



**Notice of a public  
Decision Session - Economic Development and Community  
Engagement (Deputy Leader)**

**To:** Councillor Aspden (Executive Member)  
**Date:** Tuesday, 10 May 2016  
**Time:** 1.30 pm  
**Venue:** The Shute Room - 1st Floor West Offices (F023)

**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 Democratic Services by:

**4:00 pm on Thursday 12 May 2016** if an item is called in *after* a decision has been taken.

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

Written representations in respect of item on this agenda should be submitted to Democratic Services by **5.00pm on Friday 6 May 2016**.

**1. Declarations of Interest**

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

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

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

**2. Minutes (Pages 1 - 4)**

To approve and sign the minutes of the Decision Session held on 12 April 2016.

**3. Public Participation**

At this point in the meeting, members of the public who have registered their wish to speak at the meeting can do so. The deadline for registering is **Monday 9 May 2016 at 5.00pm.**

Members of the public may register to speak on an item on the agenda or an issue within the Executive Member's remit.

**Filming or Recording Meetings**

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

The Council's protocol on Webcasting, Filming & Recording of Meetings ensures that these practices are carried out in a manner both respectful to the conduct of the meeting and all those present. It can be viewed at [https://www.york.gov.uk/downloads/file/6453/protocol\\_for\\_webcasting\\_filming\\_and\\_recording\\_council\\_meetingspdf](https://www.york.gov.uk/downloads/file/6453/protocol_for_webcasting_filming_and_recording_council_meetingspdf)

**4. Supporting the Local Delivery of Improvement to York's Parks, Gardens, and Open Spaces (Pages 5 - 26)**

This report proposes how to use the additional investment of £150k in 2016/17 and 2017/18, agreed by Budget Council in February 2016, to support the Pride in York local delivery of environmental projects and grounds maintenance, and to build capacity in the voluntary sector.

The Executive Member for Economic Development & Community Engagement (Deputy Leader) will make this decision in consultation with the Executive Member for Environment and the Executive Member for Culture, Leisure and Tourism.

**5. Review of York's Parish Charter (Pages 27 - 36)**

This paper reports back on a review of the charter between City of York Council and the 31 parish and town councils within the York local authority area, as represented by the York Branch of the Yorkshire Local Councils Associations (YLCA). A revised version is proposed.

**6. Urgent Business**

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

Democracy Officer:

Name: Judith Betts

Contact Details:

Telephone – (01904) 551078

Email – judith.betts@york.gov.uk

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

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

Contact details are set out above.

**This information can be provided in your own language.**

我們也用您們的語言提供這個信息 (Cantonese)

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

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

Bu bilgiyi kendi dilinizde almanız mümkündür. (Turkish)

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

 (01904) 551550

For more information about any of the following please contact the Democracy Officer responsible for servicing this meeting

- Registering to speak
- Written Representations
- Business of the meeting
- Any special arrangements
- Copies of reports

Contact details are set out above

City of York Council

Committee Minutes

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Meeting	Decision Session - Economic Development and Community Engagement (Deputy Leader)
Date	12 April 2016
Present	Councillor Aspden

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## 12. **Declarations of Interest**

At this point in the meeting, the Executive Member was asked to declare any personal, prejudicial or pecuniary interests he may have in the business on the agenda. None were declared.

## 13. **Minutes**

Resolved: That the minutes of the last Decision Session held on 8<sup>th</sup> March 2016 be approved and signed by the Executive Member as a correct record.

## 14. **Public Participation**

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

It was reported that a late written submission in relation to agenda item 4 'Acomb Front Street' had been received from Councillor Stuart Barnes outlining a number of points. The submission is attached to the online agenda for this meeting. It was noted that in conjunction with Officers, the Executive Member would provide a written response to Councillor Barnes.

**15. Acomb Front Street**

The Executive Member considered a report which requested the transfer of the fund to improve the economy of Acomb Front Street to the Acomb Alive group.

Officers gave a brief update to advise of an amendment to paragraph 4 of the report to state that it would be the Director for City and Environmental Services who should receive details of Acomb Alive as an accountable body.

The Executive Member sought clarification on what the funds to date had been spent on. Officers confirmed that the largest spend had been £8.5k on benches. Christmas trees and lights and planters had also been purchased. There was also a desire for the creation of a website to p[romote the area. It was also confirmed that the fund was a one off investment rather than an ongoing one.

