transport plan and cost agreed

f) Driving lessons

For young people 17 and over the purchase of a provisional vehicle driving licence and starter pack of 10 driving lessons can be supported but should be considered with relevant parties and cost agreed by the Service Manager (Fostering) prior to any commitment to purchase is given.

ADDITIONAL FOSTER CARERS ALLOWANCES
PAYABLE FROM 1st APRIL 2015

Foster Carer Fees

After initial approval, a foster carer is assessed and reviewed under the accreditation scheme to determine the grade within the fee structure (accredited, experienced, enhanced and advanced) All foster carers on an accredited or higher level are paid a fee when they have a child or young person in placement. Payments of the fee can continue when a foster carer is temporarily without

i) When a foster carer does not have a child in placement the fee will continue to be paid for up

ii) When a foster carer takes a holiday break without the foster children the fee may continue to be paid for up to 2 weeks. Foster carers are expected to give a minimum of 1 month's notice to

iii) Foster carers may request two weeks additional fostering fee at any point in the financial

iv) A maximum of 4 weeks in total in any year will be covered by these payments.

Foster carers who is undergoing an investigation that prevents them having children placed with them will continue to be paid a fee until the investigation is completed.

Process for claiming an additional payment

In order to ensure consistency in the application of the guidance, it is proposed that all requests for additional payments will be dealt with by the foster carer's supervising social worker. A foster carer will be expected to provide evidence of the cost incurred through receipts or estimates. This can be When social workers, other service managers or independent reviewing officers become aware of an exceptional need or cost for a looked after child placed with a foster carer, they must refer the matter to the supervising social worker (fostering) for their consideration. The authorisation (or not)

ADOPTION ALLOWANCES
RESIDENCE ORDER ALLOWANCES
PAYABLE FROM 1st APRIL 2015

Age	Current Weekly Allowance 2014/15 £	Proposed Weekly Allowance 2015/16 £
0-4	60.38	60.38
5-10	73.67	73.67
11-12	83.92	83.92
13-15	90.28	90.28
16+	120.61	120.61

SHORT BREAKS ALLOWANCES**PAYABLE FROM 1st APRIL 2015**

Time Band	Standard Sharing Care Current Weekly Allowance 2014/15 £	Standard Sharing Care Proposed Weekly Allowance 2015/16 £	Allowance paid to carer of child with additional health needs (i.e. std allow. + 70% enhancement) Proposed Weekly Allowance 2015/16 £	Allowance paid to carer of child with more complex care needs (i.e. std allow. + 60% enhancement) Proposed Weekly Allowance 2015/16 £
0-4 hours	17.25	17.60	29.92 (i.e. 17.60 + 12.32)	28.16 (i.e. 17.60 + 10.56)
4-8 hours	25.82	26.34	44.78 (i.e. 26.34 + 18.44)	42.14 (i.e. 26.34 + 15.80)
8-12 hours	34.44	35.13	59.72 (i.e. 35.13 + 24.59)	56.21 (i.e. 35.13 + 21.08)
12-24 hours	51.62	52.65	89.51 (i.e. 52.65 + 36.86)	84.23 (i.e. 52.65 + 31.59)

Contract Care Scheme

	Current Weekly Allowance 2014/15 £	Proposed Weekly Allowance 2015/16 £
Contract Carers	350.52	357.49

SPECIAL GUARDIANSHIP ALLOWANCES
PAYABLE FROM 1st APRIL 2015

Age	Current Weekly Allowance 2014/15 £	Proposed Weekly Allowance 2015/16 £
0-4	£122.01	£124.67
5-10	£134.05	£136.99
11-15	£154.00	£157.36
16-17	£179.06	£182.98

Note: An amount equivalent to the Child Benefit entitlement will be deducted from this allowance.

ENVIRONMENTAL HEALTH	2014/15	2015/16	
	Charge (Before VAT)	Charge (Before VAT)	Increase
	£	£	£
<u>HEALTH & SAFETY</u>			
<u>SKIN PIERCERS</u>			
a) Tattooisists	320.00	336.00	16.00
b) Skin Piercers	320.00	336.00	16.00
c) Premises	320.00	336.00	16.00
1/4ly payment available by Standing Order			
<u>FOOD & SAFETY UNIT</u>			
Export Certificates	57.20	60.00	2.80
<u>ANIMAL HEALTH</u>			
Pet Shop	223.24	224.00	0.76
Animal Boarding	223.24	224.00	0.76
Home Boarding Licence	102.27	103.00	0.73
Dog Breeding Establishment	223.24	224.00	0.76
Dangerous Wild Animals	614.82	615.00	0.18
Riding Establishments	256.91	257.00	0.09
Performing Animals Registration	76.97	77.00	0.03
<u>Stray Dogs</u>			
Reclaim Fee (Statutory fee)	63.00	63.00	0.00
Kennels Fees - Statute only allows the local authority to recover the costs of kennelling the stray	10.20	10.20	0.00

BEREAVEMENT SERVICES	1st Jan 2015	1st April 2015	
	Charge (Inc VAT if applicable)	Proposed Charge (Inc VAT if applicable)	Increase
	£	£	£
<u>DRINGHOUSES CEMETERY</u>			
INTERMENT (VAT EXEMPT)			
Child up to 12 years	250.00	0.00	-250.00

TRADING STANDARDS	2014/15	2015/16	
	Charge	Charge	Increase
	£	£	£
FEES FOR THE TESTING AND VERIFICATION OF WEIGHING AND MEASURING INSTRUMENTS			
Senior Officers (Grade 9 and above)	48.46	n/a	
Other officers	36.30	n/a	
Standard Hourly Charge	n/a	57.60	
<u>Poisons Act</u>			
Initial registration in the Council's list of persons entitled to sell Part II Poisons	36.15	n/a	
Re-registration in subsequent year	18.98	n/a	
Change in details of registration.	9.70	n/a	
<u>Explosives Licensing \ Registration</u> (Statutory Charges)			
Licence Fee (as a fireworks retailer) outside traditional selling periods	500.00	500.00	0.00
<u>Court Cases</u>			
Court Costs awarded as the result of a successful case - all teams (based on a hourly charge per officer hour)			
Senior Officers (Grade 9 and above)	48.46	n/a	
Other officers	36.30	n/a	
Officer (Grade 8)	n/a	46.20	
Officer (Grade 10)	n/a	57.60	
Officer (Grade 11)	n/a	65.40	

REGULATORY SERVICES	2014/15	2015/16	
	Charge (Before VAT)	Charge (Before VAT)	Increase
	£	£	£
<u>LICENSING ACT 2003 (Statutory Fee)</u>			
<u>PREMISES LICENCE</u>			
a) Annual Maintenance			
Rateable Value Band :-			
A - nil to £4300	70.00	70.00	0.00
B - £4301 to £33000	180.00	180.00	0.00
C - £33001 to £87000	295.00	295.00	0.00
D - £87001 to £125000	320.00	320.00	0.00
E - £125001 and above.	350.00	350.00	0.00
b) Premises Primarily Serving Alcohol in :-			
Rateable Value Band :-			
D - annual maintenance fee * 2	640.00	640.00	0.00
E - annual maintenance fee * 3	1,050.00	1,050.00	0.00
c) Grant of Licence/variation			
Rateable Value Band :-			
A - nil to £4300	100.00	100.00	0.00
B - £4301 to £33000	190.00	190.00	0.00
C - £33001 to £87000	315.00	315.00	0.00
D - £87001 to £125000	450.00	450.00	0.00
E - £125001 and above.	635.00	635.00	0.00
d) Grant/variation of premises Primarily Serving Alcohol in :-			
Rateable Value Band :-			
D - licence fee * 2	900.00	900.00	0.00
E - licence fee * 3	1,905.00	1,905.00	0.00
e) Minor Variations	89.00	89.00	0.00
<u>PERSONAL LICENCES, TEMPORARY EVENTS AND OTHER FEES</u>			
a) Application for a grant or renewal of personal licence	37.00	37.00	0.00
b) Temporary event notice	21.00	21.00	0.00
c) Theft, loss, etc. of premises licence or summary	10.50	10.50	0.00
d) Application for a provisional statement	315.00	315.00	0.00
e) Notification of change of name or address prem lice	10.50	10.50	0.00
f) Application to vary DPS	23.00	23.00	0.00
g) Application for transfer of premises licence	23.00	23.00	0.00
h) Interim authority notice following death, etc. of licence holder	23.00	23.00	0.00
i) Theft, loss, etc. of certificate of summary	10.50	10.50	0.00
j) Notification of change of name or alteration of rules of club	10.50	10.50	0.00
k) Change of relevant registered address of club	10.50	10.50	0.00
l) Theft, loss, etc. of temporary event notice	10.50	10.50	0.00
m) Theft, loss, etc. of personal licence	10.50	10.50	0.00
n) Duty to notify change of name and address personal lic	10.50	10.50	0.00
o) Right of freeholder, etc. to be notified of licensing matters	10.50	10.50	0.00
p) Supply of copies of information contained in register	10.50	10.50	0.00
q) Mandatory alcohol condition for DPS to be disapplied - new fee	23.00	23.00	0.00

REGULATORY SERVICES	2014/15	2015/16	
	Charge (Before VAT)	Charge (Before VAT)	Increase
	£	£	£
<u>EXCEPTIONALLY LARGE EVENTS</u>			
Number in attendance at any one time, additional fee :-			
5000 to 9999	1,000.00	1,000.00	0.00
10000 to 14999	2,000.00	2,000.00	0.00
15000 to 19999	4,000.00	4,000.00	0.00
20000 to 29999	8,000.00	8,000.00	0.00
30000 to 39999	16,000.00	16,000.00	0.00
40000 to 49999	24,000.00	24,000.00	0.00
50000 to 59999	32,000.00	32,000.00	0.00
60000 to 69999	40,000.00	40,000.00	0.00
70000 to 79999	48,000.00	48,000.00	0.00
80000 to 89999	56,000.00	56,000.00	0.00
90000 and over	64,000.00	64,000.00	0.00

REGULATORY SERVICES	2014/15	2015/16	
	Charge (Before VAT)	Charge (Before VAT)	Increase
	£	£	£
<u>GAMBLING ACT</u>			
a) Bingo			
Grant	2,800.00	2,800.00	0.00
Variation	1,400.00	1,400.00	0.00
Transfer	960.00	960.00	0.00
Reinstatement & Conversion of Provisional Statement	960.00	960.00	0.00
Provisional Statement	2,800.00	2,800.00	0.00
Annual Charge	840.00	840.00	0.00
b) Adult Gaming Centre			
Grant	1,600.00	1,600.00	0.00
Variation	800.00	800.00	0.00
Transfer	960.00	960.00	0.00
Reinstatement & Conversion of Provisional Statement	960.00	960.00	0.00
Provisional Statement	1,600.00	1,600.00	0.00
Annual Charge	840.00	840.00	0.00
c) Betting (track)			
Grant	2,000.00	2,000.00	0.00
Variation	1,000.00	1,000.00	0.00
Transfer	760.00	760.00	0.00
Reinstatement & Conversion of Provisional Statement	760.00	760.00	0.00
Provisional Statement	2,000.00	2,000.00	0.00
Annual Charge	840.00	840.00	0.00
d) Family Entertainment Centre			
Grant	1,600.00	1,600.00	0.00
Variation	800.00	800.00	0.00
Transfer	760.00	760.00	0.00
Reinstatement & Conversion of Provisional Statement	760.00	760.00	0.00
Provisional Statement	1,600.00	1,600.00	0.00
Annual Charge	635.00	635.00	0.00
e) Betting (Other)			
Grant	2,400.00	2,400.00	0.00
Variation	1,200.00	1,200.00	0.00
Transfer	960.00	960.00	0.00
Reinstatement & Conversion of Provisional Statement	960.00	960.00	0.00
Provisional Statement	2,400.00	2,400.00	0.00
Annual Charge	515.00	515.00	0.00
a) Gaming Machines in Alcohol Licensed Premises			
Automatic Entitlement	50.00	50.00	0.00
b) Licensed Premises Gaming Machine Permits			
Grant	150.00	150.00	0.00
Variation	150.00	150.00	0.00
Transfer	25.00	25.00	0.00
Annual Fee	50.00	50.00	0.00
c) Club Gaming & Club Machine Permits			
Grant	200.00	200.00	0.00
Renewal	200.00	200.00	0.00
Renewal for holder of Club Prem Cert under Lic Act 03	100.00	100.00	0.00
Annual Fee	50.00	50.00	0.00
Copy of Permit	15.00	15.00	0.00
Lotteries			
a) Registration	40.00	40.00	0.00
b) Annual Fee	20.00	20.00	0.00

REGULATORY SERVICES	2014/15	2015/16	
	Charge (Before VAT)	Charge (Before VAT)	Increase
	£	£	£
<u>STREET TRADING CONSENTS</u>			
INSIDE CITY WALLS			
Artists	2,000.00	2,100.00	100.00
Buskers (annual)	2,375.00	n/a	
Buskers 1 day	n/a	20.00	
Buskers 5 days	n/a	60.00	
Buskers 10 days	n/a	100.00	
Buskers 1 month	n/a	198.00	
OUTSIDE CITY WALLS			
Ice Cream	1,600.00	1,680.00	80.00
Food	1,500.00	1,575.00	75.00
Non Food	725.00	750.00	25.00
OCCASIONAL			
Food	55.00	55.00	0.00
Non Food	40.00	40.00	0.00
Charities	14.50	15.00	0.50
INDIVIDUALLY ASSESSED SITES	137,915.00	140,000.00	2,085.00
<u>CAR BOOT SALES (commercial)</u>			
Less than 15 traders	75.00	75.00	0.00
15 - 50 traders	148.00	148.00	0.00
50 - 100 traders	300.00	300.00	0.00
More than 100 traders	410.00	410.00	0.00
Charities	15.00	15.00	0.00
<u>SEX ESTABLISHMENTS</u>			
Grant of new licence	2,600.00	n/a	
Renewal/transfer of licence shop/cinema	1,100.00	n/a	
Renewal/transfer of licence sexual entertainment venue	1,300.00	n/a	
Variation	805.00	n/a	
Grant sex shop/cinema	n/a	645.00	
Grant sexual entertainment venue	n/a	785.00	
Renewal sex shop/cinema	n/a	560.00	
Renewal sexual entertainment venue	n/a	777.00	
Trans/Vary sex shop/cinema	n/a	560.00	
Trans/Vary sexual entertainment venue	n/a	777.00	
- payments may be made in instalments in which case a charge of £10.00 per payment is made.			
<u>Scrap Metal Dealers - renewable 3 yearly</u>			
Grant / renewal site licence	441.00	450.00	0.00
Grant / renewal site licence (2 sites)	596.00	600.00	0.00
Grant / renewal site licence (3 sites)	751.00	755.00	0.00
Grant / renewal collectors licence	246.00	250.00	0.00
Variation	120.00	120.00	0.00
Variation change of name / address	52.00	55.00	0.00

TAXI LICENSING	2014/15	2015/16	
	Charge £	Charge £	Increase £
PRIVATE HIRE LICENCE FEES			
Driver's licence - new application	98.00	100.00	2.00
Knowledge test fee	15.00	15.00	0.00
Driver's licence - renewal (applications over 3months late charged at new app fee)	59.00	60.00	1.00
Fee for holders of current H.C. drivers licence on first application - note: subsequent renewals are at the normal renewal cost	39.00	40.00	1.00
Vehicle licence - new application	152.00	154.00	2.00
Vehicle licence - renewal (applications over 3 months late charged at new app fee)	121.00	122.00	1.00
Vehicle licence - new plate renewal (change every 3 years)			
Vehicle inspection	39.00	40.00	1.00
Vehicle re-test	28.00	28.50	0.50
Change of vehicle fee	28.00	28.50	0.50
Drivers badge - replacement charge	6.00	6.00	0.00
Internal vehicle plate - replacement charge	6.00	6.00	0.00
Vehicle plates - cost to new apps (includes internal plate)	34.00	45.00	11.00
Vehicle plates - replacement charge (set of 2)	28.00	28.50	0.50
Operator's licence - Up to and including 3 vehicles	49.00	50.00	1.00
- Up to and including 10 vehicles	69.00	70.00	1.00
- Up to and including 20 vehicles	84.00	86.00	2.00
- Up to and including 30 vehicles	105.00	106.00	1.00
- Up to and including 40 vehicles	126.00	128.00	2.00
- More than 40 vehicles	154.00	156.00	2.00
Vehicle licence transfer fee	23.00	23.50	0.50
Duplicate licence fee	14.00	14.50	0.50
Administration charge for various activities including bounced cheques	20.00	25.00	5.00
HACKNEY CARRIAGE LICENCE FEES			
Driver's licence - new application	108.00	110.00	2.00
Knowledge test (new charge)	15.00	15.00	0.00
Driver's licence - renewal (applications over 3 months late charged at new app fee)	66.00	67.00	1.00
Hackney carriage fee for holders of current private hire driver's licence on first application - note: subsequent renewals are at the normal renewal cost	39.00	40.00	1.00
Vehicle licence - new application	172.00	174.00	2.00
Vehicle licence - renewal (applications over 3months late charged at new app fee)	131.00	133.00	2.00
Horse drawn hackney carriage vehicle licence	121.00	122.00	1.00
Vehicle inspection	39.00	40.00	1.00
Vehicle re-test	28.00	28.50	0.50
Change of vehicle fee	28.00	28.50	0.50
Driver's badge - replacement charge	6.00	6.00	0.00
Internal vehicle plate - replacement charge	6.00	6.00	0.00
Vehicle plate - replacement charge	25.00	25.50	0.50
Vehicle licence transfer fee	23.00	23.50	0.50
Duplicate licence fee	14.00	14.50	0.50
Administration charge for various activities including bounced cheques	20.00	25.00	5.00

HOUSING		2014/15	2015/16	
		Current Charge	Charge	Increase
		£	£	£
Garages				
Normal	Council tenant	6.78	6.94	0.16
	Private **	8.14	8.33	0.19
High Demand	Council tenant	8.16	8.35	0.19
	Private (local connection) **	19.07	19.51	0.44
	Private (no local connection) **	23.98	24.53	0.55
Low Demand	All tenures	3.43	3.51	0.08
Cookers				
Charges are based on current prices plus a %. No new cookers are rented to tenants		2013/14 charge plus 3.2%	2014/15 charge plus 2.3%	

** Charges include VAT

SPORTS		2014/15	2015/16	
		Current Charge	Charge	Increase
	Price Type			
Swimming		£	£	£
Open, Lane, Adult,	Adult	4.80	4.95	0.15
Deep End, Women	Adult YorkCARD	3.85	3.95	0.10
Waterfun & 50+	Concession	3.40	3.50	0.10
Swim sessions	Conc YorkCARD	2.60	2.70	0.10
Under 5 policy	Kids go free	free		
Family Saver	Yorkcard 2 adults 2 kids	10.30	10.60	0.30
Family Sav. Plus	Yorkcard 1 adult 2 kids	6.45	6.65	0.20
	non york 2 adults 2 kids	13.00	13.40	0.40
	non york 1 adult 2 kids	8.20	8.45	0.25
Swim lessons	Kids 30 mins	5.15	5.35	0.20
(price increase from 4/5/2015)	Kids 45 mins	6.60	6.85	0.25
	Adults 30 mins	5.15	5.35	0.20
	Adults 40 mins	6.60	6.85	0.25
	60 mins	6.85	7.10	0.25
	1:1 course of 5	103.00	107.35	4.35
	1:1 individual	21.70	22.60	0.90
Aquafit & Aquanatal	Adult	5.60	5.80	0.20
	Adult YorkCARD	4.45	4.60	0.15
	Concession	4.30	4.45	0.15
	Conc YorkCARD	3.55	3.70	0.15
Loyalty Swim Card	Adult	38.40	39.60	1.20
	Adult YorkCARD	30.90	31.60	0.70
	Concession	27.20	28.00	0.80
	Conc YorkCARD	20.80	21.60	0.80
CYC/NHS 10 Swim Card		24.75	25.30	0.55
NEW POOL HIRE RATES WHICH INCLUDE 2 LIFEGUARDS AS STANDARD				
Whole Pool Hire	incl vat 1 hour	111.25	117.00	5.75
Half Pool Hire	incl vat 1 hour	n/a	58.50	
Lane Hire	incl vat 1 hour	n/a	29.25	
SCHOOL POOL HIRE RATES WHICH INCLUDE 2 LIFEGUARDS & 2 TEACHERS AS STANDARD (based on 10 wks)				
School Pool Hire	1/2 hr Per term	700.00	721.00	21.00
Additional Teacher per week per half hour		n/a	10.50	
Dry Side				
BeActive	12 mth contract DD	33.00	33.00	0.00
	3 mth contract DD	38.00	38.00	0.00
	Corp/student mth	28.00	28.00	0.00
Creche		2.60	2.70	0.10

SHAMBLES MARKET TOLLS FOR LICENSED TRADERS

DAY	ZONE	Current Fee 2014/15	Proposed Fee 2015/16
MONDAY	A	17.75	22.75
	B	15.75	21.25
	B8	12.60	17.00
	C	10.25	18.00
	D	6.00	10.00
	E - o/s	18.00	18.75
	F - o/s	43.00	43.50
TUESDAY	A	22.25	22.75
	B	20.50	21.25
	B8	16.40	17.00
	C	17.50	18.00
	D	12.00	10.00
	E - o/s	18.00	18.75
	F - o/s	43.00	43.50
WEDNESDAY	A	21.25	22.75
	B	19.00	21.25
	B8	15.20	17.00
	C	16.50	18.00
	D	11.00	10.00
	E - o/s	18.50	18.75
	F - o/s	43.00	43.50
THURSDAY	A	23.25	22.75
	B	22.50	21.25
	B8	18.00	17.00
	C	19.50	18.00
	D	11.00	10.00
	E - o/s	18.50	18.75
	F - o/s	43.00	43.50

DAY	ZONE	Current Fee 2014/15	Proposed Fee 2015/16
FRIDAY	A	26.75	22.75
	B	25.75	21.25
	B8	20.60	17.00
	C	22.50	18.00
	D	13.00	10.00
	E - o/s	18.50	18.75
	F - o/s	45.00	43.50
SATURDAY	A	35.75	35.75
	B	32.50	32.50
	B8	26.00	26.00
	C	25.50	25.50
	D	22.50	22.50
	E - o/s	21.50	21.50
	F - o/s	50.00	50.00
SUNDAY	A	25.00	22.75
	B	23.50	21.25
	B8	18.80	17.00
	C	20.50	18.00
	D	7.50	10.00
	E - o/s	21.00	18.75
	F - o/s	44.00	43.50

KEY :-	
A	Jubbergate
B	Prime Stalls
B8	Prime Stalls (8 feet)
C	Standard Stalls
D	Rear Stalls
E - o/s	Open spaces pitches
F - o/s	Brunch Wagon

Event Markets		Current Fee 2014/15	Increase Fee 2015/16
Structure		£	£
Shambles Market kiosk A (from 1st March 2015)	per annum	5200.00	5200.00
Shambles Market kiosk B (from 1st March 2015)	per annum	5000.00	5000.00
Easter Fayre Market	MM's	120.00	120.00
	DY	80.00	80.00
St Nicholas' Fair (per week)			
Parliament Street	4.5m Chalet	1050.00	TBC
	3m Chalet	850.00	TBC
	Partner Discount on the above rates	10%	
Guildhall	Market Fixed Fee	660.00	660.00
	Charity Fixed Fee	n/a	100.00
Specialist Market events	Farmers & Misc others	26.00	26.00

Under the Market rules and regulations the Senior Market Officer has discretion to offer reduced rates to attract new stall-holders and to encourage existing stall-holders to occupy adjacent vacant stalls

TRANSPORT	2014/15	1st April 2015	
	Charge (exc VAT) £	Proposed Charge (exc VAT) £	Increase over 14/15 £
Bus Stop			
Installation & removal of temporary bus stop	92.40	92.40	0.00
Removal of permanent bus stop during work	174.00	174.00	0.00
Damage to bus stop or unauthorised removal	174.00	174.00	0.00
Road Safety			
Local Authority School Children: (cost per child)			
Pre Basic Cycle Training Level 1	3.40	3.40	0.00
Basic Cycle Training Level 2	17.00	17.00	0.00
Advanced Cycle Training Level 3	8.40	8.40	0.00
Adults (cost per person):			
1:1 adult training (first hour)	19.00	19.00	0.00
1:1 adult training (90 minutes)	24.00	24.00	0.00
Pedestrian Training:			
School training by class (2 x 1.5hr class)	27.00	27.00	0.00
External Trainer Training (cost per person)	400.00	400.00	0.00
Replacement charge for YOzone card	7.50	7.50	0.00
Highways Adoption Fees	8% of scheme costs	8% of scheme costs	n/a
Checking Developers Plans	£500 + 2% of estimated works	£500 + 2% of estimated works	n/a
White Bar Markings			
Application and Initial Placement	n/a	120.00	
Refreshment (to new and existing)	n/a	75.00	
Scaffold & Hoarding licences			
Initial consent and 1 month permission	83.00	87.00	4.00
Each additional month or part thereof	55.00	57.00	2.00
Late notification fee (less than 5 working days)	17.00	18.00	1.00
Failure to comply with terms of licence	17.00	18.00	1.00
Skip/ Container/ Building Materials licence for 14 days	34.00	36.00	2.00
Late notification fee (less than 3 working days)	17.00	18.00	1.00
Failure to comply with terms of licence	17.00	18.00	1.00
Additional fee for dealing with unlicensed skips/ scaffolding	55.00	57.00	2.00
Cherry picker licence - up to 1 day	66.00	69.00	3.00
Cherry picker licence - more than 1 day	97.00	102.00	5.00
Vehicle Crossing Fees (Assessment & Inspection Fee)	66.00	69.00	3.00

TRANSPORT	2014/15	1st April 2015	
	Charge (exc VAT) £	Proposed Charge (exc VAT) £	Increase over 14/15 £
Road Closures (exc VAT and advertising costs) (Non-Commercial/ Charitable Events may be exempt or reduced, advertising costs will still be chargeable)	440.00	460.00	20.00
Temporary Waiting Restrictions (exc cost of work, coning & advertising)	158.00	166.00	8.00
Authority to contravene Moving Traffic Order	21.00	22.00	1.00
Annual Parking Waiver	75.00	79.00	4.00
Waiver to contravene a Parking Order			
1 day	21.00	22.00	1.00
2 - 7 days	53.00	56.00	3.00
8 - 14 days	105.00	110.00	5.00
Brown Sign Applications			
4 signs or less	330.00	346.00	16.00
5 to 8 signs	385.00	404.00	19.00
9 signs or more	440.00	460.00	20.00
Approval consent for House Builder signs			
4 signs or less	330.00	346.00	16.00
5 to 8 signs	385.00	404.00	19.00
9 signs or more	440.00	460.00	20.00
Pavement Cafe Licences	610.00	616.00	6.00
General Solicitor Highway Enquiries			
Simple	75.00	79.00	4.00
Medium	100.00	105.00	5.00
Complex	200.00	210.00	10.00
NRSWA (Set Nationally)			
Section 50 Licence Administration	300.00	300.00	0.00
Special Permission Inspections	300.00	300.00	0.00
Utility sample fee	50.00	50.00	0.00
Investigatory/ Third Party	68.00	68.00	0.00
Defect Inspections fee	47.50	47.50	0.00
Special Permissions	£800 or 6%	£800 or 6%	n/a

WASTE SERVICES	2014/15	2015/16	
	Charge (inc VAT if applicable)	Proposed Charge (inc VAT if applicable)	Increase
	£	£	£
Charges for Replacement Bins/Containers			
180L	36.75	38.75	2.00
240L	42.00	44.50	2.50
360L	47.00	50.00	3.00
Recycling box	5.50	6.00	0.50
Hazel Court - Household Waste Recycling Centre			
Material Charges:			
Brick/rubble up to 500Kg	21.00	23.00	2.00
Brick/rubble up to 250Kg	11.00	12.00	1.00
Bonded Asbestos up to 50Kg	11.00	12.00	1.00
Bonded Asbestos bag	5.50	6.00	0.50
Plasterboard sheet	5.50	6.00	0.50
Plasterboard bag	5.50	6.00	0.50
Gas bottles up to 10Kg	7.00	7.50	0.50
Gas bottles up to 20Kg	11.00	12.00	1.00
Gas bottles specialised	36.50	38.50	2.00
Garden Waste (additional bin collection charge)	35.00	37.00	2.00

PEST CONTROL & DRAINAGE	2014/15	2015/16	
	Charge (inc VAT if applicable)	Proposed Charge (inc VAT if applicable)	Increase
	£	£	£
Pest Control			
Flat Rate Pest Control call out fee*	76.00	80.00	4.00
Drainage **			
Private Blocked Drains	88.00	90.00	2.00
Empty septic tank at domestic property	231.00	231.00	-
Empty septic tank at commercial property	319.00	382.00	63.00

* The charge will apply to one treatment only.

** Additional charges may apply for work outside the City of York boundary.

Building Control

Note : Vat is chargeable at the appropriate rate

SERVICE	2014/15	1st April 2015	
	Current Charge £	Proposed Charge £	Increase £
Building Control Letter of confirmation } Completion Certificate: } Approvals }	42.00	44.00	2.00

DEVELOPMENT MANAGEMENT**Section A - Advice as to whether permission / consent is required**

Category	Current Fee 2014/15 £	Proposed 2015/16 £	Increase £
Householder Enquiry (ie house extensions, garages/sheds, etc)	60.00	62.50	2.50
Other Commercial Development (to establish if "development" or whether "permitted development" or not)	60.00	62.50	2.50

Section B - Advice in relation to the prospects of permission / consent being granted**Category - Minor Development**

Proposed Development Type	Current Fee 2014/15 £	Proposed 2015/16 £	Increase £
Householder	60.00	62.50	2.50
Advertisements	60.00	62.50	2.50
Commercial (where no new floorspace)	88.00	92.00	4.00
Change of Use	88.00	92.00	4.00
Telecommunications	120.00	125.00	5.00
Other (See note 3)	120.00	125.00	5.00
Small Scale Commercial Development (Incl shops offices, other commercial uses)			
* Upto 500m2	309.20	320.00	10.80
* 500-999m2	611.70	640.00	28.30
Small Scale Residential			
* less than 4 Dwellings - fee per dwelling	120.00	125.00	5.00
* 4-9 Dwellings	612.00	640.00	28.00

Note 1 - All Fees are subject to VAT

Note 2 - With site visit and meeting if Development Management Officer considered to be required

Note 3 - Includes all other minor development proposals not falling within any of the categories such as variation or removal of condition, car parks and roads and certificates of lawfulness

Category - Major Developments

Proposed Development Type	Current Fee 2014/15 £	Proposed 2015/16 £	Increase £
Major new residential			
Student accommodation developments (10 or more students)			
* 10-25 Dwellings	1,080.00	1,130.00	50.00
* 26-199 Dwellings - additional fee per dwelling	41.67	44.00	2.33
Small Scale Commercial Development (inc shops, offices, other commercial uses)			
* 1,000 m2 to 3,000m2	1,875.00	1,950.00	75.00

Note 1 - All Fees are subject to VAT

Note 2 - With site visit and meeting if Development Management Officer considered to be required

DEVELOPMENT MANAGEMENT**Category - Very Large Scale Developments**

Proposed Development Type	Current Fee 2014/15 £	Proposed 2015/16 £	Increase £
* Development of over 200 dwellings (A further bespoke charge may be required depending on complexity of the development & the range of issues that need to be addressed in the pre-app process)	Minimum fee of £41.67 per dwelling	Minimum fee of £44 per dwelling	2.33
* Single use or mixed use developments involving sites of 1.5 ha or above * Development of over 3,000m2 of commercial floorspace * Planning briefs / Masterplans	Fee to be negotiated with a minimum fee of £3,340	Fee to be negotiated with a minimum fee of £3,500	160.00

Note 1 - All Fees are subject to VAT

Note 4 - With multiple meetings including a lead officer together with Development Management case officer and other specialist officer inputs as required for a period of upto 12 months

Note 5 - The fee for pre-application advice expected to be not less than 20% of anticipated planning fee for a full application for the development proposal

Exemptions

Advice sought in the following categories is free

- * Where the enquiry is made by a Parish Council or Town Council
- * Where the development is for a specific accommodation/facilities for a registered disabled person
- * Advice on how to submit a planning application
- * Enquiries relating to Planning Enforcement

Proposed Parking Tariffs from April 2015

a) Off-Street Car Parks

Note			Daytime Charges (0800 - 18:00)							Evening	24 hour
			< 30 Mins	Upto 1 hr	1-2 Hours	2-3 Hours	3-4 Hours	4-5 Hours	Over 5 hours	6.00pm to 08.00am	Charge using mobile phone
Short Stay	1	Discounted	N/A	£2.10	£4.20	£6.30	£8.40	£10.50	£2.10 per addnl hour	free	
		Standard	N/A	£2.30	£4.60	£6.90	£9.20	£11.50	£2.30 per addnl hour	£2.00	
		Standard	Mob Phone	N/A	£2.20	£4.40	£6.60	£8.80	£11.00	£2.20 per addnl hour	
Standard Stay	2	Discounted	N/A	£1.50	£3.00	£4.50	£6.00	£7.50	£11.50	free	£11.50
		Standard	N/A	£2.00	£4.00	£6.00	£8.00	£10.00	£11.50	£2.00	£11.50
		Standard	Mob Phone	N/A	£1.90	£3.80	£5.70	£7.60	£9.50	£11.50	£2.00
Foss Bank	3			£1.00 per hour							
			Mob Phone	90p per hour							
Bishopthorpe Rd	3		N/A	£0.30	£0.60	£1.00	Maximum stay of 3 hours			free	
East Parade	3		£0.30	£0.60	£4.00	£6.00	Parking for over 2 hours is only allowed after 3pm.			free	

Note 1 - Bootham Row, Esplanade, Castle and Piccadilly (Piccadilly closes at 6:30pm and so there is no evening charge)

Note 2 - Castle Mills, Marygate, Monk Bar, Nunnery Lane, St. Georges, Union Terrace. The £11.50 (over 5 hours fee) allows parking until 8am the next day.

Castle Mills closes at 8:30pm and charges only apply till 8:00pm. Peel Street - charges only apply on Mon - Sat from 8:30 - 18:00, Sunday is free before 12:00.

Note 3 - There are no discounts or evening charges at Foss Bank, Bishopthorpe Road or East Parade. The charges only apply until 18:00 except at Foss Bank where they apply until 20:00.

b) Coach Parking

	Summer (1/4/15 - 31/10/15)			Winter (1/11/15 - 31/3/16)	
	<1 Hour	<3 Hours	Over 3 hrs	<1 Hour	Over 1 Hr
Union Terrace and St George's Field Coach Parks	£5.80	£8.90	£12.60	£5.80	£8.90

c) On Street Parking

				Daytime Charges				Evening	Streets Included
				< 30mins	<1 Hour	1-2 Hours	2-3 Hours	6.00pm to 08.00am	
Standard Rate	4	Discounted		N/A	£2.00	£4.00	£6.00	free	Carmelite St, Dundas Street, Lawrence Street, Lord Mayor's Walk, North Street, Palmer Lane, Piccadilly, Skeldergate, Tanner's Moat, Toft Green, Walmgate.
		Standard		N/A	£2.00	£4.00	£6.00	£2.00	
Micklegate	4 & 5 4 & 5	Discounted		£0.30	£0.60	£4.00	£6.00	free	
		Standard		£0.30	£0.60	£4.00	£6.00	£2.00	
Priory Street	4 & 5 4 & 5	Discounted		N/A	£2.00	£4.00	£6.00	free	
		Standard		N/A	£2.00	£4.00	£6.00	£2.00	
City Centre Footstreets		Discounted						free	Fossgate, Piccadilly, St Deny's Road, The Stonebow, Walmgate.
		Standard						£2.00	
Respark Shared Use Areas		Non-Permit Holders		N/A	£0.80			Charges Apply 8am - 8pm	Bishophill Senior, Clifton, Cromwell Rd, Cumberland St, Garden St, George St, Huntington Rd, Lawrence St, Lead Mill Lane, Lower Friargate, Lower Priory St, Lowther St, Margaret St, Marygate, Park Grove, Penleys Grove St, Queen Anne's Rd, The Crescent, The Mount, Townend St, Union Terrace, Walmgate.

Note 4 - There is no discount available on-street except that parking after 6pm is free at discounted rate. Parking for over 2 Hours is only allowed after 3pm

Note 5 - No charges on Sundays between 8am and 1pm in Micklegate and Priory Street

d) On-Street Parking for large vehicles

	< 2 Hours	2- 5 Hours	5-12 Hrs	Market Traders with Permit
Foss Islands Road	£3.70	£5.80	£9.00	£2.00

PARKING SERVICES - SCHEDULE OF SEASON TICKET CHARGES

		2014/15 Current Charge £	Proposed Charge £
Annual Season Ticket	Standard rate	995.00	995.00
	Discount vehicle rate	497.50	497.50
Monthly Season Tickets			
Standard Stay car parks	Standard rate	130.00	130.00
	Discount vehicle rate	55.00	55.00
Weekly Season Tickets			
Preferential phone rate only			
Standard Stay car parks	Standard rate	52.50	52.50
	Discount vehicle rate	22.00	22.00
Contract Parking (Bulk) *			
Foss Bank - Annual		360.00	360.00
Contract Parking (City Centre Resident 24 hour)			
Foss Bank - Monthly	Standard rate	74.00	74.00
	Discount vehicle rate	34.00	34.00
Foss Bank - Annual	Standard rate	770.00	770.00
	Discount vehicle rate	357.00	357.00
Surface - Monthly	Standard rate	68.00	68.00
	Discount vehicle rate	29.00	29.00
Surface - Annual	Standard rate	756.00	756.00
	Discount vehicle rate	315.00	315.00
Frequent User Pass			
Non-Resident - Annual	Standard rate	132.00	132.00
	Discount Rate	66.00	66.00
Non Resident - Quarter	Standard rate	44.00	44.00
	Discount Rate	16.50	16.50
Resident - Quarter	Standard rate	23.00	23.00
	Discount Rate	11.50	11.50

Note

Discount vehicle rate means a vehicle 2.7m or less in length OR a low emission vehicle within the DVLA defined BAND A, B or C

* ie 10 or more purchased at the same time

PARKING SERVICES		2014/15	2014/15	2014/15	2015/16		2015/16		2015/16	
		Standard Charge	Discounted Rate*	Premium Rate**	Standard Charge		Discounted Rate*		Premium Rate**	
Note : Vat is chargeable at the appropriate rate		Charge £	Charge £	Charge £	Proposed Charge £	% Increase %	Proposed Charge £	% Increase %	Proposed Charge £	% Increase %
Household Permit	-Standard *	93.00	46.50	125.00	93.00	0.0%	46.50	0.0%	125.00	0.0%
	Quarterly charge *	29.00	14.50	38.00	29.00	0.0%	14.50	0.0%	38.00	0.0%
	-Second	165.00			165.00	0.0%				
	Quarterly charge	52.50			52.50	0.0%				
	-Third	330.00			330.00	0.0%				
	Quarterly charge	92.00			92.00	0.0%				
	-Fourth	660.00			660.00	0.0%				
	Quarterly charge	178.00			178.00	0.0%				
Visitor	-Standard	1.10			1.10	0.0%				
	-Concessionary	0.30			0.30	0.0%				
Special Control Permit	-Standard *	105.00	52.50	130.00	105.00	0.0%	52.50	0.0%	130.00	0.0%
	Quarterly charge *	31.50	16.00	40.00	31.50	0.0%	16.00	0.0%	40.00	0.0%
Special Additional Permit	-Standard *	105.00	52.50	130.00	105.00	0.0%	52.50	0.0%	130.00	0.0%
	Quarterly charge	31.50	16.00	40.00	31.50	0.0%	16.00	0.0%	40.00	0.0%
Business Permit *		400.00	200.00		400.00	0.0%	200.00	0.0%		
Guest House Authorisation Card		400.00			400.00	0.0%				
Multiple Occupancy Permit *		154.00	77.00		154.00	0.0%	77.00	0.0%		
Landlord's Permit *		154.00	77.00		154.00	0.0%	77.00	0.0%		
Community Permit *		51.50	26.00		51.50	0.0%	26.00	0.0%		
Day use Community Permit	- Standard	1.25			1.25	0.0%				
	- Charities	0.30			0.30	0.0%				
Authorisation Card without Permit		2.90			2.90	0.0%				
Property Renovation Permit	- Quarterly *	110.00	55.00		110.00	0.0%	55.00	0.0%		
	- Daily *	2.80	1.40		2.80	0.0%	1.40	0.0%		
Commercial Permit *		550.00	275.00		550.00	0.0%	275.00	0.0%		
Commercial Permit (Specific Zone) *		144.00	72.00		144.00	0.0%	72.00	0.0%		
Penalty Charge Notice (PCN) Full (Higher/ Lower)		70.00/ 50.00			70.00/ 50.00	0.0%				
PCN Discounted (Higher/ Lower)		35.00/ 25.00			35.00/ 25.00	0.0%				
PCN Enforced (Higher/ Lower)		105.00/ 75.00			105.00/ 75.00	0.0%				
Vehicle Removal Charge		105.00			105.00	0.0%				
Vehicle Storage Charge	Daily	12.00			12.00	0.0%				
Vehicle Disposal Charge		25.00			25.00	0.0%				
Admin Fee		50.00			50.00	0.0%				
Replacement Permit Respark	First Replacement	Amount remaining on Permit			Amount remaining on Permit					
	Second Replacement	165.00			165.00	0.0%				
	- Concessionary	55.00			55.00	0.0%				
Regular User Discount Permit (New Charge)		20.00			20.00	0.0%				

* discount available for vehicles 2.7m or less in length or a low emission vehicle within DVLA defined Band A, B or C.

** additional charge for high emission vehicles within DVLA band J,K,L or M.

Burnholme Sports Facilities	2014/15	2015/16	
	Charge	Proposed	Increase
	(excl VAT) £	Charge (excl VAT)* £	
Sports hall - Full hall	25.00	25.75	0.75
Sports hall - 1 /2 hall	12.50	12.90	0.40
School hall	25.00	25.75	0.75
Gym	15.00	15.45	0.45
3G 1/3	20.00	20.60	0.60
Full 3G	48.50	49.95	1.45
Grass pitches @ Burnholme (90 minutes)	7.50	7.75	0.25
Training Room	15.00	15.45	0.45
Tennis	6.50	6.70	0.20
Knivesmire, Hempland Lane, Victoria Park and Chesney Field pitches			
- seasonal pitch hire	89.25	91.95	2.70
- changing rooms per match	15.00	15.45	0.45

* These prices apply to new customers only for 2015/16

ADULT SOCIAL CARE, COST PER WEEK	2014/15	2015/16		Explanation
	Charge (inc VAT if applicable)	Proposed Charge (inc VAT if applicable)	Increase/ (Reduction)	
	£	£	£	
Older People's Homes	500.79	542.99	42.20	Customers are financially assessed and only pay what they can afford. The proposed increase would increase the charge to approx 45 self funders in our homes generating approx £90k. The proposed charge has gone up as staffing has increased to better reflect the needs of residents which is a major focus of the new CQC inspection regime
Flaxman Avenue (Learning Disability Residential Care)	1,332.10	1,678.04	345.94	This is the maximum charge. Customers accessing this service are financially assessed as to what they can afford to pay and nobody in the last four years has been assessed to pay the full weekly rate. The unit cost has increased due to the complexity of customers now accessing this redesigned service.
22 The Avenue (Mental Health Residential Care) - Planned respite	187.99	197.05	9.06	Customers residing at 22 The Avenue on a planned basis are able to claim Housing Benefit. The major element of the weekly charge is rent which increases in line with the Council Tenant's Rent increase (2.2%). However, there is also an element relating to gas, electric etc which is why the overall charge has increased by more than 2.2%
22 The Avenue (Mental Health Residential Care) - Emergency respite	717.00	584.00	(133)	Customers attending 22 The Avenue on an emergency basis are financially assessed under fairer charging and only pay as much as they can afford. The rate hadn't changed for a number of years and has reduced due to savings made in the service

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Annex 5 Standard charges for the use of Residential Homes and Foster Carers, Sharing Care, Adoption and Residence Order Weekly Allowances

- 1 The following schedules set out the proposed level of charges to other local authorities for the use of services within the Children and Families portfolio for residential care homes. The annex also lists proposed foster care, sharing care, adoption, residence order and special guardianship weekly allowances for 2015/16.

Standard Weekly Charges For Residential Care Homes (Annex 5a)

- 2 A source of income for Children & Families is derived from charges to other local authorities for purchasing services e.g. North Yorkshire CC & East Riding Council who purchase residential and day care places for individuals who continue to be their responsibility. Many of this group of people are either resident in residential and non-residential services.
- 3 There is a requirement for the directorate to set these standard charges both to charge other authorities and to set the maximum charge payable by residents. The proposed charges for 2015/16 have been frozen for The Glen to reflect the amounts that can realistically be charged.

Minimum Payment For Foster Carers (Annex 5b)

- 4 A basic allowance is paid for each child/young person in a placement. Payments are calculated on a weekly basis according to the age of the child. The Government sets statutory minimum weekly allowances for foster carers. The weekly allowances set out at Annex 5b for Age Bands 0-4, 5-10 and 11-15 have been increased at a rate necessary to match the national minimum fostering rates levels. The national levels have not been released at present so we have assumed an increase of 2.2% (This will be adjusted up or down when the rates are released).
- 5 Foster carers are also paid a weekly carer's fee. These fees are calculated with reference to an appraisal of the carer's skill level. These fees have been increased by 2.2% from 2013/14 as this is the pay award received by Social Workers and the agreement by CSS & YAFCA to link these payments following the new pay deal in 2013.
- 6 Carers also receive a payment dependant on the number of placements they have above the assumed 1 placement. Payments are made if carers have 2 placements or 3+ placements.

Additional Foster Carers Weekly Allowances (Annex 5c)

- 7 There has been a review of the other payments that carers are entitled to and following a meeting between the fostering service & YAFCA (December 2014) it has been agreed that a new more clear and concise list is better for both the council and for the foster carers.

Weekly Adoption Allowances and Residence Order Allowances (Annex 5d)

- 8 A weekly allowance is not paid in all cases of adoption, only in certain financial circumstances, e.g. when a child with additional needs is adopted or possibly to encourage the adopter to take a sibling of a child already adopted. To determine whether an allowance should be paid to an adopter a financial assessment is carried out, using the Department for Education assessment model.
- 9 A small number of children in our care are subject to residence orders that replaced custodianship in 1991. A residence order means that the birth parents retain parental responsibility but the carer gains parental rights. As with adoption, a financial assessment of the carer is undertaken to determine whether an allowance should be given.
- 10 These rates are unchanged from 2013/14

Short Breaks Fostering Allowance (Annex 5e)

- 11 Short Breaks fostering is provided for disabled children who stay with short breaks foster carer on either a day care or overnight basis, in order to give the parent/carer a short break
- 12 The Sharing Care Contract Carer Scheme recruits foster carers to provide regular, overnight, respite care for severely disabled children. The Contract Carers are paid a weekly fee which was equal to the fee paid to Specialist Foster Carers. This fee is no longer in existence so the contract carer allowance is not tied to any other payment. This has been increased by 2% to reflect the fact that it was not increased in 2013/14 and also to try to attract and keep these types of long term carers. This is shown in the bottom table of Annex 5e.

Special Guardianship Allowances (Annex 5f)

- 13 A Special Guardianship Order allows carers to gain parental responsibility and enables them to override the parental responsibility of

others (such as the child's birth parent) in day-to-day matters. Under legislation, Special Guardians must be offered support services, including financial support, if requested, subject to the same financial assessment as adopters. The allowances for Special Guardians are set at the same rate as the Foster Care weekly allowances; however, an amount equivalent to the Child Benefit entitlement will be deducted from the allowance before it is paid. Annex 5f shows the revised allowances for 2015/16.

Rounding

- 14 The figures shown for all weekly allowances have been rounded to the nearest figure in whole pence that can be divided exactly by 7. This is done so that the weekly allowances can easily be converted into daily amounts when processing payments.

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BUDGET 2014/15 £'000	Expenditure:	BUDGET 2015/16 £'000
	Repairs & Maintenance	
5,097	Jobs General	5,224
828	Projects	878
257	Estate Improvements	257
101	Decoration Allowance	101
30	Rechargeable Repairs	30
6,313		6,490
	General Management	
71	Tenant Support and Information	71
2,499	Recharges	2,499
99	AD Housing and Public Protection	101
1,995	Landlord Services	2,036
982	Building Services	1,003
31	HRA Training	31
5,677		5,741
	Special Services	
837	Sheltered Housing	813
92	Energy Costs	92
590	Temporary Accommodation	544
379	Grounds Maintenance	379
250	Caretaking Costs	250
21	Cleaning Costs	21
41	Lifts	41
6	Communal Aerials	6
6	Contribution to Energy Efficiency	6
2,222		2,152
	Rents etc.	
25	Rent & Rates	25
209	Insurance	209
1	RTB Legal Fees	1
235		235
	Provision for Bad and Doubtful Debts	
479	Council Housing	479
479		479
	Capital Charges	
8,225	Depreciation	8,225
50	Debt Management	50
8,275		8,275
23,201	TOTAL EXPENDITURE	23,372

BUDGET
2014/15

Income:

Rents

-31,760	Council Housing	-32,326
-348	Temporary Accommodation	-307
<hr/> -32,108		<hr/> -32,633

Non Dwellings Rents

-317	Council Garages	-318
-251	Council Shops	-251
-17	General Rents	-17
<hr/> -585		<hr/> -586

Charges for Services and Facilities

-7	Fees & Charges - Council Housing	-7
-84	- Legal Fees	-84
-85	- RSL management fee	-85
-764	- Sheltered Housing	-714
-2	- Temporary Accommodation	-2
-35	Cookers	-24
-90	Leaseholder Admin Charge	-90
<hr/> -1,067		<hr/> -1,006

Contribution Towards Expenditure

-11	- Sheltered Housing	-11
-25	- Rechargeable Repairs	-25
<hr/> -36		<hr/> -36

Supporting People Income

-339	- Temporary Accommodation	-339
<hr/> -339		<hr/> -339

<hr/> <hr/> -34,135	TOTAL INCOME	<hr/> <hr/> -34,600
---------------------	---------------------	---------------------

<hr/> <hr/> -10,934	NET COST OF SERVICE	<hr/> <hr/> -11,228
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4,620	Loan Interest Paid	4,620
-1	Mortgage Interest	-1
-160	Revenue Cash Interest Received	-160
3,212	Capital Expenditure financed from Revenue	1,170
-795	Contribution to/(from) MRR	-446
3,500	Contribution to/(from) Earmarked Reserves	3,395

<hr/> <hr/> -558	(SURPLUS) / DEFICIT IN YEAR	<hr/> <hr/> -2,650
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-12,113	(SURPLUS) / DEFICIT BROUGHT FORWARD	-12,549
-558	(SURPLUS) / DEFICIT IN YEAR	-2,650
-12,671	(SURPLUS) / DEFICIT CARRIED FORWARD	-15,199



Community Impact Assessment Form (CIA)

The council's vision is to promote **equal life outcomes¹ for everyone** living, working and visiting York, through inclusive design in everything the council does. This is to ensure that no-one is unintentionally excluded in York because of specific personal characteristics. In the council, we call these characteristics "Communities of Interest or Identity" – "Cols" for short.

To help realise the vision, council officers are required by Cabinet to assess the impact of council policies, processes and behaviours on customers and staff from the Communities.

This process was previously called Equality Impact Assessment (EIA). To stress the importance of assessing the impact of everything we do on people from the Communities, starting June 2012, we have renamed the process Community Impact Assessment (CIA).

The assessment **should be done at the development stage** of any policy, review, project, service change etc, **before any decision is taken**. It should also be done every time there are changes to policies and practices, **before the changes are finally agreed** by decision makers.

In addition, the Equality Act 2010 came into force on the 1st October 2010. Under the Act the council has a legal duty to show that our policies, practices etc further the aims below:

- Actively and proactively eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act
- Advance equality of opportunity between people who share an identity and those who do not
- Foster good relations between people who share an identity and those who do not.

¹ In health, safety and security, personal freedom and choice, housing, education and lifelong learning, jobs and leisure activities and the infrastructure that supports these outcomes.

Annex 7

In completing **Community Impact Assessments (CIAs)** officers are also required to state how what they are assessing meets and contributes to these aims.

1	Name and Job Title of person completing assessment	Debbie Mitchell
2	Name of service, policy, function or criteria being assessed	Financial Strategy 2015 - 2020
3	What are the main objectives or aims of the service/policy/function/criteria?	The financial strategy sets out the forecast revenue and capital expenditure plans for the council over a 5 year period compared with the projected level of income from grants and council tax. It identifies the need for efficiencies / savings of £11m in 2015/16.
4	Date	16th January 2015

Stage 1: Initial Screening

5	<p>What evidence is available to suggest that the proposed service, policy, function or criteria could have a negative or positive effect on quality of life outcomes² for people (both staff and customers) from the communities? Document the source of evidence in the columns below. You can find evidence via:</p> <ul style="list-style-type: none"> • Data from the Business Intelligence Hub - http://colin.york.gov.uk/beSupported/business_intelligence_hub/ • Council Consultation and Engagement Calendar – contact Sophie Gibson, 551022. • Council consultation - http://colin.york.gov.uk/beSupported/inhouse_services/research_consultation/ • Workplace Wellbeing Survey – contact the Health and Safety team for more info – 554131. CaN results are here: http://colin.york.gov.uk/beConnected/about_CYC/structure/CAN/can_healthwellbeing_results/ • Staff Equalities Reference Group – See feedback reports here -
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² See appendix 1

	<p>http://colin.york.gov.uk/beSupported/equalities_inclusion/SERG/</p> <ul style="list-style-type: none"> • Equality Advisory Group (a customer group) - http://democracy.york.gov.uk/mgCommitteeDetails.aspx?ID=445 • EIA Fairs Feedback Newsletters - http://colin.york.gov.uk/beSupported/equalities_inclusion/EIAs/consultation_feedback/ • Previous EIAs – see annual EIA lists - http://colin.york.gov.uk/beSupported/equalities_inclusion/EIAs/ 			
Community of Interest/Identity	Source of evidence that there is or is likely to be a negative or positive impact:			
	Staff		Customers/Public	
	Positive	Negative	Positive	Negative
All groups	The Council's financial strategy will impact on all residents and has carefully considered the local demand for services whilst also ensuring the budget set is prudent, protects vulnerable people and has capacity to invest.			
Race	See above	See above	See above	See above
Religion / Spirituality /Belief	See above	See above	See above	See above
Gender	See above	Staff information indicates that where proposals may impact on customers and their carers, some carers will also be council staff and predominantly female.	Customer data shows that a higher proportion of females use social services, therefore proposed investment in this service will have a positive impact.	Customer data shows that a higher proportion of females use social services, therefore adversely affected by any savings in these areas

Annex 7

Disability	Staffing information – proposed investment will have a positive impact on some disabled people and their carers, some of whom will be council staff.	Staffing information - Impact on disabled people may also be felt by their carers, some of whom will be council staff.	Customer data indicates that proposed investment in social services will have a positive impact on some disabled people.	Customer data shows that disabled people are key users of social services. Customer data suggests that disabled on low incomes may be unable to access internet or self serve channels.
Sexual Orientation	See section on all groups above			
Age	See section on all groups above		Older people are key users of social services therefore the proposed investment on this area should have a positive impact on older people.	Older people are key users of social services. Case law suggests there is likely to be a negative impact on older people.
Pregnancy/maternity	The Council's financial strategy will impact on all residents and has carefully considered the local demand for services alongside ensuring the budget set is prudent, protects vulnerable people and has capacity to invest.			
Gender Reassignment				
Marriage and Civil Partnership				

Carers of older and disabled people	Staffing information – proposed investment will have a positive impact on some disabled people and their carers, some of whom will be council staff.	Staffing information - Impact on disabled people may also be felt by their carers, some of whom will be council staff.	Carers are key users of social services therefore the proposed investment on this area should have a positive impact on older people.	Carers are key users of social services. Case law suggests there is likely to be a negative impact on older people.
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If there is **no** evidence the service/policy/function will affect **any of the communities**, please proceed to section 9.

If there **is** evidence the service/policy/function will affect **one or more of the communities**, continue to Stage 2, Full Impact Assessment.

Stage 2: Full Impact Assessment

6	How could different communities be affected by the proposed or reviewed service/policy/function/criteria? Record negative and positive effects below. Expand the boxes to take up as much room as you need. See the 2 EIA Guidance documents on Colin for help about effects to consider.	
A1	Public/customers – positive effects	Proposed investment in Adult Social Services should have a positive impact on some older and disabled people and their carers. Targeted use of school improvement resource will have positive impact on some young people.
A2	Public/customers – negative effects	Some of the budget proposals may have a negative impact on some older and disabled people and their carers. Proposals that increase charges for services or reduce the level of service available will impact on all communities of interest.
B1	Staff – positive effects	Investment in ICT may improve systems and working practices for staff, freeing up more time to spend with customers and on service delivery.
B2	Staff – negative	Service reviews and staffing reductions could

	effects	increase workload in some areas.
7	<p>Can any negative effects be justified? For example:</p> <ul style="list-style-type: none"> ▪ As a proportionate means to achieve a legitimate aim ▪ In support of improving community cohesion ▪ To comply with other legislation or enforcement duties ▪ Taking positive action to address imbalances or under-representation ▪ Because of evidence-based need to target a particular community or group e.g. younger/older people. <p>NB. Lack of financial resources alone is NOT justification!</p>	
<p>Many of the budget proposals focus on delivering efficiencies and transforming services to be more user focussed whilst supporting communities and individual residents. By making these savings it allows for available resources to be targeted to the relevant communities of interest, in particular those individuals who have complex needs.</p> <p>The budget strategy includes proposed investment of £1.2m into adult social care and continued capital investment in Telecare and other support for disabled people, the elderly and carers.</p>		
8	What changes will you make to the service/policy/function/criteria as result of information in parts 5 & 6 above?	
<p>As overall remedial action the budget strategy will</p> <ul style="list-style-type: none"> • Focus growth where it is expected to have a positive impact on older people, disabled people and their carers. Budget growth of £1.2m is included for adult social services and £250k for Children's services. • Protect those who have limited financial means. • Target remaining resources to priority areas. 		
9	What arrangements will you put in place to monitor impact, positive and negative , of the proposed service/policy/function/criteria on individuals from the communities?	
<p>Individual service managers are responsible for implementing the proposals and monitoring the impact. Any impact on equality communities of interest will be reviewed regularly and monitored by Directorate Management Teams.</p>		
10	<p>List below actions you will take to address any unjustified impact and promote equality of outcome (as in appendix 1) for staff, customers and the public from the communities. The action could relate to:</p> <ul style="list-style-type: none"> ▪ Procedures ▪ Service delivery 	

	<ul style="list-style-type: none"> ▪ Training ▪ Improvement projects 		
	Action	Lead	When by?
	Monitor delivery of all savings to ensure no unexpected adverse impact on any equality communities of interest	Cabinet, CMT & Service Managers	Throughout 2015/16
11	Date CIA completed		
<p>Author: Debbie Mitchell Position: Finance Manager Date: 16th January 2015</p>			
12	Signed off by		
<p>I am satisfied that this service/policy/function has been successfully impact assessed. Name: Ian Floyd Position (Head of Service and above) : Director of Customer & Business Support Services Date:</p>			
<p>Please send the completed signed off document to equalities@york.gov.uk. It will be published on COLIN as well as on the council website.</p>			

Appendix 1 - Quality of Life Indicators (also known as “the 10 dimensions of equality”)

Think about the positive and negative impact in these areas:

- ❑ Access to services and employment
- ❑ Longevity, including avoiding premature mortality.
- ❑ Physical security, including freedom from violence and physical and sexual abuse.
- ❑ Health, including both well-being and access to high quality healthcare.
- ❑ Education, including both being able to be creative, to acquire skills and qualifications and having access to training and life-long learning.
- ❑ Standard of living, including being able to live with independence and security; and covering nutrition, clothing, housing, warmth, utilities, social services and transport.
- ❑ Productive and valued activities, such as access to employment, a positive experience in the workplace, work/life balance, and being able to care for others.
- ❑ Individual, family and social life, including self-development, having independence and equality in relationships and marriage.
- ❑ Participation, influence and voice, including participation in decision-making and democratic life.
- ❑ Identity, expression and self-respect, including freedom of belief and religion.
- ❑ Legal security, including equality and non-discrimination before the law and equal treatment within the criminal justice system.

Indicators from: The Equalities Review 2007 and the Equality Framework for Local Government.



2015/16 Budget Consultation Summary

For the last 6 months the Council, through its Rewiring Public Services Programme has been talking to residents about the way in which the council spends its money and how we can ensure that it is spent on the things that matter most to residents. We have discussed the financial challenges that the council faces and also identified some of the ways that residents and communities can help us to deliver good outcomes for those in the city. More recently officers have spent time at shopping centres and supermarkets to speak to residents about the council's budget and the choices being made. They have also spent time on the bus network capturing people's views. Communities of interest have also been consulted and the team will continue to capture feedback from residents on an ongoing basis around their priorities. Some residents have responded online and all the current feedback is available on the council website.

Over 3000 have expressed opinions and the key themes are set out below.

What are the most important issues/services for residents.

- a) Residents said that the cleanliness of the city was a key priority and that the council needed to continue to invest in services that kept the city looking smart. Residents felt strongly that the council should pay attention to all parts of the city. It was felt that council staff were more prominent in the city centre than the remainder of York. There was a perception from a number of residents that the council could and should do more to enable residents to get involved and this could be through the use of funding for community groups. Businesses, particularly those in the tourism sector reflected that emphasis should be given to creating an attractive, clean city.
- b) Featuring more prominently in 2015 has been resident concerns about safety in the city centre on an evening. Some of this related to prominent campaigns during 2014 such as river safety but there was an increased perception that the level of drinking and subsequent anti social behaviour from some had reached a

point when something new to be done. Residents in the Groves and Micklegate identified that there were issues from people making their way home or to hotels in the evening.

- c) Residents are keen to see the council promote sustainability. They liked the campaigns run around energy switching and insulation. They also recognised the benefit of electric powered transport. Residents thought that the council did not do enough to increase the amount of recycling in the city. Some suggested that this was because the range of items taken for recycling was not wide enough. Some thought that mixed recycling boxes would yield a greater number of items. Residents recognise that some communities/individuals do not recycle at all and asked what the council was doing to challenge and educate residents.
- d) Health & Adult Social Care is a key issue for many. The feedback that was reflected in the Rewiring Programme about access to information and quality services was again expressed.
- e) Local Plan. Residents were much more aware of the debates in the city about the local plan than was the case a year ago. The issue of housing costs is well understood. Rental costs are judged to be too high and many younger people thought that they would not be able to afford to buy a home in the city. Homeowners in some areas were concerned at the impact on property prices should there be a high volume of people. All recognised the complexity of the issues and many felt that more needed to be done to help residents understand proposals (if there are any).
- f) Residents recognised that the council had less money to spend. Residents were told that the council had saved £80m over the last 6 years and this meant that it spent £363 less on each household. Residents said that it was important that the council demonstrated value for money with all its expenditure. The distinctions the council frequently made about ring fenced money, grants, loans were pretty irrelevant to most people who were looking for assurance that it was being spent on what mattered most.

What should the council continue funding?

- a) The priorities that emerged were
 - Street Cleansing.

- Management of anti social behaviour in the city centre that is caused by alcohol consumption.
- Social Care – both Adults & Children
- Recycling
- Roads Maintenance
- Schools and the council’s work to provide support to them.

What should the council do differently to reduce costs and save money?

- a) As in 2014, there are areas of council expenditure that residents do not perceive to be a ‘clear cut’ priority. The “20’s Plenty” scheme is supported near schools but it is not understood why it is implemented across much of the city. The council’s capital programme again created debate as did the congestion trial on Lendal Bridge. Residents felt that the council could and should carry out more short consultations to judge whether money should be spent on new projects.

Where can communities and residents play a greater part in supporting their local area and city?

- a) Residents were keen to get involved in community projects particularly around parks and other public spaces. Communities also said that more could be done to provide services for younger and older people. Many residents thought that the council should do more to encourage people to check on older people and get involved in initiatives such as casserole clubs.
- b) There were several suggestions around the collection of food waste.
- c) There were several suggestions that residents could help to reduce crime. It was suggested that more be done to encourage residents to sign up for neighbourhood watch schemes.

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RISK ASSESSMENT

Risk	Likelihood	Seriousness	How we will manage the risk
Financial implications of business rates system, e.g. significant backdated appeals, are not as forecast in the budget strategy	Low	Medium	<ul style="list-style-type: none"> regular monitoring
Adverse changes in the numbers of claimants receiving Council Tax Support	Medium	Medium	<ul style="list-style-type: none"> regular monitoring to identify trends, with corrective action to ensure collection
Budgets across the Council are overspent due to external pressures eg increased clients in adult care	Medium	High	<ul style="list-style-type: none"> regular monitoring with corrective action
All Savings are not achieved, or delayed, due to reduced management and support services capacity to deliver	High	High	<ul style="list-style-type: none"> regular budget monitoring focused on high risk areas to identify issues at an early stage where savings are not achieved ensure alternative savings identified regular monitoring with corrective action at DMTs effective project management
Service reviews do not deliver all required savings	High	Medium	<ul style="list-style-type: none"> regular monitoring with corrective action at DMTs robust tracking of all savings across the council effective project management
Continued pressure on income budgets	Medium	Medium	<ul style="list-style-type: none"> Regular budget monitoring to identify trends
Potential for reserves to	Low	High	<ul style="list-style-type: none"> Ensure minimum levels are maintained

go below minimum levels due to budgets being exceeded			<ul style="list-style-type: none"> • Robust financial management/prudent budget setting
Costs of redundancy/retirement as a result of service changes exceed budget	Low	Medium	<ul style="list-style-type: none"> • Provision made for costs of retirement/redundancy in budgets

Background Information

Council Tax Freeze Grant Offers

The table below shows the history of Council Tax Freeze grant offers from government including offer, the value, the period of time it was offered and therefore when it would fall out of the funding system.

	Offer	Value (£k)	Period	Falls Out	Action
2011/12	2.50%	1,828	Now Baselined*		Accepted
2012/13	2.50%	1,830	1 yr	2013/14	Rejected
2013/14	1.00%	763	Now Baselined**		Rejected
2014/15	1.00%	778	Now Baselined		Rejected
2015/16	1.00%	787	Promised to be Baselined		Considered in this report

* Original offer was four years falling out in 2015/16

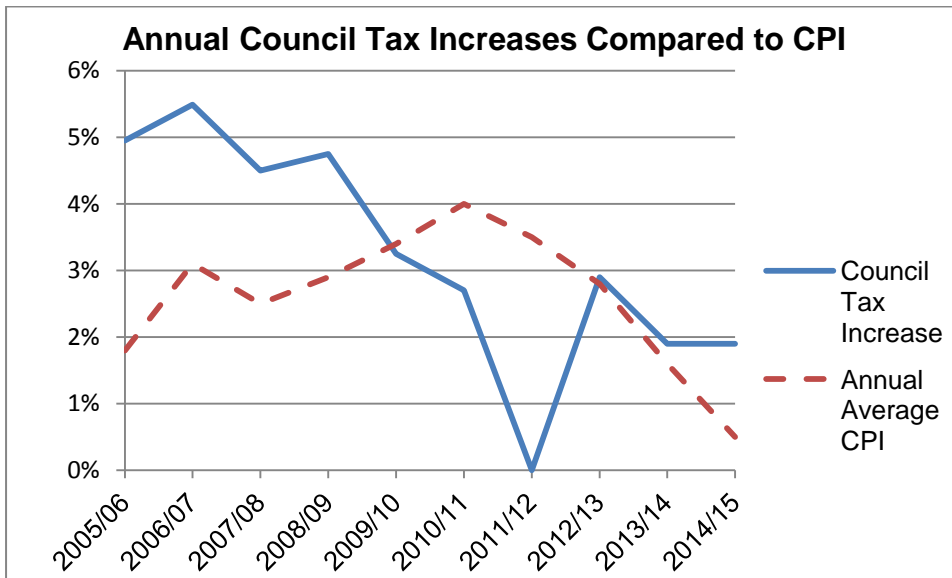
** Original offer was two years falling out in 2015/16

Historic Council Tax Levels

The following table shows the historic Council Tax increases for the council since 2005/06.

Year	Council Tax Increase	Annual Average CPI
2005/06	4.95%	1.80%
2006/07	5.49%	3.10%
2007/08	4.50%	2.50%
2008/09	4.75%	2.90%
2009/10	3.25%	3.40%
2010/11	2.70%	4.00%
2011/12	0.00%	3.50%
2012/13	2.90%	2.80%
2013/14	1.90%	1.60%
2014/15	1.90%	0.50%*

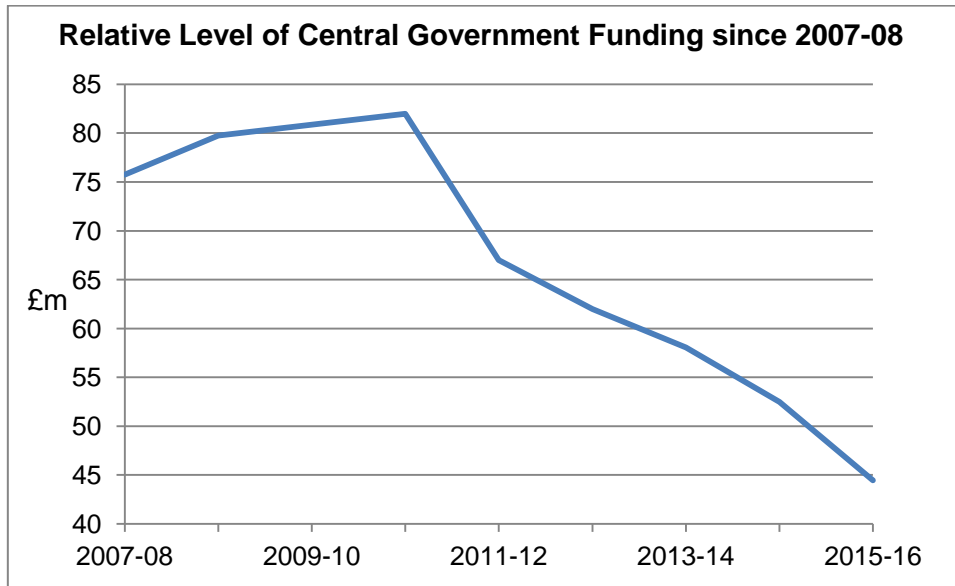
*As at December 2014



Historic Grant Increases/Reductions

The following table shows historic grant increases (+) or reductions (-) since 2007/08. This does not include reductions in specific grants. It should be noted that in 2011/12, the council received a further reduction in specific grants of £5,729k taking the total loss in grants that year to £14,950k.

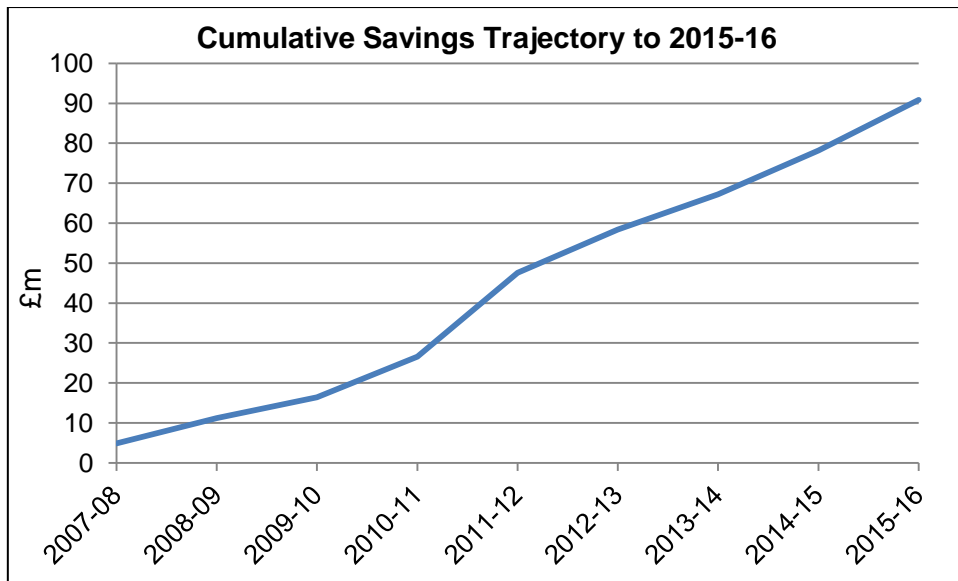
	Formula Grant Changes (£k)
2015/16	-7,336
2014/15	-5,657
2013/14	-3,907
2012/13	-5,040
2011/12	-9,221
2010/11	1,090
2009/10	1,114
2008/09	4,023
2007/08	1,192



Historic Budget Savings

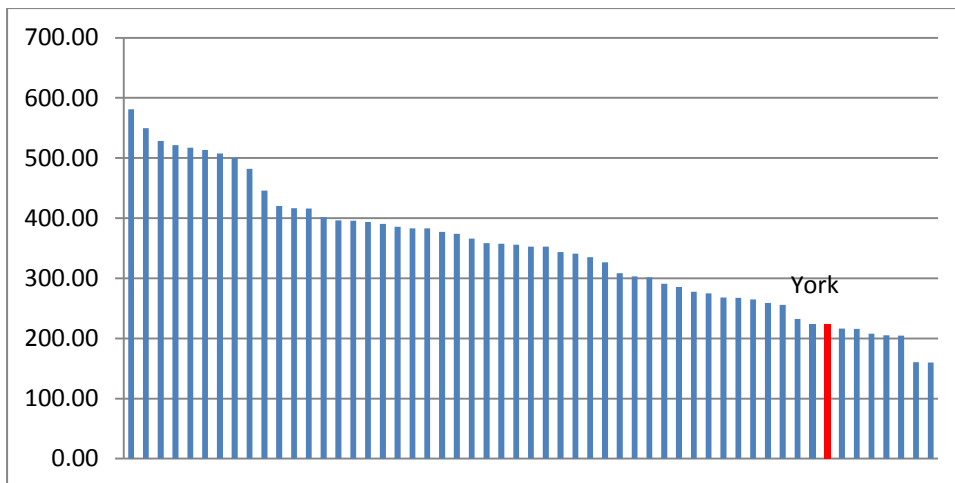
The following table shows historic budget savings since 2007/08.

	Budget Savings (£k's)
2015/16	11,855
2014/15	10,743
2013/14	8,821
2012/13	10,745
2011/12	21,036
2010/11	10,180
2009/10	5,228
2008/09	6,293
2007/08	4,879



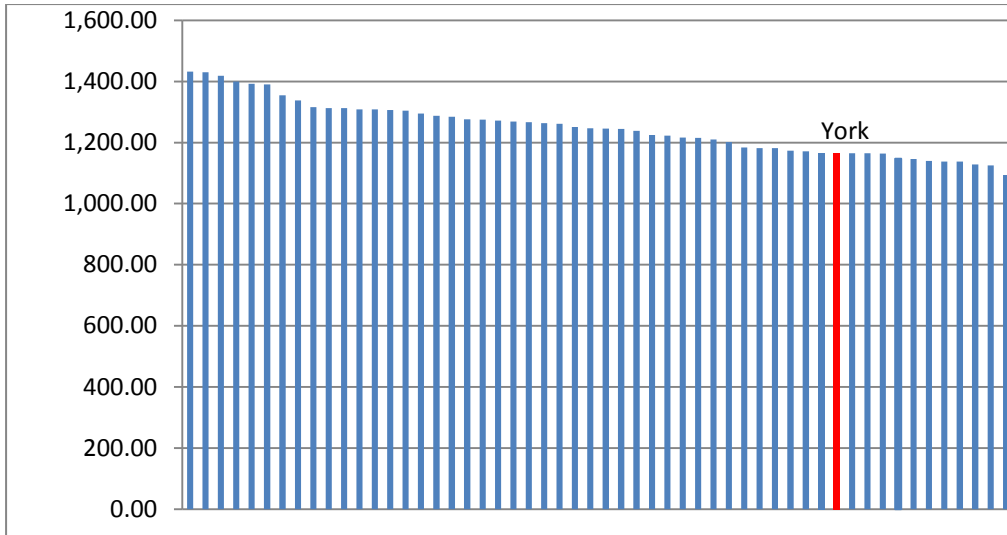
2015/16 Settlement Funding Assessment (SFA) Per Head

The following graph shows York as the 8th lowest SFA per head of population in comparison to other unitary authorities. This uses the allocations and population data as per the 2015/16 announcement.



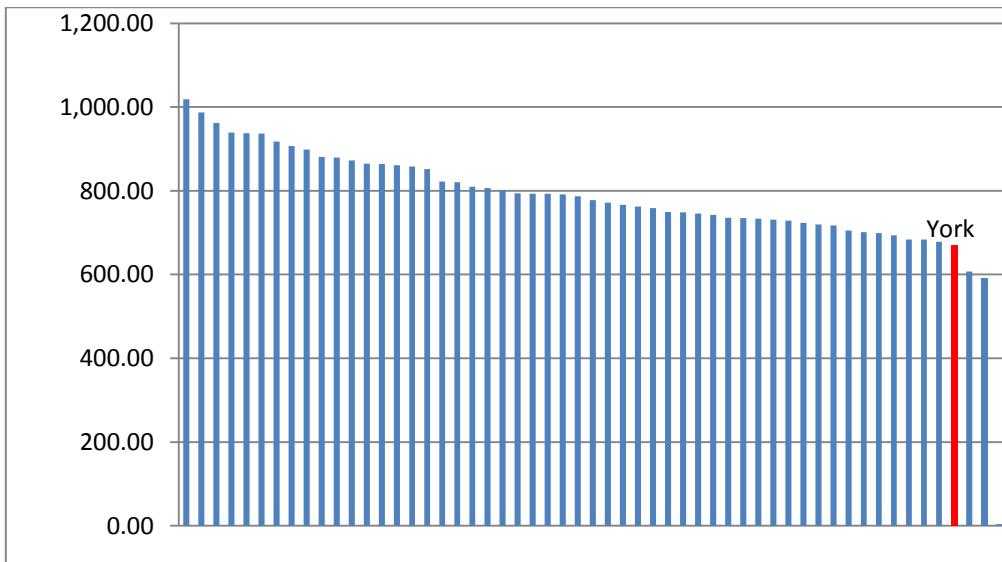
2014/15 Basic Band D Council Tax

The following graph shows York has the 14th lowest basic Band D Council Tax in comparison to other unitary authorities. This uses the approved 2014/15 levels.



2014/15 Net Budget Spend Per Head

The following graph shows York has the 3rd lowest net budget spend per head in comparison to other unitary authorities. This uses the approved 2014/15 levels.



Data Tables

The following pages provide the supporting detail for the graphs and provides the most up to date information where possible, i.e. population data.

**2015/16 Settlement Funding Assessment (SFA)
Per Head**

	<u>Population</u>	<u>2015/16 SFA (£k)</u>	<u>SFA/Hd (£)</u>	<u>Rank</u>
Blackpool	141,400	82,151	580.98	1
Middlesbrough	138,900	76,314	549.42	2
Kingston upon Hull	257,600	136,163	528.58	3
Hartlepool	92,700	48,337	521.43	4
Nottingham	310,800	160,731	517.15	5
Blackburn with Darwen	147,400	75,691	513.51	6
Leicester	333,800	169,397	507.48	7
Stoke-on-Trent	250,200	125,075	499.90	8
Halton	126,000	60,768	482.28	9
Redcar and Cleveland	134,900	60,108	445.57	10
North East Lincolnshire	159,800	67,123	420.04	11
Durham	516,000	214,815	416.31	12
Torbay	132,100	54,973	416.15	13
Isle of Wight Council	138,400	55,609	401.80	14
Portsmouth	207,500	82,271	396.49	15
Bristol	437,500	173,045	395.53	16
Telford and the Wrekin	168,500	66,329	393.65	17
Luton	208,000	81,242	390.59	18
Derby	251,400	96,904	385.46	19
Peterborough	188,400	72,156	382.99	20
Southampton	242,100	92,714	382.96	21
Northumberland	315,800	119,083	377.09	22
Plymouth	259,200	96,900	373.84	23
Darlington	105,400	38,566	365.90	24
Slough	143,000	51,293	358.69	25
Brighton & Hove	278,100	99,397	357.41	26
Bedford	161,400	57,443	355.91	27
Cornwall	541,300	190,956	352.77	28
Thurrock	160,800	56,707	352.65	29
Southend-on-Sea	175,800	60,414	343.65	30
Stockton-on-Tees	193,200	65,859	340.88	31
North Lincolnshire	168,800	56,602	335.32	32
Reading	159,200	51,962	326.40	33
Milton Keynes	255,700	78,810	308.21	34
Medway	271,100	82,234	303.33	35
Herefordshire	186,100	56,086	301.38	36

Shropshire	308,600	89,763	290.87	37
Bournemouth	188,700	53,939	285.85	38
Cheshire West & Chester	331,000	91,922	277.71	39
East Riding of Yorkshire	336,000	92,333	274.80	40
Swindon	214,000	57,348	267.98	41
North Somerset	206,100	55,126	267.47	42
Bracknell Forest	116,600	30,879	264.83	43
Warrington	205,100	53,165	259.21	44
South Gloucestershire	269,100	68,869	255.92	45
Bath & North East Somerset	180,100	41,855	232.40	46
Central Bedfordshire	264,500	59,010	223.10	47
York	202,400	45,082	222.74	48
Wiltshire	479,600	103,892	216.62	49
Rutland	37,600	8,116	215.84	50
Cheshire East	372,700	77,548	208.07	51
West Berkshire	155,400	31,897	205.26	52
Poole	149,000	30,466	204.47	53
Windsor and Maidenhead	146,300	23,491	160.57	54
Wokingham	157,900	25,253	159.93	55

**Unitary Authority Band D
Council Tax Figures 2014/15**

	<u>Basic Band D</u>	<u>Rank</u>
	<u>£</u>	
Nottingham	1,432	1
Rutland	1,431	2
Hartlepool	1,419	3
Northumberland	1,400	4
Bristol	1,392	5
Redcar & Cleveland	1,390	6
Middlesbrough	1,355	7
Reading	1,338	8
Isle of Wight Council	1,315	9
Brighton & Hove	1,313	10
Stockton-on-Tees	1,313	11
Durham	1,308	12
Central Bedfordshire	1,308	13
Blackpool	1,306	14
Bedford	1,305	15
Plymouth	1,295	16
Southampton	1,288	17
North Lincolnshire	1,284	18
Leicester	1,277	19
Cheshire West and Chester	1,275	20
North East Lincolnshire	1,271	21
Cornwall	1,269	22
Blackburn with Darwen	1,267	23
West Berkshire	1,263	24
Torbay	1,261	25
Herefordshire	1,251	26
Wokingham	1,246	27
South Gloucestershire	1,245	28
Bournemouth	1,245	29
Darlington	1,239	30
Luton	1,225	31
Wiltshire	1,222	32
Cheshire East	1,216	33
East Riding of Yorkshire	1,216	34
Poole	1,210	35
Bath & North East Somerset	1,202	36
Stoke-on-Trent	1,183	37

Warrington	1,182	38
Halton	1,182	39
Slough	1,173	40
Portsmouth	1,172	41
Derby	1,166	42
York	1,166	43
North Somerset	1,165	44
Shropshire	1,165	45
Medway	1,164	46
Telford & Wrekin	1,147	47
Swindon	1,146	48
Kingston-upon-Hull	1,140	49
Milton Keynes	1,138	50
Southend-on-Sea	1,137	51
Peterborough	1,128	52
Thurrock	1,125	53
Bracknell Forest	1,094	54
Isles of Scilly	1,051	55
Windsor & Maidenhead	926	56

Unitary Authority 2014/15 Spend Per Head

		<u>2014/15</u>		
		<u>Net</u>		
	<u>Population</u>	<u>Budget</u>	<u>Spend/</u>	<u>Rank</u>
		<u>(£k)</u>	<u>Hd (£)</u>	
Blackpool	141,400	144,085	1,018.99	1
Hartlepool	92,700	91,527	987.35	2
Middlesbrough	138,900	133,600	961.84	3
Kingston upon Hull	257,600	241,889	939.01	4
Torbay	132,100	123,819	937.31	5
Isle of Wight	138,400	129,669	936.91	6
Northumberland	315,800	289,893	917.96	7
North East Lincolnshire	159,800	144,943	907.03	8
Stoke-on-Trent	250,200	224,920	898.96	9
Redcar & Cleveland	134,900	118,873	881.19	10
Leicester	333,800	293,474	879.19	11
Blackburn with Darwen	147,400	128,569	872.25	12
Durham	516,000	446,495	865.30	13
Nottingham	310,800	268,523	863.97	14
Bristol	437,500	376,606	860.81	15
Cornwall	541,300	464,382	857.90	16
Bedford	161,400	137,484	851.82	17
Brighton & Hove	278,100	228,568	821.89	18
Southend-on-Sea	175,800	144,238	820.47	19
Telford & Wrekin	168,500	136,411	809.56	20
Darlington	105,400	85,035	806.78	21
East Riding of Yorkshire	336,000	269,262	801.38	22
Plymouth	259,200	205,802	793.99	23
Herefordshire	186,100	147,653	793.41	24
Reading	159,200	126,209	792.77	25
Stockton-on-Tees	193,200	152,929	791.56	26
Rutland	37,600	29,599	787.21	27
North Lincolnshire	168,800	131,346	778.12	28
Cheshire West and Chester	331,000	255,411	771.63	29
Peterborough	188,400	144,348	766.18	30
Thurrock	160,800	122,547	762.11	31
Southampton	242,100	183,592	758.33	32
West Berkshire	155,400	116,472	749.50	33
Derby	251,400	188,177	748.52	34
North Somerset	206,100	153,746	745.98	35
Bracknell Forest	116,600	86,615	742.84	36
Slough	143,000	105,206	735.71	37
Central Bedfordshire	264,500	194,479	735.27	38
Portsmouth	207,500	152,135	733.18	39
Shropshire	308,600	225,697	731.36	40

Wokingham	157,900	115,034	728.52	41
Milton Keynes	255,700	185,027	723.61	42
Bournemouth	188,700	135,851	719.93	43
South Gloucestershire	269,100	193,058	717.42	44
Wiltshire	479,600	338,214	705.20	45
Luton	208,000	145,796	700.94	46
Medway	271,100	189,496	698.99	47
Cheshire East	372,700	258,596	693.84	48
Bath & North East				
Somerset	180,100	123,139	683.73	49
Poole	149,000	101,849	683.55	50
Swindon	214,000	145,120	678.13	51
Warrington	205,100	137,295	669.41	52
York	202,400	122,957	607.50	53
Windsor & Maidenhead	146,300	86,222	589.35	54
Halton	126,000	446	3.54	55

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Cabinet

10 February 2015

**Report of the Director of Customer and Business Support Services
(Portfolio of the Leader of the Council)**

CAPITAL STRATEGY 2015/16 to 2019/20

Summary

1. This report set out the Capital Strategy for 2015/16 to 2019/20, and in particular sets out new capital schemes.

Recommendations

2. The Cabinet is requested to recommend that Council:
 - Agree to the revised capital programme of **£187.019m** that reflects a net overall increase of **£44.107m** (as set out in paragraph 55 table 7 and in Annex B). Key elements of this include
 - Extension of prudential borrowing funded Rolling Programme schemes totalling £5.970m as set out in table 2 and summarised in table 7;
 - New schemes totalling £8.763m including an increase in prudential borrowing of £5.538m as set out in table 3 and summarised in table 7;
 - New externally funded schemes totalling £15.140m as set out in table 4 and summarised in table 7;
 - An increase in HRA funded schemes totalling £14.234m funded from a combination HRA balances/Right to Buy receipts of £14.234m as set out in table 5 and summarised in table 7 subject to the approval of the Director of CBSS in relation to the IT investment (£1.810m)
 - Approve the full restated programme as summarised in Annex A totalling **£187.019m** cover financial years 2015/16 to 2019/20 as set out in table 8 and Annex A.

Reason: To set a balanced capital programme as required by the Local Government Act 2003

Background

3. The current 2014/15 –2019/20 capital programme was approved by Council on 27 February 2014. Since then a number of amendments have taken place as reported to the Cabinet up to and including the 2014/15 Capital Monitor 3 report also on this agenda. The changes made as a result of the above reports have resulted in a current approved capital programme for 2014/15 – 2018/19 of £209.117m, financed by £118.741m of external funding and Council controlled resources of £90.376m. Table 1 illustrates the current approved capital programme profile from 2014/15 – 2018/19 as of capital monitor 3 2014/15.

	2014/15	2015/16	2016/17	2017/18	2018/19	Total
	£m	£m	£m	£m	£m	£m
Gross Capital Programme	66.205	71.148	34.060	22.361	15.343	209.117
Funded by:						
External Funding	29.510	44.348	22.246	14.278	8.359	118.741
Council Controlled Resources	36.695	26.800	11.814	8.083	6.984	90.376
Total Funding	66.205	71.148	34.060	22.361	15.343	209.117

Table 1 – Capital Programme Funding and Receipts Position

Funding Position of approved 2014/15 – 2018/19 programme

4. The current economic environment continues to place pressure on the funding of the programme over the 5 year cycle based on current projections. The capital programme continues to place reliance on the achievement of a small number of high value asset disposals which

have been affected by the economic downturn, although overall the level of receipts does support the expenditure.

Options

5. This report sets out the new capital investment requests for the 5 year period covering 2015/16 to 2019/20. Members can consider the requests to make additions and amendments to the existing capital programme and choose to approve or reject the proposals contained within the report. Members can choose to approve or reject the recommendations made to Council as a result of the amendments contained in this report. It should be noted that it is a statutory requirement for the Council to set a capital budget for the forthcoming year (2015/16) per Local Government Act 2003 (revised).

Summary of Proposed Capital Investment

6. The Capital Resource Allocation (CRAM) process invited bids from the departments asking to submit requests for the Councils main capital priorities. Of the requests going forward 24 are asking for direct Council funding, this is comprised of 14 requests for extensions to existing rolling programme schemes and 10 requests for new schemes 3 of which attract match funding.
7. In total, requests that would increase the existing 15/16 – 19/20 Capital Programme by **£44.107m** have been made. The **£44.107m** is comprised as follows:
 - General Fund schemes requiring financing either in part or a wholly by Council borrowing **£14.733m** (£11.508m of borrowing of which **£294k** is self financing)
 - General Fund Schemes financed entirely by external funds **£15.140m** (**£15.140m** Government grant)
 - Housing Revenue Account schemes financed by HRA funds **£14.234m** (**£14.234m** HRA funds)
8. Tables 2, 3, 4, 5 and 6 show the proposals that result in a net increase of **£44.107m**. In particular the following key schemes are included in this report:-

Key scheme proposals

Extension of funding for rolling programme/currently approved schemes for additional years (**£5.970m**) including:

- **Highways R&R (£750k 19/20)** – The continuation of the programme for the resurfacing and reconstruction of the City's roads and footways established to maintain the asset in the best condition possible with the anticipated level of capital available.
- **Information and Communication Technology (IT) Development Fund (£1.970m 19/20)** - The ICT development plan investment will continue to fund the essential technology refresh programme for the replacement of systems, storage and ICT hardware – servers and desktop devices. This will ensure that the Council and its Partners will have continued access to their enabling and service supporting systems/information via highly available, agile and robust ICT systems and infrastructure, and will mitigate against high profile reputation damaging system failures. In addition the investment continues to play a critical role in the delivery of savings required in future years, and to provide services in the most effective way for customers.
- A number of extensions to smaller rolling programmes including:
 - **Carbon Reduction in Street Lighting** (£200k 19/20)
 - **City Walls Restoration** (£90k 19/20)
 - **Highways Drainage Works** (£200k 19/20)
 - **Local Transport Plan - Road Safety Scheme Programme** (£300k 15/16)
 - **Disabled Facilities Grant** (£475k 19/20)
 - **Disability Support Budget** (£330k 19/20)
- **Project Support Fund (£100k per annum, total £500k 15/16 – 19/20)** - A fund to create the financial capacity to allow professional advice (primarily legal but also including finance and asset management) to be provided to support the successful delivery of

bringing new assets into operation. The creation of such an internal project fund will significantly reduce the need to procure and pay for external professional services to external organisations. All such directly attributable costs incurred will be charged out to each individual scheme at year end.

New schemes (£8.763m) including:

- **Enhanced Resource Provision - Special Educational Needs (£175k 15/16, 16/17, 17/18 total £525k)** - The Children's and Family Act 2014 requires all local authorities to publish a local offer for children with disabilities and / or Special Educational Needs. York's approach pre-dates the new legislation and guidance and has over 7 years demonstrated excellent outcomes for children and young people whilst achieving excellent value for money. In summary York's strategy seeks to meet the education, health and care needs of all disabled children and young people locally and wherever possible within mainstream settings. To achieve this the City, in partnership with the wider school community has employed a model of enhanced resource provision. This model supports children and young people across a wide spectrum of needs through the use of specialist site hubs located on school sites. These hubs allow schools to meet the specific needs of children and young people and to integrate their learning with the mainstream provision. It is possible to predict a significant incremental growth in the number of children requiring such provision in York over the next 5 years. To accommodate this growing demographic it will be necessary to increase the capacity of our local provision by at least three additional hubs. The costs requirements reflect the actual costs of the most recently developed ERP provision and may be an underestimate in terms of any future developments. However, these costs relative to alternative out of city provision for this cohort of young people represents excellent value for money. A business case for each of the proposed scheme will be presented separately.
- **Highways Improvements (£2.220m 15/16) – Funding for a programme of works to enhance the highways comprised of:**
 - £500k for highway maintenance
 - £570k for lighting (£500k match funding for Govt money to rollout LED lighting, £70k for the bar walls/heritage lighting)

- £50k salt bin refurb
 - £300k drainage improvements (inc. £100k for network survey and IT upgrade)
 - £250k for flood prevention work (includes upgrading and increasing flood signage)
 - £250k investment in network management (£200k for traffic signals, £50k for Vehicle Activated Signs)
 - £100k upgrade of school crossings
 - £200k for bus network pinch point improvements
-
- **Scarborough Bridge (£3.037m total, CYC £1.000m 15/16, 16/17, 17/18)** - Scarborough Bridge currently consists of a rail bridge with a separate narrow footbridge parallel to it accessed by steep steps. Network Rail will shortly be replacing their rail bridge which should be completed by March 2015 however this work does not cater for any alterations to the existing footbridge. There has been a long outstanding desire to make improvements to the footbridge so that it can: Improve river crossing for cyclists, pedestrians and wheel chair users, Improve links between the riverside paths and the river crossing, provide a more direct connection to the station from the river crossing, and be made wide enough to enable two way cycle and pedestrian flow. The layout would reduce conflicts between pedestrian and cyclist movements. Steps would be provided close to the existing locations to minimise any diversion from pedestrian desire lines. Ramps would be provided to allow wheelchair users access to the crossing for the first time and significantly improve the crossing for cyclists.
-
- **Mansion House 'Opening Doors' Restoration (£1.824m total, CYC £736k 15/16, 16/17)** - The scheme is to restore the Mansion House and make the building a major cultural attraction in the city while ensuring its continued mayoral usage. The 'Opening Doors' project will increase and enhance public access and community involvement in the Mansion House, develop greater educational provision for adult and children groups, improve conservation and maintenance of the house and its collections and achieve long term financial sustainability

- **Family Drug & Alcohol Assessment and Recovery Facility at Howe Hill (£100k 15/16)** - This project would see the further development and adaptation of a unit at Howe Hill to create some sleeping-in facilities for supervising staff. Over the next two years the Council is expected to review its approach to assessing and supporting those parents where there are concerns for drug and alcohol misuse and where these issues impact on the safe and effective care of children or young people. Current assessments undertaken as part of a public law application by the local authority are commissioned by external providers. A new Family Drug and Alcohol Court [FDAC] approach is currently being trialled in several areas across the country. The local courts, whilst keen to pursue such an approach, recognise that for York a purist application of such arrangements may not be sustainable. However, it is possible to identify a local approach which could reduce or eliminate the need for external out of City providers. This local approach can be achieved through the collaboration of Children's Social Care, Housing and Local Substance Misuse services. Working together, these services can provide locally the relevant assessment, treatment and support arrangements. Such an approach would meet the local court's expectations in terms of developing an FDAC model, reduce significantly the costs associated with undertaking such assessments and improve the likelihood of sustained parental recovery.

Housing Revenue Account (HRA) funded schemes (£14.234m) including:

- **Major Repairs Allowance (£3.528m)** – including improvement schemes such as Decent Homes Works.
- **IT Infrastructure (£1.810m)** - This will include investment and improvements in the following areas:
 - Customer self service
 - Diagnostic software
 - Interfacing with the Council's Customer Relationship Management (CRM) system
 - Integrated financial modules
 - Roll out of mobile working across the department
 - Upgrading systems to the latest version

- Integration of Staff Warning Notices automatically into systems
- Implementation of recharge module in Servitor
- Purchase and integration of Jewson module to interface with Servitor
- **Local Authority Homes Phase 1 (£6.345m)** – reflecting the reports on this agenda
- **Modernisation of Local Authority Homes (£3.158m)** – investment in improvement schemes such as damp remediation works, communal area improvements and health and safety works at sheltered schemes.

Externally Funded Schemes (£15.140m) including:

- **DfE Maintenance (£4.800m – 18/19 & 19/20)** – indicative funding settlement
 - **Highways Resurfacing & Reconstruction (£4.680m 18/19 & 19/20 extension years)** – grant element of the resurfacing and reconstruction works for the City's roads and footways to maintain the asset in the best condition possible with the anticipated level of capital available.
9. Overall this report proposes increases in the value of capital schemes by **£44.107m**. Details of all schemes can be seen in the accompanying annex that sets out the purpose of each scheme and is summarised on table 9.

Detailed Consideration of Proposed Investment, and Financial Implications

Rolling Programme Schemes – Prudential Borrowing

10. The 2014/15 – 2018/19 capital programme contained a number of rolling programme schemes that require funding on an ongoing basis. This report extends the rolling capital programme to 2019/20 and also requests have been received to increase the level of currently approved rolling programme schemes by adding additional years

across a number of financial years, these schemes are set out in the table below:

Scheme Type / Description	Total Value	Financial Year
	£000	
Capital Contingency	300	15/16
LTP Integrated Transport	300	15/16
Bridge Maintenance	200	19/20
LED Lighting Replacement	200	15/16
City Walls Rolling Repairs	90	19/20
Highways Drainage Works	200	19/20
Highways Resurfacing & Reconstruction	750	19/20
Disabled Facilities Grant	475	19/20
Disability Support Budget	330	16/17 – 19/20
Major Equipment for Disabled Customers	105	19/20
Telecare Equipment	250	19/20
Asset Maintenance & Critical Repairs	300	18/19 & 19/20

IT Development Plan	1,970	19/20
Project Support Fund	500	15/16 – 19/20
Total Rolling Programme Schemes	5,970	

Table 2 – Summary of Rolling Programme Bids Requesting Prudential Borrowing Funding

11. All of the £5.970m of rolling programme schemes will require revenue growth to fund (to support the prudential borrowing), the revenue implications are contained in the Financial Strategy 15 – 20 report on this agenda.
12. An overview of each scheme being proposed is set out in the following paragraphs:
13. **Capital Contingency (£300k 15/16)** – The continuation of a prudent single year capital contingency to address any unexpected capital pressures in year.
14. **LTP Integrated Transport (£300k 15/16)** - Additional one year top up to improve public transport infrastructure, address local safety and traffic management issues, and improve facilities for pedestrians and cyclists.
15. **Bridge Maintenance (£200k 19/20)** – To allow the continuation of the programme of maintenance to maintain the structures in a serviceable and safe condition.
16. **Carbon Reduction in Street Lighting (£200k 15/16)** – To continue the investment in street lighting on an ongoing basis but be allocated to 15/16 to create the £1.223m LED Lighting replacement programme.
17. **City Walls Rolling Repair Programme (£90k 19/20)** - Ensuring that continuing essential repairs and restoration are undertaken on York City Walls.

18. **Highways Drainage Works (£200k 19/20)** – funding the restoration of the Council’s drainage infrastructure supporting the findings of the Surface Water Management Plan. This funding reflects the amount of work that can realistically be done using the available resources within the council where there is extensive local knowledge.
19. **Highways R&R (£750k 19/20)** – The continuation of the programme for the resurfacing and reconstruction of the City's roads and footways established to maintain the asset in the best condition possible with the anticipated level of capital available.
20. **Disabled Facilities Grant (£475k 19/20)** - To allow payment of mandatory disabled facilities grants (DFGs) in line with statutory requirements (The Housing Grants, Regeneration and Construction Act 1996). The funding enables older and disabled persons to remain safely in their home and maximises their independence.
21. **Disability Support Budget (£330k 16/17 – 19/20)** – To continue to provide discretionary assistance for disabled customers who need financial help. The assistance (loans and grants) given helps disabled people and parents with disabled children to adapt their homes to continue living there and maintain their independence.
22. **Major Equipment for Disabled Customers (£105k 19/20)** - Allows the continuation of the funding for specialist equipment to stock the loans store. The equipment will be purchased by the new Be Independent but CYC will retain ownership of the assets.
23. **Telecare Equipment (£250k 19/20)** – Allowing the continuation of the installation of sensors in vulnerable customers homes to deal with specific assessed risks. The equipment will be purchased by the new Be Independent but CYC will retain ownership of the assets.
24. **Asset Maintenance & Critical Repairs (£100k 18/19 & £200k 19/20)**
– Extension of the £200k rolling programme scheme of works. The fund is not sufficient to deal with the entire repairs backlog but is intended to be directed to specific buildings that warrant investment on a business case consideration basis and that the Council will look to retain in the long term.

25. **IT Development Plan (£1.970m 19/20)** – The continuation of the rolling programme IT development plan for an additional year. The funding will support a strong and coordinated approach to the change programme and the fundamental review and redesign of processes and systems to ensure that its services meet the needs of its customers.
26. The programme will continue to personalise the customer experience, support the transformation programme, customer strategy and enable the delivery of the council services into homes and businesses for the convenience of customers.
27. **Project Support Fund (£500k 15/16 – 19/20)** – A fund to create the financial capacity to allow professional advice (primarily legal but also including finance and asset management) to be provided to support the successful delivery of bringing new assets into operation.

New Schemes – Prudential Borrowing (including match funding)

28. As part of this year’s capital budget process a number of bids have been received that require discretionary prudential borrowing to be added. Some of this funding is used to help attract external sources of finances as is shown in table 3:

Scheme Type / Description	Total Scheme Value	CYC Funded Value	Financial Year
	£000	£000	
Schools Electrical Supply Upgrades	457	357	15/16 & 16/17
Mansion House Restoration	1,824	736	15/16 & 16/17
Family Drug & Alcohol Assessment Facility	100	100	15/16

Enhanced Resource Provision Special Educational Needs	525	525	15/16 – 17/18
Highways Investment	2,220	2,220	15/16
Scarborough Bridge	3,037	1,000	15/16 – 17/18
Litter Bin Upgrade	120	120	15/16
Wheeled Bins in Back Lane and Terraced Areas	106	106	15/16
Knivesmire Culverts	200	200	15/16
Burton Stone Specialist Activity Base	174	174	15/16
Total New Schemes	8,763	5,538	

Table 3 – Summary of New Bids Requesting Prudential Borrowing Funding

29. An overview of each new scheme being proposed is set out in the following paragraphs:
30. **Schools Electrical Supply Upgrades (£457k total, CYC £357k, External Funding £100k, 15/16 & 16/17)** – A scheme that will commission utilities infrastructure providers to upgrade electricity supplies in 10 high priority primary schools. The supplies currently serving these schools are those that were provided when the schools were originally built and are operating well in excess of the capacity for which they were designed to safely operate. The power consumption required of modern technology in schools is high, in part due to the increased power demands of school's kitchens following the introduction of the Universal Infant Free School Meals (UIFSM) scheme in September 2014.