Resolved: That the Executive Member agreed to:

- (i) Transfer the remaining Acomb Front Street budget to Acomb Alive

Reason: To empower the business community in Acomb to improve the area.

- (ii) Appropriate governance arrangements being adopted by Acomb Alive to include the Council receiving regular updates on how the money has been spent and the outcomes achieved.

Reason: To ensure that Acomb Alive will be adequately placed to manage the budget on the specific purposes outlined in the original paper to Executive in October 2013.

**16. Business Friendly Council**

The Executive Member considered a report which provided an update on the Council's ambition to become a Business Friendly Council.

Officers outlined the report and advised that there were 3 main areas of work with different themes – communication, consultation and behaviours.

Following further discussion, the Executive Member agreed that the three main focus points should be the Councils website, developing a charter and a review of the current business support arrangements.

Resolved: That the Executive Member:

- (i) Noted the work that has been undertaken to reach the objective of becoming a Business Friendly Council.

Reason: To ensure that the administration is aware of the work being carried out towards becoming a Business Friendly Council.

- (ii) Advised that the following options be preferable as next steps:
  - Audit of the Council's existing business support arrangements
  - Look at the Council's website to check it provides easy to use channels through which businesses can access what they need.
  - Business Friendly Charter.

Reason: To develop options agreed by the Executive Member within a structured initial timescale, and to provide an update report for discussion by the Executive Member in Autumn 2016.

Cllr Aspden, Executive Member  
[The meeting started at 1.30 pm and finished at 1.45 pm].

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**Decision Session – Executive Member for Economic Development & Community Engagement,** 10 May 2016  
in consultation with the Executive Members for Environment, and Culture, Leisure & Tourism

Report of the Assistant Director (Communities, Culture & Public Realm)

**Supporting the Local Delivery of Improvement to York’s Parks, Gardens, and Open Spaces**

**Summary**

1. This report proposes how to use the additional investment of £150k in 2016/17 and 2017/18, agreed by Budget Council in February 2016, to support the Pride in York local delivery of environmental projects and grounds maintenance, and to build capacity in the voluntary sector.

**Recommendations**

2. The Executive Member is asked to agree:
  - The allocation of funding to wards set out in Annex 1
  - The core standards set out in paragraph 7
  - Use of some of the funding on a city-wide basis from the options set out in paragraphs 13 to 20

Reason: to support community initiatives to improve York’s parks and open spaces.

**Background**

3. As part of the programme to re-establish Ward Committees and to localise funding and decision-making, Council, in July 2015, allocated new Pride in York funding to wards to help them to facilitate local environmental schemes and to mitigate the effects of a £750k saving approved by Cabinet in 2014 as part of a programme to save money, between 2015 and 2018, from place based services, including grounds maintenance and cleansing.

4. During 2015/16 wards have submitted their priorities and recommendations in respect of their grounds maintenance budgets for 2016/17. This has involved discussions with residents, partners and officers. Each ward has taken a variety of approaches to meeting their savings targets including community groups taking on the maintenance of existing planting schemes and undertaking litter collection, as well as using local knowledge to remove unnecessary tasks. Some wards are also exploring alternative planting regimes whereby labour intensive annual bedding will be replaced by herbaceous plants. At the same time wards have used their new Pride in York money to good effect. Example initiatives include equipment to kit out litter pickers in Dringhouses and in Westfield, and a community planting scheme for Clifton Green.
5. The additional £150k Pride in York funding, approved by Council in February 2016, gives further potential for wards and communities to mitigate the effects of previous reductions in grounds maintenance budgets and to get involved in improving their local spaces. At the decision session held on 8 March the Executive Member agreed that these additional funds be divided into two elements as follows:
  - One part to be divided amongst all wards. This will be £100k in 16/17 (see Annex 1).
  - One part to fund community and voluntary sector organisations who can support wards with community led environmental and gardening type projects (to prioritise those wards where the affects of previous reductions have been greatest, principally city centre and those with parks). This will be £50k in 16/17.
6. During the recent review of the Council's Neighbourhood Working arrangements it was agreed to replace the spreadsheets previously used by wards to manage their devolved grounds maintenance. In place of this it is proposed to move to a position where we support wards by:
  - Agreeing with them the core tasks / minimum standards that the Council's grounds maintenance team will continue to provide in the ward
  - Identifying the support wards need to develop community schemes and providing this through the Environment Community (ECO) Officers
  - Creating city-wide arrangements to increase volunteering and to support local schemes notably in the city's parks and gardens where costs are highest