31. **Mansion House Restoration (£1.824m total, CYC £736k, External Funding £1.088m, 15/16 & 16/17)** – the scheme proposal is to restore the Mansion House and make the building a major cultural attraction in the city while ensuring its continued mayoral usage. The scheme aims to: Increase and enhance public access and community Involvement in the Mansion House, develop greater educational provision for adult and children groups, improve interpretation of the history of the house and York, improve conservation and maintenance of the house and its collections, reduce the carbon footprint, achieve long term financial sustainability by enhancing its income generating potential and establish the Mansion House in the cultural evolution of the city
32. **Family Drug & Alcohol Assessment Facility (£100k CYC 15/16)** - This project would see the further development and adaptation of a unit at Howe Hill to create some sleeping in facilities at an assessment centre for supervising staff assessing and supporting those parents where there are concerns for drug and alcohol misuse and where these issues impact on the safe and effective care of children or young people.
33. **Enhanced Resource Provision Special Educational Needs (£525k CYC 15/16 – 17/18)** – These hubs allow schools to meet the specific needs of children and young people to integrate their learning with the mainstream provision. Modelling predicts a significant incremental growth in the number of children requiring such provision in York over the next 5 years and to accommodate this growing demographic it will be necessary to increase the capacity of our local provision by at least three additional hubs.
34. **Highways Investment (£2.220m CYC 15/16)** – a programme of works to include highway maintenance, LED lighting, flood prevention work and investment in network management.
35. **Scarborough Bridge (£3.037m total, £1.000m CYC 15/16 – 17/18)** – Footbridge/cycle bridge replacement to improve the river crossing for cyclists, pedestrians and wheel chair users. It will also improve links between the riverside paths and the river crossing, provide a more direct connection to the station from the river crossing, and be made wide enough to enable two way cycle and pedestrian flow.

36. **Litter Bin Upgrade (£120k 15/16 – self financing)** – As part of the review of Place Based Services the Council are looking to further reduce the total number of litter bins (currently 900) in the outer areas of the city. To enable this to take place with as little detriment as possible to cleanliness standards it is proposed to locate 20 solar powered litter bins at highlighted hot spots. These bins will require emptying less frequently. This scheme will be self financing as the revenue savings generated will cover the associated cost of borrowing.
37. **Wheeled Bins in Back Lane and Terraced Areas (£106k CYC) -** There are nearly 10,000 homes in York still having their waste collected via the black bag system. In around half of these properties, black bags are the only option. However, in the remainder wheeled bins can be used without detrimental effect on the Councils collection service. Wheeled bins are safer and more hygienic for the Councils crews to deal with and they help prevent spillages, litter and fly tipping than can be associated with black bag collections. They are also easier for households to use. Waste Services are also looking at a number of options for efficiencies in city wide waste collections in 2015/16 and moving as many properties onto wheeled bins will help facilitate implementation of the options.
38. **Knavesmire Culverts (£200k 15/16)** – a proposal to complete the repair of the culverts for the Knavesmire and surrounding land completing the work last undertaken in the summer of 2013.
39. **Burton Stone Specialist Activity Base (£174k CYC 15/16 – self financing)** – this proposal reflects the capital implications of the 16th December Cabinet report ‘Development of a Specialist Activity Base for Adults with a Learning Disability and/or Autism alongside a Community Hub at Burton Stone Community Centre’. To summarise the capital funding would allow adaptations to be made to the existing building for a 5 year period and can be funded from the savings generated from the procurement of a new operator.

Additional Schemes - Externally Funded + HRA Funded

40. In addition to those schemes set out in tables 2 and 3, schemes that are fully externally funded are proposed as part of this budget process. Table 4 shows the level of external funding that is increasing existing schemes and which year the change takes effect in:

Scheme Type / Description	External Funding Value	Financial Year
	£000	
<u>Existing General Fund Schemes New External Funding</u>		
Highways Resurfacing & Reconstruction	4,680	15/16 – 19/20
LED Lighting replacement programme	223	15/16
Local Transport Plan - Integrated Transport	881	15/16 – 19/20
Disabled Facilities Grant	1,394	15/16 – 19/20
NDS Devolved Capital	912	18/19 & 19/20
DfE Maintenance	4,800	18/19 & 19/20
Basic Need	2,250	19/20
<u>Total Existing General Fund Schemes New External Funding</u>	15,140	

Table 4 – Summary of New External Funding

41. An overview of the new schemes being proposed is set out in the following paragraphs:
42. **Highways Resurfacing & Reconstruction (£4.680m)** – indicative funding settlement covering a 4 year period.

43. **LED Lighting replacement programme (£223k creating a £1.223m fund)** – this proposal looks to utilise monies from the LTP Highways Maintenance budget (£223k) and combine with the existing approved Carbon Reduction Programme budgets of £200k per annum to create a fund that will allow the replacement of over 5600 conventional lights with the latest LEDs (Son 250's, Sox 55's and Son 70's). Taken with the extension of the carbon reduction £200k as set out above the funds will be re-profiled to 15/16 to create an in year capital budget of £1.223m.
44. The fund will allow the 15/16 electricity revenue reduction target of £200k to be achieved on an ongoing basis.
45. **Local Transport Plan – Integrated Transport (£281k)** – a combination of programme value revisions downwards in 15/16 – 17/18 and indicative funding in 18/19 & 19/20.
46. **Disabled Facilities Grant (£1.394m)** - indicative funding settlement.
47. **New Deals for Schools Devolved Capital (£912k)** – projected funding settlement covering 18/19 and 19/20.
48. **DfE Maintenance (£4.800m)** - projected funding settlement covering 18/19 and 19/20
49. **Basic Need (£2.250m)** - projected funding settlement covering 19/20.
50. The approved **Housing Revenue Account** Business plan 2013 to 2043 report as reported to Cabinet 9th September 2014 contains an overview of the Housing Revenue Account (HRA) Business plan for the next 30 years and provides detail of the key priorities for the next five years, including the investment fund to support the delivery of more affordable new homes. As part of the report capital investment plans of the HRA are set out over the forthcoming years. Table 5 updates the capital investment strategy and shows the overall movement (growth) against the existing approved expenditure plans. In addition, on this Cabinet agenda plans for the Council House Phase 2 proposals are presented, the capital implications and necessary request for approvals are contained in this report.

Scheme Type / Description	Total Scheme Value	HRA/ Reserve Funding Value	Financial Year
	£000	£000	
<u>New Investment for the HRA</u>			
Major Repairs Allowance Schemes	3,528	3,528	15/16 – 19/20
Modernisation of Local Authority Homes	3,158	3,158	15/16 – 19/20
Local Authority New Build	6,345	6,345	15/16 – 16/17
IT Infrastructure	1,810	1,810	15/16 – 19/20
Miscellaneous Adjustments	-606	-606	15/16 - 18/19
<u>New Investment for the HRA Total</u>	14,234	14,234	

Table 5 – Summary of HRA investment

51. The key investment areas are shown in table 5 and shows new investment of over £14.234m that will see key schemes delivered including:

- **Major Repairs Allowance (£3.527m)** – This continued investment in improvement schemes such as Decent Homes Works will ensure the housing stock continues to meet modern facilities and standards including legislative requirements that provide homes that exceed customer expectations.
- **Modernisation of Local Authority Homes (£3.158m)** – This will see investment in improvement schemes such as communal area improvements and health and safety works at

sheltered schemes that will ensure the housing stock continues to meet modern facilities and standards including legislative requirements that provide homes that exceed customer expectations.

- **Local Authority New Build (£6.345m)** – investment to provide new local authority homes at the locations as follows:

Site	Number of units	Growth for Capital Strategy (£)	Total Budget (£)
Beckfield Lane	27*	-	3,645,000
Chaloners Road	8	180,000	1,000,000
Fenwick Street	8	165,588	985,588
Hewley Avenue	8	105,662	925,662
Newbury Avenue	9	312,000	1,125,000
Pottery Lane	6	830,000	830,000
York Road (Haxby)	0	(485,000)	-
Pack of Cards	14	1,677,000	1,677,000
Ordnance Lane Hostel	39	3,560,000	3,560,000
	119	6,345,250	13,748,250

*includes 9 for market sale

The £6.345m expenditure will be funded from a mix of HRA investment reserve and Right to Buy receipts. Additional sources of funding including HCA grants and commuted sums will continue to be identified and applied where possible in order to reduce the requirement to use the investment reserve.

- **IT Infrastructure (£1.810m)** – the investment will deliver:
 - Better, more responsive customer service
 - Improved flexibility with access to services via self service (customers and staff)
 - Efficiencies by customers raising their own repairs/enquiries
 - Improved accuracy for reporting purposes, particularly financial
 - Efficiencies gained by automating inputting into different systems
 - Removal of unsupported access databases and replacement with modules that are suitable for the task needed
 - Transparent recharge process that further supports debt recovery but using minimal staff input into different systems and spreadsheets
 - Automated billing of materials to individual jobs and consolidated invoices, less duplication and more accuracy and interrogation.

All IT investment plans will subject to the approval of the Director of CBSS.

52. None of the schemes in table 5 have an impact on prudential borrowing.

Funding Position – CYC Prudential Borrowing

53. The budget proposals in terms of CYC prudential borrowing adds to existing rolling programme schemes totalling £5.970m (of which £5.970m impacts Council Tax) and adds new schemes totalling £5.538m (of which £5.244m impacts on Council Tax). Table 6 shows the financial impact on a year by year basis and over the 5 year period.

	15/16 £m	16/17 £m	17/18 £m	18/19 £m	19/20 £m	Total £m
Rolling Programme	1.500	(0.070)	(0.060)	0.050	4.550	5.970
New Schemes	4.053	0.976	0.509	0	0	5.538
Gross Total Increase – PB only	5.553	0.906	0.449	0.050	4.550	11.508

Table 6 – Net Funding Position of Prudential Borrowing Schemes

54. The impact of the general capital budget proposals in respect of Prudential Borrowing schemes is an increase in the level of debt (the underlying need to borrow for capital investment purpose only) of £11.508m over the 5 year programme, with schemes to the value of £11.214m impacting on Council Tax. The revenue costs of the schemes funded by prudential borrowing total c £1.009m over the 5 year budget period set out and will be reflected through the Treasury Management budget.

Summary of Analysis

55. Table 7 summarises the additions and amendments made as part of this report (outside of re-profiling) split by rolling programme schemes and new schemes (by funding type) showing an overall increase in the capital programme of £44.107m.

	15/16 £m	16/17 £m	17/18 £m	18/19 £m	19/20 £m	Total £m
1) Rolling Programme (table 2)	1.500	(0.070)	(0.060)	0.050	4.550	5.970
Funded by:						
CYC Pru Brrw	1.500	(0.070)	(0.060)	0.050	4.550	5.970
2) New CYC Schemes (table 3)	4.597	1.620	2.546	0	0	8.763
Funded by:						
CYC Pru Brrw	4.053	0.976	0.509	0	0	5.538
External Funding	0.544	0.644	2.037	0	0	3.225
3) Existing Schemes Externally Funded (table 4)	(0.686)	(0.306)	(0.224)	7.053	9.303	15.140
Funded by:						
External Grant	(0.686)	(0.306)	(0.224)	7.053	9.303	15.140

Other						
4) HRA Schemes (table 5)	3.847	2.124	1.078	(1.351)	8.537	14.234
Funded by:						
HRA	3.847	2.124	1.078	(1.351)	8.537	14.234
Total Proposed Expenditure Increase	9.258	3.368	3.340	5.752	22.390	44.107

**Table 7 – Summary of Expenditure and Funding Movements 15/16
– 19/20**

56. The overall funding position will continue to be reviewed on an annual basis and the capital receipts will continue to be tightly monitored to update the latest position to ensure the programme remains affordable. The proposal to use prudential borrowing to fund the new schemes is made on the assumption that over the medium term the current level of required receipts are achieved. Clearly if the projected level of receipts is not achieved action will be required to overcome the resulting funding shortfall. This action could take the form of either increasing revenue contributions or increasing the level of prudential borrowing whilst ensuring affordability to meet any capital receipts shortfall, or reducing the capital programme schemes funded by capital receipts. The ability to contribute revenue funds to support prudential borrowing over and above the level currently being proposed as part of this report would have a significant impact on revenue budgets and would potentially place pressure on other Council service areas.
57. Although not anticipated, any short term shortfall in funding will be met from prudential borrowing. The revenue implications of any in year shortfall due to timing differences will be borne by the treasury management budget.
58. The outcome of the proposals outlined above if accepted are illustrated in Table 8 which sets out the proposed capital budget for each directorate over the next 5 years and in detail in Annex A.

Gross Capital Programme	2015/16	2016/17	2017/18	2018/19	2019/20	Total
	£m	£m	£m	£m	£m	£m
Children's Serv. Education&Skills	15.815	10.337	5.281	5.106	5.106	41.465
Adult Services & Public Hth	1.077	0.535	0.545	0.555	0.565	3.277
Communities. Culture. Public Realm	2.010	0	0	0	0	2.010
Highways and Waste	4.910	3.231	3.168	2.977	2.977	17.263
Housing and Community Safety	15.681	12.099	9.831	8.472	9.812	55.895
Transport	6.412	2.293	4.331	1.660	1.660	16.356
Community Stadium	20.271	0	0	0	0	20.271
Asset Management	2.484	1.212	0.300	0.300	0.300	4.596
IT development plan	2.227	1.920	2.245	2.025	1.970	10.387
Capital Contingency	0.300	0	0	0	0	0.300
Economic Infrastructure Fund	9.161	5.800	0	0	0	14.961
Total Capital Programme	80.406	37.427	25.701	21.095	22.390	187.019

Table 8 – Proposed Capital Programme 2015 – 2020

Future Considerations

59. **Community Open Space Management** - As part of the review of Place Based Services the Council are looking to transfer the management of open space to local communities. Such a transfer would reduce both day to day and long term costs and enable the

Council to achieve savings. In order to transfer land to the community investment is required in land and buildings to reduce running costs and make them more attractive to take on. To support this work, section 106 funds could be added to CYC funding to create a fund that will allow the necessary investment in the assets to take place pre transfer. Although the specific business case is not yet fully developed a more detailed report will be brought to Members during 2015 to approve specific proposals.

Council Plan

60. The CRAM process ensures that all bids received for capital funding address the aspirations of the Council Plan with each proposal addressing at least one corporate priority. The capital schemes put forward for consideration are derived from the service and area asset management plans which look at the capital needs and requirements of the service. All schemes that have progressed through for further consideration in this report have demonstrated through the CRAM process that they directly contribute toward the achievement of the Corporate Strategy.

Implications

Financial Implications

61. The financial implications are considered in the main body of the report.

Human Resources Implications

62. There are no HR implications as a result of this report.

Equalities Implications

63. A communities impact assessment (CIA) has been completed on the overall impact of the budget proposals and this is available as an annex to the Financial Strategy report elsewhere on this agenda. This assessment has been developed as a result of individual impact assessments for services which are undergoing changes. The impact assessment examines the benefits of recommended growth and capital investment alongside the risks associated with any savings proposals to ensure any negative impact for a particular group, sector or community is eliminated or counterbalanced. Where negative impacts have been identified, possible remedial actions have been

shared with the relevant Cabinet member prior to the budget recommendations being finalised. Where a screening of the potential implications has identified it appropriate, a full CIA will be completed for individual proposals. In addition, all capital schemes have considered any potential equalities implications prior to being included in this report.

Legal Implications

64. The Council is legally required to set a balanced 3 year capital programme but to assist with Medium Term Financial Planning sets a 5 year programme.

Crime and Disorder

65. There are no crime and disorder implications as a result of this report.

Information Technology

66. The information technology implications are contained in the main body of this report.

Property

67. The property implications of this paper are included in the main body of the report which covers the funding of the capital programme from the disposal of Council assets.

Risk Management

68. The risks associated with both the existing and proposed capital programme has been discussed extensively throughout this report.
69. This report highlights the challenge presented by the proposed capital programme, which includes a significant level of Council driven schemes. Despite the proposed schemes being funded from revenue contributions the existing approved capital programme still places significant reliance on a small number of high value capital receipts. In addition the recent increase in the size of the programme has meant the Council has to ensure that the key skills are in place to allow the programme to be successfully delivered.
70. To mitigate the risks the capital programme is regularly monitored as part of the corporate monitoring process. In addition to this the Capital Asset Board (CAB – the Chief Executive, Director of CBSS, Service

Directors and Assistant Directors) meet monthly to plan, monitor and review major capital schemes to ensure that all capital risks to the Council are monitored and where possible minimised. The development of the revised CRAM process and capital strategy has put in place gate keeping controls to ensure that only projects that can be delivered are put forward for approval by the Council.

Authors:	Chief Officer Responsible for the report:		
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Debbie Mitchell Corporate Finance Manager	Report Approved	√	Date 27/01/15
Wards Affected: All			
For further information please contact the author of the report			

Specialist Implications:
Legal – Not Applicable
Property – Not Applicable
Information Technology – Not Applicable

Wards Affected:

All

For further information please contact the author of the report

Annexes

Annex A – Capital Programme 2015/16 - 2019/20

Annex B – Growth Summary 2015/16 - 2019/20

List of Abbreviations used in the report:

CAB - Capital Asset Board
CANS – Community and Neighbourhood Services
CBSS – Customer and Business Support Services
CES – City and Environmental Services
CRAM - Capital Resource Allocation Model
CRM - Customer Relationship Management
CSES - Children Services, Education and Skills
DfE – Department for Education
DfES – Department for Education and Skills
DFG's -disabled facilities grants
DfT – Department for Transport
EIF – Economic Infrastructure Fund
EPH's – Elderly Persons Homes
FDAC - Family Drug and Alcohol Court
GFund – General Fund
H&S – Health and Safety
H&WB – Health and Wellbeing
HCA – Homes and Communities Agency
HRA – Housing Revenue Account
ICT - Information and Communications Technology
LED's - light-emitting diode
LTP – Local Transport Plan
PB – Prudential Borrowing
R & R – Resurfacing & Reconstruction
SEN – Special Educational Needs
TdF – Tour de France
UIFSM -Universal Infant Free School Meals

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	2015/16 Budget £000	2015/16 Revised Budget £000	2015/16 Budget £000	2016/17 Revised Budget £000	2015/16 Budget £000	2017/18 Revised Budget £000	2015/16 Budget £000	2018/19 Revised Budget £000	2015/16 Budget £000	2019/20 Budget £000	Gross Capital Programme To be Funded 15/16 - 19/20 £000	Gross Capital Programme Movements 15/16 - 19/20 £000
CSES - Children's Services, Education and Skills												
NDS Devolved Capital		456		456		456	456	456	456	456	2,280	912
- External Funding	0	456	0	456	0	456	456	456	456	456	2,280	912
- Internal Funding	0	0	0	0	0	0	0	0	0	0	0	0
DfE Maintenance		3,000		2,400		2,400	2,400	2,400	2,400	2,400	12,600	4,800
- External Funding	0	3,000	0	2,400	0	2,400	2,400	2,400	2,400	2,400	12,600	4,800
- Internal Funding	0	0	0	0	0	0	0	0	0	0	0	0
Basic Need		5,790		6,656		2,250	2,250	2,250	2,250	2,250	19,196	2,250
- External Funding	0	5,790	0	6,656	0	2,250	2,250	2,250	2,250	2,250	19,196	2,250
- Internal Funding	0	0	0	0	0	0	0	0	0	0	0	0
Huntington Secondary School - New Block		0		0		0	0	0	0	0	0	0
- External Funding	0	0	0	0	0	0	0	0	0	0	0	0
- Internal Funding	0	0	0	0	0	0	0	0	0	0	0	0
Universal Infant Free School Meals		50		0		0	0	0	0	0	50	0
- External Funding	0	50	0	0	0	0	0	0	0	0	50	0
- Internal Funding	0	0	0	0	0	0	0	0	0	0	0	0
Fulford School Expansion		5,345		450		0	0	0	0	0	5,795	0
- External Funding	0	5,345	0	450	0	0	0	0	0	0	5,795	0
- Internal Funding	0	0	0	0	0	0	0	0	0	0	0	0
Carr Junior Expansion		25		0		0	0	0	0	0	25	0
- External Funding	0	25	0	0	0	0	0	0	0	0	25	0
- Internal Funding	0	0	0	0	0	0	0	0	0	0	0	0
St Barnabas Primary Expansion		617		0		0	0	0	0	0	617	0
- External Funding	0	617	0	0	0	0	0	0	0	0	617	0
- Internal Funding	0	0	0	0	0	0	0	0	0	0	0	0
Schools Electrical Supply Upgrade	257	257	200	200		0	0	0	0	0	457	457
- External Funding	0	100	100	100	0	0	0	0	0	0	100	100
- Internal Funding	257	257	100	100	0	0	0	0	0	0	357	357
Family Drug & Alcohol Assess/Recovery Facility	100	100		0		0	0	0	0	0	100	100
- External Funding	0	0	0	0	0	0	0	0	0	0	0	0
- Internal Funding	100	100	0	0	0	0	0	0	0	0	100	100
Enhanced Resource Provision - SEN	175	175	175	175	175	175	0	0	0	0	525	525
- External Funding	0	0	0	0	0	0	0	0	0	0	0	0
- Internal Funding	175	175	175	175	175	175	0	0	0	0	525	525
TOTAL GROSS EXPENDITURE	532	15,815	375	10,337	175	5,281	2,856	5,106	5,106	5,106	41,645	9,044
TOTAL EXTERNAL FUNDING	0	15,283	100	10,062	0	5,106	2,856	5,106	5,106	5,106	40,663	8,062
TOTAL INTERNAL FUNDING	532	532	275	275	175	175	0	0	0	0	982	982
H&WB - Adult Social Services & Public Health												
Joint Equipment Store		105		105		105	105	105	105	105	525	105
- External Funding	0	0	0	0	0	0	0	0	0	0	0	0
- Internal Funding	0	105	0	105	0	105	105	105	105	105	525	105
Disabled Support Grant		170	30	180	40	190	50	200	210	210	950	330
- External Funding	0	0	0	0	0	0	0	0	0	0	0	0
- Internal Funding	0	170	30	180	40	190	50	200	210	210	950	330
Telecare Equipment		250		250		250	250	250	250	250	1,250	250
- External Funding	0	0	0	0	0	0	0	0	0	0	0	0
- Internal Funding	0	250	0	250	0	250	250	250	250	250	1,250	250
Health and Safety Works at Social Services Establishment		0		0		0	0	0	0	0	0	0
- External Funding	0	0	0	0	0	0	0	0	0	0	0	0
- Internal Funding	0	0	0	0	0	0	0	0	0	0	0	0
Adult Services Community Space		80		0		0	0	0	0	0	80	0
- External Funding	0	80	0	0	0	0	0	0	0	0	80	0
- Internal Funding	0	0	0	0	0	0	0	0	0	0	0	0
EPH Infrastructure Works		298		0		0	0	0	0	0	298	0
- External Funding	0	298	0	0	0	0	0	0	0	0	298	0
- Corporate Prudential Borrowing	0	0	0	0	0	0	0	0	0	0	0	0
- Internal Funding	0	0	0	0	0	0	0	0	0	0	0	0
Burton Stone Community Centre	174	174		0		0	0	0	0	0	174	174
- External Funding	0	0	0	0	0	0	0	0	0	0	0	0
- Internal Funding	174	174	0	0	0	0	0	0	0	0	174	174
TOTAL GROSS EXPENDITURE	174	1,077	30	535	40	545	50	555	565	565	3,277	855
TOTAL EXTERNAL FUNDING	0	378	0	0	0	0	0	0	0	0	378	0
TOTAL INTERNAL FUNDING	174	699	30	535	40	545	50	555	565	565	2,899	855
CANS - Communities, Culture and Public Realm												
Little Knavesmire Pavilion		470		0		0	0	0	0	0	470	0
- External Funding	0	400	0	0	0	0	0	0	0	0	400	0
- Internal Funding	0	70	0	0	0	0	0	0	0	0	70	0
Museums Trust		500		0		0	0	0	0	0	500	0
- External Funding	0	0	0	0	0	0	0	0	0	0	0	0
- Internal Funding	0	500	0	0	0	0	0	0	0	0	500	0

	2015/16	2015/16	2015/16	2016/17	2015/16	2017/18	2015/16	2018/19	2015/16	2019/20	Gross Capital Programme To be Funded	Gross Capital Programme Movements
	Budget	Revised	Budget	Revised	Budget	Revised	Budget	Revised	Budget	Budget	15/16 - 19/20	15/16 - 19/20
	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000
Smarter York - Better Play Areas												
- External Funding	0	75	0	0	0	0	0	0	0	0	225	0
- Internal Funding	0	150	0	0	0	0	0	0	0	0	75	0
York Art Gallery Gardens												
- External Funding	0	350	0	0	0	0	0	0	0	0	350	0
- Internal Funding	0	350	0	0	0	0	0	0	0	0	0	0
York Theatre Royal												
- External Funding	0	120	0	0	0	0	0	0	0	0	120	0
- Internal Funding	0	0	0	0	0	0	0	0	0	0	0	0
River Safety												
- External Funding	0	25	0	0	0	0	0	0	0	0	25	0
- Internal Funding	0	0	0	0	0	0	0	0	0	0	0	0
Litter Bin Upgrade (solar powered)												
- External Funding	120	120	0	0	0	0	0	0	0	0	120	120
- Internal Funding	0	0	0	0	0	0	0	0	0	0	0	0
Knavesmire Culverts												
- External Funding	120	120	0	0	0	0	0	0	0	0	120	120
- Internal Funding	200	200	0	0	0	0	0	0	0	0	200	200
TOTAL GROSS EXPENDITURE	320	2,010	0	0	0	0	0	0	0	0	2,010	320
TOTAL EXTERNAL FUNDING	0	475	0	0	0	0	0	0	0	0	475	0
TOTAL INTERNAL FUNDING	320	1,535	0	0	0	0	0	0	0	0	1,535	320
CES - Highways & Waste												
Highway Resurfacing & Reconstruction (Struct Maint)												
- External Funding	0	3,081	497	2,831	529	2,768	1,827	2,577	2,577	2,577	13,834	5,430
- Internal Funding	0	2,047	497	2,081	529	2,018	1,827	1,827	1,827	1,827	9,800	4,680
Special Bridge Maintenance(Struct maint)												
- External Funding	0	1,034	0	750	0	750	0	750	750	750	4,034	750
- Internal Funding	0	200	0	200	0	200	0	200	200	200	1,000	200
LED Lighting Replacement Programme												
- External Funding	1,023	1,223	-200	0	-200	0	-200	0	0	0	1,223	423
- Internal Funding	223	223	0	0	0	0	0	0	0	0	223	223
Watercourse Restoration												
- External Funding	800	1,000	-200	0	-200	0	-200	0	0	0	1,000	200
- Internal Funding	0	100	0	0	0	0	0	0	0	0	100	0
Highways Drainage Works												
- External Funding	0	200	0	200	0	200	0	200	200	200	1,000	200
- Internal Funding	0	100	0	0	0	0	0	0	0	0	100	0
Wheeled Bins in Back Lane and Terraced Areas												
- External Funding	106	106	0	0	0	0	0	0	0	0	106	106
- Internal Funding	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL GROSS EXPENDITURE	1,129	4,910	297	3,231	329	3,168	1,827	2,977	2,977	2,977	17,263	6,355
TOTAL EXTERNAL FUNDING	223	2,270	497	2,081	529	2,018	1,827	1,827	1,827	1,827	10,023	4,907
TOTAL INTERNAL FUNDING	906	2,640	-200	1,150	-200	1,150	-200	1,150	1,150	1,150	7,240	1,448
CANS - Housing & Community Safety												
Modernisation of Local Authority Homes												
- External Funding	579	2,177	555	2,035	792	2,022	-129	1,139	1,361	1,361	8,734	3,158
- Internal Funding	0	0	0	0	0	0	0	0	0	0	0	0
Assistance to Older & Disabled People												
- External Funding	579	2,177	555	2,035	792	2,022	-129	1,139	1,361	1,361	8,734	3,158
- Internal Funding	-12	400	-24	400	-37	400	-50	400	400	400	2,000	277
MRA Schemes												
- External Funding	22	4,878	-724	4,803	464	4,774	-1,301	4,808	5,066	5,066	24,329	3,527
- Internal Funding	22	4,878	-724	4,803	464	4,774	-1,301	4,808	5,066	5,066	24,329	3,527
Local Authority Homes - Phase 1												
- External Funding	4,209	6,112	2,136	2,136	0	0	0	0	0	0	8,248	6,345
- Internal Funding	0	0	0	0	0	0	0	0	0	0	0	0
Water Mains Upgrade												
- External Funding	4,209	6,112	2,136	2,136	0	0	0	0	0	0	8,248	6,345
- Internal Funding	-1,130	270	0	1,000	0	1,000	0	500	1,250	1,250	4,020	120
Building Insulation Programme												
- External Funding	-221	0	-170	0	-170	0	-171	0	160	160	160	-572
- Internal Funding	0	0	0	0	0	0	0	0	0	0	0	0
Disabled Facilities Grant(Gfund)												
- External Funding	-221	0	-170	0	-170	0	-171	0	160	160	160	-572
- Internal Funding	-156	1,019	-50	1,175	0	1,225	800	1,275	1,275	1,275	5,969	1,869
Air Quality Monitoring(Gfund)												
- External Funding	-156	544	-50	700	0	750	800	800	800	800	3,594	1,394
- Internal Funding	0	475	0	475	0	475	0	475	475	475	2,375	475
TOTAL GROSS EXPENDITURE	11,229	19,327	1,019	17,757	1,019	17,757	1,019	17,757	1,019	17,757	81,129	30,129
TOTAL EXTERNAL FUNDING	2,223	10,023	1,019	11,150	1,019	11,150	1,019	11,150	1,019	1,019	46,023	16,907
TOTAL INTERNAL FUNDING	9,006	9,304	0	6,607	0	6,607	0	6,607	0	0	35,106	13,222

	2015/16	2015/16	2015/16	2016/17	2015/16	2017/18	2015/16	2018/19	2015/16	2019/20	Gross Capital Programme To be Funded	Gross Capital Programme Movements
	Budget	Revised	Budget	Revised	Budget	Revised	Budget	Revised	Budget	Budget	15/16 - 19/20	15/16 - 19/20
	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000
Loft Conversions		0		0	-281	0		0		0	0	-281
- External Funding	0	0	0	0	0	0	0	0	0	0	0	0
- Internal Funding	0	0	0	0	-281	0	0	0	0	0	0	-281
IT Infrastructure	450	500	400	450	360	410	300	350	300	300	2,010	1,810
- External Funding	0	0	0	0	0	0	0	0	0	0	0	0
- Internal Funding	450	500	400	450	360	410	300	350	300	300	2,010	1,810
Empty Homes (Gfund)		200		100		0		0		0	300	0
- External Funding	0	0	0	0	0	0	0	0	0	0	0	0
- Internal Funding	0	200	0	100	0	0	0	0	0	0	300	0
Property Buy Back	-50	0	-50	0	-50	0	0	0	0	0	0	-150
Contributions		0		0		0		0		0	0	0
- Internal Funding	-50	0	-50	0	-50	0	0	0	0	0	0	-150
TOTAL GROSS EXPENDITURE	3,691	15,681	2,073	12,099	1,078	9,831	-551	8,472	9,812	9,812	55,895	16,103
TOTAL EXTERNAL FUNDING	-134	5,547	-774	5,547	464	5,524	-501	5,608	5,866	5,866	28,048	4,921
TOTAL INTERNAL FUNDING	3,825	10,134	2,847	6,596	614	4,307	-50	2,864	3,946	3,946	27,847	11,182
CES - Transport												
Better Bus Area Fund		0		0		0		0		0	0	0
- External Funding	0	0	0	0	0	0	0	0	0	0	0	0
- Internal Funding	0	0	0	0	0	0	0	0	0	0	0	0
Local Transport Plan (LTP)	-483	3,419	-753	1,870	-753	1,870	1,570	1,570	1,570	1,570	10,299	1,181
- External Funding	-753	3,119	-753	1,870	-753	1,870	1,570	1,570	1,570	1,570	9,999	881
- Internal Funding	300	300	0	0	0	0	0	0	0	0	300	300
York City Walls - Repairs & Renewals (City Walls)		140		90		90		90		90	500	90
- External Funding	0	0	0	0	0	0	0	0	0	0	0	0
- Internal Funding	0	140	0	90	0	90	0	90	90	90	500	90
Access York		250		0		0		0		0	250	0
- External Funding	0	250	0	0	0	0	0	0	0	0	250	0
- Internal Funding	0	0	0	0	0	0	0	0	0	0	0	0
Alley Gating		50		0		0		0		0	50	0
- External Funding	0	0	0	0	0	0	0	0	0	0	0	0
- Internal Funding	0	50	0	0	0	0	0	0	0	0	50	0
Highways Improvements	2,220	2,220	0	0	0	0	0	0	0	0	2,220	2,220
- External Funding	0	0	0	0	0	0	0	0	0	0	0	0
- Internal Funding	2,220	2,220	0	0	0	0	0	0	0	0	2,220	2,220
Scarborough Bridge	333	333	333	333	2,371	2,371	0	0	0	0	3,037	3,037
Departmental Prudential Borrowing		0		0		0		0		0	0	0
Corporate Prudential Borrowing	333	333	333	333	334	334	0	0	0	0	1,000	1,000
- Internal Funding	333	333	333	333	334	334	0	0	0	0	1,000	1,000
TOTAL GROSS EXPENDITURE	2,100	6,412	-420	2,293	1,618	4,331	1,570	1,660	1,660	1,660	16,356	6,528
TOTAL EXTERNAL FUNDING	-753	3,369	-753	1,870	1,284	3,907	1,570	1,570	1,570	1,570	12,286	2,918
TOTAL INTERNAL FUNDING	2,853	3,043	333	423	334	424	0	90	90	90	4,070	3,610
CES - Community Stadium												
Community Stadium		20,271		0		0		0		0	20,271	0
- External Funding	0	14,562	0	0	0	0	0	0	0	0	14,562	0
- Internal Funding	0	5,709	0	0	0	0	0	0	0	0	5,709	0
TOTAL GROSS EXPENDITURE	0	20,271	0	0	0	0	0	0	0	0	20,271	0
TOTAL EXTERNAL FUNDING	0	14,562	0	0	0	0	0	0	0	0	14,562	0
TOTAL INTERNAL FUNDING	0	5,709	0	0	0	0	0	0	0	0	5,709	0
CES - Economic Development												
Small Business Workshops		58		0		0		0		0	58	0
- External Funding	0	0	0	0	0	0	0	0	0	0	0	0
- Internal Funding	0	58	0	0	0	0	0	0	0	0	58	0
TOTAL GROSS EXPENDITURE	0	58	0	0	0	0	0	0	0	0	58	0
TOTAL EXTERNAL FUNDING	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL INTERNAL FUNDING	0	58	0	0	0	0	0	0	0	0	58	0
CBS - Asset Management												
Riverbank Repairs - Marygate		327		0		0		0		0	327	0
- External Funding	0	0	0	0	0	0	0	0	0	0	0	0
- Internal Funding	0	327	0	0	0	0	0	0	0	0	327	0
Photovoltaic Energy Programme		100		0		0		0		0	100	0
- External Funding	0	0	0	0	0	0	0	0	0	0	0	0
- Internal Funding	0	100	0	0	0	0	0	0	0	0	100	0
Asset Maintenance + Critical H&S Repairs		200		200		200		200		200	1,000	300
- External Funding	0	0	0	0	0	0	0	0	0	0	0	0
- Internal Funding	0	200	0	200	0	200	100	200	200	200	1,000	300
Community Asset Transfer		175		0		0		0		0	175	0
- External Funding	0	0	0	0	0	0	0	0	0	0	0	0
- Internal Funding	0	175	0	0	0	0	0	0	0	0	175	0

	2015/16	2015/16	2015/16	2016/17	2015/16	2017/18	2015/16	2018/19	2015/16	2019/20	Gross Capital Programme To be Funded	Gross Capital Programme Movements
	Budget	Revised	Budget	Revised	Budget	Revised	Budget	Revised	Budget	Budget	15/16 - 19/20	15/16 - 19/20
	£000	Budget £000	£000	Budget £000	£000	Budget £000	£000	Budget £000	£000	£000	£000	£000
River Bank repairs		320	0	0	0	0	0	0	0	0	320	0
- External Funding	0	0	0	0	0	0	0	0	0	0	0	0
- Internal Funding	0	320	0	0	0	0	0	0	0	0	320	0
Stonebow House Freehold		0	0	0	0	0	0	0	0	0	0	0
- External Funding	0	0	0	0	0	0	0	0	0	0	0	0
- Internal Funding	0	0	0	0	0	0	0	0	0	0	0	0
Critical Repairs and Contingency		350	0	0	0	0	0	0	0	0	350	0
- External Funding	0	0	0	0	0	0	0	0	0	0	0	0
Mansion House Restoration	912	912	912	912	0	0	0	0	0	0	1,824	1,824
- External Funding	544	544	544	544	0	0	0	0	0	0	1,088	1,088
- Internal Funding	368	368	368	368	0	0	0	0	0	0	736	736
Project Support Fund	100	100	100	100	100	100	100	100	100	100	500	500
- External Funding	0	0	0	0	0	0	0	0	0	0	0	0
- Internal Funding	100	100	100	100	100	100	100	100	100	100	500	500
TOTAL GROSS EXPENDITURE	1,012	2,484	1,012	1,212	100	300	200	300	300	300	4,596	2,624
TOTAL EXTERNAL FUNDING	544	544	544	544	0	0	0	0	0	0	1,088	1,088
TOTAL INTERNAL FUNDING	468	1,940	468	668	100	300	200	300	300	300	3,508	1,536
CBS - IT Development Plan												
IT Equipment		2,227	0	1,920	0	2,245	0	2,025	1,970	1,970	10,387	1,970
- External Funding	0	0	0	0	0	0	0	0	0	0	0	0
- Internal Funding	0	2,227	0	1,920	0	2,245	0	2,025	1,970	1,970	10,387	1,970
TOTAL GROSS EXPENDITURE	0	2,227	0	1,920	0	2,245	0	2,025	1,970	1,970	10,387	1,970
TOTAL EXTERNAL FUNDING	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL INTERNAL FUNDING	0	2,227	0	1,920	0	2,245	0	2,025	1,970	1,970	10,387	1,970
Capital Contingency	300	300	0	0	0	0	0	0	0	0	300	300
- External Funding	0	0	0	0	0	0	0	0	0	0	0	0
- Internal Funding	300	300	0	0	0	0	0	0	0	0	300	300
TOTAL GROSS EXPENDITURE	300	300	0	0	0	0	0	0	0	0	300	300
TOTAL EXTERNAL FUNDING	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL INTERNAL FUNDING	300	300	0	0	0	0	0	0	0	0	300	300
Economic Infrastructure Fund												
Access York Phase 1		0	0	0	0	0	0	0	0	0	0	0
- External Funding	0	0	0	0	0	0	0	0	0	0	0	0
- Internal Funding	0	0	0	0	0	0	0	0	0	0	0	0
Better Bus Fund		550	0	0	0	0	0	0	0	0	550	0
- External Funding	0	0	0	0	0	0	0	0	0	0	0	0
- Internal Funding	0	550	0	0	0	0	0	0	0	0	550	0
Re-Invigorate York		1,811	0	0	0	0	0	0	0	0	1,811	0
- External Funding	0	0	0	0	0	0	0	0	0	0	0	0
- Internal Funding	0	1,811	0	0	0	0	0	0	0	0	1,811	0
EIF central fund		6,800	0	5,800	0	0	0	0	0	0	12,600	0
- External Funding	0	1,800	0	1,800	0	0	0	0	0	0	3,600	0
- Internal Funding	0	5,000	0	4,000	0	0	0	0	0	0	9,000	0
TOTAL GROSS EXPENDITURE	0	9,161	0	5,800	0	0	0	0	0	0	14,961	0
TOTAL EXTERNAL FUNDING	0	1,800	0	1,800	0	0	0	0	0	0	3,600	0
TOTAL INTERNAL FUNDING	0	7,361	0	4,000	0	0	0	0	0	0	11,361	0
Gross Expenditure by Department												
CSES - Children's Services, Education and Skills	532	15,815	375	10,337	175	5,281	2,856	5,106	5,106	5,106	41,645	9,044
H&WB - Adult Social Services & Public Health	174	1,077	30	535	40	545	50	555	565	565	3,277	859
CANS - Communities, Culture and Public Health	320	2,010	0	0	0	0	0	0	0	0	2,010	320
CES - Highways & Waste	1,129	4,910	297	3,231	329	3,168	1,627	2,977	2,977	2,977	17,263	6,359
CANS - Housing & Community Safety	3,691	15,681	2,073	12,099	1,078	9,831	-551	8,472	9,812	9,812	55,895	16,103
CES - Transport	2,100	6,412	-420	2,293	1,618	4,331	1,570	1,660	1,660	1,660	16,356	6,528
CES - Community Stadium	0	20,271	0	0	0	0	0	0	0	0	20,271	0
CES - Economic Development	0	58	0	0	0	0	0	0	0	0	58	0
CBSS - Asset Management	1,012	2,484	1,012	1,212	100	300	200	300	300	300	4,596	2,624
CBSS - IT Development Plan	0	2,227	0	1,920	0	2,245	0	2,025	1,970	1,970	10,387	1,970
CBSS - West Offices (Admin Accommodation)	0	0	0	0	0	0	0	0	0	0	0	0
Capital Contingency	300	300	0	0	0	0	0	0	0	0	300	300
Economic Infrastructure Fund	0	9,161	0	5,800	0	0	0	0	0	0	14,961	0
Total by Department	9,258	80,406	3,367	37,427	3,340	25,701	5,752	21,095	22,390	22,390	187,019	44,107
Total External Funds by Department												
CSES - Children's Services, Education and Skills	0	15,283	100	10,062	0	5,106	2,856	5,106	5,106	5,106	40,663	8,062

	2015/16 Budget £000	2015/16 Revised Budget £000	2015/16 Budget £000	2016/17 Revised Budget £000	2015/16 Budget £000	2017/18 Revised Budget £000	2015/16 Budget £000	2018/19 Revised Budget £000	2015/16 Budget £000	2019/20 Budget £000	Gross Capital Programme To be Funded 15/16 - 19/20 £000	Gross Capital Programme Movements 15/16 - 19/20 £000
H&WB - Adult Social Services & Public Health	0	378	0	0	0	0	0	0	0	0	378	0
CANS - Communities, Culture and Public Realm	0	475	0	0	0	0	0	0	0	0	475	0
CES - Highways & Waste	223	2,270	497	2,081	529	2,018	1,827	1,827	1,827	1,827	10,023	4,903
CANS - Housing & Community Safety	-134	5,547	-774	5,503	464	5,524	-501	5,608	5,866	5,866	28,048	4,921
CES - Transport	-753	3,369	-753	1,870	1,284	3,907	1,570	1,570	1,570	1,570	12,286	2,918
CES - Community Stadium	0	14,562	0	0	0	0	0	0	0	0	14,562	0
CES - Economic Development	0	0	0	0	0	0	0	0	0	0	0	0
CBSS - Asset Management	544	544	544	544	0	0	0	0	0	0	1,088	1,088
CBSS - IT Development Plan	0	0	0	0	0	0	0	0	0	0	0	0
CBSS - West Offices (Admin Accommodation)	0	0	0	0	0	0	0	0	0	0	0	0
Capital Contingency	0	0	0	0	0	0	0	0	0	0	0	0
Economic Infrastructure Fund	0	1,800	0	1,800	0	0	0	0	0	0	3,600	0
Total External Funds by Department	-120	44,228	-386	21,860	2,277	16,555	5,752	14,111	14,369	14,369	111,123	21,897
Total CYC Funding required by Department												
CSES - Children's Services, Education and Skills	532	532	275	275	175	175	0	0	0	0	982	982
H&WB - Adult Social Services & Public Health	174	699	30	535	40	545	50	555	565	565	2,899	859
CANS - Communities, Culture and Public Realm	320	1,535	0	0	0	0	0	0	0	0	1,535	320
CES - Highways & Waste	906	2,640	-200	1,150	-200	1,150	-200	1,150	1,150	1,150	7,240	1,456
CANS - Housing & Community Safety	3,825	10,134	2,847	6,596	614	4,307	-50	2,864	3,946	3,946	27,847	11,182
CES - Transport	2,853	3,043	333	423	334	424	0	90	90	90	4,070	3,610
CES - Community Stadium	0	5,709	0	0	0	0	0	0	0	0	5,709	0
CES - Economic Development	0	58	0	0	0	0	0	0	0	0	58	0
CBSS - Asset Management	468	1,940	468	668	100	300	200	300	300	300	3,508	1,536
CBSS - IT Development Plan	0	2,227	0	1,920	0	2,245	0	2,025	1,970	1,970	10,357	1,970
CBSS - West Offices (Admin Accommodation)	0	0	0	0	0	0	0	0	0	0	0	0
Capital Contingency	300	300	0	0	0	0	0	0	0	0	300	300
Economic Infrastructure Fund	0	7,361	0	4,000	0	0	0	0	0	0	11,361	0
Total CYC Funding required	9,378	36,178	3,753	15,567	1,063	9,146	0	6,984	8,021	8,021	75,896	22,215

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ANNEX B

Capital Budget Process 2015/16 - 2019/20**Directorate**

Existing Rolling Programme Schemes - Additional Years/Amendments		
CES	H&W	Bridge Maintenance
CES	Transport	York City Walls - Repair and Renewal
CES	H&W	Highway Drainage Works
CES	H&W	Highways Resurfacing & Reconstruction (CYC element only)
CES	H&W	LED Lighting replacement programme
CES	Transport	Local Transport Plan - Road Safety Scheme Programme (CYC element only)
CANS	Hsg&CS	Disabled Facilities Grant
H&WB	Adults	Disability Support Budget
H&WB	Adults	Major Equipment for Disabled Customers (formerly JES)
H&WB	Adults	Telecare Equipment
CBSS	Asset Mgt	Asset Maintenance + Critical H&S Repairs
CBSS	Contingency	Contingency
CBSS	IT	IT Development Plan
CBSS	Corporate	Project Support Fund

Table 1 TOTAL**Incremental Revenue Growth**

Growth above existing approved budget					
15/16	16/17	17/18	18/19	19/20	Total
£000	£000	£000	£000	£000	£000
				200	200
				90	90
				200	200
				750	750
800	-200	-200	-200		200
300					300
				475	475
0	30	40	50	210	330
				105	105
				250	250
			100	200	300
300					300
				1,970	1,970
100	100	100	100	100	500
1,500	-70	-60	50	4,550	5,970

135	-6	-5	5	410	537
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Directorate

Match/Part Funded Bids		
CSES	CSES	Schools Electrical Supply Upgrade
CSES	CSES	Schools Electrical Supply Upgrade
CBSS	Asst Mgt	Mansion House Restoration
CBSS	Asst Mgt	Mansion House Restoration
CES	Transport	Scarborough Bridge
CES	Transport	Scarborough Bridge

Table 2 TOTAL**External Funding****CYC Borrowing****Incremental Revenue Growth**

£000	£000	£000	£000	£000	£000
257	100				357
	100				100
368	368				736
544	544				1,088
333	333	334			1,000
		2037			2,037
1,502	1,445	2,371	0	0	5,318
544	644	2,037	0	0	3,225
958	801	334	0	0	2,093
86	72	30	0	0	188

Directorate

New Schemes		
CSES	CSES	Family Drug & Alcohol Assessment and Recovery Facility (Howe Hill)
CSES	CSES	Enhanced Resource Provision - Special Educational Needs
H&WB	Adults	Burton Stone Community Centre
CES	Transport	Highways Improvements
CES	H&W	Wheeled Bins in Back Lane and Terraced Areas
CANS	CCPR	Litter Bin Upgrade (solar powered)
CANS	CCPR	Knavesmire Culverts

Table 3 TOTAL**CYC Borrowing****CYC Borrowing self financing****Incremental Revenue Growth**

£000	£000	£000	£000	£000	£000
100					100
175	175	175			525
174					174
2,220					2,220
106					106
120					120
200					200
3,095	175	175	0	0	3,445
2,801	175	175	0	0	3,151
294	0	0	0	0	294
252	16	16	0	0	284

Directorate

Existing Schemes - Externally Funded Elements Adjustments		
CES	H&W	Highways Resurfacing & Reconstruction (Grant element only)
CES	H&W	LED Lighting replacement programme
CES	Transport	Local Transport Plan - Road Safety Scheme Programme (Gvt Grant Element)
CANS	Hsg&CS	Disabled Facilities Grant (Gvt Grant Element)
CSES	CSES	NDS Devolved Capital
CSES	CSES	DfE Maintenance
CSES	CSES	Basic Need

Table 4**Incremental Revenue Growth**

£000	£000	£000	£000	£000	£000
0	497	529	1,827	1,827	4,680
223					223
-753	-753	-753	1,570	1,570	881
-156	-50	0	800	800	1,394
			456	456	912
			2,400	2,400	4,800
				2,250	2,250
-686	-306	-224	7,053	9,303	15,140
N/A	N/A	N/A	N/A	N/A	N/A

Directorate

HRA Schemes		
CANS	Housing	MRA Schemes
CANS	Housing	Modernisation of Local Authority Homes
CANS	Housing	Loft Conversions
CANS	Housing	Water Mains Upgrades
CANS	Housing	Asst to Older and Disabled People
CANS	Housing	Local Authority Homes - Phase 1
CANS	Housing	Property Buy Back
CANS	Housing	Building Insulation
CANS	Housing	IT infrastructure
CANS	Housing	Local Authority Homes - Phase 2

Overall Increase in Capital Programme**Funded Split****Total CYC Prudential Borrowing****Total CYC Prudential Borrowing Self Funding****Total External Funding****Total HRA Funding****Overall Increase in Capital Programme**

£000	£000	£000	£000	£000	£000
5,259	906	449	50	4,550	11,214
294	0	0	0	0	294
-142	338	1,813	7,053	9,303	18,365
3,847	2,124	1,078	-1,351	8,537	14,234
9,258	3,368	3,340	5,752	22,390	44,107

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Cabinet

10 February 2015

Report of the Director of Communities and Neighbourhoods

Next Steps in Neighbourhood Working**Summary**

1. This report proposes further development of the Council's approach to neighbourhood working.

Recommendations

2. Cabinet are asked to:
 - Approve the direction of travel set out in paragraphs 7-23
 - Agree to receive further reports on the detail of these proposals.

Reason: To update Cabinet on the Council's commitment to the creation of a new relationship with its residents and communities.