## Proposals

7. **Core Tasks / Standards:** Across the city the aim will be to continue to maintain the Council's green spaces in a safe, clean and usable condition. The Council will be responsible for providing:
- a strategic overview and the development of future plans
  - coordination of effort and community input
  - the majority of repairs and maintenance e.g. footpath resurfacing, painting and building repairs
  - work which requires powered machinery e.g. grass and hedge cutting
  - work which requires specialist equipment or qualification e.g. weed spraying, arboriculture care
  - work of a health and safety nature e.g. play ground inspection and care, water treatment, inspection and care of gravestones
  - the collection of rubbish, emptying litter bins, and coordinating graffiti removal
  - providing information and support to community organisations e.g. through the ECO officers and through the Council's website
8. To maintain and develop green space which are of a higher quality, visually appealing and have a range of events and activities taking place local communities will have a part to play.
9. How the community can or wants to respond will depend on local circumstance. We are currently working with over 100 community environmental projects. Here are just some examples of the initiatives that the Council is supporting at key sites:

Site	Group	Activity
Rowntree Park	Friends of Rowntree Park York Explore Rowntree Park Tennis Club	Events & gardening Café Management of Tennis Courts

West Bank Park	Individual volunteers Friends of West Bank Park West Bank Park Bowls Association 14 New Lane project	Gardening Events Full management of bowling green (2017) Potential community café and funds towards the upkeep of the park
Glen Gardens	Mosaic Garden Group Friends of Glen Garden  Blueberry Group Heworth Tennis Club  Osbalwick Bowls Club	Gardening Open and closing Gardens, gardening and events Gardening Management of tennis courts Management of bowling green (2017)
Clarence Gardens	Friends of Clarence Garden Clarence Gardens Bowls Association	Gardening  Full Management of bowling green (2017)
Rawcliffe Country Park	Friends of Rawcliffe Meadows  CYC Youth Justice programme SingletrAction	Management of the Cornfield nature reserve Woodland care  Construction and maintenance of bike tracks
Hull Road Park	Secret Garden group	Gardening and possible future care of the pavilion / café
Chapman's Pond	Friends of Chapman's Pond	Events, maintenance and fishery bailiff scheme

10. In addition to the above examples the Council's work is supplemented by the efforts of York Cares, various faith based volunteering groups, scouts, the Probation Service, other community

organisations and individual volunteers. In terms of individuals we currently have:

- 102 volunteer litterpickers
- 87 volunteer gardeners
- 27 volunteer tree wardens
- 40 volunteer lockers
- 11 volunteer water bailiffs
- 7 volunteer goose scarers
- 218 volunteer snow wardens

11. It is proposed to further develop the role of the ECO officers to support wards in use of their Pride in York budgets to enhance the standard of local parks and open spaces and to increase the number and effectiveness of volunteers engaged in relevant projects.
12. For the main parks and gardens the Green Flag standard (the national quality mark for green spaces) will remain the goal. At the moment Rowntree Park, West Bank Park, Glen Gardens, Clarence Gardens and Rawcliffe Country Park hold this award. Hull Road Park is working towards the standard. The Council will continue its work to support these efforts and examine what further support could be offered to help Hull Road Park achieve the Green Flag standard. Given the need for greater community action to meet this standard in future years it is proposed to talk to wards about any views they might have about retaining the award and how they can contribute to it.
13. **Use of the £50k to support community and voluntary sector organisations:** There are two areas where this funding might be most effective in supporting the community and voluntary sector to assist this agenda:
  - a) In using the expertise of the sector to encourage and to support volunteering
  - b) In targeting those wards where the affects of previous reductions have been greatest, principally city centre and those with parks, to create specific schemes
14. With regard to volunteering, much of York's green space community activity takes place at a local level with only a few organisations carrying out work across the whole of the city.

Given that future challenges of looking after green space cross geographical boundaries there is potential to seek partners with appropriate environmental expertise who could develop a co-ordinated programme of volunteering across the city.