Background

3. City of York Council is committed to creating a new relationship with its residents and communities. We recognise that public expectations and requirements in respect of public services are changing and will continue to evolve. York's residents and communities will increasingly want services tailored to their need and to have involvement and choice in how those services are provided.
4. The Council, faced with the combination of these changing public expectations and financial pressure, and given its commitment to empowering local residents, wishes to:
 - Involve communities at ward level in decisions about how local services are delivered, their priorities for those services, and how any savings required may be achieved
 - Enable local communities to have a greater control of who provides the services they need
 - Devolve more resources to wards to support the above objectives
 - Involve the local community and voluntary sector as the voice of communities, investing in its capacity as a source of expertise and as service providers

5. We already have a strong tradition of community engagement through Residents Forums, Community Conversations and partnership work at a ward level through Ward Teams. We now need to consolidate and deepen our approach to deliver on all the above objectives. Ward members must be at the heart of our approach, providing the necessary leadership in their wards. The approach needs to be that:
- 'Members create a framework for wards, with goals and priorities for action, and within that framework a wide range of groups, organisations and individuals do their own thing, but they all contribute to action and to the goals of the wards.'*¹

What we have in place

6. We currently have some strong building blocks in place:
- Ward Profiles – with data, demographics and ward statistics
 - Ward Priorities – set using data, local knowledge and feedback from residents
 - Community Conversations – events that helped to establish issues of local importance
 - The Communities and Equalities Team, working with other Council teams and community partners on ward issues
 - Resident Forums – public meetings designed to be flexible in style and frequency
 - Ward Teams – partners in the ward coming together to deliver on the ward priorities
7. At the same time further development is needed to aspects of our approach:
- In some instances ward priorities are too broad / woolly to be truly effective
 - Ward members are not all providing effective local leadership along the lines suggested by the vision statement set out in paragraph 5 above, where members' roles are defined in terms of overseeing and setting direction and residents act as 'local experts' working with members to solve problems
 - Public meetings have variable levels of attendance and publicity about ward activity doesn't reach all residents
 - We have not used the current ward approach to address the big *rewiring* issues such as how place based services will be restructured

¹ From the "Model of Ward Accountability" - stage five – See Annex 2

- We have not devolved any control of mainstream services to ward level
- We have not used the current ward approach to tell residents clearly about the financial pressures facing the Council and what they mean for their ward

Direction of Travel

8. We now need to develop our approach, supporting ward members as community champions at ward level with appropriate tools and resources, so that they can:
 - Effectively communicate to their wards the implications of the Council's financial position and its *Rewiring* programmes for their communities and involve them in taking the local decisions that flow from these
 - Develop focussed local priorities based on the needs of residents and take forward the actions to deliver on these
 - Help restate the relationship between communities and the Council such that the Council will enable communities to be more self-sufficient and less reliant on Council services

Proposals for Developing York's Approach

9. To support this approach we need increasingly to devolve control of resources and services to wards. Whilst not all Council services will ever be suitable for control at a ward level many will. Possible bases for implementing devolved control would be:
 - Dividing a particular resource between wards and allowing the ward to direct its deployment and/or create cashable savings that can be directed into addressing greater ward priorities. This will be suitable for budgets that are currently spent in all wards but where it is not essential to have a standard, city-wide level of service.
 - Creating a pot from a particular Council budget area into which wards can bid on the basis of their priorities and need. This is likely to be suitable for budget areas which are currently centrally administered and which are spent in only some parts of the city at any one time.
 - Involving wards in the long-term planning of a service, incentivising the ward where they can assist in delivering savings. This may be more suitable for budgets such as waste, where a city-wide standard is appropriate but where residents can assist, through their choices and actions, in delivering savings.

10. Annex 1 shows a range of budgets and suggests a phased approach to devolving resources to wards. The depth and sophistication of the approach would increase at each phase. The first budgets to be devolved are likely to be in the area of public realm with resources within areas such as adult social care being considered in later phases. It is proposed to bring further reports back to Cabinet with specific proposals. By involving wards through devolved budgets local decisions can be taken that guide the delivery of savings, directing resource to where its most needed, removing unnecessary tasks and expenditure, and involving communities and the voluntary sector in alternative solutions to Council delivery.
11. Resources available to wards will be as follows:
12. **Ward Budgets:** It is proposed to retain the current ward budgets so that ward members have a flexible resource to pursue ward priorities. It is proposed to keep the current rules around their use but open up eligibility to Parish Councils where they have a stake in a project and are also providing some resource.
13. **Devolved Budgets to Promote Community Led Solutions:** It is proposed that control of budgets in the area of public realm (parks & open spaces, grounds maintenance and cleansing) be devolved to wards in the first year. This would be done on the basis of current spend in the ward. In the first year, the ward would take an oversight of the budget and how it was spent. Furthermore, the public realm team will be seeking savings in the region of £750k over the next three years; ward decision-making will assist in this and the ward allocations will be adjusted accordingly.
14. It is proposed to pump prime the process of wards developing local solutions through the £250k Environmental Improvement Fund. Devolved to wards this will promote community led solutions in the area of public realm and open spaces. The funding might be used for:
 - Helping a community group to take on management of a piece of local open space
 - Undertaking a local clean-up
 - Getting a community space in good order so that the community could then manage it
 - Changing the planting or other arrangements to make a space more attractive and easier to maintain in the future

15. Devolving the public realm budget to wards in this way will allow them to:

- Identify priorities for expenditure in this area
- Identify where savings can be made
- Take key decisions on resource allocation based on their priorities
- Use the 'pump priming' money to develop community solutions which will deliver savings down track

It will be important that simple, non bureaucratic systems are put in place that ensure that devolving budgets does not result in increased unit cost and therefore reduced value for money and that encourage the development of community-led initiatives.

16. This initial approach at phase 1 will allow more sophisticated devolved control mechanisms to be developed in later phases. This may involve services, for example public realm services, being reorganised into more flexible forms of delivery, for example through hubs, (see below). This in turn may create the potential for wards to create more cashable savings that they can then divert to other ward priorities.

17. Other budget areas such as those relating to young people would be available for wards to bid to at phase 1 (See Annex 1). A clear bidding process would be developed with appropriate deadlines to ensure equity. Additional budgets would be added in later phases.

18. **Capital Grants:** It is proposed that a capital pot is also allocated for wards to bid into to develop community led initiatives in the area of public realm. As part of the review of Place Based Services the Council is looking to transfer the management of open space to local communities. Such a transfer would reduce both day to day and long term costs and enable the Council to achieve savings. In order to transfer spaces to the community investment may be required in land, buildings, equipment or infrastructure to reduce running costs and make them more attractive to take on. To support this work, section 106 funds could be added to Council funding to create a fund that will allow the necessary investment in the assets to take place pre transfer. A report will be brought to Members during 2015 to approve specific proposals.

19. **Developing the Community and Voluntary Sector:** It will be important to continue to invest in the capacity of the community and voluntary sector within our approach. Ward budgets will continue to provide a key source of funding for small voluntary organisations at a

local level. It will also be important to create a more strategic fund which will develop the voluntary sector's capacity to develop innovative solutions to priorities addressed across a number of wards and in solutions that the sector itself initiatives. Following completion of the previous 3 year Community York Fund programme a new voluntary sector capacity building fund is proposed for 2015/16 at £200k. It is proposed to bring detailed criteria for this back to members. Continued involvement of the voluntary sector in administering the fund will ensure that best use is made of the available funding including exploring the potential for a more joined up approach with external funders such as the CCG's community wellbeing funding.

20. Funding agreements will be maintained with the core infrastructure organisations (CVS, CAB and the Welfare Benefits Unit) broadly at previous levels, with just small efficiency savings being required. It is proposed that service level agreements will be brought to the relevant cabinet member focusing on support to the approaches set out in this paper.
21. **External Funding:** We are actively pursuing the Community Led Local Development Fund, having successfully got through the first round of bidding, to further develop opportunities in 8 identified Lower Super Output Areas. If successful this would see an additional £1.2million to enhance the approach outlined in this paper.
22. **Community Development:** It is evident that some communities have greater capacity than others in terms of the community and voluntary sector organisations operating in their areas and in the readiness of the community to get involved in developing their own solutions and managing resources accordingly. It is therefore proposed that funding is allocated to support a number of community development workers. These would be deployed in co-operation with partner organisations in the city such as JRF to help target communities develop appropriate initiatives to further identified priorities. A detailed paper will be brought back to members with regard to deployment of this resource.
23. A Community Development Network will be maintained with partners across the city in order to improve sharing of data and intelligence to support partnership working and community action.
24. **Staff and Member Development:** All front-line workers will need to be equipped to engage with communities and help to capacity build. This will begin from the current core roles, for example Communities

and Equalities Team officers, Smarter York officers, and extend to Youth and Community Workers, Estate Managers, and beyond.

25. A member led development programme will be created allowing ward members to share their good practice with each other.
26. **Community Hubs:** Wards may choose to work together in clusters in order to make better use of their resources. The Community hubs initiative will be developed in such a way as to support this and to enable communities to manage their devolved resources effectively. Public realm services will increasingly be reorganised around hubs in order to make them more responsive to ward need.
27. Community Hubs are currently being identified, ensuring that they are the right place to serve a local geographical area. Potential buildings include libraries, community centres, church halls, children's centres, schools, sports facilities, health properties and so on. We will support the development of a network of hubs that respond to the needs of particular communities, bringing partners together from all sectors to work with residents on their priorities. Attributes of community hubs will include:
 - Realigned Council service provision (e.g. public realm services) able to respond to community need on a more flexible basis and providing a single point of co-ordination for community management
 - Modern, outward looking, welcoming, customer first, flexible spaces where local residents can come together for a wide range of community activities
 - The transition of other Council and third sector community based services into the hub
 - New "paid for" services for example linked to economic growth, new jobs
 - Opportunities and resources to support residents to get involved in their community and the decisions that affect its development
28. **Engaging with Communities:** Ward members will increasingly engage with their communities in a variety of informal ways appropriate to their circumstances. This may continue to include holding Resident Forum meetings but this will no longer be a requirement. Instead, Ward Team meetings will be formalised and will be open to the public. This will become the key forum where local decisions are taken and action plans progressed. Action notes will be produced and followed through. Ward members will be supported in

producing a proactive agenda to identify and address key issues in the ward.

29. The Communities and Equalities Team will be reviewed to ensure that it is well placed to support the proposed approach. To provide sufficient resource to support the ward teams, staff in other teams, such as Smarter York officers, will also be deployed as ward team co-ordinators / champions.
30. It is proposed that publicity budgets currently used to produce Your Ward be used to develop and enhance current local communications, e.g. local newsletters. A communications strategy will also be developed to support the over-arching Council approach.

What will it Look Like?

31. Once this approach is fully adopted and embedded we will see a bespoke approach in each ward, reflective of the local community, with:
 - Local members working as informed community champions leading ward teams in the delivery of sharp, well informed priorities
 - Resources increasingly devolved for decision making at ward level with residents leading in making better local use of resources and which in turn deliver savings for the Council
 - Residents taking on more of their own services e.g. through asset transfer
 - Residents getting involved in a wide range of engagement opportunities
 - Residents increasingly getting involved in local decision making and initiatives
 - Strong links to service and partner organisations e.g. Residents Associations and Parish Councils
 - Community development capacity ensuring that all communities are able to take up opportunities
 - The ward team will have the right to call on the full breath of council resources
 - Good two way communication between the community and the Council
 - High levels of volunteering
 - Increased pride in the local area

- Council services held to account locally and increasingly redesigned to meet local need

Next Steps

32. It is proposed that more detailed reports are brought back to Cabinet on each aspect of these proposals in the light of the allocation of resources through the budget process.

Implications

33. **Finance:** The report identifies that the first phase of the initiative will include Parks and Open Spaces, Grounds Maintenance and Cleansing. It will be necessary to undertake an exercise whereby these budgets can be disaggregated so that they can be efficiently delegated without creating additional bureaucracy.
34. With regard to the financial proposals in this paper the following items are considered in the Financial Strategy paper on this agenda:
- The voluntary sector capacity building fund (Community York Fund)
 - The Environmental Improvement Fund
 - Capital grants
35. **Equalities:** A community impact assessment is attached. The action plan points to the need for a wide variety of methods being required to enable the engagement of all residents in ward priorities and action planning. It also suggests the need for multiple channel of communication. These aspects will be reflected in the detailed plans that will be brought to members.

Contact Details

Authors:	Chief Officer responsible for the report:
Mora Scaife Communities and Equalities Charlie Croft Assistant Director (Communities, Culture and Public Realm)	Sally Burns Director of Communities and Neighbourhoods
Report Approved ✓	Date: 2-02-15
Specialist Implications Officer: Patrick Looker, Finance Manager	

Wards Affected:	All	✓
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For further information please contact the author of the report

Background Papers: [Document/reports/cabinet/Neighbourhood Working January 2015.docx](#)

Annexes:

Annex 1 - Grid showing phased approach to devolving resources to wards

Annex 2 - The “Model of Ward Accountability”

Annex 3 - Community Impact Assessment

ANNEX 1

Arrangements for Ward Working – Menu of Resources				
Devolved Budget	Bid Process for pooled budgets	Bid Process for Capital projects	Ward Budgets	Communication & Engagement
Phase 1 –2015 / 16				
<p>The following budgets are devolved to ward teams:</p> <ul style="list-style-type: none"> • Parks & Open Spaces • Grounds maintenance • Cleansing <p>They are top-sliced by a percentage corresponding to the Council’s annual savings requirement in each area.</p> <p>They are asked to make decisions about where the saving should be made.</p> <p>Each ward has a share of the £250k Environmental Improvement Fund to spend on mitigating schemes in ways that do not incur ongoing revenue consequences for the Council, e.g. to enable community schemes.</p> <p>Community Development Officer resource deployed to respond to</p>	<ul style="list-style-type: none"> • ‘Your Part’ budget • Play Grant budget • ‘Shine’ budget • Community Payback • £200k Community York Fund with refocused criteria 	<p>Capital for investment in capital projects in wards</p>	<p>As currently, to meet ward priorities</p>	<p>Bespoke ward communications using:</p> <ul style="list-style-type: none"> • Newsletters, including partners’, (refocusing the Your Ward/Your City budgets) • Direct emails • Twitter • Website • Ward team meetings in public • Community events and ‘activity days’ as reflects local capacity

ANNEX 1

<p>agreed themes.</p> <p>Community Led Local Development resource targeting in 8 specific Lower Super Output Areas.</p>				
<p>Future Phases</p>				
<p>Ward teams to own and influence Public Realm Budgets (including making % savings required).</p> <p>If they can make additional cashable* savings they can reinvest these in other priorities.</p> <p>*NB Savings are only cashable when they facilitate a whole unit of expenditure to be removed, e.g. a whole bin round.</p> <p>Potential to provide a vehicle for pooled partnership budgets.</p> <p>Consideration of other budget areas where a city-wide standardised service is not required.</p>	<ul style="list-style-type: none"> • ‘Your Part’ budget • Play Grant budget • ‘Shine’ budget • Community Payback • Hubs / Libraries / Children’s Centres • Adult & Family Learning • Sport and Active Leisure • Waste Strategy <p>Aspects of:</p> <ul style="list-style-type: none"> • Public Health • Adult social care 	<p>Capital for investment in capital projects in wards</p>	<p>As currently, to meet ward priorities</p>	<p>As Phase 1 but with:</p> <ul style="list-style-type: none"> • Improved electronic communications • Use of electronic surveys, etc. • Local networks

ANNEX 1

Wards will also be able to bid into partnership funding such as CCG wellbeing funding, Yorventure, Police and Crime Commissioner community budgets.

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ANNEX 2

Figure 1: Five models of accountability at ward/area level			
Model	Typical ward/area structure	What it means for local elected members	What it means for residents
Model 1: Traditional	Area committee (i.e. membership of councillors only, with formally delegated powers) Ward committee (same but at ward level)	<ul style="list-style-type: none"> ▪ Members get to decide , based on what they think is in the best interests of wards/constituents ▪ Take on responsibility for what happens in wards ▪ But also means they do all the work, with no extra inputs from residents ▪ Focus on elections as main contact with residents 	<ul style="list-style-type: none"> ▪ Vote at local election time, and hand over control of decisions in wards to members through the election mandate ▪ Could also campaign for local members at elections, or stand themselves ▪ But their other potential contributions to the ward are not included, or take place outside members' work
Model 2: Telling	As above, <i>plus</i> Information to residents about decisions members have made (outside of election campaigning)	As above, <i>plus</i> <ul style="list-style-type: none"> ▪ More communication between elections ▪ Extra work e.g. newsletters, websites, blogs, posters etc ▪ Helps to publicise members' positive work for wards ▪ But also have to explain and justify unpopular or controversial decisions 	As above, <i>plus</i> <ul style="list-style-type: none"> ▪ Might feel democracy is more transparent ▪ Could help awareness of members' work ▪ Fits with people's ideas about how democracy works ▪ But might still disagree with some decisions ▪ And still only have elections as their main voice/influence
Model 3: Telling and listening	As above, <i>plus</i> Consultation with residents on public opinion	As above, <i>plus</i> <ul style="list-style-type: none"> ▪ Extra work organising consultation and gathering public opinion ▪ Might need to change or adapt decisions based on public opinion ▪ Could help make decisions more popular and based on residents' views ▪ Decisions might be more workable, and avoid conflict 	As above, <i>plus</i> <ul style="list-style-type: none"> ▪ Residents have more of a voice ▪ Might feel more listened to and responded to ▪ Fits with people's ideas about how democracy works ▪ Majority could be happier with decisions if they are based on their views ▪ But the minority might get or feel left out

		<ul style="list-style-type: none"> ▪ But might not always be what members feel is in best interests of wards, and might still mean members go against public opinion ▪ Danger of ‘those who shout the loudest’, but not if consultation is done properly ▪ Involves careful negotiation and dialogue 	
Model 4: Interest groups	Area or ward structures which also have membership from interest group representatives (e.g. BME rep; voluntary sector rep etc)	<ul style="list-style-type: none"> ▪ Changes decision-making to include people who are not elected ▪ Members need to negotiate and broker between competing interests ▪ Minorities, new voices and people who ‘shout quietly’ are included ▪ Includes new groups and voices in decisions e.g. business community ▪ Danger of gatekeepers to communities, and hard to decide who is a rep ▪ Still means members are in the deciding and doing role 	<ul style="list-style-type: none"> ▪ Interest groups feel more included, and their needs are more likely to be met ▪ Residents/interest groups could feel more part of democracy ▪ Residents who are involved are more likely to share responsibility for decisions ▪ But people not connected to interest groups might feel left out ▪ Still leaves residents just giving opinions, not helping actually do things
Model 5: Collective problem-solving	<p>Members create a framework for wards, with goals and priorities for action</p> <p>And within that framework, a wide range of groups, organisations and individuals do their own thing but they all contribute to action and goals for the wards</p>	<ul style="list-style-type: none"> ▪ Members’ roles change from deciding and doing, to overseeing and setting direction ▪ Members benefit from many more additional inputs to ward working, so more action might happen ▪ Releases creative ideas and harnesses new ways of addressing issues ▪ But members need to adapt to ‘being in charge when you’re not in charge’ – a new way of working ▪ Members need to be able to cope with 	<ul style="list-style-type: none"> ▪ Residents’ contributions are recognised; they are ‘local experts’ who work with members to solve problems ▪ Residents could feel more welcomed into democracy and less like ‘them and us’ ▪ Moves away from discussions/arguments about decisions by members to more consensus and collective problem solving ▪ Brings activity together so people are going in the same direction, so residents might feel their small projects are contributing to the bigger picture

		<p>more flexibility and less formal processes</p> <ul style="list-style-type: none">▪ Could use a version of Scrutiny adapted for ward work to maintain accountability▪ Everyone gets the credit for work done across the ward regardless of who did it	<ul style="list-style-type: none">▪ But puts extra demands on residents to help solve problems, and relies on their being people who are active (or could be encouraged to be active)
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SECTION 1: CIA SUMMARY
Community Impact Assessment: Summary
1. Name of service, policy, function or criteria being assessed:

Neighbourhood Working

2. What are the main objectives or aims of the service/policy/function/criteria?

Involving residents in local decision making and action planning through:

- Ward Profiles – with data, demographics and ward statistics
- Ward Priorities – set using data, local knowledge and feedback from residents
- The Communities and Equalities Team, working with other Council teams and community partners on ward issues
- Engagement Activities – public meetings/events designed to be flexible in style and frequency
- Ward Teams – partners in the ward coming together to deliver on the ward priorities and allocate devolved budgets

3. Name and Job Title of person completing assessment:

Charlie Croft

4. Have any impacts been Identified?

Yes

Community of Identity affected:

All

Summary of impact:

The new way of working will facilitate greater involvement of all communities of identity in local decision making

5. Date CIA completed: 28 January 2015

6. Signed off by:

CD. Croft

7. I am satisfied that this service/policy/function has been successfully impact assessed.

Name:

Position:

Date:

8. Decision-making body:	Date:	Decision Details:
<p>Send the completed signed off document to ciasubmission@york.gov.uk It will be published on the intranet, as well as on the council website.</p> <p>Actions arising from the Assessments will be logged on Verto and progress updates will be required</p>		

Community Impact Assessment (CIA)

Community Impact Assessment Title:

Neighbourhood Working

What evidence is available **to suggest that the proposed service, policy, function or criteria could have a negative (N), positive (P) or no (None) effect** on quality of life outcomes? (Refer to guidance for further details)

Can negative impacts be justified? **For example: improving community cohesion; complying with other legislation or enforcement duties; taking positive action to address imbalances or under-representation; needing to target a particular community or group e.g. older people.** NB. Lack of financial resources alone is NOT justification!

Evidence:

1.The Big York survey 2012 highlighted that: 29% of people agree that they can influence decisions affecting their local area, compared to 42% who disagree with 28% being neutral on the matter.

2.Two workshops have been held with the Equality Advisory Group to inform this CIA, in 2010 and again in 2014. Issues raised included: improving marketing of residents meetings using a variety of methods, style of meetings need to be approachable, inclusive, accessible and welcoming for all, explanation of processes and roles, more input and participation from residents, address training and development for officers and elected members.

3. Corporate and Scrutiny Management Committee carried out an Equalities Scrutiny Review under the following aims:

To encourage wider involvement in the Council's democratic traditions i.e. elections, decision making and community engagement, by raising awareness across York's Communities of Identity (COIs), and in particular those who have protected characteristics under the Equality Act 2010. The final report can be found here: <http://democracy.york.gov.uk/ieListDocuments.aspx?CId=733&MId=8332&Ver=4> . Recommendations were made on a range of issues including equality awareness training, improved access to information for COI, awareness raising on the democratic process.

4. A survey of ward teams was carried out in 2014 with ward team members, the results of which are being used to inform the Neighbourhood Working model.

The form below has been set out by the key themes of the paper.

1. Communications - Ensuring Information about ward engagement activity reaches residents				
Evidence		Quality of Life Indicators	Customer Impact (N/P/None)	Staff Impact (N/P/None)
Scrutiny topic EAG workshops			Positive	None
Details of Impact	<i>Can negative impacts be justified?</i>	Reason/Action	Lead Officer	Completion Date

<p>Impacts on COIs regarding communications about ward information has been noted from the consultations highlighted earlier in this document.</p> <p>Disability – barriers identified from engagement with people with learning difficulties that information is not in accessible format.</p>	<p>No</p>	<ul style="list-style-type: none"> It is intended at the start of the year for the Ward Team to meet and set out an engagement plan to reflect the needs of the community. This will be informed by community mapping, local knowledge and ward team members including ward councillors. Each aspect of the Engagement Plan will be supported by a Community Impact Assessment approach to ensure fairness and equality against all the COIs (Age, Disability, Gender Reassignment, Marriage and Civil Partnership, Pregnancy and Maternity, Race, Religion and Belief, Sex, Sexual Orientation and carers of older and disabled people.) <p>Ensure ‘easy read’ communication methods are used and officers are supported through awareness training.</p>		
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Race – language barriers identified for written communications		<p>Race - talk to support organisations and BME communities to find out how best to reach target groups with accessible information</p> <p>Awareness raising and training for ward teams as part of the roll out of the Neighbourhood Working model. Use Community of Interest Forums and Voluntary sector newsletters to promote process and opportunities for involvement eg resident forums</p>		
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2. Having effective resident meetings in public				
Evidence		Quality of Life Indicators	Customer Impact (N/P/None)	Staff Impact (N/P/None)
Scrutiny topic EAG workshops			Positive	None
Details of Impact	<i>Can negative impacts be</i>	Reason/Action	Lead Officer	Completion Date

	<i>justified?</i>			
<p>The impact of having public meetings may be negative for a range of COIs for a number of reasons.</p> <p>Disability – unable to access public meetings due to inaccessible venues, lack of support for Deaf and hearing impaired etc</p> <p>Pregnancy and Maternity – timings of evening meetings don't allow for parents with small children to attend</p> <p>Attending a public meeting is not for everyone and may not be appropriate method to use.</p>	<p>No</p>	<p>In order to address this it is intended at the start of the year for the Ward Team to meet and set out an engagement plan to reflect the needs of the community.</p> <p>Disability – continue to ensure accessible venues are used (currently doing an assessment of our venues list), use DisabledGo website.</p> <p>The ward engagement plan will help to deliver meetings at times which suit our communities of identity or which are designed around external events.</p> <p>Race –ward profile data and community mapping will help us to identify the make up of the ward which will inform the ward engagement plan and preferred ways of engagement.</p>		

		Awareness raising and equality training for ward teams as part of the roll out of the Neighbourhood Working model. This will ensure that public meetings can be safe, welcoming and accessible for our communities of identity.		
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3. Involving residents in local decision making and action planning:

Evidence		Quality of Life Indicators	Customer Impact (N/P/None)	Staff Impact (N/P/None)
Scrutiny topic EAG workshops			Positive	None
Details of Impact	<i>Can negative impacts be justified?</i>	Reason/Action	Lead Officer	Completion Date
		It is intended at the start of the year for the Ward Team to meet and set out an engagement plan to reflect the		

		<p>needs of the community.</p> <p>This will involve a clear accessible explanation of the process of action planning and how residents can be involved.</p> <p>A range of mechanisms for involvement will be offered to give resident different ways of engagement to suit them.</p>		
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4. Ward Teams – partners in the ward coming together to deliver on the ward priorities and allocate locally devolved budgets

Evidence		Quality of Life Indicators	Customer Impact (N/P/None)	Staff Impact (N/P/None)
Scrutiny topic EAG workshops Survey of ward teams			Positive	Positive
Details of Impact	<i>Can negative impacts be justified?</i>	Reason/Action	Lead Officer	Completion Date

	<p>It is intended at the start of the year for the Ward Team to meet and set out an engagement plan that reflects the needs of the community.</p> <p>Clear and accessible information will be provided to explain processes of devolved budgets at a ward level.</p> <p>Ward Teams – the impact on staff, stakeholders and residents who may attend ward team meetings will be considered through equality and diversity training as part of the roll out of the Neighbourhood Working model.</p>		
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Cabinet

10 February 2015

Report of the Cabinet Member for Education, Children and Young People

Rewiring of Public Services: Update on Business Case for Young People's Information, Advice, Guidance and Support Services currently located in Castlegate

Summary

1. This report seeks to update Cabinet on developments in relation to the transformation of Information, Advice, Guidance (IAG) and support services for young people. The report provides a summary of the developments that have taken place since the last update to Cabinet on the 25 November, particularly in relation to the outcome of the consultation with young people and partners during December 2014. The report also provides information regarding the meeting of the sub group on 19 December 2014 that has been tasked by the YorOK Board to develop revised proposals.

Recommendations

2. Cabinet Members are asked to comment on the views from partners and young people as reflected in this document and to approve the suggested timelines and further work of the YorOk sub group.

Reason: To allow the work with YorOk partners to develop proposals to inform a revised business case to be submitted to Cabinet in early summer 2015.

Background

3. It was agreed at the Corporate and Scrutiny Management Committee on 31 October 2014 that the proposals contained in the business case for the transformation of delivery of young people's information, advice, guidance and support services would be reconsidered and further work be undertaken on the model

proposed in the business case. This was also discussed and agreed at the subsequent Cabinet member briefings in November 2014.

4. The YorOk Board was asked to assume responsibility for this work and that a sub group drawn from membership of the YorOk Board would develop this work and an update would be submitted to the YorOk Board meeting on 12 January 2015.
5. In addition to the above, it was also agreed at Cabinet that support would be made available for staff at Castlegate to explore alternative delivery methods including a staff mutual.

Consultation

6. A consultation plan was developed which included consultation with both young people and partners featuring different and appropriate methodology for these groups.

Partner Consultation

7. A consultation document was sent to approximately 200 individuals and organisations in December. The consultation focused on the proposal outlined in the business case (see appendix 1) the key headlines of which were:
 - to close the Castlegate Centre
 - to relocate counselling services to West Offices
 - to work in partnership with existing council services such as Housing, Benefits, York Learning and Future Prospects and partners including Jobcentre Plus, Citizens Advice Bureau, National Careers Service and the voluntary sector to ensure provision of information and advice services for young people

Feedback from partners

8. Twenty four responses from partners were received, including three from local authority (LA) partners, five from mental health charities, clinicians and children's health clinicians, four from schools, colleges and providers, three from Connexions staff, three from the housing sector and one from the Police and Crime Commissioner's office (PCC) and Job Centre Plus.

9. The following themes emerged from the feedback:

- **Young people in teenage years and early adulthood need access to services in a venue that is welcoming and focused on their needs.**

The general view from the submissions by partners is that young people need to access a building where services are located to help them make the transition to adult life during teenage years and early 20s. A third of respondents viewed moving to West Offices with other services as part of a wider offer as positive, provided that changes were made to the building to make young people feel welcome. Feedback was given about the experience at Castlegate and the need for this to be replicated if the service were located to another venue.

- **West Offices is not viewed as welcoming to young people and too corporate.**

This was a predominant theme in the feedback received, that West Offices, as it is currently constituted, is too large and too daunting, particularly for vulnerable young people. An example was given of a similar service delivered from York College, where provision is made to support vulnerable learners who feel unable to access student services in the main atrium. Steps could be taken to make young people feel welcome through a triage system that meets and greets young people as they enter West Offices.

- **There was some support for the West Offices offer if significant changes were made.**

Over a third of respondents felt that West Offices could provide a service to young people provided that changes were made to the building and the right support is available as outlined above. There is a perception from some partners that West Offices is where you go when you are in crisis and there would need to be a shift of emphasis to early intervention services to appeal to partners and young people. One view offered is that some young people like the anonymity of the building which helps to reduce stigma.

- **There is a need to train the wider workforce to enable them to engage and build relationships with young people.**

This is a general theme about partners working together to support young people. One view offered in the feedback was that CYC services may be more effective in supporting young people from one building but there was a plea for partners from

outside the LA to be an integral part of those support arrangements.

Young People Consultation

10. In order to engage with as many young people as possible, a variety of methods were used including: a well attended session held at West Offices to explore the building; group sessions at Castlegate; 1-2-1 sessions with more vulnerable young people; Online.
11. Approximately 80 young people age 13 to 25 actively took part in the consultation and feedback. At least 30 young people have indicated that they would like to take part in further involvement in the design of services and the buildings from where they deliver services. Groups consulted included:
 - Yr11/12, school and college students
 - Castlegate users
 - Danesgate students
 - Show Me That I Matter Group
 - young offenders
 - young inspectors
 - counselling clients
 - York Youth Council
12. Some of the young people involved in the consultation events currently use West Offices through York Learning, Young Inspectors and Show Me That I Matter and expressed satisfaction with the building.
13. Young people completed questionnaires about where they would most like to access services and what they should look like. They ranked the following in order of preference:
 1. city centre
 2. online
 3. school/college
 4. community buildings

Feedback from Young People

14. The following themes emerged from the young people's consultation:

- **Overall Branding Issue with West Offices**

Overall, there is a branding issue with West Offices. It is not welcoming and a more informal environment would put young people at ease. There would be a need for friendly welcome/triage service.

Security at West Offices and their response is an issue for some young people who say they are challenged rather than welcomed when they enter the building. There is an opportunity for some training here.

- **No safe or private space to speak to adults**

A safe space to talk to a trusted adult was a primary concern for the young people involved in the consultation. There is currently no space for private conversations – no ceilings on the meeting booths for instance. They noticed that staff have facilities for private conversations but didn't observe similar facilities for face to face work with young people.

- **Lack of publicity and channels regarding access to services**

No publicity about current services displayed as you enter West Offices so young people feel confused when they enter the building. People to greet them or multi- media signage would help. Young people also felt that taxis and buses would be good places to publicise services for young people from West Offices. More resource needs to go into social media and online services to support high quality information, advice and guidance.

- **Young People value the current service**

High value is placed on quality IAG and support to inform choices about education, employment and training.

YorOk Sub Group

15. A YorOk subgroup comprising of colleagues from the LA, Connexions service staff, York College, the Clinical Commissioning Group, mental health clinicians, counselling services and the University of York met on 19 December to receive

and consider the feedback received from partners and young people. The following themes emerged:

- mechanism and governance structure needs to capture accountability for young adults age 19 to 25 through the Health and Wellbeing Board
 - opportunity to explore new models of delivery where partners can contribute through staffing, funding and location
 - GPs value Castlegate as a single point of contact to support young people with a range of issues including health and well being and IAG
 - need to develop models with funding streams that allow services to be resilient to change
 - need to retain expertise of staff
 - investigate nearby Youth, Information, Advice and Counselling (YIAC) models like the Market Place in Leeds
 - potential multi-agency model centred around a young people's health and wellbeing hub
16. The sub group will meet again on 30 January to develop the model further and return to the YorOk Board in March with options which can be included in the revised business case to be submitted to Cabinet.
17. In relation to the development of revised business case, the proposed timeline is set out below as follows:

YorOk Sub Group refined proposal complete	February 2015
Cross Party Group approval of re-design	March 2015
YorOk Board approval of re-design	March 2015
Refined proposal to Cabinet for approval	Early Summer 2015

Options

18. At this stage this is an interim update, so there are no options presented.

Analysis

19. As no options have been presented (see above), then there is no analysis of each option.

Council Plan

20. This report relates to the council's corporate priorities, as set out in the Council Plan 2011-15 and other key change programmes.
- rewiring of public services
 - create jobs and grow the economy
 - protect vulnerable young people
 - build strong communities

Implications

Financial

21. There is a financial saving of £176k associated with the original Business Case which would be delivered by the closure of Castlegate and the re-location of remaining services. Due to the need for further consultation and re-submission of a refined Business Case, the full in year saving will not be achieved in 2015/16.

Human Resources (HR)

22. Whilst different options are still being explored there are no direct HR implications arising from this report. Staff are being engaged in the consultation process and their views being considered. There is support is available to staff. Any future staffing changes would be managed in line with agreed HR policy.

Equalities

23. A Community Impact Assessment (CIA) was carried out for the October Cabinet Meeting when the initial business case was submitted. The CIA will be refreshed when revised proposals come to Cabinet in early summer.

Property

24. If future options are brought back to Cabinet for location of services in West Offices, amendments will need to be made to respond to the consultation and create appropriate spaces for young people. If other options are identified then more in depth property work will be needed to identify and secure alternative space. There may be one off and ongoing costs associated with all options.

Other Implications

25. There are no specific legal, crime and disorder or information technology implications arising from this report.

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Wards Affected:

All

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Annexes

Annex 1: Consultation paper, December 2014

Annex 2: responses to consultation paper

Annex 3: Analysis of consultation and involvement with young people,
December 2014

Annex 4: Report to YorOK Board 12 January 2015

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**City of York Council
Children's Services, Education and Skills
Transformation Programme**

**PARTNER CONSULTATION:
INFORMATION, ADVICE, GUIDANCE AND
SUPPORT SERVICES TO YOUNG
PEOPLE**

Date: December 2014

:

Introduction

This document provides the outline proposal for transformed Services to Young People as part of the Children's Services, Education and Skills Transformation Programme.

Within the document, our proposals for delivering Services to Young People are described and partners are asked to comment on the proposed model.

Context

The Rewiring Public Services Programme is the City of York Council's transformation programme and was introduced in October 2013 to help the Council effectively manage the major challenges ahead. The transformation programme recognises that we need to be a more responsive and more flexible council – a council that puts residents first.

As part of the Re-wiring programme, Children's Services Education and Skills is transforming the way it delivers Services to Young People.

Phase one of the Services to Young People Transformation saw the Integrated Youth Services split into three new areas – Information, Advice and Guidance (IAG); Youth Offending Team and Personal Support Inclusion Service and Youth and Community Development. Phase 1 has been completed and achieved the savings of £340k.

Phase 2 involves a further stretch target of £500k of which IAG services need to achieve savings of £240k in 2015/16.

Whilst the proposals have been developed together in order to ensure synergy between the services, the focus of this consultation document is IAG services, also known as Connexions.

Underpinning principles

Across the work of transformation programme, we will adhere to the following principles:

- We will always protect the most vulnerable
- The transformation programme will ensure that defining the role of the local authority as the champion of better outcomes for all children and young people in York is maintained

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- The transformation programme will ensure that the local authority maintains its statutory duties whilst working with partners to develop innovative models of service delivery through maintaining local relationships and enabling local partnerships and local solutions
- To ensure a cohesive Youth offer remains in place across the new service delivery arrangements.

Information, Advice and Guidance

Current model

Information, Advice and Guidance (IAG) is made up of the statutory targeted school and college based IAG service, the post-16 IAG and support service and confidential counselling services currently delivered from premises at Castlegate and the Duke of Edinburgh programme.

This service is made up of a team of Connexions Advisors, a team of Personal Support and Inclusion Workers (PSIs), Information, Advice and Guidance leads, Counsellors and Youth Workers.

Connexions advisors work in schools, colleges and in the labour market delivering the local authority's statutory duty to support vulnerable young people at risk of NEET, including those disabled, looked after and disengaged from education age 13 to 19 (up to age 25 for disabled young people), focusing on providing careers advice, guidance support and positive challenge.

The PSIs provide advice to the 16+ age group, on how to access support on employment, Housing, Benefits and health. They support those young people who are NEET by providing a holistic service to help young people to address barriers to education, employment and training.

The counselling services offers confidential support to young people age 16 to 25.

The themes of this transformed service model were agreed at the July Cabinet and are as follows:

- Retaining a smaller core team of qualified advisers to deliver impartial careers information, advice and guidance to young people who are NEET or at risk of becoming NEET
- Providing a traded service to schools to provide additional support to them in the delivery of their statutory responsibilities

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- Exploring the provision of services currently located at Castlegate through alternative venues
- Ensuring resources are utilised and distributed effectively
- Building capacity within communities.

Engagement and consultation

Engagement and consultation has been undertaken in relation to premises with young people who access services including via Castlegate and with professionals and partners who support this work. This has shown that whilst 50% of young people consulted would prefer Castlegate to remain open, they would attend sessions at an alternative venue in the city centre. The response was less enthusiastic regarding a proposal of community based provision with a majority preferring a city centre venue.

Proposed model

The proposal is to provide targeted support for the most vulnerable young people in order to enable them to access education, employment and training, in line with Council priorities to support young people in the York economy, particularly those who are most vulnerable. We will link with partners to add range and variety to the existing offer.

The themes of this transformed service model were agreed at the July Cabinet and are as follows:

- Retaining a smaller core team of qualified advisers to deliver impartial careers information, advice and guidance to young people who are NEET or at risk of becoming NEET
- Exploring the provision of services currently located at Castlegate through alternative venues.

In response to the need to find £240k of savings, consultation outlined above and after analysis of the services provided at Castlegate, the recommended model is to close Castlegate and relocate post-16 IAG and existing counselling services to West Offices.

By relocating to West Offices, the service will offer a new reconfigured and coordinated post-16 young people's services as an alternative to the current service offered from Castlegate. The service will work in partnership with existing council services such as Housing, Benefits, York Learning and Future Prospects and partners including Jobcentre Plus, Citizens Advice Bureau, National Careers Service and the Voluntary Council to deliver the support currently given by the PSIs.

:

Counselling services will be provided in suitable accommodation ensuring a confidential and therapeutic service in line with best practice.

The proposal will retain the current Connexions service which will have statutory responsibility for delivering a targeted approach by supporting identified vulnerable young people age 13 to 19. The focus of the team will be to support vulnerable young people with Education, Health and Care Plans, Looked After Children and those disengaged from education to participate in education, employment and training in with the duty outlined in the Raising of the Participation Age (RPA).

Alternative models

The current IAG and support offer to young people from age 16 to 25 could be maintained but substantial external funding would need to be identified. This could include commissioning a Mutual delivering non-statutory support services for young people.

Questions for partners

Does the proposed model including a retained statutory IAG service and post 16 services offer the right level of service for vulnerable young people?

What are your views on the proposed model to deliver post 16 services co-located with other services and providers from one city centre premises?

Do you have any other comments or views about how young people's IAG services should be delivered?

Name:

:

Job title:

Organisation:

Email address:

Please return your written responses to youth.service@york.gov.uk
by midday on Monday 15 December 2014.

Connexions consultation responses

Response no.	Does the proposed model including a retained statutory IAG service and post 16 services offer the right level of service for vulnerable young people?	What are your views on the proposed model to deliver post 16 services co-located with other services and providers from one city centre premises?	Do you have any other comments or views about how young people's IAG services should be delivered?
1.	Yes although any kind of cut is regrettable, with this model we should be able to continue to work with the most vulnerable.	There is concern around closing Castlegate and the supportive ethos of the staff and building, but it could be helpful to get young people used to accessing services at West Offices. Perhaps a more user friendly method of young people accessing services there could be considered.	Although budgets are under pressure it is essential to retain some services and further cuts must be avoided. Services for young people have experienced significant cuts in recent years and other areas of the council need to make a similar contribution to savings. Any ideas of how to retain services, such as the Mutual idea should be thoroughly explored.
2.	Not convinced.	I think training would need to be provided to current council providers of Housing, Benefits etc. to be able to work with the specific needs of young people. Especially vulnerable young people. I am concerned at how approachable West Offices would be for a young person and am very concerned at how a counselling service could be provided effectively at this location.	It would be a shame to lose the holistic nature of the young people's service, however if cuts have to be made perhaps the majority of the IAG services could happen within West Offices (but with thought given on how a young person would approach the building and then find the right person to talk to) and a different, more suitable, venue could be used to provide the counselling service?

Response no.	Does the proposed model including a retained statutory IAG service and post 16 services offer the right level of service for vulnerable young people?	What are your views on the proposed model to deliver post 16 services co-located with other services and providers from one city centre premises?	Do you have any other comments or views about how young people's IAG services should be delivered?
3.	In theory yes, providing it is in the right location and allows flexibility to meet the young people's needs. Needs to ensure duplication of support is avoided so staff to check with support providers or SAP to see if young person already working with an organisation and receiving support.	Think young people may struggle with this as direct feedback from young people confirms they do not like visiting West Offices due to the lay out of the building and volume of people entering / leaving etc. If an alternative venue was sourced for all services to be delivered from this would work better, but accept would be difficult to make cost savings required this way.	Due to the way Castlegate is currently set up young people are happy to attend as it does not appear formal to them. Drop in's work particularly well in my opinion and allows staff to carry out excellent work with young people. If service delivery model moved to an appointment basis this would deter some vulnerable young people from attending.
4.	The model relies on partnership working with outside agencies which are working under similar financial constraints – it may prove difficult to elicit the required response from all of these agencies	The ideal model would be to provide services close to home but there are distinct financial advantages for this centralised service and benefits in terms of partnership and holistic working from the client's perspective	None
5.	n/a	Potential volumes not so great as to create a resource problem for us	No
6.	Yes but alongside this it would be good to see online information such as futures4me considered as part of an overall plan for support less vulnerable young people with information.	This is realistic as long as locations reflect the needs of young people.	None.

Response no.	Does the proposed model including a retained statutory IAG service and post 16 services offer the right level of service for vulnerable young people?	What are your views on the proposed model to deliver post 16 services co-located with other services and providers from one city centre premises?	Do you have any other comments or views about how young people's IAG services should be delivered?
7.	<p>You recently sent a document asking for consultation on changes to services to young people. Whilst I fully understand the need for reduction in services because of large reductions in budgets, I am concerned by the slimming down of services for young people in York. York used to be a flagship for the range and breadth of high quality services for young people.</p> <p>Over the last year there has been a 20% increase in referrals to Child and Adolescent Mental Health Services in York, and this may in part be related to reduction in services elsewhere. This reduction in preventive services and tier one emotional and psychological services is likely to have a detrimental impact on young people and their futures.</p> <p>Specifically the plan to slim down Castlegate services and move some of them to West Offices is likely to have a further impact on young people. West Offices is not accessible to young people, unless very considerable attention is given to their needs in terms of entrance facilities, reception facilities and appropriate rooms that are friendly for young people. In my view it would be a better solution to work with partners to explore the possibility of an alternative to Castlegate in another venue. In particular, I would be keen to explore the option of a multidisciplinary multiagency venue. This has been talked about for some considerable time, and the radical transformation in services across the local authority, the NHS and the voluntary sector is an opportunity for us to pull together, work together and find joint solutions.</p> <p>My plea would be that prior to final decision-making to have some consultation meetings at a high level with the various organisations to make some joined up multiagency plans that fit with the children and young people's plan and the CAMHS strategy.</p>		

Response no.	Does the proposed model including a retained statutory IAG service and post 16 services offer the right level of service for vulnerable young people?	What are your views on the proposed model to deliver post 16 services co-located with other services and providers from one city centre premises?	Do you have any other comments or views about how young people's IAG services should be delivered?
8.	<p>I think the provision for counselling services in West Offices is completely unsuitable. Young people need a confidential and comfortable to go and talk to someone, especially the most vulnerable young people and I don't feel that West Offices is the best place for this. It is a very public place where they could bump in to anyone in reception or the main waiting area. I know young people often went to Castlegate for sexual health advice in a more informal setting than Yorclinic and this will be lost with the relocation to West Offices.</p>	<p>This is a good idea for some of the services though, as a young person's support worker I know that a lot of young people find West Offices an intimidating place and they may not be as inclined to pop in for a chat. There is also, again the problem, especially for very vulnerable young people, that they may bump into adults they may not want to see - many may avoid accessing services as they won't want to risk seeing people they wish to avoid, or certain people knowing they have been there accessing services, especially counselling.</p>	<p>Maybe services could be provided from existing sites which are separate to West Offices? Services which link to a choice of providers would give young people more choice also.</p>
9.	<p>From my perspective as a consultant in hospital care for children and young people I am concerned that any change may make it harder for young people to access support. The Castlegate centre is well established and young people are comfortable with using the service. There may be less use of resource if relocated.</p> <p>I am particularly concerned that services should be more focussed on early preventative work to help young people at an early stage of any mental health problem. In the hospital service we are commonly seeing young people with mental health issues such as depression, anxiety, eating disorders that have escalated to the point of needing inpatient hospital care. Early identification of young people at risk could enable better early intervention to support them with problems and prevent escalation to a more serious point. This does not seem to be a consideration in the review of changes to the current services.</p>		

Response no.	Does the proposed model including a retained statutory IAG service and post 16 services offer the right level of service for vulnerable young people?	What are your views on the proposed model to deliver post 16 services co-located with other services and providers from one city centre premises?	Do you have any other comments or views about how young people's IAG services should be delivered?
10.	<p>Yes, I think that the service is more about what's on offer rather than a location. The current service is not freely accessible to 'all' young people, and feel that having the new model in place will mean that this is broadened out to more young people than just a select few. The location and joint working model will give scope for the more vulnerable young people to be offered a space away from other services in the building, so don't see major problems there.</p>	<p>I think it is a good idea, and I think that the age range that this will be covering is appropriate, as it will be modelling a 'one stop' model to the service. I do feel however that working with the younger end of the client group has clear limitations from the West Offices. And also sometimes you can have young people at 16 where it is not suitable for them to be around adult service.</p>	<p>I think that there is a lot of duplication with the older end of the client group 18 + with other services, and don't see the bespoke element of the work being tied to just one agency, more which is the most appropriate one.</p>
11.	<p>No.</p>	<p>Danger that vulnerable young people maybe excluded from accessing services due to their behaviour not being understood i.e navigating and managing the reception system could in itself cause anxiety and tension for the yp creating a barrier to accessing services.</p>	<p>Castlegate or other specific venue geared up to meet the needs and be relevant and accessible to the young people.</p>

Response no.	Does the proposed model including a retained statutory IAG service and post 16 services offer the right level of service for vulnerable young people?	What are your views on the proposed model to deliver post 16 services co-located with other services and providers from one city centre premises?	Do you have any other comments or views about how young people's IAG services should be delivered?
12.	No.	<p>The proposed model suggests a separation of services, which, from our experience, can prove to be problematic for young people. Often young people can present with a complexity of needs, which may not be relevant to specific services, which could result in young people receiving fractured support, rather than a holistic support service.</p> <p>The proposal offers no early intervention service, rather, all proposed services are more suited to young people presenting in a crisis or high level of need (i.e. young people need to be at the 'end of the road' before they are eligible to access service provision).</p> <p>Having no specific space for young people to go and feel safe and supported could be of detriment to their wellbeing and could act as a barrier for them to access support.</p>	<p>Although we appreciate and understand that financial cuts need to be made, there remains a strong need for effective early intervention and frontline work. Providing reactive services rather than early intervention support could have financial implications moving forward. We would welcome partnership work between voluntary and statutory services to enable us to continue to provide vital support to young people, in a way that is more cost effective and mutually beneficial.</p> <p>Providing quality early intervention support can determine how people view and access services in the future and therefore having a 'one stop shop' type of provision, city centre location, would be beneficial for young people transitioning between support services.</p>

Response no.	Does the proposed model including a retained statutory IAG service and post 16 services offer the right level of service for vulnerable young people?	What are your views on the proposed model to deliver post 16 services co-located with other services and providers from one city centre premises?	Do you have any other comments or views about how young people's IAG services should be delivered?
13.	Whilst the statutory provision for IAG should be able to be met through effective forward planning the ability of the smaller team to offer impartial careers information, advice and guidance to young people who are at risk of becoming NEET in schools may be compromised. This is because forecasting the future number of individuals and personalised support needed for an individual is variable and unpredictable year on year.	The location at the west offices is rather corporate and intimidating and not very student friendly. York College reception would be a better alternative.	Have a manned telephone based helpline rather than only the labour intensive face to face model.
14.	the reason that Castlegate works so well is that it is a holistic model that is young person centred. Young people coming to Castlegate often don't know what it is they need help with, or think the solution lies in a different area. Advice needs for young people are very complex, and effective early intervention as well as later intervention means being able to advise across a broad range or issues, not as discrete bodies of knowledge. The holistic approach also means we would offer condoms alongside housing advice, or talk about going back to college to finish the course they abandoned 2 years ago when they got kicked out of home. Castlegate also works hard to break down or get round the barriers for young people, for example by being a dedicated place for young people's issues, that is staffed by workers trained to work with young people; information about clients is shared across the team, and there is an ethos of understanding of psychological motivation and barriers as well. there is a wealth of evidence that shows early intervention of the kind offered at CG saves the public purse money, and is the most effective way to offer	I don't think west offices is a suitable venue for delivering a service to young people, if that is what the question means. i think though it should be a separate place to deliver from within the city centre. trying to make west offices work for vulnerable people of all ages is a laudable aim - but that doesn't mean that young peoples services need to be located there for this to happen - it should be an aim of the Council anyway. Barriers to services mean that people don't get the help they need as early as they could, and this costs the public purse more as they are picking up the pieces at a later stage. it is in the interests of the	It has always been recognised that youth information advice and counselling services do not always sit well within the local authority, partly because of perceptions about being part of the local authority (for example we have always been allowed to play down our CYC branding) and also due to sometimes there being a conflict of interest (helping young people challenge decisions made by CYC). To allow it to set free and set up a mutual will give it proper independence, and the ability to attract funding as part of the voluntary sector gives the potential to be sustainable. I won't go on about this - I've written a whole proposal on it!