15. At the moment the Council, in the main, responds to offers of volunteering, be they from individuals or organisations, rather than pro-actively seeking volunteers and developing volunteer opportunities. There is potential for an organisation with a track record of recruiting, developing and deploying volunteers across environmental projects to take an overview of the city's parks and open spaces needs and to create tailor made volunteering schemes to meet specific identified needs. If funding is provided to establish this scheme particular schemes may be identified by wards and supplementary funding provided as appropriate.
16. A particular advantage of contracting with a third sector organisation to provide this function would be their ability to tap into volunteers from other third sector organisations, for example youth organisations, business organisations, mental health providers and so on.
17. With regard to targeting particular wards, as suggested in 13b) above, a further approach that may be helpful would be to create a challenge fund approach. This would allow the Council's ECO officers to work with partner organisations within the sector to draw together proposals for projects aimed at addressing need.
18. This approach would support the further development of an Environmental Network, following the meeting of environmental groups called last year. This would bring together representatives of voluntary, community and independent organisations working in the area of environment. Proposals would be called for by the network and presented to it by individual organisations. Network members would be able to evaluate potential projects by asking informed and appropriately probing questions. The Council would remain the accountable body for final decision and distribution of the funding, based on the advice of the network.
19. A similar approach has been trialled and proved very successful in the youth and community sector. As well as ensuring that robust projects are developed in partnership it has also provided the opportunity for organisations to share their resources and expertise.

20. Option b) could be developed quite quickly whilst option a) would require more time to procure and would therefore be more suited to 2017/18. It may therefore be beneficial to adopt a mix of both approaches allocating more funding to b) this year and more to a) in 2017/18.

### **Options and Analysis**

21. The principal options open to the Executive Member are to comment on and amend the core standards and to decide which of the options to pursue within paragraphs 13 to 20.

### **Council Plan**

22. The proposals in this report contribute to the Council Plan objective that “All York’s residents live and thrive in a city which allows them to contribute.”

### **Implications**

23. **Financial:**

Budget Council on 25 February, 2016 approved additional investment of £150k in 2016/17 and 2017/18 to support the Pride in York local delivery of environmental projects and grounds maintenance, and to build capacity in the voluntary sector.

24. **Equalities:**

The Equalities Impact Assessment and action plan is attached at Annex 2.

There are no **Human Resources, Legal, Information Technology, Property, Crime and Disorder** or **Other** implications.

### **Risk Management**

25. In compliance with the Council’s risk management strategy the main risks that have been identified associated with the proposals contained in this report are those which could lead to the inability to meet business objectives and to deliver services, leading to damage to the Council’s reputation and failure to meet stakeholders’ expectations. The level of risk is assessed as “Low”. This is acceptable but means that regular monitoring is required of the operation of the new arrangements.

**Annexes**

1: Ward Allocations

2: Equalities Impact Assessment

**Contact Details**

<b>Author:</b>		<b>Chief Officer responsible:</b>			
Dave Meigh Operations Manager – Public Realm		Charlie Croft Assistant Director (Communities, Culture and the Public Realm)			
		<b>Report Approved</b>	✓	<b>Date</b>	28.4.16.
<b>Specialist Implications Officers:</b>					
<b>Wards Affected:</b>				<b>All</b>	✓
<b>For further information please contact the author of the report</b>					



## Additional £100k ward funding

## Annex 1

	Population	Allocation
Acomb	8,938	4,513
Bishopthorpe	3,906	1,972
Clifton	9,890	4,994
Copmanthorpe	4,134	2,087
Dringhouses & Woodthorpe	11,084	5,597
Fishergate	9,342	4,717
Fulford and Heslington	4,480	2,262
Guildhall	13,760	6,948
Haxby and Wigginton	12,038	6,078
Heworth	13,440	6,786
Heworth Without	4,025	2,032
Holgate	12,498	6,310
Hull Road	12,535	6,329
Huntington & New Earswick	12,108	6,114
Micklegate	12,516	6,320
Osbalwick and Derwent	7,197	3,634
Rawcliffe & Clifton Without	12,425	6,274
Rural West York	7,835	3,956
Strensall	8,137	4,109
Westfield	13,611	6,872
Wheldrake	4,153	2,097
<b>Totals</b>	<b>198,052</b>	<b>100,000</b>

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**SECTION 1: CIA SUMMARY**
**Community Impact Assessment: Summary**
**1. Name of service, policy, function or criteria being assessed:**

**Investing in the local delivery of improvement to York's parks, gardens, and open spaces**

**2. What are the main objectives or aims of the service/policy/function/criteria?**

Involving residents in local decision making, action planning and community projects:

- Additional investment via Ward Committee funding to support the development of locally support projects in parks, gardens and opens spaces including initiatives that promote volunteering opportunities and support to new and existing community groups.
- Support to community and voluntary sector organisations who can support wards with community led environmental and gardening type projects.

**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:**

Further support and resources aimed to develop local projects and volunteering opportunities will facilitate greater involvement of all communities of identity in local decision making and communities based solutions.

**5. Date CIA completed:** 21 April 2016

**6. Signed off by:**

*C.D. Croft*

**7. I am satisfied that this service/policy/function has been successfully impact assessed.**

**Name:** C.D. Croft

**Position:** A.D.

**Date:** 28 April, 2016

8. Decision-making body:	Date:	Decision Details:
<p>Send the completed signed off document to <a href="mailto:ciasubmission@york.gov.uk">ciasubmission@york.gov.uk</a> 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/ Context:**

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.

The group made reference in its meetings to the important role that volunteering plays for people from a community of identity and that Council services need to consider how they make their roles accessible to all.

3. Equality Profiling was carried out by service areas in 2014 who take on volunteers across the Council. Equality profiling of current council volunteer opportunities indicates that take up from York's protected characteristics, (e.g. gender, age, minority ethnic, and faith) is under represented.

4. 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.

5. .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 according to the key themes of the paper.

<b>1. Communications - Ensuring Information about ward engagement activity reaches residents</b>				
<b>Evidence</b>		<b>Quality of Life Indicators</b>	<b>Customer Impact (N/P/None)</b>	<b>Staff Impact (N/P/None)</b>
Scrutiny topic EAG workshops		Participation, influence and voice	<b>Positive</b>	<b>None</b>
<b>Details of Impact</b>	<b><i>Can negative impacts be justified?</i></b>	<b>Reason/Action</b>	<b>Lead Officer</b>	<b>Completion Date</b>
Impacts on COIs regarding communications about ward information has been noted from the consultations highlighted earlier in this document.	No	It is intended at the start of the year for the Ward Team to meet and set out the style and method of engagement which they will be using which reflects the need and make up the 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		

<p>Disability – barriers identified from engagement with people with learning difficulties that information is not in accessible format.</p> <p>Race – language barriers identified for written communications</p>		<p>Partnership, Pregnancy and Maternity, Race, Religion and Belief, Sex, Sexual Orientation and carers of older and disabled people.)</p> <p>Ensure ‘easy read’ communication methods are used where appropriate and officers are supported through awareness training.</p> <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.</p> <p>Use Community of Interest Forums and Voluntary sector newsletters to promote process and opportunities for involvement e.g. ward committees</p>		
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## 2. Having effective resident engagement

Evidence		Quality of Life Indicators	Customer Impact (N/P/None)	Staff Impact (N/P/None)
Scrutiny topic EAG workshops Feedback from previous ward meetings		Participation, influence and voice	<b>Positive</b>	<b>None</b>
Details of Impact	<i>Can negative impacts be justified?</i>	Reason/Action	Lead Officer	Completion Date
<p>The impact of having public meetings and events 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>	No	<p>In order to address this it is intended at the start of the year for the Ward Team to meet and set out engagement methods to reflect the needs and make-up of the community. Training for councillors has been provided in relation to utilising a range of engagement methods and styles to ensure positive engagement.</p> <p>Disability – continue to ensure accessible venues are used (currently doing an assessment of our venues list), use DisabledGo website.</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>The wards' planned engagement 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 and preferred ways of engagement.</p> <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.</p>		
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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		Participation, influence and voice	Positive	None
Details of Impact	<i>Can negative impacts be justified?</i>	Reason/Action	Lead Officer	Completion Date
	No	<p>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 and make-up 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>		

**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		Participation, influence and voice	Positive	Positive
Details of Impact	<i>Can negative impacts be justified?</i>	Reason/Action	Lead Officer	Completion Date
	No	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 and make-up of the community.  Clear and accessible information will be provided to explain processes of devolved budgets at a ward level.		