Response no.	Does the proposed model including a retained statutory IAG service and post 16 services offer the right level of service for vulnerable young people?	What are your views on the proposed model to deliver post 16 services co-located with other services and providers from one city centre premises?	Do you have any other comments or views about how young people's IAG services should be delivered?
	<p>intervention with this age group. I don't agree that the welfare side of our work can be picked up by different staff teas in WO - a young woman came in on Wednesday for help around housing and unprompted said "i have 3 tickets in my bag from West offices - they didnt help me there, and didn't expalin things to me even when i tried to tell them that i didnt understand and was asking for some information about whether i would get any help with the rent if i took a room on, but they kept telling me i'd get a letter about the NYHC thing and wouldnt give me an idea of if i could afford somewhere, and i got so frustrated. all 3 people i spoke to told me to come to Castlegate! and you've just explained it all to me and what my choices are and what help i can get, and it feels much clearer now and I know what I am doing".</p>	<p>council therefore to recognise that barriers do exist, and work to break these down, not just argue that people need to get over them! for example we need to accept that some young people are suspicious about what they see as the establishment; CG works to help communicate between yp and authority as a matter of course, modelling these adult skills, but doesnt mean the barriers don't exist in the first place. This is just an example of a barrier - I'm not saying it is an issue to all young people. However if WO were only accessible up aflight of steps, would we say that this is okay as most people are mobile? It feels like the barriers that exist for young people to access services aren't taken seriously because they relate to their age and development.</p> <p>A separate centre delivering for young people is about recognising and working to overcome these barriers. for example, CG is safe and welcoming; young people get</p>	

Response no.	Does the proposed model including a retained statutory IAG service and post 16 services offer the right level of service for vulnerable young people?	What are your views on the proposed model to deliver post 16 services co-located with other services and providers from one city centre premises?	Do you have any other comments or views about how young people's IAG services should be delivered?
		<p>to speak and build relationships of trust with the same small team of people, who make internal referrals without the young people realising this is what is happening; in WO they are walking into a large intimidating building full of people, many of whom are there for other business such as meetings; for customers it is confusing (who do i need to see? what's this ticket business? what do i need to say to the person at the desk, do they want my whole story? am i waiting in the right place? what is everyone thinking about me? does that person know my mum? what shall I say if she asks me why I'm here? have they called my number out yet? do i go to the desk or is someone coming to get me? can everyone on the floor above hear me talking?); they then see a worker who can only deal with the issue they come in for rather than a range of issues and how these relate and impact on each other.</p> <p>In CG the workers have the skills to put people at their ease, tease</p>	

Response no.	Does the proposed model including a retained statutory IAG service and post 16 services offer the right level of service for vulnerable young people?	What are your views on the proposed model to deliver post 16 services co-located with other services and providers from one city centre premises?	Do you have any other comments or views about how young people's IAG services should be delivered?
		<p>out the issues, help prioritise, offer advice, talk through tactics and psychological barriers, recognise the importance of mental health and emotional wellbeing; I'm not saying that none of the advisers at WO can do this, clearly - but in WO you need to know what you are going in for to get help, and the advisers can often only deal with their one area of expertise - after this they may make a suggestion of who to speak to but this is not followed up and will depend on the worker's interests and time and knowledge, it is a well meant suggestion of what else might help and relies on the young person's capacity to access this. what happens to the young person that goes in to get help looking for a job, because they think this is the way to deal with the fact that they are homeless? Or the person that wants to claim JSA but actually they are barely functioning emotionally and mentally?</p> <p>The Council say they are committed to delivering council</p>	

Response no.	Does the proposed model including a retained statutory IAG service and post 16 services offer the right level of service for vulnerable young people?	What are your views on the proposed model to deliver post 16 services co-located with other services and providers from one city centre premises?	Do you have any other comments or views about how young people's IAG services should be delivered?
		<p>services that better fit the needs of the people they are delivering to, and that they accept a 'one size fits all' attitude to service delivery is not appropriate. Yet moving everything into WO seems to me to go against this commitment.</p> <p>[a note about security guards ; In WO they have and need security guards partly because the Council are the gatekeepers of resources such as housing and money, which has the potential to cause problems if denied; they are also 'the authorities' which can cause conflict, and also there are a lot of people milling about and waiting in WO so potential problems may not be identified until someone is kicking off. CG does not need this kind of intervention due to the size, the familiarity with clients, the way we work, and that we are not making decisions about entitlement.]</p>	
15.	No - needs to be higher	Good idea to centralise if the provision is adequate	I understand the rationale behind the reduction in services but feel it is a step to far.

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16.	<p>We would have concerns around phrases used in the document i.e. " a smaller core team" and how the service will be defining 'vulnerable'. Would this include a short term vulnerability, a long term vulnerability or both?</p> <p>The definition of young people needs to include 19-25 year olds. We now know from neuroscience, that brains don't mature until well into the 20's – so although British young people are legally adult at 18, developmentally they may well still be maturing. I know that the 19-25 year olds who use our services (particularly the IPA service) in college, are often the most vulnerable and also the most chaotic. This transition period, as young people embark on adult life, is arguably when they need support and guidance most. The reciprocal negative influences between mental ill health and practical difficulties such as debt and homelessness are well known.</p> <p>As presented, we do not feel the proposal offers the right services for young people. Vulnerable young people are not just those who are listed in 4.2 and vulnerable young people are not the only young people who may need to access the service. Replacing a small, dedicated centre with a large, multi-functional building cannot be a step in the right direction.</p> <p>At York College, we find that young people who have been attending classes, and who are used to the large building still have problems accessing Student Services due to the open nature of the building. Some young</p>	<p>Co-location services for 16-25 year olds is the strength of the Castlegate model. Research has shown that young people find it extremely difficult to access services due to fear of stigma, and confusion. The West Offices building is magnificent and therefore it is also intimidating. Perception of accessibility (will they understand / can they help me?) is crucial. Creating a separate entrance to the building is not a suitable answer. A service for young people needs to be as accessible as possible. The beauty of the Castlegate system is that because it is holistic, young people can access a variety of services within the same building and then be referred between teams as appropriate - even introduced to other workers which can help greatly with lessening the fear. We need to be able to think about physical location of service and the psychological impact this will have on service users.</p> <p>The proposal above clearly states</p>	<p>We appreciate that money needs to be saved because all services are under such pressure. Cutting services to young people is a false economy. If they fail to access and therefore fail to receive help when they are most vulnerable, that is during transition from childhood to adulthood, they are far more likely to remain dependent on external services or worse end up in the criminal justice system. Long term this not only will be expensive but have a huge human cost.</p> <p>Even against a backdrop of cuts and savings, it seems to be a backwards step to reduce a well-rounded, holistic service to a basic, impersonal and inaccessible service. Good intervention at an early age is vital to the life chances of the young people in need of help and will save tax payers in the future through reduced welfare and health bills. Studies show that young people do not function in the same way as adults and they do not become adults overnight on</p>

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	<p>people with anxiety problems, including those receiving counselling elsewhere and those on EHCPs, are taught off-site as the size of the building and the openness of the atrium is too overwhelming and intimidating. Some young people have to be met by learning support staff in order to be able to walk through the door.</p> <p>Services are being reduced to target just the most vulnerable, and these are the young people who will find it most difficult to walk through the door of West Offices. They are also the young people who will most benefit from having access to a holistic approach and being able to access more than just basic statutory services in one friendly place.</p>	<p>that provision will be provided through a number of alternative venues as only the basic statutory services will provided in the city centre premises and will be co-located with adult services run by the council. The beauty of Castlegate as a central point is that it offers a single, easy-to-access point of entry in a youth-centred environment where knowledgeable staff provide a holistic approach to well-being. West Offices can be intimidating, particularly for those with mental health problems, is adult-centred and will not offer all of the services a young person might need on site.</p> <p>Where young people have to be referred on, or sign-posted to other services because they are not offered on site, there is a real risk that they will not engage. There is also a risk that the services being cut will not be available anywhere else and that young people will be left in need.</p>	<p>their 18th birthday.</p> <p>Young people, especially vulnerable young people do not engage in the same way as adults either, and their needs are different. This means that specialist staff are needed, not just to provide IAG, but right from Reception onwards. Hard-to-engage young people will not stick around if they have not been dealt with appropriately.</p> <p>An example:</p> <p>"When I was 23, I used the Youth Enquiry Service to access counselling following the death of my brother. If I had not had access to this service, I know that it would have taken me far longer to get off benefits and back to work. Given that I was experiencing a very distressing time, I would have felt very uncomfortable accessing counselling at somewhere like West Offices. The YES building was youth-orientated and welcoming, and I felt like I was in the right place. At that time, I was</p>

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			a confident young person who had been to university and had been living independently for 5 years and would still have had problems using services at somewhere like West Offices (the old housing office at Library Square was oppressive enough)."
17.	Whilst the proposal is a strong offer, I fear that the most disengaged will not attend West Offices and therefore through partnership working, outreach hubs could be timetabled monthly from other premises e.g. providers, libraries, youth centres etc. to ensure services remain accessible, particularly to those in communities away from city centre who may have barriers to access.	<p>I am concerned this removes the impartiality of IAG and streamlines referrals into Local Authority services and away from charities, independent providers and employers. So long as guest specialists are permitted to utilise the space for their provision of IAG and services this will resolve this problem.</p> <p>I do feel it is a good model for internal referrals and ensuring information is shared between the services involved. It may also remove the stigma of young people going into certain services as at West Offices they will all access what they need without anyone identifying why they are there.</p>	None

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18.	<p>The focus of the proposal are specifically tailored to the NEET and vulnerable client group.</p> <p>The post 16 age group, being significant numbers of both NEET and vulnerable with additional and multiple needs young people, are currently being supported by staff working within Castlegate including the PSI team. By losing the whole of the PSI team the impact of additional workload on the remaining connexions team would be considerable, and potentially could cause training issues for the remaining staff, particularly staff who work in schools.</p> <p>The holistic model of Youth information, advice and counselling, currently provided by Castlegate meets the needs of the most vulnerable, including statutory provision, as well as providing the right level of support and services for young people who recognise their own personalised needs to overcome barriers.</p>	<p>Currently existing council services and partners including: housing, JCP, CAB, Schools and colleges, and health services including: GP's, mental health services, midwives as well as many voluntary sector partners all refer and signpost to Castlegate. Would the proposed model of delivering post 16 services from one city centre premises be West offices? Would services within west offices have the capacity to deal with referrals and signposting from those mentioned as well as others? Castlegate is doing so and doing it well.</p>	<p>The following comments and views are taken from a document discussed at the most recent cabinet meeting. I consider them to be my own views too and must be considered as part of the consultation process.</p> <p>http://modgov.york.gov.uk/documents/s93042/Annex%20C%20-%20Castlegate%20Petition%20Comments.pdf [28 pages of comments not reproduced here]</p>
19.	<p>The proposed model will not offer the right level of service to the young people of York for the following reasons-</p> <p>The proposal seeks to reduce counselling services offered to young people by removing access for those aged 20 to 25. This age group will no longer have an open access, youth focused counselling service, despite the fact that the average age of onset of psychotic symptoms is 22 (The Mental Health Policy Implementation Guide, London: Department Of Health,</p>	<p>Relocating other services currently offered at Castlegate to West Offices is wholly inappropriate. Young people (particularly those who are most vulnerable and difficult to engage) need to feel welcomed and comfortable in an environment designed with them in mind. Many young people who currently use Castlegate will simply not have the courage to enter this</p>	<p>City of York Council should give serious consideration to how current staffing levels and a young person focused drop-in facility can be maintained. Commissioning a Mutual may be one way this could be achieved.</p>

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	<p>(2001)). The counselling service offered at Castlegate is key is identifying young people at risk of developing mental health issues and in reducing suicide attempts.</p> <p>Young people are more likely to access a counselling service if it is part of an open-access drop in facility aimed at young people. Bringing the counselling service into Council offices will severely reduce the number of young people who feel comfortable with accessing the service, regardless of how confidential the rooms in West Offices may be.</p> <p>Services for young people in York are already severely stretched and many vulnerable young people are being missed.</p> <p>The number of young people admitted with deliberate self harm to the Children and Young Persons ward at York Hospital is unprecedented. Nationally the number has increased by 63% in the last 10y (Young minds 2011)</p> <p>This proposal seeks to reduce numbers of staff trained and focused on working to engage with hard to reach young people. The result will be more young people falling through the gaps and the long term consequences will resulting in young people falling through the gaps</p> <p>My own experience of West offices as senior professional who attends occasionally for multi-agency meetings is that it is noisy confusing venue. It certainly could never be described as "Youth friendly".</p> <p>Services provided at Castlegate need to be maintained</p>	<p>large, faceless building designed for providing services for adults. Services provided at Castlegate need to be maintained and provided from a suitable location, separate from advice services for adults. This may not be at Castlegate, but should not be at West Offices either. The Council need to look into other options.</p>	

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	<p>and provided from a suitable location, separate from advice services for adults. This may not be at Castlegate, but should not be at West Offices either. The Council need to look into other option</p> <p>Young people are more likely to access a counselling service if it is part of an open-access drop in facility aimed at young people.</p> <p>Aside from the counselling services Young people need access to qualified careers advisors so they can feel informed, empowered and involved in decisions about their futures. Reducing careers advice services risks creating a disaffected generation with no knowledge of how their skills can fit into the future labour market. The long term result of this will not be to 'grow York's economy', it will achieve the opposite.</p>		

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20.	<p>YAYH does not feel that there is sufficient emphasis on the importance of early intervention, particularly for those who may fall outside of the remit for statutory assistance. This may have dramatic unintended consequences in terms of resource pressure on partner agencies and will have considerable personal detrimental impact for those young people who will be effectively marginalised and excluded should the reorganisation as planned go ahead.</p> <p>We are concerned that this consultation does not offer any alternative to the re-organisation that has already been proposed and no options analysis has been presented with any meaningful costing, resource and impact analysis. Furthermore, we feel that this present consultation document does not present any further alternatives or analysis as was called for by Cabinet.</p> <p>It is imperative that any proposal needs to be developed in conjunction with young people who use the service and wider service delivery partners to fully assess impact and consider outcomes. Widening access to effective services should be regarded as an optimal outcome with this taken forward in a holistic and person centred framework.</p>	<p>Co-location can work but careful thought needs to be taken as to the suitability of the physical location when working with vulnerable young people. It is evident that West Offices in their current configuration would not be suitable.</p>	<p>We feel that is important for the current model of IAG and support is retained and that further work is undertaken to explore the benefits of setting up a staff mutual or other delivery mechanism that enables this to be taken forward. To this end, we recommend that the current model is maintained and work is undertaken to move this position forward.</p>

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21.	<p>It is felt that under current financial constraints, the level of service being provided is adequate. It is not clear from the above whether the reduced service will provide a service for an equal amount of clients. Some reassurance about maintaining a level of service for the most vulnerable and defining who they will be would be beneficial. It is not clear whether there will still be a traded model with schools? How will the model interact with other supporting services and agencies (such as Supporting Families), in order to allow cross pollination of support and assistance where required.</p>	<p>There are both Pro's and Con's to this Service being provided within the same location. Co-location does offer access to all services under one roof and this will support both the sharing of information and direct accessibility and should impact on timeliness of services being delivered which I would anticipate will be measured.</p> <p>However, some young people may not feel comfortable with accessing such a large and overwhelming building which is very busy and potentially intimidating for some vulnerable youngsters. Castlegate presented itself as very much a young person friendly environment and I anticipate that some work must be undertaken within West Offices to offer the same reassurance to vulnerable young people. A different entrance or a route into the service should be discussed prior to launch. It is unclear if access arrangements would be in place to allow users of the location to remain separated from other agencies, at least on entry.</p>	<p>Good assessment of needs and appropriate use of partners will impact on cost effectiveness and quality of this service. It is essential that young peoples' needs are assessed early on and because this client groups' needs will change, the IAG offered will also have to do so, it is essential that progress is tracked and measured effectively and this might include the impact other services have on the individual. It is key that the service has continuing and developing knowledge and understanding of the local labour market and maintains strong links with local employers, including experience days/placements etc.</p>

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22.	<p>In separating the provision of services, in partnership with other agencies, there is a concern that young people will not access the level of support needed. This move appears to limit an essential range of support to young people, in particular the most vulnerable who are least likely to attend appointments if they are unfamiliar with the service or worker.</p>	<p>Placing the services within the West Offices presents a barrier as young people may find it difficult to access as it is an imposing building and requires confidence to approach and enter the waiting system. Separating the service between agencies makes engagement less likely and joint problem-solving and support more difficult. The current service offers a holistic approach. This ensures that young people who access the service are provided with a level of service that encourages engagement and recognises that their lives are often complex with inter-relating issues that need to be addressed. It also ensures that the young person's priorities are likely to be addressed and this</p>	<p>Benefits advice for young people is very complex. The advisers at Castlegate have specialised knowledge reinforced by joint working and information sharing between colleagues with different expertise. When we get calls to our Advice Line it is very clear that the issues a young person face interlink and a one-stop response is essential.</p> <p>Universal Credit is coming to York in February 2015. This could impact on young people in particular. Some young people will be worse off under the new system, particularly 16 and 17 year olds who need help with rent who under the old system would be eligible for Housing benefit. Disabled students are particularly disadvantaged. Some young people may be entitled to in-work benefits for the first time. Universal Credit also has more rules around work-related activity and a tougher sanction regime for those who do not meet these. If young people are accessing the benefits system for the first time they may need more support to ensure they understand and meet these requirements. It is essential that young people get the right</p>

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23.	<p>These proposals do not provide the right level of service for young people. Services are needed for young people up to 25 years. Practical support and legal advice is needed to ensure young people are able to deal with and overcome any issues they face, in order for them to get their lives on track, have a prosperous future and have a positive role in the community.</p> <p>A number of policy changes have had an impact on young people, including the change in school leaving age and changes to welfare benefits. These have a significant impact on vulnerable young people, many of whom do not have the family back up of others.</p> <p>Research from JRF 'WELFARE SANCTIONS AND CONDITIONALITY IN THE UK' September 2014 reports 'what is most clear from the available UK statistical evidence is that young people are more severely affected by the rapid growth in benefit sanctions than other age groups... the under-25 group has had a consistently higher sanction rate than other age groups, and individuals in this group account for 41 per cent of all sanctions issued under the new regime from October 2012 to December 2013.</p> <p>It has also been suggested that they may be more likely to live in insecure or chaotic circumstances that make it difficult for them to comply with the strictures of the welfare system, and/or have less experience in how to navigate a highly conditional system (Fitzpatrick et al., forthcoming; YMCA, 2014)</p>	<p>Whilst co-location can have benefits to delivering these type of services, it is important to ensure that services are located in an appropriate venue. Services for young people need to be delivered in a suitable environment such as one that is non formal, welcoming to young people and allows noise as well as confidential services.</p> <p>West Offices is an extremely formal environment that may intimidate young people. West Offices is not a friendly space that is welcoming to all, or one which inspires trust for young people.</p> <p>Advice services in the City are already seeing a high demand for services and does not currently have space capacity to meet the needs of young people currently using Castlegate advice services.</p> <p>Potentially services could be developed to meet the specific needs of young people in the way other specialist services have been developed, but this takes time to and resources to do. Different</p>	<p>Young people who do not have family support networks must be a priority in order to provide positive futures. This makes sense both socially and financially. These services are the cornerstones of the priorities of the City to be a healthy city, poverty free city and a fairer City. We need to explore all options to ensure the City continues to provide a range to advice and support services to meet these needs.</p>

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	<p>Recent research from Homeless Link, based on responses from 207 frontline homelessness charities and local authority housing departments, the 2014 report provides a picture of the experiences of young homeless people in England highlights the following trends</p> <ul style="list-style-type: none"> • 52% of those seeking help with homelessness are under 25. • Councils are preventing homelessness amongst homeless young people in just 1 in 5 cases. • More than half of young people become homeless because of a relationship breakdown, mainly with their parents. • Homeless young people face a range of complex problems – more than 6 in 10 are not in education, employment or training for example. • Half of agencies believe the problems faced by young people have got worse since last year. • Charities report that homelessness caused by financial problems due to benefit reductions has increased six-fold. 90% believe sanctions have affected young people's ability to access accommodation. • 74% of homelessness organisations were unable to support a young person due to limited capacity. <p>- See more at: http://www.homeless.org.uk/facts/our-research/young-and-homeless-</p>	<p>approach needs to be taken with young people, these skills are not present in services you are expecting to take the place of Castlegate. It is important that the City does not loose the expertise from current services, as these will be more costly to develop once lost. This should be taken in to account in looking to commission alternative provision.</p>	

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	<p>research#sthash.LQMhRiDd.dpuf</p> <p>Homeless Link chief executive Rick Henderson said: "These findings highlight the impact that capping welfare for young people is already having on their ability to find housing. "Homelessness among the under-25s is increasing in many areas while unemployment, rising rents and cuts to homelessness and youth services are leaving many with nowhere to turn."</p> <p>- See more at: http://www.cypnow.co.uk/cyp/news/1075588/welfare-reforms-increase-youth-homelessness#sthash.CjWU0xVb.dpuf</p> <p>Work being undertaken by the Advice York partnership has identified an increased need for advice services for young people as a result of the disproportionate impact of welfare reforms.</p> <p>We need to ensure that young people have access to support and advice which helps them address these issues; without this support young people will not be able to make best advantage of counselling and careers advice and guidance services.</p> <p>These services need to be provided in an appropriate and accessible way for young people.</p> <p>Services need to provide consistency and trust between young person and adviser.</p> <p>Services which prevent homelessness, enable financial</p>		

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	<p>and emotional sustainability for young people will be more cost effective in the long run and preventing up of problems resulting in more costly, longer term interventions.</p> <p>The definition of vulnerable is extremely narrow and is not an inclusive approach. Focusing only on an exclusionary based approach, reserved only for the most vulnerable, means it will be more difficult for young people to access the service and raises stigma of using the service.</p>		

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24.	<p>I am a Consultant Paediatrician at York Hospital. It concerns me that the consultation exercise does not seem to be including major stake holders such as paediatricians. We work very closely with CAMHS Services in York and also with Education Services. Paediatricians are concerned about an increasing number of children with mental health problems, many of them coming through to hospital as direct hospital admissions with self-harm. They are also coming through clinic outpatient referrals from GPs. The provisions of services to this needy group I feel are being compromised by continual reorganisation of service provision often with an associated loss of service. It is complicated by the fact that the CAMHS Services are also under a review of commissioning. I would hope that you are liaising closely with the local Commissioning Group as it is distinctly possible that CAMHS Services could be re provided by a different and distant provider which will inevitably lead to some degree of reconfiguration of CAMHS Services. Currently York CAMHS Services are provided by Leeds and York Partnership Foundation Trust.</p> <p>We have weekly liaison meetings with the Lime Trees Team and it has become apparent at those discussions that there is significant concern about the lack of service provision for Mental Health Services and for support services in general for teenagers with problems. The closing of Castlegate and the reduction in counselling services is of significant concern to us.</p> <p>So I would make the following plea that there is further liaison on a multi-agency basis with the service commissioners and providers and that it is recognised that at a time when you are reducing resources in this area there is a rising tide of need that must be addressed. This has been recognised as high priority by the Royal College of Paediatrics and Child Health, it has also been recognised recently in a recent Government document (see Government Health Select Committee Report on child and adolescent mental health services) on mental health services in children which has identified a paucity of services that are poorly organised for this group of children. It also highlights a serious and deeply in growing problem with the commissioning and provision of children and adolescent mental health services.</p>		

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Where should your services be and what should they look like?
A young person's consultation report by Jennie Noble , January 2015.

Background

It is crucial that the Council operates services that meet the needs of Children and Young people and that every effort is made to hear and understand these needs so that they can be reflected in the services on offer. This consultation took place at a time of transformation for Young People's information, Advice, Guidance and Support Services in November and December 2014 and seeks to present key themes and recommendations made by potential and current service users. The consultation is designed to engage with as many youth voices across the city offering a range of opportunities to inform and shape the way, City of York Council delivers young people's services.

Summary

The following report will describe the methodology for engagement, reflect on building principles, present most popular models for service delivery and make recommendations for further work. This piece of work engaged with 81 young people within the age range of 13-25. The consultation itself was designed with the ideas and guidance of the Young Inspectors and The Youth Council. Both groups are voice and influence vehicles for York young people. Youth Councillors and Young Inspectors gave views on how the event, group work, online consultation and paperwork should look and took part in the consultation themselves.

Methodology

- A large event was used to reach out to as many service users as possible and was open to Year 11's and Castlegate users.
- Use of smaller and more targeted group work was used to speak to those who would not go to a big event or identified with a different young person's group.
- For those who wouldn't attend a smaller group session 1-2-1 consultation slots were made available.
- The young people who didn't have time or would not engage face to face were encouraged to make use of an online survey.

Over the period of 2 weeks in November and December 2014, 9 face to face sessions were delivered, engaging the following groups:

- | | |
|---|--|
| • Youth Offending team | • Castlegate counselling clients |
| • Youth Council | • Danesgate students |
| • Young Inspectors | • Year 11's and some 6 th form students |
| • York Learning and other West Office Users | • Show me that I matter (LAC) |
| • Castlegate users | |

Services blueprint- Most young people agreed that the following things are very important.

Services are:

- Easy to find and easy to get to
- You feel safe getting there
- Its free to use
- That you know who you need to speak to before you get there
- That you are greeted positivity when you come in- You feel welcome
- Open outside work/school hours
- That staff are friendly and helpful
- That staff talk to you in a way you understand
- Confidentiality- That users know what happens to the information they give
- Easy for people with disability or learning needs to use
- That staff are trained to work with young people
- Being able to build up a positive working relationship with a member of staff- reducing times you have to tell your story
- There is a wide choice of services under one roof
- There is information to take away with you

Most popular services used by respondents

- Help to get a job/ apprenticeship
- Career guidance
- Joined a group/youth club
- Just wanted to talk to somebody
- Housing/kicked out/eviction
- Claim benefits/ crisis loan
- Meet up with a support worker
- Sexual health/condoms/STI
- Counselling
- Rights/ legal advice

Most popular ways to access services

- City centre building
- Online
- Community hubs/schools and colleges

Key themes from group work

- Young people like to be able to see the same person
- Want to feel safe that they are not being overheard
- Don't want to be identified as using a particular service
- Worry about running into people they know- York is a small city so very hard not to be seen
- It really helps if you can relate to people around you and identify the service as a place for you
- Access to mental health support before problems get out of control
- Asking users and potential users is essential when designing services
- Young people want to feel respected, treated as an equal and not judged
- Support to beat addictions needs to be easier to access with less stigma
- Safe places and safe people are important for a successful transition
- The first experience of a building or service is the most important

Castlegate users felt:

- Castlegate had really helped them to overcome difficult obstacles in their lives
- That the people who greeted you was more important than the building
- That security at West Offices is needed to protect customers and staff
- Learning difficulties and disability are barriers and needed further thought and work
- That positive working relationships have been built up with staff and concern over what is going to happen next

Counselling clients felt:

- Being able to use the same room for counselling sessions was important
- More consultation needed to be done if decision is made to run counselling from West Office
- In an ideal world counselling would continue to be run from Castlegate, however the group felt that a compromise may be able to be found with further work
- More discussion needed about navigation of the building- Clients often arrive/leave session upset/distressed. It would be difficult to walk through the busy open plan customer centre
- Phones could be made available so clients could privately call counsellors to collect them
- West office works well for business purposes but for people in crisis its 'too business'

Young Inspectors and Show me that I matter felt:

- You should know who your support worker is and be able to contact them by walking into West Office
- Feeling judged by staff was of particular concern to both groups

YOT felt:

- Security are sometimes too quick to intervene when young people are shouting and distressed
- Concerns about feeling overheard and being judged

Key themes/ observations about using West Office generated through group work:

- Lack of availability of confidential spaces
- 121 spaces around the customer service area not seen as confidential
- Not seen as an easy place to come when in crisis
- Environment has a business feel to it
- Security viewed by some as unnecessary, although others felt it was important to have a presence to protect customers
- Not enough publicity of services running from West Office- Just know its a council building
- Some young people found it intimidating to be asked why they are there by security
- Issues navigating the building- Where do you go?
- Some young people felt building ok if you have an appointment but not clear how you would navigate service if you just wanted to talk to somebody
- An assumption is made on reading and writing ability. Asked to fill in forms when assessing services. How does the building break down barriers for disabled users? Blind, deaf, decreased mobility users? Different learning needs etc

Recommendations to improve feel for younger more vulnerable young people

- Background music
- Better use of the space between the front doors- Greeters to welcome and engage users
- Advertise services on bus's and taxis
- Increase availability of access to online services- Greater privacy when using computers/ making phone calls (screen guards)
- Informal areas or sections- More use of colour and comfy seating- not so open plan
- Less security presence on ground floor/ entrance
- Website- Could be improved so easier to use
- More thought to a separate entrance- concerns on how this would work though
- The tours helped to breakdown misconceptions about the building and some young people were interested in leading the tours themselves.

Evaluation and recommendations

Overall respondents liked being asked for their thoughts and opinions and enjoyed the relaxed discussion driven atmosphere. The opportunity to talk to front line staff and have the opportunity to discuss issues with their peers was particularly useful to most young people

31 respondents said that they would be happy to be involved in similar work, this shows there are plenty of York Young people who are ready and willing to get involved in the important work of designing services. Further engagement is needed and there are other methods of investigation that could be used to inform further transformation.

It is important that some time is spent exploring the ideas and recommendations that have been brought to light by this piece of work. The implementation of these recommendations will demonstrate to young people that not only are their voices heard and valued but they are powerful enough to change decisions and shape the services they need. The services blueprint, methodology for engagement and information gathered should be made available across the different transformation strands e.g. Community hubs, Childrens centres etc

Some resource should be put into producing a report with the Young Inspectors that includes feedback from all young people involved, so the consultation findings can be shared with participants and other young people across the city.

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City of York YorOK Board (Date)

AGENDA ITEM: No

TITLE: Rewiring of Public Services: Update on business Case for young people's support services.

This item relates to the following:

CYPP Priority:

Supporting those who need extra help at the earliest opportunity.

Reaching further: links to a strong economy.

Performance Indicators:

The number of young people age 16-18 who are not in education, employment and training (NEET)

Background:

It was agreed at the Corporate and Scrutiny Management Committee on 31 October 2014 that the proposals contained in the business case for the transformation of delivery of young peoples support and services would be reconsidered and further work would be undertaken on the model proposed in the business case. This was also discussed and agreed at the subsequent Cabinet meeting held on 10th November .

The YorOk Board was asked to assume governance for this work and that a sub group drawn from membership of the YorOk Board would have oversight of this work and an update would be submitted to the YorOk Board meeting on 12th Jan 2015.

In addition to the above, it was also agreed at Cabinet that support would be made available for those interested staff at Castlegate to explore alternative delivery methods including a staff mutual.

This report provides a summary of the developments that have taken place since 10th November, particularly in relation to the outcome of the consultation with young people and partners and the meeting of the sub group on 19th December 2014.

The Consultation:

The consultation document was sent to approximately 200 individuals and organisations on Monday 8th December with a deadline for returns by 15th December. The consultation focused on the proposal outlined in the business case (see below) :

To provide targeted support for the most vulnerable young people to enable them to access education, employment and training, in line with Council priorities to support young people in the York economy, particularly those who are most vulnerable linking with partners to add range and variety to the existing offer.

The themes of this transformed service model were agreed at the July Cabinet and

are as follows:

- *Retaining a smaller core team of qualified advisers to deliver impartial careers information, advice and guidance and support to young people who are NEET or at risk of becoming NEET.*
- *Exploring the provision of services currently located at Castlegate through alternative venues.*

In response to the need to find £240k of savings, previous consultations and after analysis of the services provided at Castlegate, the recommended model is to close Castlegate and relocate post-16 IAG and existing counselling services to West Offices.

Relocating to West Offices, the service to offer a new reconfigured and coordinated post-16 young people's services as an alternative to the current service offered from Castlegate. The service working in partnership with existing council services such as Housing, Benefits, York Learning and Future Prospects and partners including Jobcentre Plus, Citizens Advice Bureau, National Careers Service and the Voluntary Council to deliver the support currently given by the PSIs.

Counselling services provided in suitable accommodation ensuring a confidential and therapeutic service in line with best practice.

The proposal retains the current Connexions service which will have statutory responsibility for delivering a targeted approach by supporting identified vulnerable young people age 13 to 19. The focus of the team will be to support vulnerable young people with Education, Health and Care Plans, Looked After Children and those disengaged from education to participate in education, employment and training in with the duty outlined in the Raising of the Participation Age (RPA).

Feedback was sought on the following questions:

1. *Does the proposed model including a retained statutory IAG service and post 16 services offer the right level of service for vulnerable young people?*
2. *What are your views on the proposed model to deliver post 16 services co-located with other services and providers from one city centre premises?*
3. *Do you have any other comments or views about how young people's IAG services should be delivered?*

Feedback from partners:

We received 24 responses from partners, including 3 from Local Authority (LA) partners, 5 from mental health charities, clinicians and children's health clinicians, 4 from schools, colleges and providers, 3 from Connexions staff, 3 from the housing sector and 1 from the Police and Crime Commissioner's office (PCC) and Job Centre Plus.

Feedback to question 1 showed 5 respondents mainly from LA partners and the PCC, thought that the model offered the right level of service, 3 gave qualified support and 11 from health, counselling, housing partners, schools and colleges

and 2 Castlegate staff, thought that the model did not provide the right balance. Concerns were expressed about a lack of emphasis on early intervention whilst the future of the counselling service was an issue for some respondents despite assurances in the consultation paper that the existing counselling service would be retained.

On question 2, 4 respondents from the LA , a training provider and the PCC supported the idea to locate post 16 services within one building . 8 respondents from a secondary school, Job Centre Plus and housing, expressed qualified support provided that West Offices was reconfigured and more was done to engage and support young people in using the building and the services located in them. 8 respondents from a secondary school, FE College, health, counselling, housing and 2 Castlegate staff were against this idea, responding mainly about West Offices being inappropriate and too corporate to meet the needs of vulnerable young people.

In response to question 3, no clear messages emerged but respondents used the opportunity to advance ideas such as a Mutual and stronger multi-agency working to provide a solution.

The following themes also emerged:

Young people in teenage years and early adulthood need access to services in a venue that is welcoming and focused on their needs

The general view from the submissions by partners is that young people need to access a building where services are located to help them make the transition to adult life during teenage years and early 20s. 1/3 of respondents viewed moving to West Offices with other services as part of a wider offer as positive, provided that changes were made to the building to make young people feel welcome. Feedback was given about the experience at Castlegate and the need for this to be replicated if the service were located to another venue.

West Offices is not viewed as welcoming to young people and too corporate.

This was a predominant theme in the feedback received, that West Offices, as it is currently constituted, is too large and too daunting , particularly for vulnerable young people. An example was given of a similar service delivered from York College, where provision is made to support vulnerable learners who feel unable to access student services in the main atrium. Steps could be taken to make young people feel welcome through a triage system that meets and greets young people as they enter West Offices.

There was some support for the West Offices offer if significant changes were made.

Over 1/3 of respondents felt that West Offices could provide a service to young people provided that changes were made to the building and the right support is available as outlined above. There is a perception from some partners that West Offices is where you go when you are in crisis and there would need to be a shift of emphasis to early intervention services to appeal to partners and young people.

One view offered is that some young people like the anonymity of the building which helps to reduce stigma.

There is a need to train the wider workforce to enable them to engage and build relationships with young people.

This is a general theme about partners working together to support young people. One view offered in the feedback was that CYC services may be more effective in supporting young people from one building but there was a plea for partners from outside the LA to be an integral part of those support arrangements.

Feedback from young people:

Approximately 80 young people age 13 to 25 have provided feedback. Groups consulted include:

- Yr11/12, college students and Castlegate users at a consultation event at West Office on 12th December
- Danesgate students
- Show Me That I Matter Group
- Young offenders
- Young Inspectors
- Counselling clients
- York Youth Council

Some of the young people involved in the consultation events currently use West Offices through York Learning, Young Inspectors and Show Me That I Matter and expressed satisfaction with the building.

Young people completed questionnaires about where they would most like to access services and what they should look like. They ranked the following in order of preference:

1. City centre
2. On line
3. School/college
4. Community buildings

Key themes from the young peoples' feedback:

- Overall, there is a branding issue with West Offices: not welcoming with no space for private conversations – no roofs on the meeting booths for instance. They noticed that staff have facilities for private conversations but didn't observe similar facilities for face to face work with young people.
- A safe space to talk to a trusted adult was a primary concern for the young people involved in the consultation
- More informal environment to put young people at ease.
- More resource needs to go into social media and on-line services to support high quality information, advice and guidance.
- No publicity about current services displayed as you enter West Offices so young people feel confused when they enter the building. People to greet them or

multi- media signage would help. Young people also felt that taxis and buses would be good places to publicise services for young people from West Offices.

- Security at West Offices and their response is an issue for some young people who say they are challenged rather than welcomed when they enter the building. There is an opportunity for some training here.
- Need for friendly welcome/triage service- as above
- High value placed on quality IAG and support to inform choices about education, employment and training.

Alternative provision:

One key contribution talked about the need for partners from health, the local authority and the voluntary and community sector to explore the option of a multidisciplinary, multiagency venue offering a range of support to young people to improve outcomes as envisaged by the Children and Young People's Plan and the CAMHS Strategy.

Views of the Sub group:

A YorOk subgroup comprising of colleagues from the Local Authority, Connexions service staff, York College, the Clinical Commissioning Group, mental health clinicians, counselling services and the University of York met on 19th December to receive and consider the feedback received from partners and young people. The following themes emerged

- Mechanism and governance structures needs to capture accountability for young adults age 19 to 25 through the Health and Well Being Board.
- Opportunity to explore new models of delivery where partners can contribute through staffing, funding and location
- GPs value Castlegate a single point of contact to support young people with a range of issues including health and well being and IAG.
- Need to develop models with funding streams that allow services to be resilient to change
- Need to retain expertise of staff
- Investigate nearby Youth, Information, Advice and Counselling (YIAC) models like the Market Place in Leeds

The sub group will meet again early in the New Year to discuss and develop the model further and return to the YorOk Board in March with options which can be included in the revised business case to be submitted to CYC Cabinet.

Recommendation:

Board members are asked to comment on the views from partners and young people as reflected in this document and to approve the further work of the YorOk subgroup.

Author: Steve Flatley, Connexions Service Manager

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: 12th January 2015.

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Cabinet

10 February 2015

Report of the Director of Children's Services, Education and Skills.

Proposed Expansion of St Barnabas' CE Primary School**Summary**

1. This report sets out proposals to provide additional accommodation at St Barnabas' CE Primary, which is a PFI school, to meet demand from within the school's catchment area and seeks approval for the required capital expenditure.

Recommendations

2. Cabinet are asked to approve Option A and approve £667k of Basic Need capital investment to expand St Barnabas' CE Primary by an additional 60 places. This is to meet the expected increase in pupil numbers from within the catchment area of the school.

Reason: Expansion at St Barnabas' CE Primary represents the most cost effective way for City of York Council to deliver its statutory responsibility to provide sufficient school places for local families.

Background

3. St Barnabas' CE Primary, rated good following its last Ofsted, is facing current and anticipated future demand for pupil places which will have an impact on the availability of classroom spaces and the ability of the kitchen to provide increased numbers of school meals.
4. Birth rates have risen within the catchment area and predictions going forward suggest this will be sustained into the future. Currently running mixed year group classes across years 2 and 3 and 4 and 5, St Barnabas will be oversubscribed and will hit a

critical point in terms of usable classroom space by September 2015. The current PAN (Published Admission Number) of 20 needs to increase to 30 in order to meet the need for additional pupil places within this area.

5. CSES School Services has considered a number of options for increasing places within this area, including expanding St Barnabas' CE Primary's nearest neighbour, Poppleton Road Primary, and considering developing the former Manor CE Secondary School site on Boroughbridge Road.
6. A map of the local area is provided in Annex A.

Consultation

7. The following stakeholders have been consulted:
 - Headteachers of St Barnabas CE and Poppleton Road primary schools
 - Catering staff at St Barnabas CE Primary
 - Governing body of St Barnabas CE Primary
 - Parents of pupils on roll at St Barnabas CE Primary
 - York Diocese
 - PFI partners (Sewell Group)
 - On site pre-school providers at St Barnabas CE Primary
8. All consultees support the proposals. The proposals have particularly strong support from the Headteacher, governing body and catering staff of St Barnabas CE Primary.
9. To date, a number of parents have responded positively as part of the planning application consultation process, which runs until 5 February 2015. Delegated officer decision is expected after the consultation period.

Options

10. Options are as follows:
 - Option A: approve £667k of Basic Need capital investment to expand Barnabas' CE Primary

- Option B: reject £667k of Basic Need capital investment to expand Barnabas' CE Primary


Analysis

Reasons for required expansion

11. Current capacity at St Barnabas' CE Primary is 140 with 150 pupils on roll. The current forecast shows an upward trend predicting 160 pupils on roll by September 2016, rising to 169 by September 2018 and 176 by September 2020.
12. The school currently operates with six classrooms, two of which are dedicated for Foundation Stage and Reception. This leaves four remaining classrooms for curriculum year groups. Two mixed age classes are currently formed from years 2 and 3 and years 4 and 5, using one classroom each. Year 6 are currently taught in a room that is smaller than a classroom. However, large mixed year groups of up to 36 are becoming harder to sustain as admission levels continue to rise at the lower end of the school.

Table 1. Catchment births to Reception cohort at St Barnabas' CE Primary

Birth Year	2005/06	2006/07	2007/08	2008/09	2009/10	2010/11	2011/12	2012/13
Number of births in catchment	50	35	47	46	42	66	40	59



Reception Year	2010/11	2011/12	2012/13	2013/14	2014/15	2015/16	2016/17	2017/18
Reception children in catchment	31	24	23	31	26	40	24	36
Catchment 1 st Preferences	21	15	16	26	18	30	18	27
Non-catchment 1 st preferences	8	8	3	4	5	5	5	4
Total 1st Preferences	29	23	19	30	23	35	23	31

13. High catchment births in 2010/11 and 2012/13 will result in high catchment numbers and means the school is likely to become heavily over subscribed in 2015/16 and 2017/18 respectively. A low birth cohort in 2011/12 will likely result in a single low intake in 2016/17.
14. Births are predicted to remain at existing (2012/13) levels in future years and will likely increase slightly if York Central is redeveloped into flats as planned. The demand for reception places at the

school will therefore continue to rise from current levels beyond the forecast period above (2017/18).

Table 2. Impact of higher demand at St Barnabas' CE Primary

NC YEAR	January census						
	2014	2015	2016	2017	2018	2019	2020
R	27	23	31	23	30	30	31
1	19	25	21	29	21	28	28
2	28	18	23	20	27	20	26
3	21	29	19	24	21	28	21
4	18	20	27	18	23	20	26
5	18	16	18	25	16	21	18
6	19	19	17	19	26	16	21
Total	150	150	156	156	163	162	171

15. Table 2 shows the impact of the greater 1st preferences for the school. Some 1st preferences from out of catchment will likely be allocated a place at their original catchment school, mostly Poppleton Road Primary which has a small number of places available.
16. The proposed expansion at St Barnabas would increase the intake capacity (PAN) from 20 to 30 and would enable the LA to meet the immediate issue of increasing pupil demand shown in Table 2 and balance the future sustainability of education within the locality. This would ensure there is a consistency and quality of provision that meets best value for parents, pupils and public finances.
17. The kitchen was adapted during July and August 2014 in order to ensure catering staff could prepare meals because of the increase in the number of pupils taking up the new free school meal offer across KS1. A further extension to the kitchen must be considered alongside the classroom extensions to relieve the pressure both in the classroom and at lunchtimes. If construction begins in April 2015, the extensions will be ready for occupation by September 2015.

Options considered

Expand capacity at Poppleton Road Primary

18. This option would also add places in the local area, although not within the catchment area of St Barnabas' CE Primary where the demand resides. Creating additional space within the Grade II*

listed main building is not practical or affordable, so a stand alone development was investigated within the school grounds.

19. Due to the difficult nature of the site, this option would cost an estimated £1.1 million including fees, making this an expensive option. It is also extremely unlikely that this option would gain approval from the Department for Education under Section 77 of the School Standards and Framework Act, nor from Sport England as part of the planning process, due to the extremely limited amount of playing field currently available to the school. Expanding Poppleton Road Primary is therefore not realistic option.

A new primary school on the former Manor CE Secondary site

20. A new primary school on the former Manor CE Secondary school site would not provide places for the local community. This option would not therefore meet the needs of the Leeman Road area currently served by St Barnabas' CE and Poppleton Road primary schools.

Expand St Barnabas' CE Primary

21. The recommended option is to expand St Barnabas' CE Primary, adding two additional classrooms and expanding the kitchen at an estimated capital cost of £666,621 (further details contained in Project Costs section below). This represents a cost effective solution to providing sufficient places within the local area to meet local demand.
22. Because St Barnabas' CE Primary is a PFI school, contract works and all associated design work and specification would be undertaken by Sewell Group, CYC's PFI partners, through the appropriate contractual mechanisms specified in CYC's PFI contract. There are some revenue costs for legal fees associated with this process due to the need for formal contract amendments.

Project Costs:

23. The proposed funding breakdown for the scheme is as follows:

Project costs:**Capital (contracted work)**

Basic Need	£666,621
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Revenue:

Estimated costs	£45,509
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Total:	£712,130
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Additional costs:**Abortive costs:****Capital (contracted work)**

Basic Need	£54,091
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Revenue costs:

Estimated costs	£25,000
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24. A planning application was lodged by Sewell Group on 1st December, in order to keep to the timescales of the construction programme. Prior to this, a proposal for the work has been produced and phase 1 to provide temporary adaptations to the kitchen to cope with the production of a greater number of school meals took place during July and August 2014.
25. Please refer to Annex B: Costs to Build.

Council Plan

26. Building Strong Communities: Protect Vulnerable People – Ensuring services delivered meet the needs of SEN pupils and their families.

Implications**Financial**

27. The capital cost of the proposed extension is now estimated to be £667k. An amount of £710k was previously reported to Cabinet as the estimated scheme cost and set aside in the CSES capital

programme for 2015/16. This will be funded from Basic Need Capital Grant, provided by the Department for Education for the provision of new pupil places.

28. There are also revenue implications arising from this project. Firstly, a one-off cost of £25k will be incurred for legal fees incurred for the re-writing of the PFI contract to take account of this variation. This will need to be funded from CSES revenue budgets.
29. In addition to the one-off revenue cost, the addition of the new classrooms to the school will result in an increase in the annual charge (the Base Unitary Charge or BUC) from Sewell's for the life of the PFI scheme. This is estimated to be in the region of £21k per annum for FM, life cycle and utilities costs, which will then be indexed over the remaining 21 years of the PFI contract.
30. The revenue cost of the PFI to the local authority is currently approximately £2.3m per annum, with a PFI credit grant of £1.186m received annually from the Department for Communities and Local Government to offset part of the cost.
31. The balance of the cost is then charged to the individual schools and funded from the Dedicated Schools Grant. The schools funding formula provides an amount of funding for each school equivalent to the actual charge that the school receives. An increase in the PFI revenue cost will therefore result in a marginal reduction in the amount of funding available for all other schools in the city.

Equalities

32. See Annex 4.

Legal

33. The LA has the legal responsibility to ensure the sufficiency of school places within its area.
34. The additional works are required to comply with the School Premises Regulations requirements in respect of the sufficiency of water supplies and toilet facilities.
35. Legal input is required to bring the PFI contract up to date.

Property

36. As the school is PFI, property implications need to be dealt with using the correct contractual process.

Other Implications

37. There are no specific HR, crime and disorder or information technology implications arising from this report.

Risk Management

38. There is a level of risk involved with this project as there are legal and contractual obligations that need to be addressed prior to work starting on site. An amount of feasibility work has already been undertaken by Sewell Group; CYC are liable for these costs regardless of whether the project goes ahead. Further detail can be found in Annex C: Costs to Abort Project.

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Report
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Date 29-01-15

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Wards Affected: Holgate

All

For further information please contact the author of the report

Background Papers

None

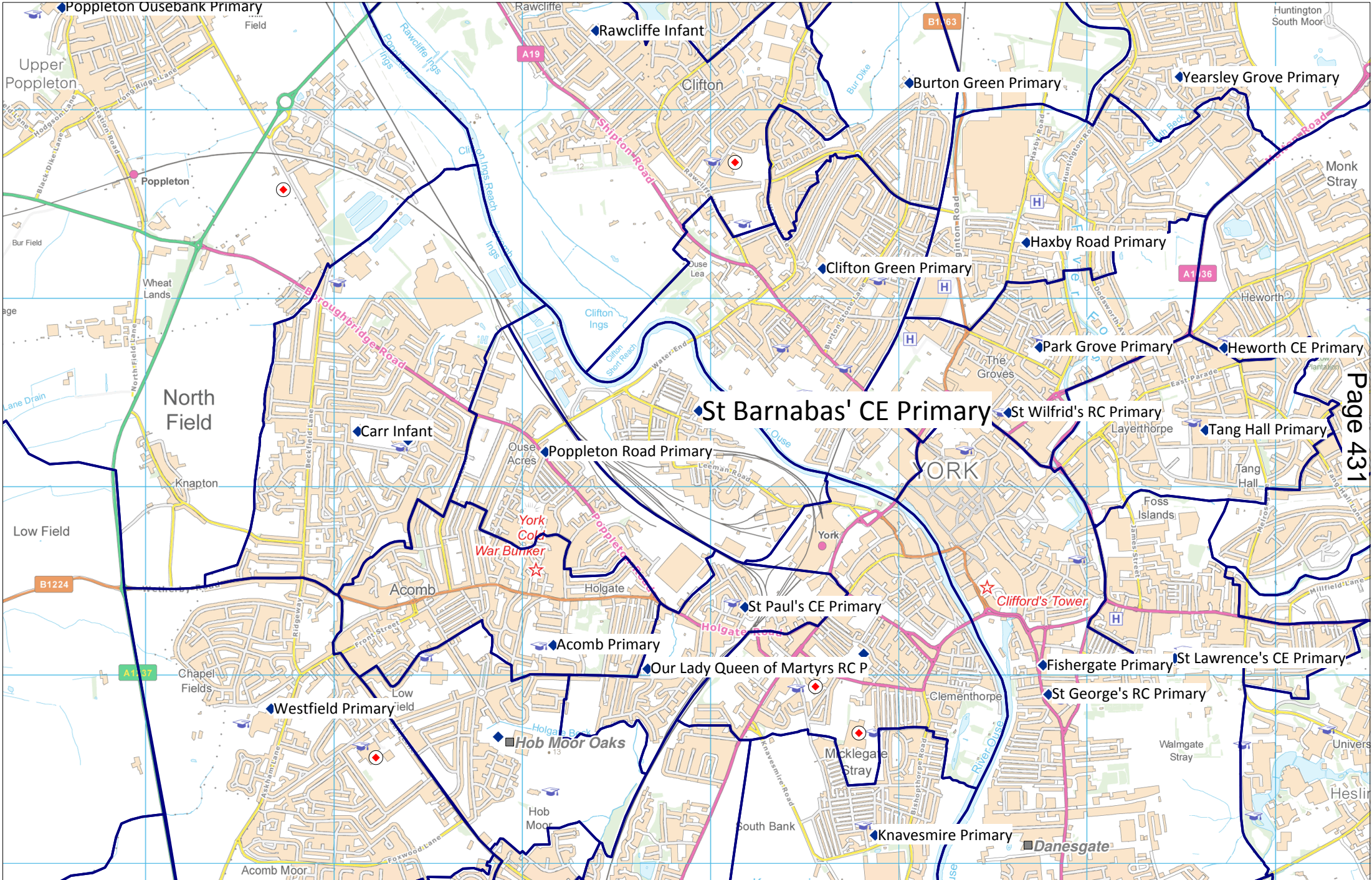
Annexes

Annex A: City Location Map
Annex B: Costs to Build
Annex C: Costs to Abort Project
Annex D: CIA

Glossary of Abbreviations used in the report:

BUC - Base Unitary Charge
LA – Local Authority
PAN (Published Admission Number)
PFI – Private Finance Initiative
SEN- Special Education Needs

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CAPITAL

Construction Description	Costs
Phase 1 - Kitchen adaptations to allow for FSM for Sept 2014	
Phase 2 - 2 x classrooms with stores & lobby	
Phase 2 - Kitchen & store extension	£434,985.59
Phase 2 - Drainage and external works	
SUB TOTAL:	434,985.59

Additional Construction Cost Description	Costs
Sewell's OH&P @ 10%	43,548.56
SUB TOTAL:	£478,534.15

Additional Construction Cost Description	Costs
Sewell's design & development fees.	£63,591.00
SUB TOTAL:	£542,125.15

Additional Construction Cost Description	Costs
SPV costs (Project insurances, legals, senior lender due diligence, senior lender fee, life cycle modelling, financial model upgrade, CDMC, SPV project management fee) @ 5%	£59,400.00
SUB TOTAL:	£601,525.15

Additional Construction Cost Description	Costs
SPV - bank's profit margin (fee of £10,000 has been waived)	£0.00
SUB TOTAL:	£601,525.15

CYC - Additional Project Capital	Costs
Dining tables to facilitate better flow of pupils & alleviate storage pressures	£1,518.00
Project risk fund / client contingency	£40,000.00
Fees: TA / QS / CoW / CDMC /other	£16,000.00
Fees: Bond Dickinson	£400.00
Fees: School Services @ 1.5% of construction cost	£7,178.01
TOTAL:	£666,621.16

REVENUE

Item Description	Costs
FM costs (includes an increase in annual insurance costs) - additional per annum	£12,196.00
Lifecycle costs - additional per annum	£5,066.00
Utilities - usage volumes provided by Sewells and average unit price provided by CYC	£3,247.00
CYC - legal costs to bring PFI contract up to date and to take account of variances	£25,000.00
TOTAL:	£45,509.00

Notes on revenue costs

Phase 1 was instructed in May 2014 and so has proceeded at risk. CYC legal team strongly advise that phase 2 cannot proceed until the PFI contract has been updated. Utilities costs differ slightly when calculating using CYC's usage volumes with the average unit price - £2,975.