		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.		
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**5. Involving voluntary and community groups and promoting volunteering**

Evidence		Quality of Life Indicators	Customer Impact (N/P/None)	Staff Impact (N/P/None)
Scrutiny topic EAG workshops Survey of ward teams Development of CYC policy and charter mark		Participation, influence and voice	Positive	Positive
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 to understand the range of voluntary and community groups that exist within the ward plus citywide organisations		

<p>The relevant policies in place that set out principles and guidance procedures to enable a positive relationship with volunteers and a safe and meaningful volunteer experience.</p>		<p>operating within the community and organisations that provide volunteering opportunities.</p> <p>Clear and accessible information will be provided to explain how residents can become involved in existing community groups and organisations or how they can develop their own groups and projects.</p> <p>That groups that offer volunteering opportunities outline their commitment to equality and the aim to ensure that no volunteer involved in their volunteering projects receives less favourable treatment on the grounds of a protected characteristic.</p>		
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**Decision Session – Executive Member for Economic Development & Community Engagement** 10 May 2016

Report of the Assistant Director (Communities, Culture & Public Realm)

**Review of York’s Parish Charter**

**Summary**

1. This paper reports back on a review of the charter between City of York Council and the 31 parish and town councils within the York local authority area, as represented by the York Branch of the Yorkshire Local Councils Associations (YLCA). A revised version is proposed.

**Recommendations**

2. The Executive Member is asked to approve the final draft Charter for signing by City of York Council and offer it to the York Branch of the YLCA for signing on behalf of the city’s parish and town councils.

Reason: To advance joint working between City of York Council and York’s parish councils.

**Background**

3. There are two tiers of local government operating in the outer wards of the City of York local authority area. Those parts of the City of York which were outside of the pre-1996 non-metropolitan district of York have parish councils, of which there are 31 in total. One of the parish councils (Haxby) takes the style of Town. In order to advance joint working between the two tiers of local government – and to recognise the legal and other relationships between the two – a Parish Charter was produced setting-out an agreed way of working.
4. The Charter was last reviewed in 2011. The 2011 Charter states that the document should be reviewed every three years, meaning the review is now two years overdue. The 2016 review of the Charter has been co-ordinated by the York Parish Council Liaison Group which meets bi-monthly with the aim of improving working relations between the parish councils and City of York Council.

The Liaison Group comprises six parish councillors (who are appointed by the York Branch of the YLCA) and City of York Council representation (currently the Executive Member for Community Engagement and the Head of Communities and Equalities). The York Branch of the YLCA comprises representatives from the 31 parishes, which are all member councils of the YLCA, which in turn is a county association of the National Association of Local Councils.

### **Consultation**

5. Consultation has been undertaken within City of York Council and with the 31 parish councils. Parish councils were requested to consider the existing Charter and whether any amendments were required. No submissions were received. City of York councillors were consulted through the Members' Newsletter. No submissions were received. City of York Council officers were consulted through the internal newsletter and where appropriate the four responses have been incorporated into the final draft. The Parish Council Liaison Group proposed numerous minor alterations, which have all been incorporated.

### **Proposals**

6. The proposed revised draft is attached at Annex 1.

### **Options**

7. The principal options open to the Executive Member are:

**Option 1:** Approve the final draft Charter for signing by City of York Council and offer for signing by the York Branch of the YLCA.

**Option 2:** Approve the final draft charter, with amendments, for signing by City of York Council and offer for signing by the York Branch of the YLCA.

**Option 3:** Not approve the final draft Charter.

### **Analysis**

8. Option 1 will reinforce existing joint working, taking into consideration the contributions of consultees. Option 2 provides an opportunity to make amendments to the text in Option 1. Option 3 would further delay the review of the Charter with a risk that the existing Charter becomes unfit for purpose or obsolete.



## Council Plan

9. Parish councils are the first tier of local government in the neighbourhoods they serve and (to quote the motto of YLCA) “closest to the people”.

In the parished wards of the city, the Parish Charter is fundamental to advancing the Council Plan. In particular, relations with parish councils are a key component of the Council Plan’s priority for the City of York to be “a council that listens to residents”.

## Implications

10. There are no additional **Financial, Equalities, Human Resources, Legal, Information Technology, Property, Crime and Disorder** or **Other** implications arising from the report.

## Risk Management

11. In compliance with the Council’s risk management strategy the main risks that have been identified associated with the proposals contained in this report are those which could lead to the inability to meet business objectives and to deliver services, leading to damage to the Council’s reputation and failure to meet stakeholders’ expectations. The level of risk is assessed as “Low”. This is acceptable but means that regular monitoring is required of the operation of the new arrangements.

**Annex:** The final draft Parish Charter

## Contact Details

<b>Author:</b>	<b>Chief Officer responsible:</b>		
Joe Ashton Community Involvement Officer	Charlie Croft Assistant Director (Communities, Culture and the Public Realm)		
	<b>Report Approved</b>	✓	<b>Date</b> 28.4.16.
<b>Specialist Implications Officers:</b>		None	

**Wards Affected:**

Bishopthorpe, Copmanthorpe, Fulford & Heslington, Haxby & Wigginton, Heworth Without, Huntington & New Earswick, Osbaldwick & Derwent, Rawcliffe & Clifton Without, Rural West, Strensall, and Wheldrake

**For further information please contact the author of the report**

## **Charter between City of York Council and the Local (Parish and Town) Councils**

Dated: XXX

### **The Objectives**

1. The main objectives of this Charter are to:
  - Set out how the parties aim to work together and to continue existing best practice
  - Continually review and establish improved ways of working
  - Confirm the principles of democratic local government
  - Continually review and improve the system of local democracy
  - Encourage greater public participation in the system
  - Promote sustainable social, economic and environmental development
  - Advance the provisions of the Equality Act 2010 including the Public Sector Equality Duty
  - Encourage the sharing of information and data to improve outcomes for residents

### **Local Governance**

2. City of York Council and the Local Councils are committed to the principles of democratic local government. They will continue efforts to improve the system of local democracy and to see greater participation in and appreciation of this system.
3. City of York Council acknowledges and recognises that parish and town councils are the grass roots level of local government. By working with Local Councils, City of York Council aims to act in partnership with local communities, while balancing the needs of the wider locality.
4. Local Councils offer a means of shaping the decisions that affect their communities. They offer a means of revitalising or sustaining local communities. In turn, Local Councils recognise the strategic role of the principal authority and the equitable distribution of services which it has to achieve.

5. City of York Council will work with Local Councils to promote sustainable social, economic and environmental development in the area of the City of York.
6. Arrangements for engagement of Local Councils in City of York Council's governance arrangements and for liaison between councils will be as follows:
  - City of York Council will maintain its close working relationship with the York Branch of the Yorkshire Local Councils Association.
  - City of York Council shall identify one of its Officers to be responsible for the liaison work with Local Councils and who shall report to Members such matters as are relevant to this charter.
  - Local Councils will invite, as appropriate, Members and Officers of City of York Council to their meetings giving adequate notice to facilitate attendance.

### **Communications**

7. City of York Council will ensure that the Clerk of the relevant Local Council receives copies of any newsletters which it circulates in the parish of the Local Council and will ensure that the Clerk is sent an invitation to attend any public meeting organised by City of York Council in the parish.
8. City of York Council and Local Councils will acknowledge and respond to correspondence between organisations. Further to this City of York Council will respond to communications in line with current customer care standards:
9. Written correspondence including electronic correspondence to City of York Council will be either acknowledged or responded to fully within 5 working days. If information is not readily available the customer will be kept informed of progress.
10. Planning application consultations will have their own period of time, currently twenty-one days for Local Councils to respond. However, in recognition of Local Councils' meeting schedules, planning officers will make every effort to accommodate Local Councils' comments in a mutually agreeable timescale.

11. Should Local Councils experience an issue with the above response times from City of York Council, details of this should be sent to the Assistant Director (Customers and Employees) in the Customer and Business Support Services Directorate.