CAPITAL + REVENUE	£712,130.16
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CAPITAL

Surveys & Site Investigations	Notes	Costs
Archaeology	Not required - see CYC planning advice	£0.00
Drainage	Rescue jet - on site 29-07-14	£1,360.00
Jetting	Rescue jet - (5hrs@£55/hr)	£275.00
Ecology habitat & tree survey	Wold Ecology - on site 17-07-14	£861.00
Site investigation - probe boring & gas testing	TLP - on site 23-07-14	£2,660.00
Site investigation - contamination testing	TLP - on site 23-07-14	£805.00
Traffic report	LTP - on site 16-07-14	£2,750.00
Topographical	Not required as existing report is available	0.00
Underground utilities survey	40seven - not required	£0.00
SUB TOTAL:		£8,711.00

Consultant & Project Development Fees	Notes	Costs
Architectural	Morgan Lloyd Jones	£4,330.00
Structural	GGP	£1,500.00
M&E	Wheatley's	£5,000.00
CDMC	BE	£1,000.00
Pre construction project management fee	Sewell's	£10,000.00
SUB TOTAL:		£21,830.00

Planning Fees	Notes	Costs
Planning pre-application	Sewell's	£500.00
Planning application	Sewell's	£1,108.00
SUB TOTAL:		£1,608.00

SUB TOTAL:		£32,149.00
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Fees	Notes	Costs
OHP (10%)	Sewell's	£3,214.90
SUB TOTAL:		£35,363.90

Fees	Notes	Costs
SPV - management fee (waived)	Sewell's	£0.00
SUB TOTAL:		£0.00

CYC - Abortive Capital Costs	Notes	Costs
Dining table units	Spaceright	£1,518.00
Fees: TA / QS / CoW / CDMC /other	Property Services and NPS or Turner Townsend	£9,000.00
Fees: School Services @ 1.5% of construction cost		£8,209.80
SUB TOTAL:		£18,727.80

TOTAL COSTS: (CAPITAL)		£54,091.70
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REVENUE

CYC - Abortive Revenue Costs	Notes	Costs
Fees: Bevan Brittan for PFI contract updates		£25,000.00
SUB TOTAL:		£25,000.00

TOTAL COSTS: (REVENUE)		£25,000.00
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SECTION 1: CIA SUMMARY
Community Impact Assessment: Summary
1. Name of service, policy, function or criteria being assessed:

Expansion of St Barnabas CE Primary School.

2. What are the main objectives or aims of the service/policy/function/criteria?

To increase the capacity of the school by adding 2 x classrooms and additional kitchen space to accommodate a projected increase in the number of pupils who will be attending the school in future years.

3. Name and Job Title of person completing assessment:

Jake Wood – School Planning Manager

4. Have any impacts been identified? (Yes/No)

Yes

Community of Identity affected:

Age, Race, Disability, Carers of older and disabled people, Pregnancy and Maternity.

Summary of impact:

Positive: Improved educational and sporting facilities for the community.

5. Date CIA completed: 19 December 2014

Mark A Ellis

6. Signed off by:

7. I am satisfied that this service/policy/function has been successfully impact assessed.

Name: Mark Ellis

Position: Head of School Services

Date: 29 January 2015

8. Decision-making body:

Date:

Decision Details: Recommendation

Cabinet	10 Feb 2014	to seek approval for £650k Basic Need capital funding for expansion of St Barnabas CE Primary school.
Send the completed signed off document to ciasubmission@york.gov.uk It will be published on the intranet, as well as on the council website. Actions arising from the Assessments will be logged on Verto and progress updates will be required		

Community Impact Assessment (CIA)

Community Impact Assessment Title:
Expansion of St Barnabas' CE Primary School

What evidence is available to suggest that the proposed service, policy, function or criteria could have a negative (N), positive (P) or no (None) effect on quality of life outcomes? (Refer to guidance for further details)

Can negative impacts be justified? **For example: improving community cohesion; complying with other legislation or enforcement duties; taking positive action to address imbalances or under-representation; needing to target a particular community or group e.g. older people.** NB. Lack of financial resources alone is NOT justification!

Community of Identity: Age

Evidence		Quality of Life Indicators	Customer Impact (N/P/None)	Staff Impact (N/P/None)
Pupils and staff – Improved educational facilities		Education	P	None
Details of Impact	Can negative impacts be justified?	Reason/Action	Lead Officer	Completion Date
Will increase choice and improve educational outcomes.		Additional places will enable more children from the community to access local high quality education.		

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Community of Identity: Carers of Older or Disabled People

Evidence		Quality of Life Indicators	Customer Impact (N/P/None)	Staff Impact (N/P/None)
			none	None
Details of Impact	<i>Can negative impacts be justified?</i>	Reason/Action	Lead Officer	Completion Date

Community of Identity: Disability

Evidence		Quality of Life Indicators	Customer Impact (N/P/None)	Staff Impact (N/P/None)
New educational facilities will comply with appropriate access legislation		Access to services	P	P
Details of Impact	<i>Can negative impacts be</i>	Reason/Action	Lead Officer	Completion Date

	<i>justified?</i>			
Improves access for disabled pupils, staff and visitors				

Community of Identity: Gender				
Evidence		Quality of Life Indicators	Customer Impact (N/P/None)	Staff Impact (N/P/None)
			None	None
Details of Impact	<i>Can negative impacts be justified?</i>	Reason/Action	Lead Officer	Completion Date

Community of Identity: Gender Reassignment				
Evidence		Quality of Life Indicators	Customer Impact (N/P/None)	Staff Impact (N/P/None)

			None	None
Details of Impact	<i>Can negative impacts be justified?</i>	Reason/Action	Lead Officer	Completion Date

Community of Identity: Marriage & Civil Partnership

Evidence		Quality of Life Indicators	Customer Impact (N/P/None)	Staff Impact (N/P/None)
			None	None
Details of Impact	<i>Can negative impacts be justified?</i>	Reason/Action	Lead Officer	Completion Date

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Community of Identity: Pregnancy / Maternity

Evidence		Quality of Life Indicators	Customer Impact (N/P/None)	Staff Impact (N/P/None)
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Details of Impact	<i>Can negative impacts be justified?</i>	Reason/Action	Lead Officer	Completion Date

Community of Identity: Race

Evidence		Quality of Life Indicators	Customer Impact (N/P/None)	Staff Impact (N/P/None)
			None	None
Details of Impact	<i>Can negative impacts be justified?</i>	Reason/Action	Lead Officer	Completion Date

Community of Identity: Religion / Spirituality / Belief

Evidence		Quality of Life Indicators	Customer Impact (N/P/None)	Staff Impact (N/P/None)
Adds pupil places in a Church of England Voluntary Controlled school		Education	P	None
Details of Impact	<i>Can negative impacts be justified?</i>	Reason/Action	Lead Officer	Completion Date
The school has a Christian ethos and diocesan representation on the governing body.				

Community of Identity: Sexual Orientation

Evidence		Quality of Life Indicators	Customer Impact (N/P/None)	Staff Impact (N/P/None)
			None	None
Details of Impact	<i>Can negative impacts be justified?</i>	Reason/Action	Lead Officer	Completion Date



Cabinet**10 February 2015**

Report of the Director of City & Environmental Services

A CONGESTION COMMISSION FOR YORK**Summary**

1. York, in common with many other cities, has a problem with traffic congestion. The challenges include slower journey times, inhibiting economic opportunity, and poor air quality. Over recent years a range of initiatives has sought to reduce congestion with varying degrees of success and public acceptance. This report proposes a city-wide conversation building on known expertise in the field to bring forward strategic recommendations for the Council to consider.

Recommendations

2. Members are asked to consider the establishment of a Congestion Commission for York with the purposes, scope and ways of operating set out in the report and Terms of Reference, the budget proposed in paragraph 32 and the draft work programme set out in paragraphs 30 and 31.

Reason: To enable a robust, evidence-based and participative approach to developing strategic recommendations for the management of congestion in York.

Background*Existing measures to tackle congestion and experience elsewhere*

3. York has had considerable success at initiatives aimed at reducing congestion. It has arguably the most extensive Park & Ride, for its size, of any city in the country with over 4 million passengers a year. There is a high proportion of people who walk (12%) and cycle (7.4%) to work ranking 10th and 5th in the country. The Council and its partners have a long track record of success in sustaining

bus usage and the rail industry is fundamental to the city's economy both as an employer and as a key arrival route for over 28% of tourists.

4. Despite these successes, congestion remains a challenge, with poor journey times at key nodes in the network and times of day. York has several points of poor air quality, itself a major contributor to ill health and mortality. Continuing pressure for growth will also drive more road use. The city therefore needs to find a way to make the next step of improvement in managing traffic, particularly into and around the city centre.
5. The City Council has undertaken previous exercises to consider approaches to congestion. The previous scrutiny, the draft Air Quality Action Plan and the Local Plan evidence base (all available on the Council's website) provide material which need not be duplicated. At the same time gaps can be identified in the available work: for example we do not really know enough about the complex relationship between the economy of the city centre, car dependency and parking availability. There are plenty of theories but [academic research elsewhere](#)¹ shows how challenging the issue can be. The Council has also not really studied the latest technology available (eg to reduce congestion through smart parking, as Westminster [is introducing](#)). Thirdly, as noted, York is not the only walled, heavily visited, economically vibrant city facing these challenges; it will be useful to look at the solutions offered by national and European comparators such as [Toulouse or Malmo](#). Any strategic consideration of the next steps will need to review the material available and identify the key gaps so that the technical evidence can be as complete as possible within the time and budget allowed. The operating principles suggested below put a premium on rigor, independence and outcomes in gathering this evidence.
6. In considering solutions to congestion it is fundamental to think long-term: both behaviour change and physical infrastructure take time to have an impact while traffic continues to increase both through direct growth and increased prosperity. At the same time, vehicle technology is changing rapidly² and this will present new opportunities and challenges for the ways in which the road network

¹ *Healthy travel and the socio-economic structure of car commuting in Cambridge, UK: A mixed-methods analysis* by Goodman et al.

² *Automotive Council UK, Automotive Technology Roadmaps, September 2013*
(www.automotivecouncil.co.uk/2013/09/automotive-roadmaps/)

and urban transport develops. It is also fundamental that residents and businesses (including those catering to visitors) have a real engagement with congestion management. While no intervention will win universal support, it will be increasingly important for the city as a whole and the Council in particular, to understand why certain initiatives are to be seriously considered. This is only possible if congestion-management proposals can be set within an overall strategic framework for transport in York, and can be seen to have come from an evidence and community based analysis of the options.

Moving the debate forward: the experience of Commissions

7. York needs a debate characterised by openness and deliverability, and so needs strong independent voices and a skilled chair. There will be no shortage of local, regional and national interest groups and stakeholders offering views; the challenge will be to sift for evidence of outcomes and impact of specific measures (including 'do-nothing' options) and arrive at deliverable recommendations. York also has limited resources, although of course many cities have less money than ambition. A key expectation of any strategic programme is to consider how to fund improvements; an evidenced debate nuanced by political deliverability will be central to producing recommendations which have a hope of being achieved. In the first place though, examining what is most likely to work comes before assessing how to pay for it.
8. York has some specific physical features but the challenges of a heavily visited, compact mediaeval city dealing with increasing reliance on private cars is by no means unique. Some, as has happened here, have used a range of road-management techniques such as Park & Ride, dedicated lanes or congestion-charging to reduce city-centre traffic. Others, such as Cambridge and Edinburgh, have used a Commission approach to formulate their strategy for congestion management. These have not always met their original (stated) objectives: for example Cambridgeshire explicitly began with a preference for congestion charging which has proved undeliverable, although the Commission's work has provided a clear framework for revisiting the subject in the context of fiscal rebalancing beyond London. Others, such as the London Roads Task Force, have worked well in promoting public understanding of the issues and broader support for initially unpopular policies.

9. Officers have reviewed these and some key lessons stand out for this examination, in particular the importance of independent expertise in this complex area and the need for participation and open debate about the impact of interventions (or non-intervention). Specific pointers emerge about scope and ways of operating, to be encapsulated in the draft Terms of Reference (Appendix One) which can be summarised as:

Purpose of the Commission

To consider ways to alleviate road congestion in York and make strategic recommendations to the Council.

Principles of operating

- Independent expertise in the debate, including an independent chair
- Cross party participation
- Promoting public engagement and understanding of the issues
- Public and published
- Time limited
- Open-minded: all options on the table
- Evidence based and rigorous in the consideration of options
- Within a budget
- Making costed recommendations which are technically feasible and financially plausible

Scope

- Mechanisms for reducing congestion on the highways of York, especially in the city centre, and in particular options focused on modal shift, parking management and network services.
- Recommendations for implementing such mechanisms, with particular regard to
 - improving the economic capacity of the city centre,
 - improving its environmental and air quality and
 - enhancing the quality of life of York residents and visitors

Size and memberships

10. Participation by communities and interest groups in the Commission process will be necessary to long-term success. A number of Commissions have included key interests and stakeholders amongst their membership – from Chambers of Commerce to bus operators to major players such as the University and Addenbrooks hospital in Cambridge. The approach has often been to try to use the Commission structure to generate consensus

(or at least shared understanding) on the basis of evidence. Of those who have sought consensus this way, the standout success has been London, which relied on both the scale of the Task Force and allowing a long time for the Commission to work.

11. Appointing experts to be the commissioners who take evidence from interested groups has tended to be more a characteristic of policy-led commissions, such as the RSA's [City Growth Commission](#) which mixed practitioners, financiers and academics but had no elected city leaders amongst its members. There is a wide range of experienced experts, from professional institutes and the academic world who bring considerable knowledge of cities, network management, sustainable transport and impact-assessment to the issue.
12. A core lesson from this consideration is that there are numerous ways for interest groups to participate and express their views without assuming a Commission can or should directly include them all as members. These are discussed in more detail below.
13. Scale is a key consideration in establishing a successful Commission: too large and nothing can be agreed. Too small and not enough viewpoints are heard and a reasonable debate becomes very difficult to deliver. The London Roads Task Force, for example is a large body with a lot of stakeholders as members. New York's Commission was 17 members and Copenhagen's (which did not succeed) was 24. Of course, London, Copenhagen and New York are all bigger than York with correspondingly larger budgets but with some similar challenges. By comparison, a Royal Commission or Commission of Inquiry is a small group of named individuals gathered around expertise. A Select Committee is of course a defined group of politicians operating within a democratic structure. Arriving at specific evidenced recommendations implies a manageable scale.
14. At the moment CYC has 3 larger political parties represented, two smaller ones and four independent members. To include all parties accompanied by significant independent-expert membership drives a large body with some consequent challenges of timing, manageability, cost and consensus. Administrative ease and cost argue for a smaller group, drawing on evidence from a wider process. Officers therefore recommend **a cap of 9 members**, including an independent chair, with a majority of independent (ie

not elected members of York Council) commissioners. It is suggested that the four elected members be as follows:

- one each nominated by the Leaders of the three largest groups, solely at the discretion of the party leader
 - One nominated by the remaining elected members of the Council, achieved by a process to be determined during the establishment of the Commission.
15. Following the election in May, the Council may wish to review this formulation depending on its then political make-up. It would remain within the gift of party leaders to nominate their representative, and for members of smaller parties and one to determine their nomination.
16. Appointing independent experts needs consideration of criteria which would deliver membership which will support the core objectives of rigour, independence, robustness and a range of expertise. Of course, not every member can embody every element. Officers also suggest the importance of a Commission which does not look, as do so many transport discussions, like the usual array of ‘men in suits’; which is both off-putting to the public and does not ensure that the voices of all road-users are part of the informed debate. It is not essential that independent Commission members start their work familiar with York. That is an important part of the role of the Councillor members, as well as the work of interest and community groups in participating in the process.
17. This suggests the following criteria are relevant in drawing up a list of Commission members and Cabinet is recommended to use these criteria in considering the final list of suggested members:

Criterion	How tested	Comments
Availability and willingness	Discussion with individuals	Will include acceptance of outline programme and fees
Knowledge of the reality of delivery in a political environment	Track record – eg previous chief officers	Useful in at least one independent member

Broad ranging technical expertise in network management	Track record – might be as civil servant or arms length agency	Useful in at least one independent member
Rigour and robustness in assessing evidence	Academic or policy experience through research and publication	Key to achieving evidence-based recommendations
Understanding of comparators and both technical and policy context	Academic or policy experience through research and publication	Key to achieving evidence-based recommendations
Independence from specific lobbies	Track record of public debate and/or research funding	Although members might have a particular position, it will be key that the competing agendas (eg motorists, business, cyclists) are seen to be balanced in the independent membership
Some representation beyond 'men-in-suits'	The specific concerns of women, older and younger people, people with disabilities and those from black and minority ethnic communities need to be part of the Commission's thinking, and will be most encouraged by a conscious move to diversity in its membership.	
Ability to reach conclusions in this specific context	Track record, particularly of chairing and moving organisations/groups forward. Individual members should not have a reputation for divisiveness.	The Chair, while s/he should understand the nature of the public policy debate around congestion, does not themselves need to be a transport professional. It will be more important that they can corral and steer the work of the Commission to produce strategic recommendations for the Council.
Toughness	Track record and personal conversations	Public debate in York can be hard on individuals and Commissioners will need to be ready for that approach.
Overall balance of the Commission	In making final appointments, Councillors and the Chair will wish to look at the overall make up.	

18. The role of Chair is particularly important. He or she needs to be someone
 - with experience in enabling groups to achieve shared understanding,
 - who knows something of the transport agenda in a city such as York,
 - who can command the respect of other Commissioners and the public, and
 - who is both available and willing to support the City in this way.

19. In exploring the options, officers have been delighted to find that Mr Terry Hill is interested in the role. Mr Hill (biography at Appendix Two) has a distinguished career in infrastructure development, including membership of both HS1 and Crossrail, current presidency of the International Organisation for Standardisation ([ISO](#)) and a non-executive director of the [Transport Systems Catapult](#). Mr Hill is also a previous Chair and current Trustee of the Arup Group Trusts and previous Chair of the Arup Group. (The Monitoring Officer has considered whether this represents any conflict of interest and his comments are at para 44 ii. below. These will be implemented before the Commission begins its work) Members are recommended to appoint Mr Hill as Chair of the Congestion Commission.

20. A list of further potential independent-expert members of the Commission has been discussed by officers with partners, Institute members and Mr Hill and a potential pool of experts constructed. Officers have begun approaching these individuals to see who would be available and willing to undertake this role. It is recommended that a maximum of five such experts are appointed. It is further recommended that final appointments are made by the Director of City and Environmental Services in consultation with the Portfolio Holder for Transport and the Chair of the Congestion Commission and in accordance with the criteria at para 10 above.

21. Inevitably the external Commissioners will require some recognition for their expertise and time. This is discussed further in the resourcing and financial paragraphs below.

An evidence based and inclusive approach: participation, engagement and modelling

22. To fulfil the Commission's objectives, it will need to seek evidence about the impact of network management strategies and it will need to know the views and insights of the residents and businesses of York. An inclusive approach will also be key to underpin the delivery of any recommendations; if all organisations and individuals have had a chance to make an input to an independently led Commission, there will be a much greater chance of introducing more challenging options.
23. As an example, increasing the Congestion Charge in London was only possible, according to TfL, because all stakeholders had taken part in the Roads Task Force and understood the benefits and opportunities offered by increasing the price despite the challenges it created for some businesses and residents. However, as noted the Roads Task Force took a long time and was expensive to run.
24. Officers therefore propose three main strands of participation and engagement for the Commission:
25. *Written submissions on the challenges for York:* inviting communities and interest groups to set out their views of the problems that need to be solved, rather than simply assuming that the Council knows what they are. This stage would not seek solutions and suggestions, which would be assessed in the next elements.
26. *Select Committee style hearings:* The Commission, sitting in public, would invite members of the public and interest groups to submit evidence about the issues of congestion. This could be in the form of free text against set questions on a limited number of pages (as with many government consultations). Specific respondents would then be invited to give oral evidence, with the Chair reserving the right to hear others seeking to give evidence if s/he determined it to be useful. Responses and hearings would be available along with summaries analysing the material.
27. *Deliberative workshop' or similar participative exercise:* Several techniques have been developed which encourage a demographically representative group of 'ordinary citizens' to learn a lot about a complex subject and give it their considered opinion.

The model of Citizen's Jury, deliberative workshop, planning-for-real or Appreciative Inquiry has been used in a wide range of ways from waste disposal to arts planning. PWC ran a successful Jury to support the early budget thinking of the Coalition government, a report on which can be seen at <http://www.pwc.co.uk/government-public-sector/issues/spending-review-summary-video.jhtml>. In such a model, the Council (directly or through a contractor) would identify a small group (12 to 30) people who would represent a breadth of road users to review the evidence, consider the practicalities and contribute views to the Commission. This would run over several days, with intensive facilitation, providing a user-insight into the issues.

28. In parallel, a technical, modelling and comparative evidence base would be compiled. The Council already has significant information about traffic and transport in the city as para 5 above sets out. The Commission would review that evidence and identify both gaps and affordable mechanisms to fill those gaps.
29. In assessing the technical evidence base there are some key parameters that should be adopted in order to ensure the Commission's work is achievable. These would include:
 - a timeline to 2041 (consistent with the 15+10 year approach envisaged in the current draft Local Plan)
 - assumptions of housing growth not exceeding the annualised average 926 as agreed by the Local Plan Working Group in December 2014 and as far as possible consistent with the emerging Local Plan
 - continuing the long-term commitment of York to sustainable travel using all alternative means of transport
 - continuing the core importance of the city centre as York's economic motor
 - and consistency with the priority economic sectors as set out in relevant strategies and the Strategic Economic Plans of both LEPs
 - acceptance of the foreseeable financial constraints on local authorities and central government, and hence available resources

Work programme

30. The following work programme assumes that the Cabinet decides to proceed with the Commission at its meeting in February, subject to call-in processes. It also assumes that Mr Terry Hill is confirmed as Chair and that the membership of the Commission is agreed rapidly.
31. The timings are currently indicative as they will need detailed agreement with the Chair and Commissioners and will be partly dependent on availability and capacity to attend meetings. Clearly, all public engagement must be curtailed during the pre-election period from 30 March 2015. The proposed programme therefore allows the first stage of public engagement and the start of the research before the election and then further engagement work soon afterwards. This may not be possible however, in which case the research work would begin as soon as the decision to proceed was confirmed but public engagement would not start until mid-May.

	Feb 15	March 15	April 15	May 15	June 15	July 15	Aug 15	Sept 15	Oct 15
Set up (and potential call-in)	■	■							
ENGAGEMENT									
Call for written subs		■	■						
Select Committee Hearings					■				
Deliberative workshop						■			
TECHNICAL EVIDENCE BASE									
Review of available material and gap analysis	■	■							
Further research as deemed necessary			■	■					
Assessment of technical evidence				■	■				
CONCLUSIONS AND RECOMMENDATIONS									
Commission considers draft recommendations						■	■		
Writing and evaluation							■	■	
Commission considers report								■	■
Submission of final report to CYC									■

Resources and costs

32. The table below sets out the proposed budget for the Commission. Costs are based on indicative information available online and recent market experience (in York and elsewhere):

Item	£
Expert Commissioners (assumed 2 days per month @£400 per day each for period + 10 days for Select Committee hearings)	60000
Provision for specialist expertise including on financing	50000
Citizens Jury	15000
Publication (online) including design etc	7500
Contingency and miscellaneous expenses	2500
Totals	135000

33. It is clear from discussion with possible external Commissioners and experience elsewhere that there will need to be some recompense for their time and expertise and that £400 per day is a reasonable rate. It is also clear that all external Commissioners should be paid at the same rate. This calculation is based on likely meetings and some preparation time and an element for the specific hearings in public.
34. Officer support will include technical expertise, support to the engagement and administration. Where possible this will be contained within existing work programmes, although some element of backfilling, to be contained within existing budgets, may be necessary to make the most of existing transport planning and policy knowledge.
35. This will be funded as set out in para 41 below. This investment should be seen in the context of the ongoing management of the highways; in 15/16, York's transport network will see some £6.5m of investment from a range of sources, plus the bids for some £73m currently progressing with the West Yorkshire Combined Authority for delivery over the next 5 years. The commitment to basic maintenance of carriageways and footways is a further £2.5m.

Consultation

36. The proposed Congestion Commission is itself a large-scale public engagement exercise enabling extensive consultation on a strategic approach to managing congestion in the city. York is characterised by lively debate on all matters relating to traffic and highways; this proposal aims to draw on that energy and involvement and enable a public discussion which is informed by evidence and comparison.

Options and analysis

37. Members could choose not to set up a Congestion Commission. In such a case, the Council would continue as it has in the past, which has its strengths. Initiatives to address congestion, slow journey times and poor air quality will be more likely to be driven by available funding, short-term interests and limited evidence alongside longer term strategy as captured in the Local Transport Plan. This historic approach has seen considerable success as set out in paragraph 3 above. The drawbacks will remain lack of public support for more difficult interventions and increasing difficulty in addressing the traffic impact of the city's growth.
38. Alternatively a Commission intended to identify strategic recommendations could be established but in a different way, for example more along the lines of the London Roads Task Force. As set out in paragraphs 10 to 13 above, officers have reviewed a range of such bodies for their success in delivering strategic outcomes, achieving public understanding of the challenges and working within an acceptable timeframe and budget. Alternatives such as a wholly community-based Commission (only taking evidence from experts), or a body excluding elected politicians have been considered. All of these, as analysed in those paragraphs, seem less likely to achieve the purpose and ways of operating set out in paragraph 9.

Council Plan

39. A strategic, evidence-based and publicly understood approach to managing congestion would support the objectives of
 - Getting York moving;
 - Creating jobs and growing the economy

- Building stronger communities; and
 - Protecting the environment
40. In particular, the Plan creates the following objectives directly supported by the Commission:
- Improving city centre circulation
 - Campaigning to encourage less reliance on the car.
 - Improving transport links to the rest of the UK (supported by better access to the wider road network and the station)
 - Talking with and listening to people – including the city’s younger residents
 - Cutting our carbon emissions and improving air quality

Implications

Financial

41. The Congestion Commission would be funded from the Economic Infrastructure Fund, leaving a balance of £407,000.

Human Resources (HR)

42. There are no direct HR implications although supporting the Congestion Commission will be a valuable piece of project work for relevant officers.

Equalities

43. The report identifies the importance of seeking to avoid an all-male Commission. It also recognises that the Commission should be explicitly asked to consider the impact of congestion and appropriate interventions on all sections of the community.

Legal

44. i. No specific legal implications arise from the proposal to create a Congestion Commission, which itself will help the Council fulfil its relevant duties under highways legislation and air quality requirements.
- ii. The proposed Chair of the Commission has a long term association with Arup Ltd, an employee-owned engineering consultancy which works in many countries and does provide services to the Council. This relationship has been fully

declared and the individual has declared that he has no role in the commercial activities of the company; he will be asked to confirm this in writing before work begins. The Commission will not have direct responsibility for any procurement; if it needs to procure advice (eg on modelling options or financial appraisal) procurement will be conducted by Council officers under Council procurement rules. Commissioners (whether external or elected members) will have no input to the procurement decision making. In this context it is considered there is no conflict of interest arising in appointing Mr Terry Hill as Chair of the Commission.

- iii. Other potential independent members may also have similar relationships with existing or potential suppliers to the Council. They will be asked to confirm in writing that they are not engaged in any commercial work or decision making on behalf of such a company. As at para 44 (ii) Commissioners will not be involved in commercial decision making.

Crime and Disorder

45. There are no Crime & Disorder implications

Information Technology (IT)

46. There are no Information Technology implications

Property

47. There are no property implications

Risk Management

48. The only identified risk is that the Congestion Commission fails to establish a set of strategic recommendations for consideration by the Council. This would mean the effort and resources involved had been wasted. This is best mitigated by:
 - Creating a Commission of high-calibre and experienced individuals to work with elected members and communities
 - Providing sufficient support and resources to enable a robust evidence base and enable effective community participation

Contact Details

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Author's name

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Title

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Dept Name

City & Environmental Services

Tel No.

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Chief Officer Responsible for the report:

As the author

Report Approved



Date

2nd February 2015

Specialist Implications Officer(s) *List information for all*

Implication ie Financial

Implication ie Legal

Name

Name

Title

Title

Tel No.

Tel No.

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

All

For further information please contact the author of the report

Background Papers:

All relevant background papers must be listed here.

Annexes

Annexe One: Draft Terms of Reference for the Congestion Commission

Annexe Two: Short biography Mr Terry Hill

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ANNEXE ONE: TERMS OF REFERENCE OF THE CONGESTION COMMISSION FOR YORK

Purpose

To consider ways to alleviate road congestion in York and make strategic recommendations to the Council.

Scope

- Mechanisms for reducing congestion on the highways of York, especially in the city centre, and in particular options focused on modal shift, parking management and network services; and
- Recommendations for implementing such mechanisms, with particular regard to
 - improving the economic capacity of the city centre,
 - improving its environmental and air quality and
 - enhancing the quality of life of York residents and visitors

Parameters

The Commission will work towards preparing strategic recommendations within certain parameters:

- a timeline to 2041 (consistent with the 15+10 year approach envisaged in the current Publication Draft Local Plan
- assumptions of housing growth not exceeding the annualised average 926 as agreed by the Local Plan Working Group in December 2014 and as far as possible consistent with the emerging Local Plan
- continuing the long-term commitment of York to sustainable travel using all alternative means of transport
- continuing the core importance of the city centre as York's economic motor
- and consistency with the priority economic sectors as set out in relevant strategies and the Strategic Economic Plans of both LEAs
- acceptance of the foreseeable financial constraints on local authorities and central government

Principles of operating

- Independent expertise in the debate and an independent chair
- Cross party participation from elected politicians
- Promoting public engagement and understanding of the issues
- Public and published
- Time limited
- Open-minded: all options on the table
- Evidence based and rigorous in the consideration of options

- Within a budget
- Making recommendations which are technically feasible and financially plausible

Membership

The Commission will have not more than 9 members, of whom not more than 4 will be elected members of City of York Council.

The three largest political parties represented on the Council will each have one nominee, made by the Leader of that party on the Council. The fourth member will be nominated by the remaining members of the Council.

The Chair of the Congestion Commission will be an external and independent expert, who will be appointed by the Cabinet of City of York Council.

The remaining independent members of the Commission will be appointed from a pool approved by the Cabinet by the Director of City and Environmental Services in consultation with the Portfolio Holder for Transport and the Chair of the Commission. They will be asked to contribute their expertise and professionalism to enable York to make a step-change, beyond the already existing interventions, in its management of congestion over the next 25 years.

Timescale and work programme

The Commission is expected to start work after agreement by Cabinet and relevant call-in processes (anticipated in February 2015) and report by the end of October 2015. Its work programme, in particular the work of community participation, will be as approved in outline by the Cabinet.

Resources

The Commission will be expected to oversee the work programme within the budget approved by Cabinet and drawing upon allocated officer expertise.

Remuneration of external Commissioners

External commissioners will all receive the same remuneration of £400 per day plus reasonable travel expenses. Part days will be remunerated pro rata as percentages of an 8 hour day.

ANNEXE TWO: SHORT BIOGRAPHY OF PROPOSED CHAIR OF CONGESTION COMMISSION

Terry Hill has global experience leading, creating and implementing infrastructure and transport strategies and projects that bring benefit to communities. He is a Trustee of the Arup Group owning Trusts, immediate past-President of the International Organisation for Standardisation (ISO), a non-executive Director of Crossrail Ltd and the Transport Systems Catapult innovation centre. He was a founder member of the UK Treasuries Infrastructure UK Advisory Council and has chaired several Government/public sector commissions of enquiry.

A civil engineer and economist, Mr Hill has led many infrastructure investments and has a proven record of achievement in innovative transport. He was previously Chair of the £1.3bn turnover, 12,000 staff Arup Group Ltd and its owning Trusts from 2004 – 2013 and before that led its global Transport Market and Infrastructure Division, where his role centered on consulting, infrastructure and managing major projects.

Originally from Manchester, Terry Hill lives in the UK near London, is married and has three sons. He was awarded the CBE in 2010.

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Cabinet**10 February 2015**

Report of the Assistant Director – Housing & Community Safety
(portfolio of the Cabinet Member for Communities)

New Council House Building – Phase 2**Summary**

1. This report sets out proposals to deliver the second phase of new council homes; seeking approval to pursue the development of a number of sites within the Housing Revenue Account (HRA) and one within the General Fund. The Housing Revenue Account Business Plan has identified a £20m investment fund. Significant funds remain to aid new council house delivery. The proposed new council housing sites within this report are analysed in terms of development potential and challenges to delivery.
2. Whilst this report primarily focuses on the delivery of a second phase of new council housing, it also refers to longer term strategic ambitions. With the quality and quantity of available HRA sites being severely limited and the need for new social housing remaining high, there is a need to further consider the longer term strategic approach to affordable housing delivery in the city.

Recommendations

3. This report asks Cabinet to:
 - a) Approve expenditure of up to £25,000 from the HRA Investment Fund for developing proposed schemes and budgets for Phase 2 of the Council House Building Programme with the aim of bringing forward up to 46 new council homes.

Reason: To allow the council to add a significant number of homes to its existing asset base and help to alleviate the acute housing need in the city.

- b) Note that subject to the proposed scheme being considered the best strategic use for the site and being financially viable and value for money, that permission will be sought to appropriate the Heworth Lighthouse site into the Housing Revenue Account.

Reason: To allow this site to be developed for new council housing whilst generating the appropriate return for the General Fund.

- c) Agree the inclusion of an element of market housing where appropriate on any site where 20 or more new council homes are being created.

Reason: To ensure a mix of tenures to create a mixed and sustainable community and to provide cross subsidy to help fund the delivery of council homes.

- d) Note that an extension of the New Build Project Manager post by 12 months will be sought to enable the project management of the construction sites to be funded from the total scheme cost budget for Phase 2.

Reason: To allow the successful delivery of the project without impacting on the wider Housing Development Team work plan by ensuring the appropriate level of resources.

- e) Note the longer term strategic ambitions of delivering a greater number of new affordable homes across the city with consideration given to alternative vehicles for delivery and the requirements being considered as part of the ongoing strategic review of council and existing HRA assets.

Reason: To help meet more of the housing need in the city and enabling the delivery of homes in a more effective way.

Background

4. In 2012, 19 new council homes were completed at Lilbourne Drive. Following this successful development, proposals were agreed by Cabinet to construct 50-70 new council homes. This is referred to as Phase 1 of new council house building. Further approvals will

result in Phase 1 actually delivering 71 new council homes and 9 for market sale by early 2016. These will be delivered across 7 sites.

This consists of:

- 27 homes at Beckfield Lane (9 for market sale)
 - 8 homes at Hewley Avenue
 - 8 homes at Fenwick Street
 - 8 homes at Chaloners Road
 - 9 homes at Newbury Avenue
 - 6 homes at Pottery Lane
 - 14 homes at the Pack of Cards, Lindsey Avenue
5. All of the homes within Phase 1 will achieve Lifetime Home standards as well as Code for Sustainable Homes level 4. This will ensure the homes meet the changing needs of the occupants and will be more affordable to heat and light.
6. Following all approvals of expenditure to date and including the amendments and additions in the Capital Monitor and Capital Strategy reports on this agenda, the HRA investment fund has £9.37m unallocated from the original £20m included in the HRA Business Plan.

Proposals

7. The HRA Business Plan proposes the development of a further 30 council homes as a second phase of development, the proposals set out within this report will see that increase to 46 new council homes.
8. The need for new council housing is significant across all house types and sizes. It is considered that Phase 2 of the council house building programme should continue to provide a range of house types, with consideration given to:
- Maximising the number of homes on the available land;
 - Local context and surroundings;
 - Priority need as identified in the 2011 Strategic Housing Market Assessment (SHMA¹);
 - The impact of welfare reform changes

¹ York & NY SHMA

9. It is anticipated that all of the homes within Phase 2 will be for social rent, unless HCA funding is secured which would require the rents to be negotiated under the Affordable Rent regime. The aim would be to secure these at a level as close to social rents as possible. It is proposed that the homes will be built to Code for Sustainable Homes Level 4 and incorporating Lifetime Home standards (or equivalent) such that they can more easily and affordably be adapted to meet the changing needs of the tenants.
10. The preference is to develop homes using a 'fabric first' approach, where carbon savings are made through the structure and materials of the building. This minimises the need for technology which results in reduced maintenance liability. However, where significant financial savings can be made, other options will be considered for achieving high environmental standards including the use of renewable energy. Consideration will be given to incorporating an element of market housing into any site that exceeds 20 new homes. This is consistent with the approach taken at Beckfield Lane where 9 homes are for market sale. This approach can help to create mixed and sustainable communities as well as providing a capital receipt which can be used to support the delivery of new council homes.
11. The identification of the sites for phase 2 has proved challenging and there is a recognition that there is a balance required between the need for council housing and ensuring value for money. Against this backdrop longer term strategic options for the delivery of new affordable housing are currently being considered in conjunction with the development of a second phase of new council house building outlined in this report. This includes alternative vehicles for delivery of new homes and the opportunities this may bring, a strategic review of existing housing assets, and input into the corporate asset review which is currently being carried out on all Council land and building assets particularly looking at the larger sites.

Locations

12. All vacant HRA land has been considered as an option for development within Phase 2 of the new council house building programme. From this assessment, 6 individual HRA sites have been brought forward for consideration within this report; one site from the General Fund at Heworth Lighthouse is also being

proposed which, if approved, would be appropriated into the HRA (see below). In selecting these potential development proposals consideration has been given to issues such as planning constraints and the size and location of the sites. Sites have been rejected if they can only accommodate one home as it is considered they would not represent good value for money. The details of the sites are presented in the table below. In 2 cases the site, as set out below, contains more than one area of land which has been packaged up to create a more economically efficient construction programme. The development proposals for consideration are as follows:

Site	Minimum numbers and house type	Maximum numbers and house type	Preferred numbers and house type
Heworth Lighthouse	6 Bungalows	20 Apartments	14 Apartments
Maple Avenue x 3	4 Bungalows	6 Bungalows	6 Bungalows
Ordnance Lane	6 Houses	20 Apartments	20 Apartments
Viking Road Parking Court and Crombie House	6 Houses	4 Apartments and 4 Houses	6 Houses
TOTAL	22	54	46

13. It should be noted at this stage that additional work is required to test the feasibility of the above sites for development. Initial analysis has concluded that they may be viable both practically and economically. Moving forward additional considerations would take place including further analysis of planning and environmental constraints, service and utility infrastructure, and any legal and property considerations such as the legal title and any restrictions on use. Public consultation is required to more fully understand how the above sites are used and whether any of the services or facilities they may provide are required to be retained on site or supplied elsewhere. Following this work a final recommendation will be brought forward setting out the site by site detail and expected total programme costs.
14. A brief summary of each site and an explanation of the proposed house types and numbers based on current information are

presented below. Plans of all sites are within the appendices at the end of this report.

Heworth Lighthouse

15. This site is located along Bull Lane in Heworth and sits between bungalows on Sixth Avenue and the two storey development at Glen Lodge and the four storey Yorkshire Housing apartment development at Poplar Tree Gardens. The site was previously used by the early years support team but this activity has now transferred to the former Burnholme College. The site is brownfield and it is considered that a residential redevelopment scheme would be consistent with the aims of the local plan.
16. The site is owned by the General Fund and, if approved, would be appropriated to the HRA. The site contains a number of mature trees which limit the developable area of the site. Whilst continuing to investigate the best use of the site, it is considered that apartments could be developed on the site to sit comfortably alongside Poplar Tree Gardens. This would make the most efficient use of the site in terms of maximising the number of new homes created. It is considered that a development of 14 new apartments is a realistic development possibility taking into accounts the site's constraints. The other alternative is to create new bungalows which would relate to those on Sixth Avenue. However, this approach would result in a significantly reduced number of new council homes and is considered to under utilise the site's potential. Given that a cost is likely to be associated with appropriating this site into the HRA, only a development of apartments is likely to achieve a reasonable price per home.

Maple Avenue x 3

17. This development proposal consists of a collection of small sites off Maple Avenue in Bishopthorpe. The area is characterised by bungalows and these sites would present a good opportunity to add to the council provision of this much needed house type. All three sites are relatively small and could accommodate two bungalows each. Two of the sites are classified as brownfield land. As three sites packaged up into one building contract there are potential financial savings per unit.

18. Each site has constraints. Based on analysis of available open space in the area the northern-most site is currently classed as amenity open space in the Emerging Local Plan. This site is too small to have been put forward as a housing allocation in the plan. Advice has been sought from the Local Plan team in regards to the principle of developing this site for council housing. The initial feedback raises some concerns about developing bungalows on this site unless alternative amenity open space in the area is provided or it can be demonstrated that it is not needed. At present this site is used to store building materials in conjunction with the modernisation and improvement of some existing council houses in the area.

19. Further south along Maple Avenue are two sites opposite each other. One is occupied by Vernon House with the second site being a car parking court opposite. Vernon House has been used as a community room and small laundrette facility. However, it has recently been closed due to health and safety concerns. The building would require significant investment before it could be brought back into public use. In addition to the improvement costs the facility does not cover its running costs and the council has been subsidising its use over the years. The development of this site would require the demolition of Vernon House. Given the wider issues around the demonstration of need for the area of open space and the impact of closing the community room and laundry, it is proposed to undertake wider community consultation with the local residents and ward councillor to clearly identify the housing and amenity open space needs of this community.

Ordnance Lane

20. This site contains the existing Ordnance Lane homeless hostel. A proposal was agreed by Cabinet in December 2014 to demolish and rebuild the homeless hostel with the remainder of the site being used for new council housing. The area contains buildings up to four storeys in height; there is therefore scope to construct a development which allows more than two storeys of living accommodation on this site. For this reason it is considered that an apartment development would make the most efficient use of this site in terms of housing numbers. Approximately 20 apartments could be developed on this site. The land is a brownfield site, re-using this site for development is supported by the principles set out

in the local plan. The relatively central location and good access to services and facilities would ensure it is a desirable location for tenants requiring apartments.

21. There is the potential for the site to be an effective downsizing development should there be demand in this part of the city. In addition a mixed tenure scheme could be considered incorporating some apartments for market sale. The social implication of building apartments in this location requires further analysis. As an alternative it is considered that around 6 houses may be developed on this site based on current estimates of the amount of the site which will be set aside following the redevelopment of a homeless hostel.
22. An option will be considered as to whether the re-provided homeless hostel and new council homes should be packaged up into one construction contract. There are practical benefits from providing a modular build for the homeless hostel in terms of reducing the construction timescales. It may be feasible to include the provision of new council homes within the same contract. This option provides potential cost savings in terms of economies of scale. However it may add to the timescale for delivery by packaging it up with the provision of the homeless hostel.

Viking Road Parking Court and Crombie House

23. The Ordnance Lane development includes for the re-provision of the existing 7 units (two x 3 bedroom houses and five bedrooms with shared facilities) of temporary homeless accommodation currently provided at Crombie House, Acomb. This therefore presents an opportunity to use the existing site for new council homes. If the existing building is demolished, approximately 4 family sized houses could be erected on this site. The character of the area is family sized housing with front and rear gardens which could be replicated here. This is currently the preferred option as detailed analysis of the potential to convert all or part of the existing building needs to take place. Following this further investigation it may be possible to provide some apartments and houses within the existing building with some new build alongside. This option needs to be considered in terms of feasibility and cost.
24. Two further houses may be accommodated on a garage court on the opposite side of the road. The site currently contains six

garages which would be demolished. At present 2 of the garages are let to people who live locally, 4 are let to people who live more than one mile from the site. Information from Yorkshire Water shows that a public sewer runs through the garage court site. Yorkshire Water require a 4m easement between the sewer and any house which places constraints on the part of the site which can be built on. It is possible to divert the sewer to the edge of the site but the cost of this is not likely to represent good value for money. A consultation is required with local stakeholders to understand the potential loss of amenity from demolishing the garages on this site. Both sites are brownfield land which links positively to the aims of sustainable development in the local plan.

Delivery programme

25. Following Cabinet approval, the anticipated programme for delivery is:

- Bring a further report to Cabinet setting out detailed site by site proposals and anticipated costs by July 2015
- All sites that are to be progressed to have planning applications submitted by October 2015
- Planning permission achieved for all sites by January 2016
- All site issues resolved by January 2016
- Contractors appointed by April 2016
- Last start on site by July 2016
- All sites completed by July 2017

26. It should be noted that the above timescales are very challenging and the programme does not assume any unforeseen delays in resolving issues with the sites and/or achieving planning permission, issues with the procurement process, and any delays to the build programme.

Funding Route

27. There are funds remaining in the HRA Investment Fund as set out in paragraph 5. However, in order to reduce the overall expenditure from the HRA Investment Fund alternative funding streams will be sought and where appropriate utilised. The primary options are the use of Right to Buy receipts, Section 106 commuted sums, Homes and Community Agency grant, and revenues from the sale of

market housing. Right to Buy receipts can be used to fund up to 30% of scheme costs (subject to availability). If sufficient Right to Buy receipts are not in place then HCA grant will be explored. There are remaining commuted sums available and the revenues from the sale of 9 houses on Beckfield Lane.

28. Recent tender returns and market analysis from the Quantity Surveyor shows that the projected scheme costs for Phase 2 will be higher than Phase 1. Engaging with small local contractors in developing homes which meet Lifetime Home standards and Code for Sustainable Homes Level 4 across a number of small constrained sites requires significant resource. Whilst these quality standards require a higher capital investment they will bring long term savings in terms of maintenance and adaptation costs as well as saving money for tenants in terms of utility bills.
29. There has been significant general inflation within the construction markets. The Building Cost Information Service (BCIS) show that tender prices have increased by 10% in the 15 month period from Dec 2013. In addition, it is anticipated that a cost will be associated with the appropriation of Heworth Lighthouse into the HRA from the General Fund. Further work will take place in terms of investigating potential cost savings by packaging sites up into a single contract. Construction methods will be analysed to see if further savings can be achieved by moving away from a more traditional approach. All available opportunities for value engineering and general cost reduction will be fully explored and utilised where suitable whilst achieving the required standards and quality of the homes considering whole lifecycle costs.
30. Proposed costs for the delivery of the new council homes will be set out in the next Cabinet report as outlined in the delivery programme.

Procurement

31. Architect - A tender exercise will be required to appoint an architect to produce full planning applications for the sites which are taken forward.
32. Employers Agent (EA) and Quantity Surveyor (QS) – A separate tender process is required for the appointment of an EA and QS to work with the Housing Development team to deliver these projects.

The appointment will be in accordance with the council's framework following advice from the Procurement team.

33. Contractor – There are a number of potential approaches to employ a contractor to undertake the work. It is proposed that if Cabinet agrees to work up the detail of Phase 2 of the Council House Building Programme analysis will be undertaken to consider the most appropriate approach to employing a contractor. Procurement options include:

- One contractor to undertake the whole programme bringing with it the potential to develop a longer term relationship (if this route was taken it would be on the understanding that the use of local labour was expected)
- Procure a number of contractors to build the new houses. Consideration will be given to packaging up more than one site into a single contract in order to create greater cost efficiencies. However, this will need to be considered against the council's aim of appointing small to medium sized local contractors.
- Consideration of delivering the whole of Phase 2 via modular off site construction methods. If this option was chosen it is more likely to make the tender attractive to suppliers as the whole programme would be with a single supplier.
- Consideration will be given to utilising a 'Design and Build' contract rather than client led.

34. A procurement strategy will be developed to consider the above ensuring that any contractor is capable of delivering the schemes. Ordnance Lane may require a different procurement strategy if the council housing is packaged up into the same contract as the modular build of the replacement homeless hostel.

Resources

35. In terms of taking the project forward in the short term a sum of £25,000 is sought to work up schemes for the sites identified. This sum would cover fees for architect work, pre-application planning submission, Phase 1 site investigation work to understand the likelihood of contamination being present, and quantity surveyor work to provide an estimate for individual site and total scheme costs. The quantity surveyor work will include consideration of both

traditional and modular build construction options. This work will allow a report to be brought before Cabinet in the summer outlining:

- Development options considered acceptable in principle by the Local Planning Authority including details of house types and numbers
- Individual site cost estimates including both traditional and modular build options (taking on board utilities information, likelihood of contamination being present, and based on written planning advice)
- Total scheme cost estimates if the sites are packaged up into a single building contract

36. The above work is required as part of any development proposal of this nature. Carrying out the work at this stage reduces the cost of the next stage of the development process in terms of obtaining planning permission and going out to tender. Some of the work and associated costs in submitting a planning application will have already been completed. Funds will only be spent on proposals for the above named sites as long as they are considered suitable for development and viable. The £25,000 budget ask is based on all schemes being brought forward as a firmed up development options within the subsequent Cabinet report in the summer.

Communication/consultation strategy

37. All relevant Ward Members will be contacted to inform them of the sites being considered and to get their initial views. Members will be kept informed on the progress of any proposals, and in the case of the proposed development at Maple Avenue at Bishopthorpe be involved in the wider community consultation. Before each planning application is submitted a public information event will be arranged where the plans will be on display for members of the public and other interested parties to view. A further public information event will take place prior to start on site to introduce the local community to the contractor. Where garage courts are to be demolished the licensees will be contacted individually to discuss the proposals and inform them of their options.

Options

38. There are two options to consider with a recommendation of following Option 1

- **Option 1**- To approve the working up of Phase 2 of the Council House Building Programme utilising a budget of £25,000 from the HRA Investment Fund with the aim of bringing forward up to 46 new council homes on the sites identified
- **Option 2** – To not undertake any preparatory work to develop a Phase 2 of the Council House Building Programme until longer term considerations of delivery models has been undertaken.

Analysis

39. A significant amount of analysis of the options is contained within the body of the report.
40. **Option 1**- This option will allow the Housing Development Team to bring forward proposals to add a number of homes to its existing asset base and to help alleviate the acute housing need in the city. There is an identified need for 790 new affordable homes per annum as set out in the York & North Yorkshire SHMA 2011, and whilst this project will not solve that need it will contribute new high quality homes across a range of house types.
41. **Option 2** – The development of alternative delivery models for new council homes may bring opportunities that are currently not available to the council. However, this report is not proposing a particular procurement or delivery model, but working up a number of potential development sites that can deliver new council housing, this work will need to be undertaken regardless of the delivery route. Choosing this option would result in a significant delay in bringing forward much needed new council housing.