### **Consultation**

12. City of York Council will aim to give Local Councils the opportunity to comment before making a decision which affects the local community. Specifically, City of York Council posts agendas of meetings and decision sessions on its website, giving five clear days' notice. A facility is provided for Local Councils to receive electronic notifications of agendas and supporting papers.
13. If consultation does not take place, a written explanation will be given on request to the Head of Communities and Equalities at City of York Council
14. To help achieve the objectives laid down in this Charter, liaison and consultation (both formal and informal) will be further developed at Local Council level through regular meetings or specific consultative groups and at officer level, individually or through working parties and groups, as resources permit.
15. Local Councils will send, where possible electronically, a copy of the minutes of their meetings to the relevant Community Involvement Officer and to the Designated Officer at City of York Council. Copies of the agenda and minutes will also be sent to all City Ward Councillors elected for the respective area.
16. Officers and Members of the City of York Council will be given an opportunity to speak at Local Council meetings on matters of mutual interest by prior arrangement and at the discretion of the Local Council.

### **Practical Support**

17. City of York Council will, at its discretion, offer Local Councils access to support services, to enable them to deal with planning applications and to take advantage of facilities such as professional services, specialist knowledge, printing and purchasing, at a mutually agreed price.

18. The awareness needs for City of York Councillors and Officers to understand the roles and procedures for Local Councils will be carried out by Yorkshire Local Councils Association on behalf of Local Councils.

### **Standards Committee**

19. Both City of York Council and the Local Councils have adopted Codes of Conduct, with Local Councils adapting the model provided by the National Association of Local Councils (NALC) Local Councils will work with City of York Council's Joint Standards Committee to promote and maintain high standards of ethical conduct. Three councillors from Local Councils, who are not city councillors, will be appointed to the Joint Standards Committee. A Local Council Member must be present when ethical standards matters relating to Local Councils or their members are being considered.

### **Financial arrangements**

20. Elections – Where Local Council elections take place at the same time and venue as elections for City of York Council, the City Council will meet the full costs including any additional costs attributable solely to the Parish election. Financial arrangements for the carrying out of parish polls and the like will be made by City of York Council in consultation with the Local Councils with a view to limiting the costs of holding such events.
21. Arrangements for remedy of “Double Taxation” – If a service is provided by the Local Council rather than City of York Council and City of York Council charges taxpayers in the parish for equivalent services which it provides elsewhere then this may be a case of Double Taxation. City of York Council wants to ensure that residents of York do not have to pay twice for the same service. However, the existence of concurrent functions does not in itself mean that double taxation is occurring. Any Local Council that believes a service that it is providing creates Double Taxation is invited to put the case for remedy to City of York Council. A written proposal should be submitted in the first instance to the Head of Communities and Equalities for assessment and consideration.

**Complaints Procedure**

- 22. If in the event of a Local Council being dissatisfied with the actions of City of York Council, the Local Council shall use the City of York Council's feedback and complaints procedure and if required contact the designated liaison officer as point 6.
- 23. In the case of City of York Council being dissatisfied with the actions of a Local Council then a letter should be sent to the Clerk of the individual Local Council requesting further information or a meeting to discuss the issue.
- 24. Any issues arising regarding the relationship between the two parties in general shall be an agenda item for discussion at the YLCA Liaison Group bi monthly meetings.

**Review**

- 25. This Charter Agreement shall be revised as and when appropriate to ensure its compliance by the parties hereto and its effectiveness. Local Councils recommend that this is no longer than at three yearly intervals.

**Attestation**

- 26. To signify agreement of the parties to this Charter it was signed by

.....

Elected Member of City of York Council having responsibility for  
Community Engagement

and

.....

as Chairman of the York Branch of the Yorkshire Local Councils  
Associations

## Appendix

The following are the Local (Parish and Town) Councils being parties to this agreement.

1. Acaster Malbis
2. Askham Bryan
3. Askham Richard
4. Bishopthorpe
5. Clifton Without
6. Copmanthorpe
7. Deighton
8. Dunnington
9. Earswick
10. Elvington
11. Fulford
12. Haxby Town Council
13. Heslington
14. Hessay
15. Heworth Without
16. Holtby
17. Huntington
18. Kexby
19. Murton
20. Naburn
21. Nether Poppleton
22. New Earswick
23. Osbaldwick
24. Rawcliffe
25. Rufforth with Knapton
26. Skelton
27. Stockton-on-the-Forest
28. Strensall with Towthorpe
29. Upper Poppleton
30. Wheldrake
31. Wigginton