Council Plan

42. Any approval to progress with new council housing has a positive impact on four of the five council priorities.
43. **Create jobs and grow the economy** –Investment in the construction industry has a direct positive impact on economic activity, with every £1 spent generating a total of £2.84 in extra

economic growth². Any procurement route chosen will consider the appropriateness of local labour and the requirement for development of apprentices.

44. **Build strong communities** – New council housing will provide high quality accommodation for those unable to access housing on the open market. The inclusion of market housing at Ordnance Lane could introduce a mix of tenures to create mixed, sustainable communities. Access to high quality housing in places where people want to live at a price they can afford is a key tenet of the Housing Strategy (2011-15), and is crucial to happiness and well-being.
45. **Protect vulnerable people** – The new homes will be built to Lifetime Homes standards which are designed to adapt with people's changing care needs, enabling them to remain in their own home and be independent for as long as possible. The new homes will be built to Code for Sustainable Homes Level 4 which will significantly reduce the utility bills for residents.
46. **Protect the environment** – The new homes will be built to Code for Sustainable Homes Level 4, which exceeds the council's mandatory requirement to meet code 3 and will reduce carbon emissions on the completed homes and throughout the build process.

Implications

47. The following implications have been identified:
 - (a) **Financial** – A budget of £25,000 is sought to obtain planning advice based on architect's drawings and to devise scheme budgets based on detailed quantity surveyor work. A separate report will be brought before Cabinet in the summer seeking a development budget including an extension of the current role of the New Build Project Manager by 12 months at Grade 9. This will be funded through the HRA Investment Fund, the use of money from the sale of market houses at Beckfield Lane, Right to Buy Receipts and/or HCA funding if available, and commuted sums.

² Cambridge Centre for Housing and Planning Research, 'Funding Future Homes – an evidence base' 2012

- (b) **Human Resources** – An extension to the current temporary secondment for the role of New Build Project Manager by 12 months will be sought.
- (c) **Equalities** - It is considered that there are no negative equalities implications. The report is asking for permission to work up potential schemes and consult with the community and bring back a report in the summer outlining specific proposals. Full CIA's for any programme of building will be undertaken at this point in time.
- (d) **Legal** – The Council has the power, under section 9(1) of the Housing Act 1985, to build new houses. If the Authority decide to sell any of the housing, the Secretary of State's consent will be required pursuant to s32. General consents have, however, been granted by the Secretary of State and are contained in the General Consents 2013. This allows disposals of vacant dwellings at market value to persons who will use the property as their principal home

If land is to be sold section 123 Local Government Act 1972 requires the Authority to obtain the best consideration reasonably obtainable for any disposal, but disposals at less than best consideration can be made pursuant to the Local Government Act 1972: General Disposal Consent (England) 2003, provided the Authority consider that the disposal is likely to contribute to the achievement of the objective of promoting or improving the economic, social, or environmental well-being of its area or residents; and the difference between the unrestricted value of the land and the consideration does not exceed £2 million

European state aid rules must also be complied with in respect of any disposals for less than market value which might impact on trader between Members states.

The appointment of the developer and the various technical consultants will need to be procured and contracts will be prepared by Legal Services

- (e) **Crime and Disorder** – There are no crime and disorder implications.

- (f) **Information Technology** – There are no IT implications
- (g) **Property** – The appropriation of Heworth Lighthouse from the General Fund to the HRA will only be effective following the working up of the schemes and proposed costing. There are a number of issues associated with each of the sites including the legal title, any restrictions on use, environmental and planning considerations which will need to be further investigated and dealt with to ensure each site is ready to be developed without delay once a contract is awarded. If this further investigation results in a matter which cannot be resolved and would as a result prevent the development of that site for housing then the scheme will need to be re-designed or alternative sites will need to be considered
- (h) **Other** – There are no other implications.

Risk Management

- 48. The project to deliver 46 new council homes across 7 sites by summer/autumn 2016 carries a number of risks. It is a multi-million pound project that has a tight delivery timescale through complex delivery mechanisms. The council will need to procure consultants and contractors, resolve issues affecting the development of the sites, achieve full planning permission, and build a significant number of new homes across multiple sites. In addition, packaging up the Ordnance Lane council house development with the construction of a replacement homeless hostel has the potential to add further complexity to the delivery of new council homes. These all pose challenges to project delivery and the consequent impact on the reputation of the council.
- 49. To mitigate these risks the project must be properly resourced. Cross directorate support and commitment will be required to ensure each directorate meet their identified and agreed delivery timescales, and the existing 'New Build Project Manager' post will need to be extended within the Housing Development Team to project manage the construction of the schemes.

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**Report
Approved**

Date 29th January 2015

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

All

For further information please contact the author of the report

Background Papers

Cabinet Report - Get York Building – A Case for Change

Cabinet Report - The replacement of Ordnance Lane Homeless Hostel

Annexes

Appendix A – Heworth Lighthouse site plan

Appendix B – Maple Avenue sites x 3 site plan

Appendix C – Ordnance Lane site plan

Appendix D – Viking Road Parking Court and Crombie House site plan

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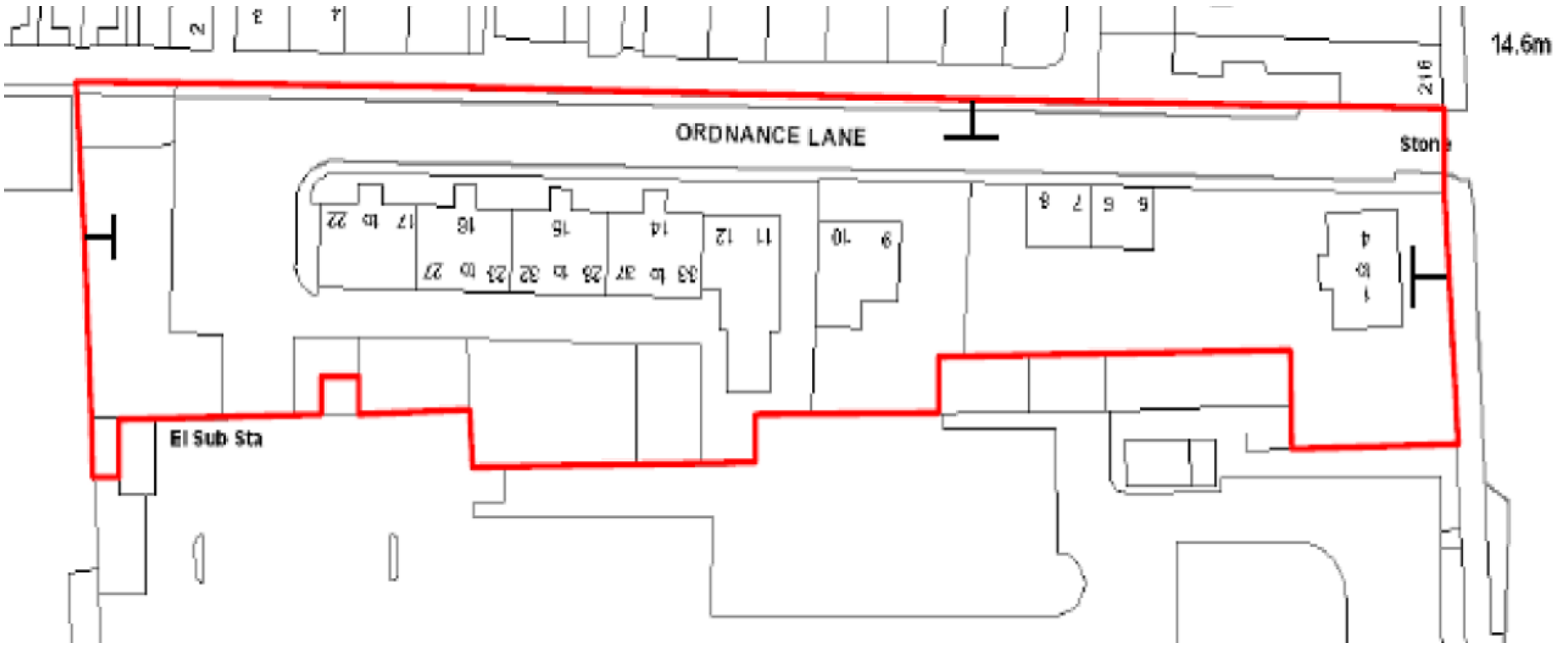
Appendix A Heworth Lighthouse



Appendix B
Maple Avenue sites x 3



Appendix C
Ordnance Lane



Appendix D
Viking Road Parking Court and Crombie House





Cabinet

10 February 2015

Report of the Director of Communities & Neighbourhoods and Interim Director of City and Environmental Services (Portfolio of the Cabinet Member for Communities)

Implementation of the Better Homes Contract - York

Purpose of the report

1. To inform Cabinet of the implementation of the Better Homes York Contract to improve energy efficiency of private sector homes and reduce fuel poverty and carbon emissions. The report also asks Cabinet to consider the impact of the contract and the implications for wider services namely the Yorkshire Energy Partnership.

Recommendations

2. Cabinet are asked to:
 - To note progress to date of the **Better Homes – York** scheme and to receive annual progress reports
 - Acknowledge the change in the relationship with YEP as a result of the new scheme and to agree to option1 to withdraw from YEP

Reason - To ensure that CYC can take full advantage of the **Better Homes- York** Scheme promoting energy efficiency measures across all sectors to reduce fuel poverty and carbon emissions without being breach of any exclusivity clause and ensuring that there is no conflict should YEP become a delivery partner for KSW.

Background

Update on Better Homes-York

3. Following Cabinet approval on the 7th October, Officers have been working with the Leeds City Region (LCR) negotiating the finer details of the framework agreement of the programme to deliver energy efficiency

measures to private sector homes. This agreement was signed by the Council on 19th December 2014. The programme aims to, across the region, deliver a minimum of 14,000 green deal measures to 12,000 homes over the first 3 years of the contract, with a minimum of 800 of those homes being in the York area. The contract has been awarded to a consortium of Keepmoat, Willmott Dixon and Scottish and Southern Electricity (KSW).

4. This has been an unusual procurement as the Council has not purchased anything instead; through competition the KSW obtained the **exclusive** use of each LCR Council endorsement of the scheme. By obtaining the council's branding, access to customer/stock data and marketing channels for the length of the Call-Off Contract, will help the KSW discharge their Energy Company Obligation ¹ (ECO)
5. Marketing and promotion is the responsibility of KSW. Working in partnership with councils, the brand **Better Homes Yorkshire** has been adopted for the overall programme. In York it will be called **Better Homes – York**.
6. The scheme will allow private householders across the city to access a branded value and quality driven contractor to carry out appropriate work to their home. Stringent quality control of the work and the financial packages available should help to provide confidence and encourage take up by householders. The scheme is not just about improving private homes but is also open to the Council for our own housing stock and non domestic stock/ businesses within the city.
7. A three month mobilisation period has begun with KSW. To launch the scheme in York, KSW will offer 80 Green Deal Communities Fund Vouchers. These will help with the costs of installing measures and will be worth £750 per resident. In addition a private home will be retrofitted with up to £15k worth of funding energy efficiency measures and will become a demonstration show house. KSW will also establish a regional call centre and interactive website. During this period we are working with KSW and Harrogate, Craven and Selby to ensure that we have a longer term bespoke marketing and delivering campaign for our residents and in particular that we are prepared for any future funding and initiatives. For example we are aware that the Government will be

¹ ECO places legal obligations on the larger energy suppliers to deliver energy efficiency measures to domestic energy users. It operates alongside the Green Deal which is designed to help people make energy efficiency improvements to buildings by allowing them to pay the costs through savings made on their energy bills rather than upfront. Customers have the option to use other sources of finance to fund measures (personal loans, savings, etc). They are under no obligation to take out a Green Deal loan. ECO subsidies are provided to householders to install energy efficiency improvements to enable the energy companies to discharge their commitments under the Obligation

releasing further Green Deal Home Improvement Vouchers in April 2015 and by working together our intention is to promote the offer to residents to maximise take up.

Update on Yorkshire Energy Partnership (YEP)

8. Members will be aware that City of York Council part owns the organisation known as Yorkshire Energy Partnership (YEP) and Cllr. Merrett represents the council as a Director on the board. The Yorkshire Energy Partnership Ltd is a not-for-profit organisation owned and supported by City of York Council, Craven District Council, Hambleton District Council, Harrogate Borough Council, Richmondshire District Council, Ryedale District Council, Scarborough Borough Council, Selby District Council, North Yorkshire County Council, Leeds Beckett University and Joseph Rowntree Housing Trust. The company is a company limited by guarantee and City of York's liability is £1.
9. It should be noted that the Council does not generate revenue from this company and has an annual service level agreement with YEP for the value of just under £11k. Working together we have been very successful in the past drawing down funding both for the city and for other North Yorkshire councils. However the recent changes to funding in particular ECO and the Grant conditions associated with government funding has resulted in few measures to private homes in the last year. The Better Homes Programme has been procured to ensure that it can take advantage of current funding opportunities and is flexible enough to take advantage of any future funding opportunities. However the Better Homes programme has exclusivity rights, and means that CYC can not work with other contractors to promote energy efficiency in the private housing stock and this includes YEP.
10. The Council's Building Services team will continue to work with YEP on completing surveys and installation measures for loft and cavity wall insulation to council owned housing stock. A second phase of this project was commissioned by Building Services last summer covering a further 3500 dwellings and to date approx 40% of properties have been surveyed with resulting measures undertaken. It is anticipated that the survey process and follow on installation works will be complete by April 2015, with a full data transfer of the resultant findings into the Asset Management system taking place in May/June 2015. Monthly meetings between Building Services and YEP are arranged in order to keep progress under review until close out of the project.
11. From discussions with the YEP Chief Executive, we are aware that the KSW bid included YEP as a potential delivery partner, providing lead

generation and customer call handling services; however at the time of writing KSW have not yet confirmed that this arrangement is still valid. Officers have asked both KSW and YEP to advise what their long term arrangements/relationship will be. It is also known that it is the intention of YEP to continue to deliver schemes in York without the support of the council

12. The council now needs to explore future roles and relationships with YEP.

Options

13. Following the council signing up to the Better Homes Programme there are clear impacts on the council's relationship with the Yorkshire Energy Partnership. The Cabinet are being asked to consider the following 3 options:

- **Option 1:** To completely withdraw from the YEP
- **Option 2:** To become an Associated Member of YEP
- **Option 3:** To maintain the current status

Analysis

14. The analysis seeks to advise members what the advantages / disadvantages are to the council and similarly for YEP.

Option 1 – To completely withdraw from YEP

15. The advantages associated with option 1 for the Council are:

- Fully Compliant with the exclusivity clause, there is no potential legal conflict regarding YEP being a delivery partner for KSW.
- The funding directed to YEP to be used to ensure delivery of Better Homes- York.
- It is simple for residents to understand - clear customer journey and the new project partner can take advantage of the wider support of the LCR when identifying new funding opportunities.

16. The risks associated with option 1 for the Council are:

- The loss of a local advice centre for CYC (if not part of KSW bid).
- The loss of a known major and successful project partner, LCR.
- Loss of grant fund identification and subsequent bid writing partner. Although it should be noted that the more recent bids have been

through the LCR. There is also the potential to have a reduced ability to call on YEP resources to deliver works/ support for the authorities at a time of continued LA staff cuts and reduced funding.

17. The advantages of option 1 for the YEP are:

- Freedom to approach private sector residents and schools without first having to seek LA approval. (Which currently slows down the process). The YEP will be able to follow their own procurement regime.

18. The risks associated with option 1 for the YEP are:

- The loss of Service Level Agreement funding from CYC to the YEP which may result in the potential reduction in staff.
- A potential reduction in reputational value (YEP would no longer cover all N. Yorkshire LAs).
- The loss of LA endorsement on marketing material and potential reduction in the number of measures installed along with the commensurate income.
- They would also see a loss of a major project partner (e.g. DECC funded projects) and LA support on technical matters.
- With the council withdrawing from the partnership they would also see the loss of Board members and Executive Group member.

Option 2- To consider being an Associated Member of YEP

19. It should be noted that YEP advised that the council could continue to support the partnership by being an associate member but no detailed proposal was received.

20. The advantages associated with option 2 for the Council are:

- Enables CYC to support a local partner at a reduce rate.

21. The risks associated with option 2 for the Council are:

- Potential conflict regarding YEP being a delivery for KSW.
- Cost of developing the new 'associated' partnership with YEP to ensure that we are not in breach of the exclusivity clause of the **Better Homes – York scheme.**

22. The advantages associated with option 2 for YEP are:

- Receipt of Service Level Agreement Funding albeit at a reduced rate.
- No loss of reputational value.
- LA support having regard to matters outside of the Better Homes Scheme.

23. The risks associated with option 2 for YEP are:

- Loss of freedom to approach private sector residents and schools without first having to seek LA approval. (which currently slows down the process).
- Cost of developing new 'associated' partnership agreements.
- Reduction in SLA funding potential risk to staff.

Option 3 – to maintain the current status

24. The advantages associated with option 3 for CYC are:

- Continue to directly support a local organisation

25. The risks associated with option 3 for CYC are:

- Potential to be in breach of the exclusivity clause of the Better Homes Schemes.
- Unclear customer journey.
- Schemes which could be developed relating to our own housing stock and non domestic estate and business in York need to follow proper procurement.
- Potential conflict of interest.
- Cost of developing a shareholders agreement which clearly outlines roles and responsibilities.
- Unable to adequately fund the delivery of the scheme locally.

26. The advantages associated with option 3 for YEP are:

- Will maintain SLA Funding.
- Potential partner for schemes not covered by the Better Homes Scheme.

27. The risks associated with option 3 for YEP are:

- Loss of freedom to approach private sector residents and schools without first having to seek LA approval. (which currently slows down the process).
- Cost of developing new 'associated' partnership agreements.

Consultation

28. We have been in discussion with the Chief Executive of YEP and have been advised about the risks outlined above.
29. The Chief Executive and the Leader has received regular briefings on the LCR business model and all decision have been taken following the formal democratic process.
30. We have discussed with the three other LCR participating North Yorkshire councils our plans and how we can work together to delivery the Better Homes programme effectively and efficiently.

Council Plan

31. **Better Homes –York** will support and contribute to the aims of the following Council Plan Priorities:
 - Create Jobs and Grow the Economy – has the potential to ensure that jobs and apprenticeships are created and maintained in the region.
 - Get York Moving – Housing provision of the right type and affordability makes York an attractive place to live and promotes quality of life for the community
 - Builds Strong Communities – Contributes to sustainable neighbourhoods and communities
 - Protects Vulnerable People – Ensures that the council has input in so that the most economically and socially vulnerable households are targeted and fuel poverty is reduced
 - Protects the Environment – Directly contributes to this priority especially the reducing carbon emissions objective by the introduction of the energy efficiency measures to homes throughout the city, thus reducing the amount carbon they emit from heating and powering their homes.

It also will support the city's climate change action plan. It also contributes towards the local housing priorities within the City of York Housing Strategy 2011-2015 and particularly with the objectives of Strategic Aim 5 of the Draft York Private Sector Housing Strategy 2014-2019.

Implications

Financial and Procurement Implications

32. A successful DiF bid in March 2013 has covered City of York Council's share procurement costs and also enabled £5k to purchase energy performance data of the stock and collate and analyse data to target the **Better Homes- York** scheme in the city.
33. A successful LCR Green Deal Communities bid has funded both the vouchers and the cost of the work to provide a show home to support the mobilisation and launch of **Better Homes- York**.
34. The fees generated from **the Better Homes – York** scheme and the potential to redirect the funding which has been used to support YEP will enable York and the other 3 councils of North Yorkshire to fully fund a joint sub regional project delivery officer to support the delivery of the Better Homes scheme.

Human Resources Implications

35. To employ a sub- regional Better Homes project delivery manager working with KSW and the other councils to ensure success of the scheme.
36. At the time of writing it is unclear from the discussions with YEP's Chief Executive what the impact will be on the organisation.

Equalities Implications

37. A Community Impact Assessment has been completed and is attached as Appendix 1. **Better Homes –York** including ECO and the Green Deal Home Improvement Fund is the only option available for residents who want to improve the energy efficiency of their home and reduce fuel poverty, following the demise of current government programmes such as CESP/CERT and Warmfront.

Legal Implications

38. If Option 1 is agreed it will be necessary to negotiate and complete a withdrawal agreement setting out the Parties' share of past and future liabilities and assets.

Should Option 2 or 3 be the preferred option it is recommended that a shareholder agreement be entered into to out-line the future governance and decision making arrangements, as no such agreement exists at present.

Risk Management

39. The risks associated with these options are set out within the body of the report.

Contact Details

Authors:	Chief Officers Responsible for the report:		
Ruth Abbott Housing Standards and Adaptations Manager 554092 Jacqui Warren Sustainability Officer 551666	Sally Burns Director of Communities & Neighbourhoods Sarah Tanburn Interim Director of City and Environmental Services		
	Report Approved	√	Date 29 th January 2015
Specialist Implications			
Glen McCusker Deputy Head of Legal Services 551048	David Gladders Accountant (CANS/CES) 551101		
Tom Brittain Head of Housing Services 551262	Nick Ross Contracts Manager 555538		
Wards Affected: All			√
For further information please contact the authors of the report			

Background papers

Source Papers	Location
LCR Green Deal scheme - 1 st July 2014 LCR Green Deal Scheme - 11 th April 2013 LCR Green Deal Scheme - 7 th February 2013 LCR Green Deal Business Case - 6 th Dec 2012 Options for Delivering and Financing the Green Deal - 2nd Feb 2012	www.leedscityregion.gov.uk

Annexes

Appendix 1 – Community Impact Assessment

List of Abbreviations used in the report:

CESP/CERT- Community Energy Savings Programme/Carbon Emissions Reductions Target

DECC – Department of Energy & Climate Change

ECO - Energy Company Obligation

KSW _ Keepmoat, Willmott Dixon and Scottish and Southern Electricity

LA – Local Authority

LCR - Leeds City Region

YEP - Yorkshire Energy Partnership

SECTION 1: CIA SUMMARY
Community Impact Assessment: Summary

1. Name of service, policy, function or criteria being assessed: The retrofitting of energy efficiency measures to homes and non- domestic properties throughout the city

2. What are the main objectives or aims of the service/policy/function/criteria?

To implement the Leeds City Region Framework agreement to deliver green deal energy efficiency measures throughout the city

3. Name and Job Title of person completing assessment:

Ruth Abbott Housing Standards and Adaptations Manager

4. Have any impacts been Identified? (Yes/No)

Yes

Community of Identity affected:

Age, disability;
Pregnancy/Maternity

Summary of impact:

5. Date CIA completed: Ruth Abbott and Jacqueline Warren

6. Signed off by: Steve Waddington

7. I am satisfied that this service/policy/function has been successfully impact assessed.

Name: Steve Waddington

Position: Assistant Director – Housing & Community Safety

Date:

8. Decision-making body:
Cabinet

Date:
7th October 2014

Decision Details:

Send the completed signed off document to ciasubmission@york.gov.uk It will be published on the intranet, as well as on the council website.

Actions arising from the Assessments will be logged on Verto and progress updates will be required

Community Impact Assessment (CIA)

Community Impact Assessment Title:

The retrofitting of energy efficiency measures to homes and non-domestic properties throughout the city

What evidence is available to suggest that the proposed service, policy, function or criteria could have a negative (N), positive (P) or no (None) effect on quality of life outcomes? (Refer to guidance for further details)

Can negative impacts be justified? For example: improving community cohesion; complying with other legislation or enforcement duties; taking positive action to address imbalances or under-representation; needing to target a particular community or group e.g. older people. NB. Lack of financial resources alone is NOT justification!

Community of Identity: Age

Evidence		Quality of Life Indicators	Customer Impact (N/P/None)	Staff Impact (N/P/None)
Data from the Business Intelligence Hub Landmark data regarding Energy Performance Certificates Fuel Poverty Data Private Sector Stock Condition Survey 2008		Longevity; Physical Security; Health; Standard of Living; Individual, family and social life	Positive	None
Details of Impact	Can negative impacts be justified?	Reason/Action	Lead Officer	Completion Date

<p>Positive Evidence shows that older people are more likely to suffer from fuel poverty. The green deal contract aims to alleviate this through retrofitting of energy efficiency measures including simple measures such as loft and cavity wall insulation to more complex installations such as solid wall insulation. This will result in reduce fuel bills, provide warmer homes and reduction in cold – related illnesses</p> <p>Negative There may be some additional costs which are not fully covered by the scheme and older people maybe asked to contribute towards the shortfall. In addition we are aware from other schemes that older people are uncomfortable with the upheaval caused by the installation of measures such as loft insulation e.g. the creation of a loft hatch and the removal of items from the loft space.</p>	<p>No</p>	<p>Explore with the preferred bidder their support towards older people including financial assistance where there is a shortfall and practical support to help them have the measures installed.</p>	<p>The new sub regional post</p>	<p>Following the call off the contract</p>
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Community of Identity: Carers of Older or Disabled People

Evidence		Quality of Life Indicators	Customer Impact (N/P/None)	Staff Impact (N/P/None)
N/A				
Details of Impact	<i>Can negative impacts be justified?</i>	Reason/Action	Lead Officer	Completion Date

Community of Identity: Disability

Evidence		Quality of Life Indicators	Customer Impact (N/P/None)	Staff Impact (N/P/None)
Data from the Business Intelligence Hub Landmark data regarding Energy Performance Certificates Fuel Poverty Data Private Sector Stock Condition Survey 2008		Longevity; Physical Security; Health; Standard of Living; Individual, family and social life	P	None
Details of Impact	<i>Can negative impacts be justified?</i>	Reason/Action	Lead Officer	Completion Date

<p>Positive</p> <p>Evidence shows that disabled people are more likely to suffer from fuel poverty. The green deal contract aims to alleviate this through retrofitting of energy efficiency measures including simple measures such as loft and cavity wall insulation to more complex installations such as solid wall insulation. This will result in reduce fuel bills, provide warmer homes and reduction in cold – related illnesses</p> <p>Negative</p> <p>There may be some additional costs which are not fully covered by the scheme and disabled people maybe asked to contribute towards the shortfall. In addition we are aware from other schemes that disabled people are uncomfortable with the upheaval caused by the installation of measures such as loft insulation e.g. the creation of a loft hatch and the removal of items from the loft space.</p>		<p>Explore with the preferred bidder their support towards disabled people including financial assistance where there is a shortfall and practical support to help them have the measures installed.</p>	<p>The new sub regional post</p>	<p>Following the call off the contract</p>
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Community of Identity: Gender

Evidence		Quality of Life Indicators	Customer Impact (N/P/None)	Staff Impact (N/P/None)
N/A				
Details of Impact	<i>Can negative impacts be justified?</i>	Reason/Action	Lead Officer	Completion Date

Community of Identity: Gender Reassignment

Evidence		Quality of Life Indicators	Customer Impact (N/P/None)	Staff Impact (N/P/None)
N/A				
Details of Impact	<i>Can negative impacts be justified?</i>	Reason/Action	Lead Officer	Completion Date

Community of Identity: Marriage & Civil Partnership

Evidence		Quality of Life Indicators	Customer Impact (N/P/None)	Staff Impact (N/P/None)
N/A				
Details of Impact	<i>Can negative impacts be justified?</i>	Reason/Action	Lead Officer	Completion Date

Community of Identity: Pregnancy / Maternity				
Evidence		Quality of Life Indicators	Customer Impact (N/P/None)	Staff Impact (N/P/None)
Data from the Business Intelligence Hub Landmark data regarding Energy Performance Certificates Fuel Poverty Data Private Sector Stock Condition Survey 2008		Longevity; Physical Security; Health; Standard of Living; Individual, family and social life	P	None
Details of Impact	<i>Can negative impacts be justified?</i>	Reason/Action	Lead Officer	Completion Date
Positive Evidence shows that pregnant/and young				

<p>babies are more susceptible to extreme temperatures (hot /cold) The green deal contract aims to alleviate this through retrofitting of energy efficiency measures including simple measures such as loft and cavity wall insulation to more complex installations such as solid wall insulation. This will reduce the impact of adverse weather.</p> <p>Negative</p> <p>There may be some additional costs which are not fully covered by the scheme and people maybe asked to contribute towards the shortfall.</p>		<p>Explore with the preferred bidder their support including financial assistance for where there is a shortfall and practical support to help them have the measures installed.</p>	<p>New Sub Regional Post</p>	<p>Following the call off the contract</p>
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Community of Identity: Race				
Evidence		Quality of Life Indicators	Customer Impact (N/P/None)	Staff Impact (N/P/None)
N/A			P	None
Details of Impact	<i>Can negative impacts be justified?</i>	Reason/Action	Lead Officer	Completion Date

Community of Identity: Religion / Spirituality / Belief

Evidence		Quality of Life Indicators	Customer Impact (N/P/None)	Staff Impact (N/P/None)
N/A			P	None
Details of Impact	<i>Can negative impacts be justified?</i>	Reason/Action	Lead Officer	Completion Date

Community of Identity: Sexual Orientation

Evidence		Quality of Life Indicators	Customer Impact (N/P/None)	Staff Impact (N/P/None)
N/A			P	None
Details of Impact	<i>Can negative impacts be justified?</i>	Reason/Action	Lead Officer	Completion Date

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Cabinet**10 February 2015**

Report of the Assistant Director – Housing & Community Safety
(Portfolio of the Cabinet Member for Communities)

Private Rented Sector Consultation - Review**Summary**

- 1 The purpose of this report is to inform cabinet of the results from the consultation regarding the private rented sector in relation to the review of the YorProperty Voluntary Landlord Accreditation Scheme.

Recommendations

- 2 Cabinet are asked to:

- Approve option (ii) Continue with the current service with the accreditation scheme and other initiatives to support a healthy private rented sector and to carry out further detailed consultation focusing on those groups which didn't respond and commission the BRE to provide an updated picture of the condition of the stock to provide a more complete picture of the private rented sector for members to make a judgement.

Funding for this work to be considered as part of the 2015/16 budget process.

Reason: To maximise the contribution made by the private rented sector in York towards meeting current and future need through tailored, targeted and proportionate intervention and support, designed to secure safe, well managed and decent accommodation.

Background

- 3 As the city's population has grown by 9.2% since 2001, the private rented sector (PRS) is becoming an increasingly important part of the whole housing market, particularly when considering the provision of affordable housing for residents. The 2011 census found 14,980

privately rented households in York. Through its Housing Strategies the Council is committed to supporting and improving the PRS, which makes up an estimated 18% of the housing stock in the city.

- 4 In addition, private tenants are becoming a more diverse group including higher proportions from every income bracket and household type, including families. There are a number of sub-markets in York including students, young professionals, lower and middle income families as well as vulnerable groups.
- 5 The last Private Sector Stock Condition Survey (PSSCS) carried out in 2008 had a statistically low number of Houses in Multiple Occupation included and since then the wider PRS has grown and changed. It is important to have more up to date information about the condition of the sector.
- 6 The 2008 PSSCS found that properties in the private rented sector were in the poorest condition of all the sectors in York. We have used this information to direct our work initially in the Private Sector Strategy 2008-2013 and the work outlined in the draft Private Sector Strategy 2014-2019. However we are concerned that this data is now dated and is becoming increasingly unreliable. To undertake a full stock condition survey would be very expensive, however up to date information is critical to ensure that we are targeting our resources effectively. As part of our work within the Leeds City Region, we have the opportunity to commission the Building Research Establishment (BRE) to undertake stock condition modelling and there is an opportunity to benefit from a discount by combining this work with other local authorities. This work could also include a Health Impact Assessment.
- 7 A report to the cabinet member in August, 2014 recommended carrying out a citywide consultation exercise to gather more data about the sector to help make recommendations regarding future involvement and service delivery planning.

Consultation

- 8 The consultation was undertaken from the 15th October to the 21st November. Given the nature of the different groups being consulted, the wider community, stakeholders, tenants, landlords and letting agents, this took the form of an electronic survey offered on the Council website and via a publicised link. A paper copy was also made available if required and groups were offered the option of a drop in

session at their venues where appropriate, although no-one took up this offer. This was advertised on the council website, via Twitter and press release and was forwarded by e-mail to a number of groups, individuals, partners and stakeholders to pass on to their mailing lists and members (Appendix A). The consultation was also promoted at events during housing week.

- 9 In total over 450 responses were received, of which 304 were fully completed. This was made up of 219 landlords, 17 letting agents, 27 stakeholders and 159 individuals, including 125 tenants, 34 residents from the wider community. The majority of the incomplete responses included useful information included in the study of results.
- 10 It is also clear from the consultation that there is a split picture when considering the view of standards of the PRS in York, with no landlords or agents in the city feeling that any of the properties within the PRS were of poor or very poor standards, something which is very difficult to explain especially when you consider that the 2008 PSSCS identified that 28.3% of homes in the PRS were non-decent. This is clearly an area which needs to be explored further to understand why there is such a differing view from this group. For example the Building Research Establishment (BRE) could be commissioned to provide an updated picture of the condition of the stock to provide a more complete picture of the private rented sector.
- 11 Whilst the consultation provided good and statistically valid information from landlords, letting agents and tenants who were not students, the poor response from the wider community and the shared student sector means that the picture is incomplete and further work will be necessary to confirm findings from these sectors.
- 12 Members may want to note some general messages from across all respondents were:

The Standard of the Private Rented Sector in York (%)

	Very Good	Good	Average	Poor	Very Poor
Agent	33.3	44.4	22.2	0	0
Landlord	17.1	56.1	26.8	0	0
Tenant	1.1	29.3	46.7	15.2	7.6
Stakeholder	9.1	18.2	45.5	27.3	0
Community	14.3	17.9	50	14.3	3.6
Overall	12.2	42.8	35.5	6.9	2.6

The Overall Impact that Private Rented Sector Properties have on parts of York (%)

	Very Good	Good	Average	Poor	Very Poor
Agent	22.2	44.4	22.2	11.1	0
Landlord	13.4	35.4	43.3	7.9	0
Tenant	2.2	12	57.6	18.5	9.8
Stakeholder	18.2	9.1	45.5	18.2	9.1
Community	14.3	3.6	32.1	35.7	14.3
Overall	10.5	24.7	46.1	14.1	4.6

- 13 Over half of those responding to the consultation were aware of the Council's YorProperty voluntary accreditation scheme. Over two thirds of landlords, agents and stakeholders were aware of the scheme, as were just under half of the wider community responders. Only 16% of tenants were aware, identifying a future need to publicise the scheme.
- 14 An almost universal theme across responses to questions about how the Council could help to raise standards in the sector and deal with issues associated with shared housing involved the need for more pro-active enforcement. Of landlords, 25% were in favour of more enforcement to raise standards and 32% thought it would create a level playing field in the sector to counter poorer landlords.

Options

- 15 Arising from the findings, there are two options being proposed with regard to the future direction of the authority's approach:
- **Option (i)** – Continue with the current service with the accreditation scheme and other initiatives to support a healthy private rented sector;
 - **Option (ii)** – Continue with Option (i) above and to carry out further detailed consultation focusing on those groups which didn't respond and commission the BRE to provide an updated picture of the condition of the stock to provide a more complete picture of the private rented sector for members to make a judgement.

Analysis

- 16 Option (i) There are no cost implications for this option. It gives additional time for the accreditation scheme to attain a suitable level of membership to meet future operating costs. The scheme may be self-supporting within a further year of operation. Current training initiatives are set to increase income in support of this.
- 17 The advantages of option (i) are:
- It is a continuation of existing work within the relevant Council team;
 - It has minimum cost implications and brings in income to the authority;
 - It frees up the limited existing resources to enable a responsive service to deal with issues.
- 18 The disadvantages of option (i) are:
- It lacks a complete picture of the sector to enable a service to be developed which meets the needs of the sector as a whole;
 - Consultation suggests that there is a gap between expectation of tenants and letting agents which isn't currently being addressed;
 - That there are issues in the sector, as reported by tenants, such as damp and mould and excess cold, also reflecting the outcome of the previous PSSCS. Extra pressure on the limited existing enforcement resources means there is a potential for an increase in the numbers of complaints due to the limited proactive approach to improve landlord knowledge and management of the property. Responders to the survey were supportive of additional, pro-active enforcement. The consultation confirms that the majority of landlords in York (79%), own only a small number of properties, and require more support and assistance rather than being treated as rogue.
- 19 Option (ii) Further consultation with the wider community and student sector in particular will give a more complete picture of the wider PRS as would any up to date work on property conditions. The former could be carried out through consultation with the Citizen's panel, and targeted questionnaires to those communities with high levels of private rented properties, and the latter linked in to the Higher York Student Unions student accommodation consultation planned to be undertaken in June 2015. Linked to current activities, this additional

evidence would enable an holistic approach to planning future effective interventions and service delivery.

- 20 The BRE approach offers a quantitative health impact assessment of the city's housing stock using a modelling programme which uses English Housing Survey data, Experian dwelling level data and annual fuel poverty data for DECC.
- 21 Stock condition modelling is relatively inexpensive when compared to previous surveys including the stock condition survey. Other advantages of this type of survey are; the area is completely covered and it will generate detailed sub-reports, it integrates local data and provides a live dwelling database which ensures the quality of the information provided. It should be noted the Health Impact Assessment would be particularly useful for the development of other services as it will predict the likely fuel type, insulation levels, calculate levels of energy efficiency, carbon emissions and excess cold hazard for each individual property and the likelihood of other hazards occurring in the home such as falls.
- 22 The advantages of option (ii) are:
 - As outlined in option(i) above;
 - Allows for an overview of the sector to enable members to consider future options for intervention which will create a healthy PRS, including how it impacts on the City as a whole;
 - Enables a redesign of the service to meet the identified needs.
- 23 The disadvantages of option (ii) are:
 - There would be a cost associated with undertaking the BRE modelling work along with a small cost associated with the additional consultation work. If this option is chosen it is proposed that any cost implications would be addressed through the budget setting process.

Risk Management

- 24 There is currently no identified funding to enable the authority to participate in the Building Research Establishment stock condition modelling work. There may be cost implications involved in designing service responses to address issues raised by the enhanced consultation process.

Council Plan

- 25 Supporting, promoting and enforcing standards within the private rented sector in York supports and contributes to the aims of the York and North Yorkshire Strategic Partnership, and also contributes to the following Council Plan Priorities –
- Create Jobs and Grow the Economy - Provision of suitable accommodation to support the workforce and the employment market
 - Builds Strong Communities – Contributes to sustainable neighbourhoods and communities. Housing provision of the right type and affordability makes York an attractive place to live and promotes quality of life for the community
 - Protects Vulnerable People – Ensures private rented accommodation is of a standard that protects the most economically and socially vulnerable households
 - Protects the Environment – Introduces energy efficiency targets for properties as part of accreditation standards and provides training for landlords to assist them in meeting these
- 26 It also ties in with and meets all six of the specific local housing priorities within the City of York Housing Strategy 2011-2015 and particularly with the objectives of Strategic Aim 2 of the Draft York Private Sector Housing Strategy 2014-2019.

Implications

- 27 The direct implications arising from the report are:

- **Financial** - The accreditation scheme has been managed within existing resources and Delivery and Innovation Fund (DIF) allocation to date. After March, 2015 DIF funding ends. Alternatives to fund the forecast shortfall of £10,000 in 2015/16 or alternatives to the scheme itself will be identified.

The costs associated with the BRE model are detailed in the table below. They vary depending on which options the council want to include and whether the timing of the commissioning enables the council to take advantage of the discount.

Activity	Cost	Cost with 15% discount for stock data if 5 or more LAs take up service
Housing Standards Variable	£16,000	£13,600
HMOs	£3,000	£3,000
ECO/ Green Deal	£7,000	£7,000
Energy Planning	£3,000	£3,000
Energy Planning with improvement scenarios*	£7,000	£7,000
Experian Data	£2,640	£2,640
TOTAL	£38,640	£36,240

- **Human Resources (HR)** – Implications will need to be considered following the additional consultation and stock condition work referred to at option (ii).
- **Equalities** – Raising standards, through training and better management, however encouraged, serves to address health inequalities in the private rented sector where standards are lower than owner-occupied homes. Poor housing conditions not only have a detrimental effect on the health and wellbeing of the occupiers but also pose a risk to life for the most vulnerable. Accredited landlords follow a code of management which ensures non-discriminatory practices. Community Impact Assessments from July 2014 were positive for the accreditation scheme.
- **Legal** - None.
- **Crime and Disorder** – Although it is difficult to demonstrate an impact on crime and disorder, the introduction of a code of management and the promotion of tenants’ rights and responsibilities may impact on levels of ASB and improve neighbourhoods.
- **Information Technology (IT)** – The accreditation scheme website was the subject of discussions with ICT Systems Support regarding its suitability and compatibility with existing Council systems. These raised no issues with its adoption and operation. Operation of the website to date has been successful. The BRE stock modelling data will provide a live dwelling database which other services can use to transform services.
- **Property** - The property standards required by the accreditation scheme include adequate heating systems and recommendations regarding thermal insulation so this should improve the energy efficiency in the premises of the accredited landlords of

YorProperty Plus standard properties. In the short term Work arising out of the consultation data is being used to develop training initiatives for example for landlords/agents. Once the additional evidence is obtained other strategic approaches to interventions in the sector can be determined

- **Other** - None

Authors:	Chief Officer Responsible for the report:		
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	Report Approved	√	Date 29 th January 2015
Wards Affected:	All		
<i>For further information please contact the authors of the report</i>			

Background Papers:

- Private Sector Stock Condition Survey 2008
- Findings of York Private Rented Sector Consultation Oct/Nov 2014
- Controlling the Concentration of Houses in Multiple Occupation Supplementary Planning Document Review – report to Cabinet 7th January 2014
- BRE Stock Condition Modelling & Health Impact Assessment Proposal

Appendices

Appendix A – List of those Consulted and Consultation findings

Glossary of Abbreviations used in the report

HMO – House in Multiple Occupation
 ASB – Anti-Social Behaviour
 PSSC - Private Sector Stock Condition Survey
 PRS – Private Rented Sector
 BRE – Building Research Establishment

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Appendix A

Key Facts

Residents

Responses from individuals in the wider community

Only 34 responses were received of which 11 supplied valid postcodes.

Responses were from a wide ranging number of neighbourhoods across York. Out of the 34 responders, 26 were aware of a number of private rented properties within a one minute walk of their home. 8 people knew of 1-3; 7 people knew of 4-6; 2 people knew of 7-9 and 9 people knew of 10 or more. However, of the 33 people who responded to the question asking if it was easy to identify private rented properties, 23 said no, 7 said yes and 3 didn't know.

28 people responded to a question asking if additional licensing would address issues regarding conditions and the appearance of some areas of York. 14 said yes, 9 said no and 5 didn't know.

Only 5 of these 28 considered the standard of the PRS in York to be poor or very poor, while 14 thought it was average. 7 thought the standard of landlords was poor or very poor, 16 average and 11 thought the standard of letting agents was poor or very poor, 10 average.

7 thought the standards of properties to be poor or very poor, 13 average, while 14 thought the overall impact of the PRS had on certain parts of York to be poor or very poor and 9 average.

Tenants

- The majority of responding tenants are aged between 21 and 40 (61.5%). 10.37% are over 50.
- 75% were in employment, 12.2% were students and 4.27% were retired. 3.66% were unemployed.
- Of those who answered 5 out of 140 originated from outside the UK.

- The highest response rate was from the City centre, 12.8%.
- 54% of respondents live in a house or bungalow. 13.84% in a shared house, 25.8% in a flat and 1.26% in a bedsit.
- 39% have lived in their current property for more than 2 years and 18.87% between 1-2 years.
- 45.95% rent from a private landlord, 47.75% via a letting agent.
- 53.15% rented because they liked the property, 21.62% liked the price and 2.7% because it was accredited.
- 54% consider their property to be managed very well or quite well by their agent or landlord. 18.9% consider it to be managed not very well or not well at all.
- 95.33% have signed a tenancy agreement, 1.87% don't know if they have and 2.8% haven't.
- 82.24% have a copy of their agreement
40% have an EPC
58% have a gas safety certificate
64.5% have details of their tenancy deposit scheme
30.84% have details of their waste/refuse collections
52.34% have emergency contact details
3.7% don't know
- 45.8% are concerned about damp and mould
32.7% are concerned about poor repair
13% are concerned about nuisance noise
4.67% are concerned about ASB
7.48% are concerned about refuse/waste issues
20.56% are concerned about heating
- The highest proportion of rent paid is £601-750 a month

- 80% of properties have central heating
- 39.6% think their property is very or quite energy efficient. 41.5% think it is not very efficient or not efficient at all.
- 82% know the date of their black bin collection, 81% know the date of their recycling collection.
- 21.3% live next door to a shared house, 67.6% don't.
- If making a complaint 33.8% went to the Council, 29.7% to the letting agent; 23% to the landlord, 20.77% to the police and 13.5% to the tenant concerned. 10.8% didn't know who to complain to.
- Only 5% of responding tenants had received a complaint from the council regarding their property, 5% didn't know.
- 64% didn't think there were specific private rented properties where they lived that had an impact on the area, 15% did.

Landlords

- The vast majority of responding landlords have been letting for more than 6 years (77.78%) with 55% letting for longer than 10years.
- 79% of responding landlords own between 1 and 5 properties. 34.8% own only 1.
- 34.78% (72) of responding landlords own property in the Hull Road area; 18.36% (38) in the city centre and 17.39% in the Groves. Micklegate (4.83%) and Bishopthorpe (5.8%) had the lowest numbers owning properties.
- 58.46% (114) of responding landlords are not concerned with any issues in their properties. 22% (43) are concerned about damp and mould and 20.5% about refuse related issues.

Only 7.7% were concerned about ASB; 8.7% about poor repair and 10.8% about nuisance noise.

- The most important factors that landlords feel are important to prospective tenants are –

- Quality of Property – 94.36%
- Location - 93.85%
- Price - 87.18%

This compares with tenants' factors –

- Quality of Property - 49.53%
- Location - 71.96%
- Price - 67.29%

- The least important factors from a landlords perspective are-

- Parking - 29.74%
- Accreditation - 14.36%
- All inclusive bills - 8.21%

This compares with tenants' factors –

- Parking - 21.5%
- Accreditation - 1.87%
- All inclusive bills - 4.67%

- 55.38% (108) of responding landlords let shared houses; 26.67% (52) let licensed HMOs and 42% (82) let houses/bungalows. Only 7.7% let rooms and 4.1% let bedsits.
- On average, 24.7% of properties have 4 people living in them; 22.63% have 2 and 20% 3. 3.16% have more than 10.
- 71% of student landlords know of other student properties in their areas.
- Only 27.9% of landlords have had neighbours complain about issues at their properties, the highest complaint being about noise problems at 16.84%. 11% have issues with refuse.

- 17.9% of landlords responding have had to complain to tenants about noise. 25.8% regarding problems with refuse, 10.5% about unkempt gardens and 6.32% about ASB. 56.84% have not had to complain to tenants.
- 95.26% of landlords have not received a complaint from the Council regarding their properties.
- 59.47% are not aware of any other poorly maintained properties, 18.42% are.

Letting Agents

- 17 letting agents responded initially. Only 11 completed the questionnaire.
- When acting in a tenant finding capacity, 9 said they advised landlords of their legal responsibilities and 2 didn't know.
- 4 rated the average standard of properties supplied by landlords to let as very good, 7 as good. None were average, poor or very poor.
- There is a strong emphasis made by agents that they won't market sub-standard properties.
- 10 agents were members of a professional body, 1 wasn't.
- 5 registered with NALs, 3 with ARLA
- 10 of 11 thought agents should be required to register with a professional scheme.
- Of landlords who used an agent, 22.63% didn't know if they belonged to any professional body.
- Out of 201 landlords, 68 use an agent for tenant finding, 9 for letting, 65 for full property management and 59 don't use one.
- The majority chose an agent based on reputation, previous experience or word of mouth.
- 83.33% of landlords using an agent had been with the same agent for over 3 years.
- Reasons for not using an agent included self management, cost and standards.

- 59.17% of landlords rated the way their agent managed properties as very well; 24.17% as quite well; 15% as neither/nor and 1.67% as not very well.

Additional Licensing

- Additional Licensing for smaller HMOs?
 - Yes 30%
 - No 47.37%
 - Don't know 22.7%
- Will it be easier for the Council to identify and deal with any problems using licensing powers?
 - Yes 38.16%
 - No 34.21%
 - Don't know 27.63%

The response regarding the introduction of additional licensing, by various interest groups was-

	Yes	No	Don't Know
Tenants	37/92	17/92	38/92
Wider Community	14/28	9/28	5/28
Stakeholders	7/11	1/11	3/11
Landlords	33/164	108/164	23/164
Agents	0/9	9/9	0/9
Overall	91/304	144/304	69/304

On the whole, responses from the wider community tend to become more negative with regard to the private rented sector as the number of nearby private rented properties increases or if there are shared properties as direct neighbours.

Particular issues identified which had been complained about, in order of frequency were – parking and noise, refuse issues and ASB and

unkempt gardens. 15 out of the 31 who provided details had not had to complain about anything to do with private rented properties.

Only 5 responders out of 31 thought there were specific private rented properties which had a negative impact in their area, 21 didn't and 5 didn't know.

- 79% know of private rented properties in their area. 34.62% have 10 or more within a 1 minute walk of their home.
- 69% don't think it is easy to identify a private rented property, 21% do.

Accreditation

- 49.5% of all responders (155) were aware of YorProperty, 50.5% (158) weren't.
- What do you think would encourage landlords or agents to join an accreditation scheme?
 - Grants to undertake certain improvements/repairs – 58.47%
 - Access to training – 28.12%
 - Advertising online – 45.69%
 - Website with information / links – 38.02%
 - Status – 60.38%
 - Distancing from bad practice etc – 45.05%
 - Business advantage – 31.63%
 - Discounts on goods and services – 34.5%
 - Other – 18.53%
- How can the Council help landlords raise standards in the PRS?

9.1 % of responders answered Accreditation / Voluntary Registration
- How can the Council identify and deal with some of the issues associated with shared housing

1.24 % of responders answered Accreditation / Voluntary Registration

- How can the Council create a Level Playing Field?

10.2 % of responders answered Accreditation / Voluntary Registration

- How else do you think the Council could identify / deal with issues associated with shared housing?

0.8 % of responders answered Accreditation / Voluntary Registration

- Do you have any general comments and suggestions that would encourage participation in an accreditation scheme?

Make it compulsory / mandatory 10

Make it free of charge 14

Offer incentives to members 22

Use another scheme 4

Involve landlords / other organisations in the running of a scheme 7

Accreditation not needed 31

Less Rules / Regulations / Keep it simple 10

Other 23

Issues / suggestions under "Other" included:-

Focus on agents

Include social housing

Enforcement

Focus on students

Publicity

Online Training

Emerging Issues

- Refuse collection / bin provision / impact on neighbourhood, particularly student areas.
- Pro-active and resourced enforcement of poor landlords / properties along with publicity.
- Raising the profile of the Housing Standards and Adaptations Team, Housing legislation and landlords and tenants rights and responsibilities.
- Letting agents considered poorer than landlords
- Differing perceptions of the PRS
- Cost of PRS or those on low incomes, including families, using HB/LHA to supplement, who struggle to find suitable housing when market rent is above LHA rate. Payment of top up to LHA rate and finding a bond/deposit difficult. Forces people away from York or into poor accommodation.

NB Some responses have covered more than one issue detailed below and have been counted more than once accordingly, others left no comment.

Q72 How can the Council help landlords raise standards in the PRS? (209 responses)

Support for Licensing Scheme / Registration	20
Accreditation / Voluntary Registration	19
Enforcement	53
Education / Training / Support / Incentives	55
Nothing	16
Actively Withdraw from Sector	3
Other	60

Q73 How can the Council identify and deal with some of the issues associated with shared housing? (161 responses)

Support for Licensing Scheme / Registration	6
Accreditation / Voluntary Registration	2
Enforcement	27
Education / Training / Support / Incentives	18
Nothing	17
Actively Withdraw from Sector	6
Other	72

Q78 How can the Council create a Level Playing Field? (157 responses)

Support for Licensing Scheme / Registration	17
Accreditation / Voluntary Registration	16
Enforcement	50
Education / Training / Support / Incentives	16
Nothing	16
Actively Withdraw from Sector	0
Other	23

Q81 How else do you think the Council could identify / deal with issues associated with shared housing? (123 responses)

Support for Licensing Scheme / Registration	6
Accreditation / Voluntary Registration	1

Enforcement	24
Education / Training / Support / Incentives	10
Nothing	23
Actively Withdraw from Sector	0
Other	50

Issues / suggestions under “Other” include:-

Refuse / recycling issues

Article 4 / planning (both anti and pro)

Advice / support / instruction for tenants

Rating scheme for landlords/properties

Focus on agents

Rent capping

Allow the market to determine standards / rent levels

Joint working with all parties

Strategic approach to provision

Council Tax

Parking provision

Young professional provision

Q82. Summary of responses by group to the rating of –

The Standard of the Private Rented Sector in York (%)

	Very Good	Good	Average	Poor	Very Poor
Agent	33.3	44.4	22.2	0	0
Landlord	17.1	56.1	26.8	0	0
Tenant	1.1	29.3	46.7	15.2	7.6
Stakeholder	9.1	18.2	45.5	27.3	0
Community	14.3	17.9	50	14.3	3.6
Overall	12.2	42.8	35.5	6.9	2.6

The Standard of Landlords Operating in York (%)

	Very Good	Good	Average	Poor	Very Poor
Agent	22.2	55.6	22.2	0	0
Landlord	11.6	58.5	28.7	1.2	0
Tenant	1.1	25	46.7	18.5	14.1
Stakeholder	9.1	18.2	63.6	9.1	0
Community	14.3	3.6	57.1	21.4	3.6
Overall	8.9	41.8	37.8	10.2	1.3

The Standard of Letting Agents Operating in York (%)

	Very Good	Good	Average	Poor	Very Poor
Agent	22.2	55.6	22.2	0	0
Landlord	16.5	35.4	42.1	5.5	0.6
Tenant	1.1	19.6	46.7	18.5	14.1
Stakeholder	9.1	0	81.8	9.1	0
Community	14.3	10.7	35.7	25	14.3
Overall	11.5	27.6	43.8	11.2	5.9

The Standard of Properties available to Rent in York (%)

	Very Good	Good	Average	Poor	Very Poor
Agent	22.2	55.6	11.1	11.1	0
Landlord	15.2	51.8	32.9	0	0
Tenant	1.1	26.1	53.3	17.4	2.2
Stakeholder	9.1	27.3	54.5	0	9.1
Community	14.3	14.3	46.4	21.4	3.6
Overall	10.9	39.8	40.5	7.6	1.3

The Overall Impact that Private Rented Sector Properties have on parts of York (%)

	Very Good	Good	Average	Poor	Very Poor
Agent	22.2	44.4	22.2	11.1	0
Landlord	13.4	35.4	43.3	7.9	0
Tenant	2.2	12	57.6	18.5	9.8
Stakeholder	18.2	9.1	45.5	18.2	9.1
Community	14.3	3.6	32.1	35.7	14.3
Overall	10.5	24.7	46.1	14.1	4.6

In addition to publicising the consultation through press releases and Twitter messages via the Council's account, the consultation was publicised on the Council website. Electronic signatures on Housing e-mails included details to ensure housing options and housing standards customers saw it.

A link to the online questionnaire was also sent to the following groups with an offer to supply hard copies of the questionnaire or attend drop in sessions at venues if appropriate. It was also requested that the link be circulated to "Talkabout", York's Citizens' Panel.

Resident associations

Employer contacts who had previously expressed an interest in Council consultations to circulate to employees –

Best Western

University of York

Joseph Rowntree

Natural England

York St. Johns University

McArthur Glen

Monks Cross Shopping

Harrowells

TSYS

East Coast

York NHS

Shepherd Group

Nestle

Aviva

Benenden

In addition a link was sent to the York Chamber of Commerce with a request to circulate to members.

Circulated to Council Staff via Council wide e-mail

Members of the Council's Homelessness Forum

YorHome tenants

"Bronze" housing list attendees of Housing Week event

Stakeholder attendees of Housing Week / University update

University Accommodation Offices

Student Unions / College Media Sites / Post Graduate Support Service

York Residential Landlords Association

National Landlords Association

Letting agents

Licensed HMO landlords

Accredited landlords

YorHome landlords

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Cabinet

10 February 2015

Report of the Interim Director of City and Environmental Services

Legible York Wayfinding Project

Summary

1. Improving the City Centre public realm to make it as accessible and robust as possible for residents and visitors while maintaining and enhancing its unique qualities is an important priority for the city. Central to these ambitions is effective signage and other means to help people find their way around. A budget of £200k was allocated for 2014/15, supplemented by £30k from the Better Bus Area Fund. Consultants, Placemarque were contracted to carry out research, deliver design options and propose a phased delivery to reflect uncertainties around funding for the whole city. These options have been tested through intensive stakeholder involvement and public consultation.
2. The project team has worked with a range of communities with specific concerns about navigating the city, in particular the Joseph Rowntree Foundation and Guide Dogs for the Blind to ensure that the project helps meet the needs of dementia sufferers and people with visual impairments.
3. The overwhelming response was supportive of implementing a contemporary wayfinding solution to replace existing street furniture and digital and paper mapping.
4. This report seeks Cabinet approval for the contemporary designs and delivery of phase one of a five year phased programme within existing budgets. This report also seeks approval for implementing a complementary digital wayfinding project.

Recommendations

5. Cabinet Members are asked to approve Option One as outlined at paragraph 22 below.
6. **Reason:** That it is fully supported by stakeholders; that it has been tested through a full and robust public consultation exercise; that it is fully supported by existing capital allocation; that it significantly addresses accessibility shortcomings of current signage, significantly enhancing the experience of many Communities of Identity; and, through sensitive implementation will address concerns about clutter and character.

Background

7. Since 2009 there have been a number of initiatives examining public space and movement and accessibility within the city. These include:
 - New City Beautiful – Towards an Economic Vision (2009)
 - City Centre Movement & Accessibility Framework (2010)
 - Footstreets Review (2011).
 - York Central Historic Core Conservation Area Appraisal (2012).
 - Access and Mobility Audit of York City Centre (2013)..
 - City of York Streetscape Strategy and Guidance (2014).
8. York is one of Europe's premier historic cities and attracts around 7m visitors a year from across the world. It also has an aging population; the Council is working in partnership with the Joseph Rowntree Foundation (JRF) and others towards creating a dementia friendly city. Wayfinding is an important practical contribution to this and JRF have been active stakeholders with this project.
9. The Access and Mobility Audit highlighted serious failings with the present system of wayfinding aids especially the legibility of existing finger posts and the quality of available mapping. Visit York has been an active stakeholder, as they need to update their existing maps, both digital and paper.
10. The evidence shows that to do nothing is not a realistic option, as the city needs to continue to deal positively with access issues and to welcome visitors.

Funding

11. The Cabinet Report of 4 September 2012 which funded a number of Reinvigorate York schemes for improvements to the City Centre public realm identified the Wayfinding project as one of the key initiatives to be delivered by 2015. A budget of £200k to include consultant fees was identified. In addition, £30K has been allocated to the project from the Better Bus Area Fund resources awarded to the City by the Department for Transport.
12. The total available budget stands at £230k.

Project implementation

13. Specialist consultant Placemarque were appointed to work up options for a new wayfinding scheme beginning in April 2014. The company has a strong track record for such projects, including in Cambridge; Oxford and Stratford-on-Avon. They have received a number of awards for their work including best public realm project from the Oxford Civic Trust.
14. The team prepared early concept designs for contemporary wayfinding totems and fingerposts based on analysis of setting, colour pallet and local character. The concept designs formed the basis of discussions with key stakeholders including the Joseph Rowntree Foundation; Guide Dogs for the Blind; the City of York Council City Connect Team and the Better Bus Initiative Team.
15. Placemarque and the City Council are developing a parallel project for of a digital wayfinding and visitor information system to present locations and routes in combination with the wayfinding information and walking navigation (Annex E).
16. As an aid to pedestrians with sensory or cognitive impairments including dementia, Placemarque, in partnership with Guide Dogs for the Blind, will also be trialling a system called Way-Fairer.

Public Consultation

Overview

17. Detailed designs (Annex A), including a full size mock-up of a contemporary wayfinding totem formed part of the full public

consultation which ran from 1 September to 13 October 2014. 174 individuals completed a questionnaire. 81 on paper and 93 on-line.

18. Specific discussions were held with dementia sufferers and dementia consultants working for the Joseph Rowntree Foundation; People with Learning Difficulties through York People First, and Blind and Partially sighted through Guide Dogs for the Blind. People with hearing impairments and children and young people will be consulted as part of the roll out of phase one.
19. The majority of respondents (73%) agree that York needs a new wayfinding system. A significant majority are in favour of a contemporary wayfinding solution (in total, 69%).
20. The reuse and retrofit of existing cast iron finger posts and map holders received little support (21%). A fourth option, do nothing, was not supported. (10%). The substantial summary and detailed analysis of the consultation is available to members on-line.

Final designs (Annex B)

21. Placemarque prepared final designs meeting all the substantive critique of the consultation proposals. The redesign was tested at a second stakeholder workshop on 26 November 2014, and separately with the Joseph Rowntree Foundation and York People First. All stakeholders agreed that the final design was a huge improvement on the consultation version. JRF in particular were very supportive of the new design and felt that the version with location flags was particularly helpful to dementia sufferers.

Options

22. **Option one:**
 - To approve the contemporary design for finger posts, totems and mapping developed by Placemarque as detailed in the Annex B; and
 - To approve adoption of the wayfinding map as the city wide standard; and
 - To approve securing a preferred manufacturer through the Council's procurement process for wayfinding street furniture; and
 - To approve implementation of phase one (see Annex D for phasing), Station to Minster wayfinding subject to further analysis on detailed locations and quantity of street furniture; and

- To approve implementation of the complementary digital wayfinding and to support the implementation of Way-Fairer for people with visual impairments as detailed in the annex.

23. **Option two:** to approve the contemporary design for finger posts and mapping, but not the totems developed by Placemarque as detailed in Annex B. To approve further consideration of utilising the existing cast iron wayfinding street furniture for delivering accessible wayfinding solutions.
24. **Option three:** Do nothing.

Analysis

25. **Option one** – Approval and adoption under option one will ensure that a city centre wayfinding solution is delivered for the city that makes a significant contribution to creating a dementia friendly city. It will ensure that Visit York (Make it York from April 2015) are able to develop a new suite of digital and paper mapping consistent with other mapping the city may wish to produce. It will also ensure best value pricing can be secured through procurement and deliver phase one, the priority route for new wayfinding. Delivery of phase one will allow the project team to assess how the new system works; how it beds into the historic landscape; and how residents and visitors feel about the contemporary designs.
26. Approval and adoption under option one will allow the project team to bring forward the digital element of the project, in particular the Way-Fairer solution for people with visual impairments. Option one is fully deliverable within existing budgets. Existing budgets will also resource further roll out of wayfinding furniture under phase two and possibly parts of phase three. Delivery of the full project will require further funding.
27. **Option two** – The Civic Trust have argued that retrofitting more legible fingerposts to the existing cast iron wayfinding columns will be less expensive than the proposed new kit. They have argued that the proposed contemporary designs are not in keeping with the special qualities of York. They have also argued that the proposed wayfinding solutions will lead to increased clutter in the public realm.

28. They are supportive however, of the new mapping designs and see no reason why they could not be used within the existing cast iron map frames.
29. The full cost of retrofitting the existing fingerposts is not known as the manufacturers (CIS Signage) will need to use new fonts and produce new finger designs. However, initial research by Placemarque suggests that costs will not be significantly less. Also, the requirement for contemporary, legible mapping as part of a wayfinding strategy cannot be so easily retrofitted into the existing cast iron map frames.
30. The contemporary totem designs are proven to be effective in other historic towns and cities, notably Chester, Oxford, Bath and various areas of London. A mix of cast iron finger posts and contemporary designed totems would not work aesthetically and may cause confusion, a point raised by English Heritage. It is important for legibility that wayfinding elements are similar in design.
31. Key stakeholder English Heritage is fully supportive of contemporary wayfinding for the city.
32. Approval of option two will significantly delay the project and increase the amount of fees payable to the consultant. The phasing as detailed in the Annex D would remain broadly the same as for option one.
33. **Option three** – The project has incurred costs to date, namely consultant's fees and internal officer time and resource. The public consultation and stakeholder analysis has been clear that the city needs a contemporary wayfinding solution. Also, this is a perfect opportunity for the city to deliver practical outcomes to support a dementia friendly city. The current wayfinding situation is inadequate and this represents the only opportunity for the foreseeable future resolve this situation. To do nothing will not resolve the very real issues flagged up by a variety of studies over the past few years.

Council Plan

34. This project will help **Get York Moving** through developing York's pedestrian network and improving movement in the city centre. It will also help **Build Strong Communities** through contributing to community engagement and improving community infrastructure. It will help **Protect Vulnerable People** through investing in services to support people in the community.

35. This project makes a positive contribution to creating a dementia friendly city and an urban realm that is universally accessible and legible.

Implications

36. **Financial** – The budget allocation of £200k included consultant fees and implementation. Placemarque were asked to prepare new designs and provide us with a five year delivery programme to reflect uncertainties around what the current budget could reasonably deliver. The five year delivery programme reflected known priorities for improvement. Phase one (2015/16) is the key Station to Minster route, the city's main pedestrian entry point. Phase two (also 2015/16) deals with the currently challenging route from the city centre to Clifford's Tower and the Castle Museum.
37. The actual costs of installing new wayfinding across the city are not known. Placemarque have provided indicative costs based on their previous experience and presented proposals for the relative quantities of finger posts, totems and wall mounted maps for each phase. This gives us a total cost in the region of £432k of which £86k is removal and installation and £70k is fees. The rest of the cost is for purchasing the totems, map units and finger posts.
38. Placemarque have provided indicative costs as follows:
- Wayfinding totem at £7500 per unit.
 - Wall mounted map unit at £800 per unit.
 - Finger post at £1700 per unit.
39. Stakeholders took the view that Placemarque's proposed distribution was over ambitious and fewer totems and finger posts would be required. Stakeholders suggested that wall mounted maps should be used wherever possible and feasible. These are significantly less expensive.
40. A revised estimate based on fewer totems results in an overall projected cost of £348k, of which £50k is removal and installation and £70k is fees. The rest being totems, map units and finger posts.
41. Taking the existing budget of £230k into account, a shortfall of £118k remains for delivery of the whole project. This shortfall is not significant in terms of delivery against the programme highlighted in paragraphs 1

and 9. The shortfall notwithstanding, existing budgets will deliver phase one, phase two, the digital wayfinding and possible elements of phase three. If Option one is approved, the project team will work with Make it York and other key stakeholders to draw down further funding and sponsorship.

42. A broad estimate of project cost is indicated in the following table where figures in bold indicate capital funding from existing resources. Digital wayfinding will incur an annual maintenance contract of £3,600 per annum as well as a £95 per month web hosting fee. Both could be secured as part of the council's own web server.

	2014/15	2015/16	2016/17	2017/18	2018/19
	£'000	£'000 (estimated and in budget)	£'000 (estimated and not in budget)	£'000 (estimated and not in budget)	£'000 (estimated and not in budget)
Physical wayfinding					
Design Phase	£70k	£11k	£5k	£5k	£5k
Phase 1		£50k			
Phase 2		£40k			
Phase 3			£50k		
Phase 4				£40	
Phase 5					£50k
Digital wayfinding - optional					
Way-fairer pilot	£2.5				
Web pages		£20k			
Total	£72.5k	£121k	£55k	£45k	£55k

43. **Human Resources (HR)** – there are no HR issues.
44. **Equalities** – there are significant equalities issues and rolling out a successful wayfinding strategy will deliver major improvements for many Communities of Identity especially early onset dementia sufferers and blind and partially sighted (See Community Impact Assessment for details – Annex C).
45. **Legal** - The Council has powers to erect wayfinding signs. In doing so it has specific obligations under the Highways Act 1980 to have regard to the needs of disabled persons and blind persons. This is in addition to the Council's obligations to have due regard to the public sector

equality duty imposed by the Equalities Act 2010. In the context of this report the duty to have regard to the need to advance equality of opportunity is particularly significant. That duty involves:

- Removing or minimising disadvantages suffered by people due to their protected characteristics.
- Taking steps to meet the needs of people from protected groups where these are different from the needs of other people.
- Encouraging people from protected groups to participate in public life or in other activities where their participation is disproportionately low.

46. **Crime and Disorder** - There are no implications
47. **Information Technology** - There are none for this phase although implementation of the digital element will certainly have significant implication. This will be developed separately.
48. **Property** None
49. **City Centre Management** - The totems etc. will need cleaning and generally maintaining although they have been designed to be maintenance light and current prediction are that maintenance will be fully supported through current budgets.
50. **Risk Management** - There are no known risks associated with implementing phase one of the City of York Wayfinding Project within existing capital funding.

Contact Details

Author:

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Heritage Renaissance
Officer
Directorate of City and
Environmental Services
Tel No. 01904 551329

Chief Officer Responsible for the report:

Sarah Tanburn
Interim Director of City and
Environmental Services

**Report
Approved**



Date 2 February
2015

Specialist Implications Officer(s)

Andrew Docherty
Assistant Director of Governance and ICT
Legal Services

Patrick Looker
Finance Manager
Corporate Finance Team



Wards Affected: *Guildhall and Micklegate*

For further information please contact the author of the report

Background Papers:

[Access and Mobility Audit \(online\).](#)

[Reinvigorate York – Investing £200,000 in the City, Cabinet 17th July 2012 \(online\).](#)

[Stakeholder Involvement and Public Consultation \(online\)](#)

[Public Consultation Summary \(online\)](#)

Annexes

Annex A: Public consultation designs

Annex B: Final design

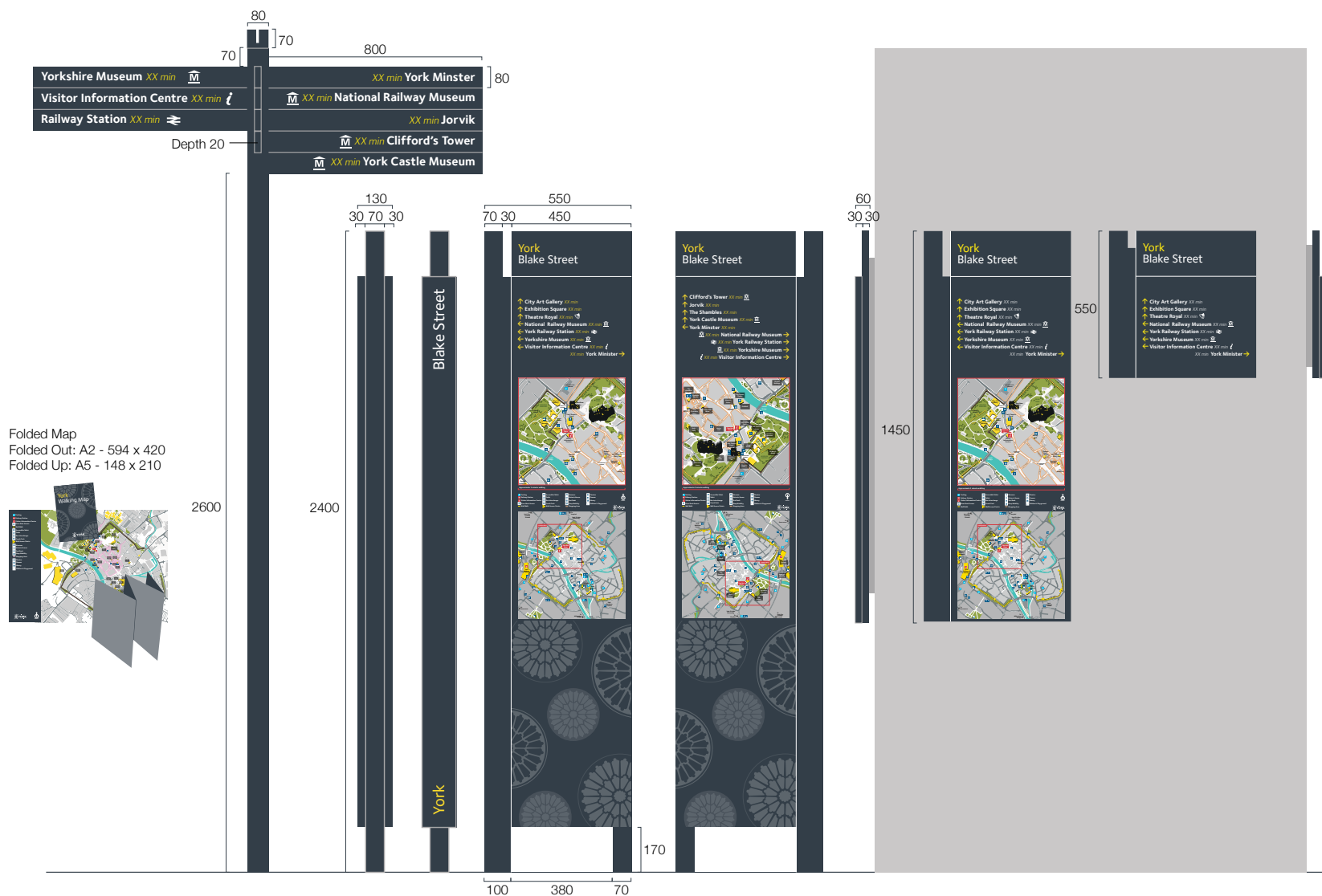
Annex C: Community Impact Assessment

Annex D: Phasing plan

Annex E: Digital wayfinding



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Sign Type 1

Finger Post

Location

Secondary navigational decision points
Route reinforcement

Content

Level 1/2 destinations

Sign Type 2

Primary Pedestrian Map Node - Double Sided

Location

Key arrival points
Major navigational decision points

Content

Heads up mapping
Level 1/2/3 destinations
Optional smartphone delivery

Sign Type 3

Wall Mounted A

Location

Primary or secondary navigational decision points with restricted pavement area

Tertiary navigational decision points
Route reinforcement

Content

Level 1/2/3 destinations

Sign Type 3

Wall Mounted B

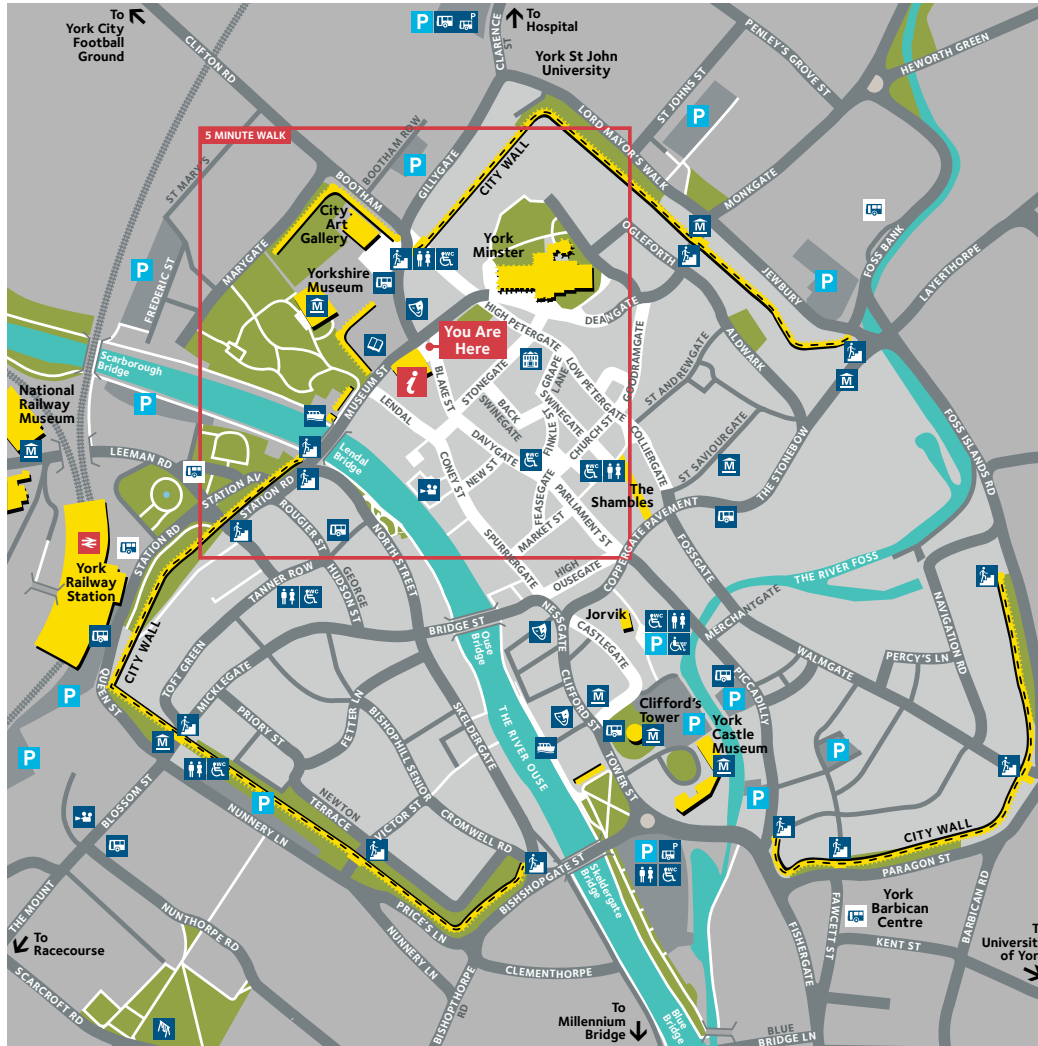
Location

Secondary navigational decision points with restricted pavement area

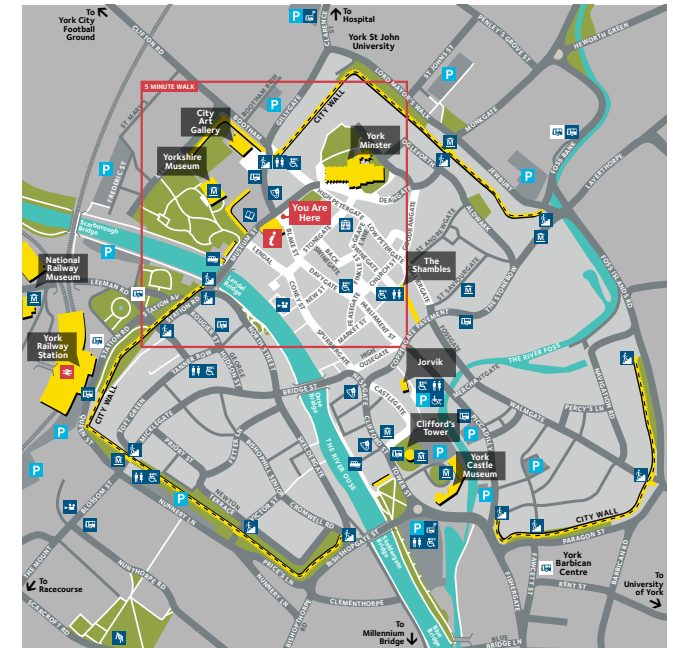
Tertiary navigational decision points
Route reinforcement

Content

Level 1/2 destinations



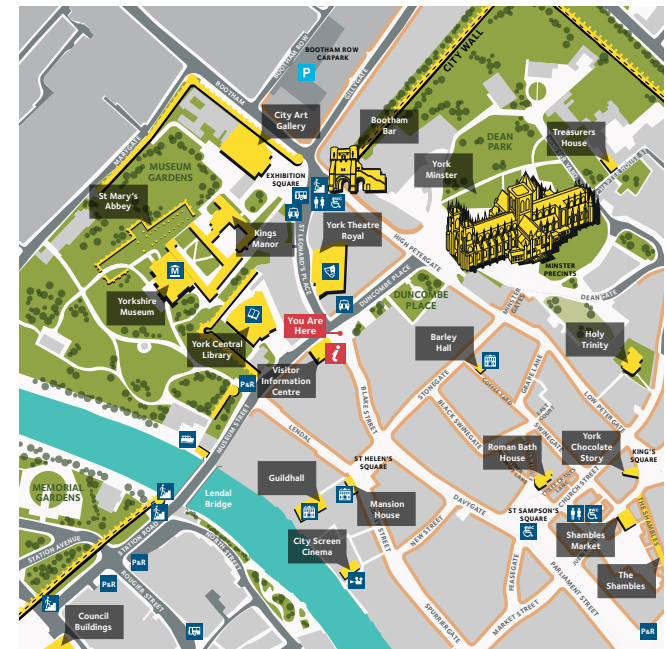
Option 1 - without flags



Option 2 - with flags



Option 1 - without flags



Option 2 - with flags

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SECTION 1: CIA SUMMARY
Community Impact Assessment: Summary
1. Name of service, policy, function or criteria being assessed:

Legible York, Wayfinding Project

2. What are the main objectives or aims of the service/policy/function/criteria?

To improve wayfinding in the City centre

3. Name and Job Title of person completing assessment:

Bob Sydes, Heritage Renaissance Officer

4. Have any impacts been Identified? (Yes/No)

Yes

Community of Identity affected:

People with visual and hearing impairments; dementia sufferers; People with learning difficulties, wheelchair users, older people.

Summary of impact:

Impacts are all positive apart from possible obstruction hazards with some increase in street furniture. The project sets out to provide wayfinding solutions that are significantly more accessible than present wayfinding tools. In particular, wayfinding totems with fully accessible maps and directional information form the main output of the project. Also, there will be a separate digital wayfinding solution developed in partnership with Guide Dogs for the Blind that will be useful for a variety of Communities of Identity.

5. Date CIA completed: 8 January 2015
6. Signed off by:
7. I am satisfied that this service/policy/function has been successfully impact assessed.

Name:

Position:

Date:

8. Decision-making body:

Date:

Decision Details:

<p>Send the completed signed off document to equalities@york.gov.uk. It will be published on the intranet, as well as on the council website.</p> <p>Actions arising from the Assessments will be logged on Verto and progress updates will be required</p>		

Community Impact Assessment (CIA)

Community Impact Assessment Title:
Legible York Wayfinding Project

What evidence is available to suggest that the proposed service, policy, function or criteria could have a negative (N), positive (P) or no (None) effect on quality of life outcomes? (Refer to guidance for further details)

Can negative impacts be justified? **For example: improving community cohesion; complying with other legislation or enforcement duties; taking positive action to address imbalances or under-representation; needing to target a particular community or group e.g. older people.** NB. Lack of financial resources alone is NOT justification!

Community of Identity: Age

Evidence	Quality of Life Indicators	Customer Impact (N/P/None)	Staff Impact (N/P/None)
Consultation feedback from dementia sufferers and older people. Feedback from Joseph Rowntree Foundation.	Access to services Standard of living Individual, family and social life	P	None
Details of Impact	<i>Can negative impacts be justified?</i>	Reason/Action	Lead Officer
The evidence from our own consultations and from research undertaken nationally		Many people would be extremely uncomfortable about asking strangers for	Completion Date

<p>strongly suggests that well designed wayfinding tools in the public realm can have a beneficial impact on quality of life in city centres.</p>		<p>directions, especially where personal confidence is an issue. People with poor hearing can become embarrassed if they have to continually ask someone to repeat directions. Some forms of dementia involve loss of short term memory so losing ones way in complex and potentially confusing environments is a real issue. Well designed wayfinding can significantly help.</p>		
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Community of Identity: Carers of Older or Disabled People

Evidence	Quality of Life Indicators	Customer Impact (N/P/None)	Staff Impact (N/P/None)	
<p>Consultation feedback from dementia sufferers and older people. Feedback from Joseph Rowntree Foundation.</p>	<p>Access to services Standard of living Individual, family and social life</p>	<p>P</p>	<p>None</p>	
Details of Impact	<i>Can negative impacts be justified?</i>	Reason/Action	Lead Officer	Completion Date
<p>Good wayfinding can have a positive impact for carers. Easy signing to toilets, and other facilities is essential.</p>		<p>The digital wayfinding element of this project will, if properly funded, provide digital mapping to complement street</p>		

		based mapping. For instance, a digital map that explains the best and most accessible routes for wheelchairs; and, a map showing which retail premises are fully accessible.		
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Community of Identity: Disability

Evidence		Quality of Life Indicators	Customer Impact (N/P/None)	Staff Impact (N/P/None)
Consultation feedback from York People First, Equalities Advisory Group feedback, Established wayfinding practice and legibility standards. However, people with hearing impairments were not consulted as part of this project so. It is not thought that there will be any negative impacts however. The project has also benefited from detailed discussions with Guide Dogs for the Blind and the development of a digital wayfinding package called Way-Fairer		Access to services Standard of living Individual, family and social life	P	None
Details of Impact	<i>Can negative impacts be justified?</i>	Reason/Action	Lead Officer	Completion Date
The proposed wayfinding totems will provide information that will be fully accessible for		Further consultation with people with hearing impairments will take place		

<p>partially sighted individuals and wheelchair users. It should also be of benefit to people with hearing impairments in that the information is visual. The Way-Fairer project will have a positive impact on people with significant visual impairments.</p>		<p>during roll out of phase one and as part of the Way-Fairer pilot. The intention will be to ascertain whether there are refinements to the project that will benefit this community of identity.</p>		
<p>The wayfinding totems may potentially add to obstacles in the public realm that may negatively impact on people with visual impairments. They may also, if not sighted well, frustrate wheelchair users.</p>		<p>It will be very important to ensure that the locations of wayfinding totems are chosen to minimise obstruction. As part of the Way-Fairer project, Bluetooth beacons will be attached to each totem pointing out their location amongst other items of information.</p>		

Community of Identity: Gender

Evidence	Quality of Life Indicators	Customer Impact (N/P/None)	Staff Impact (N/P/None)
<p>Wayfinding is not thought to throw up any specific gender issues although it could be argued that having well designed maps and signage cuts out the number of times someone will need to ask another person for directions. Some people will be uncomfortable with asking strangers for directions.</p>		None	None

Details of Impact	<i>Can negative impacts be justified?</i>	Reason/Action	Lead Officer	Completion Date

Community of Identity: Gender Reassignment

Evidence	Quality of Life Indicators	Customer Impact (N/P/None)	Staff Impact (N/P/None)	
As above for gender. It is difficult to imagine a situation where wayfinding could have a negative impact on this community and the positive impacts are as for all.		None	None	
Details of Impact	<i>Can negative impacts be justified?</i>	Reason/Action	Lead Officer	Completion Date

Community of Identity: Marriage & Civil Partnership

Evidence		Quality of Life Indicators	Customer Impact (N/P/None)	Staff Impact (N/P/None)
There are no issues			None	None
Details of Impact	<i>Can negative impacts be justified?</i>	Reason/Action	Lead Officer	Completion Date

Community of Identity: Pregnancy / Maternity

Evidence		Quality of Life Indicators	Customer Impact (N/P/None)	Staff Impact (N/P/None)
There are no issues			None	None
Details of Impact	<i>Can negative impacts be justified?</i>	Reason/Action	Lead Officer	Completion Date

Community of Identity: Race

Evidence		Quality of Life Indicators	Customer Impact (N/P/None)	Staff Impact (N/P/None)
York has around 7m visitors a year and a significant proportion are from overseas. York is attracting increasing numbers of visitors from China, Japan and other countries who do not have a good command of the English Language. Intuitive and accessible wayfinding can, and does greatly enhance confidence.		Access to services	Positive	None
Details of Impact	<i>Can negative impacts be justified?</i>	Reason/Action	Lead Officer	Completion Date
The digital wayfinding component will allow for multi-lingual pages to be compiled which will have a positive impact on visitor experience		The creation of multi-lingual pages may require new resources for the project and the project team will work with Make it York and others to secure new funding		

Community of Identity: Religion / Spirituality / Belief

Evidence	Quality of Life Indicators	Customer Impact (N/P/None)	Staff Impact (N/P/None)
There are no issues		None	None

Details of Impact	<i>Can negative impacts be justified?</i>	Reason/Action	Lead Officer	Completion Date

Community of Identity: Sexual Orientation

Community of Identity: Sexual Orientation				
Evidence		Quality of Life Indicators	Customer Impact (N/P/None)	Staff Impact (N/P/None)
There are no issues			None	None
Details of Impact	<i>Can negative impacts be justified?</i>	Reason/Action	Lead Officer	Completion Date

9.0 Phasing Plan

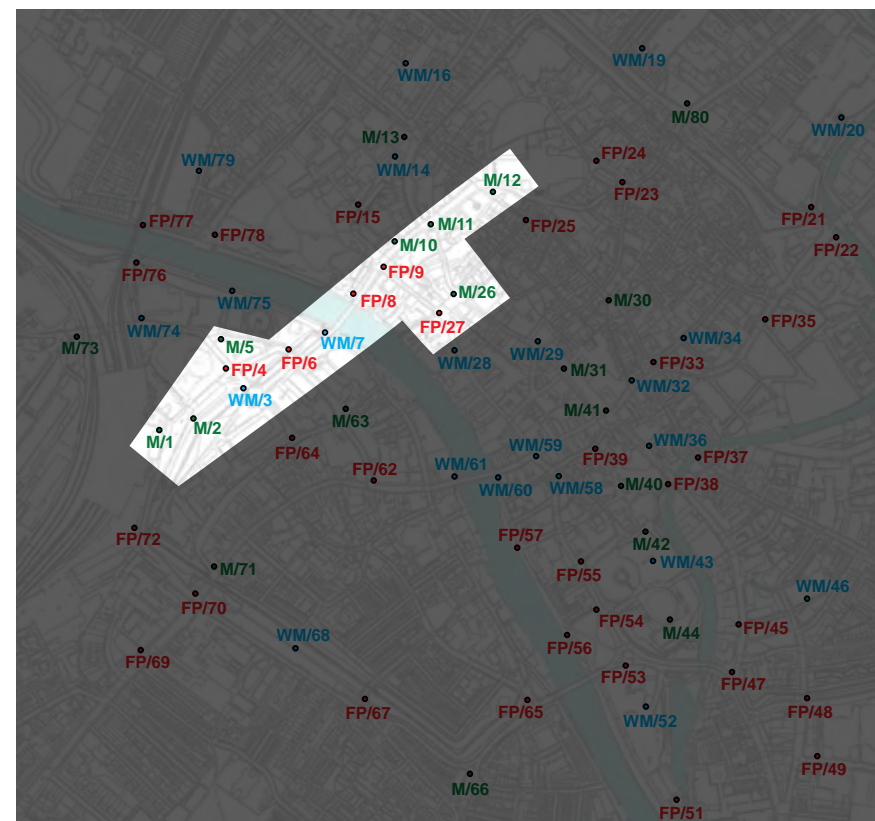
Phase 1

Phase 1 is proposed to be the route between the Railway Station and the Minster, taking in the Visitor Information Centre, St Helens Square and the coach drop off points at the Memorial Gardens.

Sign quantities:

- 7 monoliths
- 5 finger posts
- 2 wall mounted sign

Total: 14



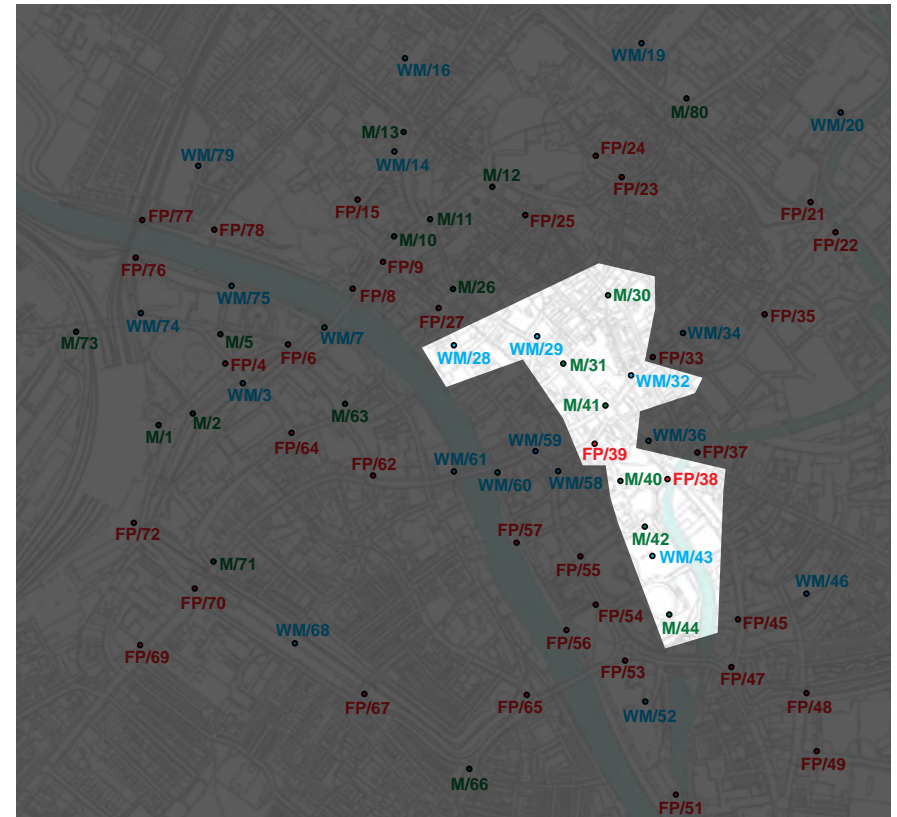
Phase 2

Phase 2 is proposed to be the route between the City centre and the Castel Museum taking in the Coppergate Centre route past the Jorvik and Clifford's Tower.

Sign quantities:

- 5 monoliths
- 2 finger posts
- 5 wall mounted sign

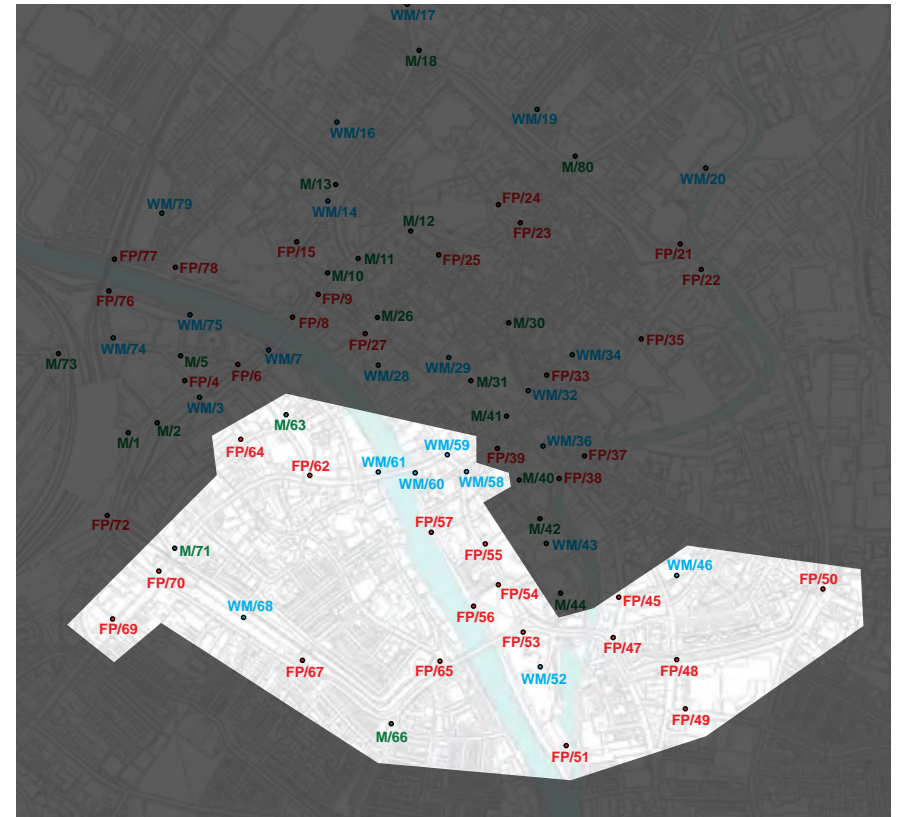
Total: 12



Phase 3
Phase 3 is proposed to be the southern city areas, including Micklegate.

Sign quantities:
3 monoliths
17 finger posts
7 wall mounted sign

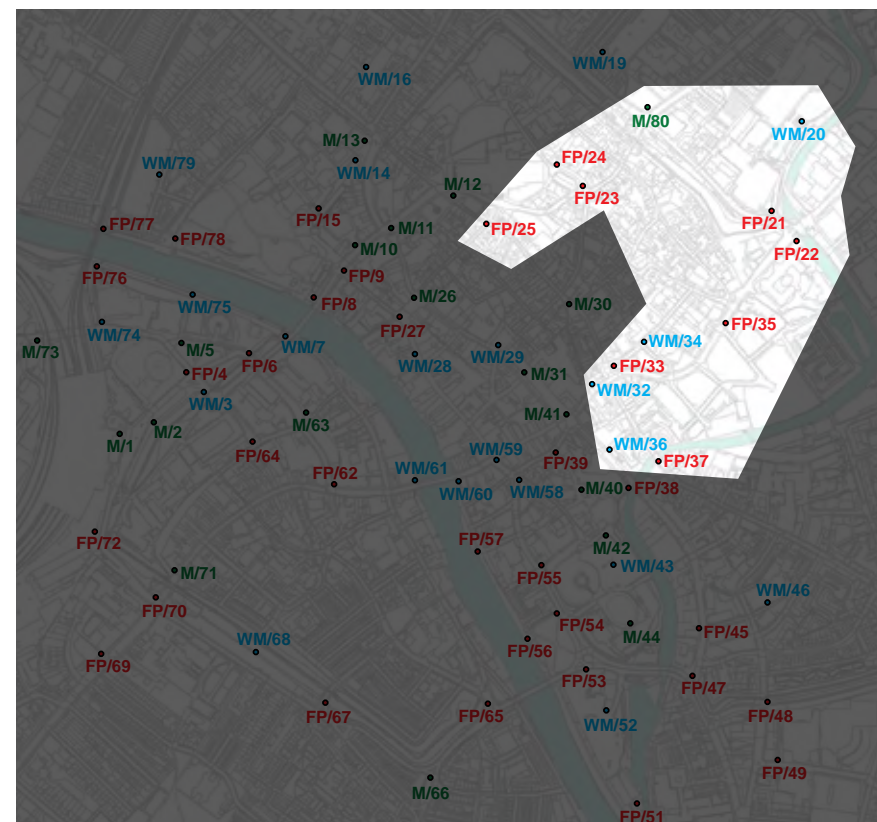
Total: 27



Phase 4
 Phase 4 is proposed to be the north eastern edge of the city

Sign quantities:
 1 monolith
 8 finger posts
 4 wall mounted sign

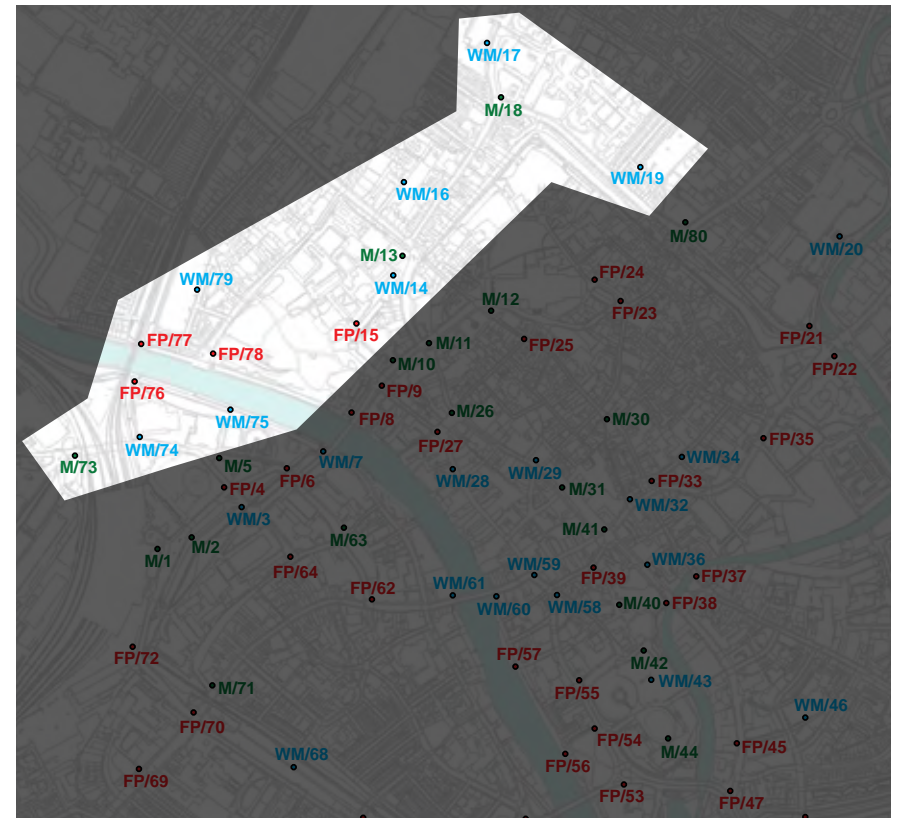
Total: 13



Phase 5
 Phase 5 is proposed as the north eastern part of the city centre taking in Exhibition Square and Museum Gardens and the National Railway Museum.

Sign quantities:
 3 monoliths
 4 finger posts
 7 wall mounted signs

Total: 14



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8.0 Digital Content

We are proposing a parallel project for the setup of a digital wayfinding and visitor information system to present locations and routes in combination with the wayfinding information and walking navigation. There are number of solutions using either GPS systems that can coordinate with Google maps, or beacon systems. Beacon systems work well inside, but GPS works better externally, so a combination of the two systems may required.

Key elements

- Access will be via mobile and smartphones or tablets, with seamless integration in the existing local WiFi system
- incl. touch-less interaction options at visitor locations
- incl. information push channels to guide users actively
- acts as a useful aid for those with sensory impairment
- one database and hosting of information to be accessed in different ways

The set up would be in phases. The first phases are via a Geodirector GPS based system which enables access from both Apple and Android systems.



Location specific information can be accessed via mobile web on the user's smartphone.

Phase1:

- installation of the basic system with approx. 20-30 locations
- incl. a NFC or geofencing based technology to deliver the information touchless to the user at a specific location (“..you are now standing in front of..”) and allow information push
- additionally there is the option to enter a number to get to a specific location page, This location code function is useful in case GPS is not activated or user declines localisation function
- GeoDirector+ server and database module to edit and administrate unlimited locations and routes in up to 8 languages (text, images, audio, video – audio, video server not included)
- GPS based location tracking
- alternative Google Maps integration
- responsive website design to work on smart phones in portrait and landscape mode
- notification push functionality (within the website)
- standard JSON API to provide data for other platforms (customisation not included)

Phase 2: Extensions (optional):

- integration of further visitor and landmark locations
- push-messaging
- extend to indoor navigation
- integration of video and audio content
- multi-client capable for the integration of further services (public and private services)

Phase 3 : Sensory impaired users

In addition as an aid to pedestrians with sensory or cognitive impairments including dementia, we are also trialling a system called Way-Fairer. This system is based on low energy Bluetooth or iBeacons placed in appropriate locations in the environment, and is independent of GPS and works both inside buildings and in the open. Where the pedestrian moves around the City they will receive useful information about their surroundings or route via a smart mobile phone.

The message will be in both speech and text. The information may be the name of the next street, retail outlets in the area or an interesting building.

Exact location of beacons will be decided after consultation with organizations including YCC, Visit York, YBPSS, Roundtree and other local groups. It is proposed to set up a demonstration route during January 2015 after further discussion and agreement. It would be supported by a regular service agreement.

After trialling we will review whether the Geodirector system will host all the information and create an interface between this and the Way-Fairer to allow the overlay of the additional information for sensory impairment, or whether it becomes and stand alone system.