

CITY OF YORK COUNCIL SUMMONS

All Councillors, relevant Council Officers and other interested parties and residents are formally invited to attend the Annual Council Meeting of the **City of York Council** at the **The Guildhall, Coney Street, York, YO1 9QN**, to consider the business contained in this agenda on the following date and time

Thursday, 22 May 2025 at 11.00 am

A G E N D A

1. **Apologies for Absence**

To receive and note apologies for absence.

2. **Declarations of Interest**

At this point in the meeting, Members and co-opted members are asked to declare any disclosable pecuniary interest, or other registerable interest, they might have in respect of business on this agenda, if they have not already done so in advance on the Register of Interests. The disclosure must include the nature of the interest.

An interest must also be disclosed in the meeting when it becomes apparent to the member during the meeting.

- (1) *Members must consider their interests, and act according to the following:*

Type of Interest

You must:

*Disclosable
Pecuniary Interests*

Disclose the interest; not participate in the discussion or vote; and leave the meeting unless you have a dispensation.

*Other Registrable
Interests (Directly
Related)*

OR

*Non-Registrable
Interests (Directly
Related)*

Disclose the interest; speak on the item only if the public are also allowed to speak but otherwise not participate in the discussion or vote; and leave the meeting unless you have a dispensation.

*Other Registrable
Interests (Affects)*

OR

*Non-Registrable
Interests (Affects)*

*Disclose the interest; remain in the meeting, participate, and vote unless the matter affects the financial interest or well-being:
(a) to a greater extent than it affects the financial interests of*

*a majority of inhabitants of the affected ward; and
(b) a reasonable member of the public knowing all the facts would believe that it would affect your view of the wider public interest,
in which case speak on the item only if the public are also allowed to speak, but otherwise not do not participate in the discussion or vote, and leave the meeting, unless you have a dispensation.*

- (2) Disclosable pecuniary interests relate to the Member concerned or their spouse/partner.*
- (3) Members in arrears of Council Tax by more than two months must not vote in decisions on, or which might affect, budget calculations, and must disclose at the meeting that this restriction applies to them. A failure to comply with these requirements is a criminal offence under section 106 of the Local Government Finance Act 1992.*

3. Appointment of Lord Mayor

To appoint a Lord Mayor for the 2025/26 Municipal Year.

4. Appointment of Sheriff

To appoint a Sheriff for the 2025/26 Municipal Year.

5. Appointment of Deputy Lord Mayor

To appoint a Deputy Lord Mayor for the 2025/26 Municipal Year.

6. Election of the Council Leader

To invite nominations for, and formally elect, the Leader of the Council for the 2025/26 Municipal Year.

7. Formal Business of Council - Committee Arrangements, Allocation of Seats and Appointments to the Council Structure and Other Bodies for 2025/26, and Allocation of Motions (Pages 9 - 52)

To receive a report which asks Council to:

- (i) Agree the allocation of seats in accordance with the arrangements set out in Annex A;
- (ii) Agree the delegation of approval of future changes to group allocations to the Director of Governance and Monitoring Officer;
- (iii) Agree the appointment of the Council Leader and note the Executive appointments and respective portfolios to be approved by the elected Leader of the Council;
- (iv) Note the group nominations to Committees and other bodies, as well as appointments to Chairs and Vice-Chairs, as set out in this report and its annexes, together with details of any nominations and appointments which may be circulated prior to the meeting, in light of the Council's duty to give effect to group nominations;
- (v) Waive political balance requirements in respect of the Yorkshire Purchasing Organisation place, as noted in Annex B4;
- (vi) Note the allocation of motions for consideration at Ordinary Full Council meetings for the period 2025-2027 as set out in Annex C;
- (vii) Agree the Terms of Reference for Corporate Scrutiny Committee, People Scrutiny Committee and Place Scrutiny Committee as shown at Annex D;
- (viii) Agree the Terms of Reference of the Corporate Appeals Committee as shown at Annex F;
- (ix) Agree the amendment to the number of seats on the Staffing Matters and Urgency Committee from five seats to three seats;
- (x) In the event that the Leader of the Council notifies the Monitoring Officer of any changes to the Executive Portfolios, the Monitoring Officer to update the Council's

Constitution accordingly.

[Annex A – Allocation of seats 2025/2026; Annex B2 – Appointments to Committees, Sub Committees and Working Groups 2025/26; Annex B3 – Chairs and Vice Chairs 2025/2026; and Annex B4 – Appointments to Outside Bodies 2025/2026 to follow].

8. Urgent Business

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

Democracy Officers

Jane Meller / James Parker

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We can also translate into the following languages:

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 (Polish)
własnym języku.

Bu bilgiyi kendi dilinizde almanız mümkündür. (Turkish)

یہ معلومات آپ کی اپنی زبان (ہولی) میں بھی میا کی جاسکتی ہیں۔ (Urdu)

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Annual Council Meeting

22 May 2025

Report of the Director of Governance

Committee Arrangements, Allocation of Seats and Appointments to the Council Structure and Other Bodies for 2025/26, and Allocation of Motions

Summary

1. At its Annual General Meeting, Full Council considers the allocation of seats on Committees and other bodies every year and makes appropriate appointments for the coming Municipal Year. This report sets out details of those arrangements, together with a proposed schedule of motions from Groups for consideration at ordinary meetings of Council, as required by the Council Procedure Rules.
2. The Council is required to review committee membership and political proportionality on committees annually in order to run its business during the 2025/26 Municipal Year. The distribution of seats on committees is allocated in accordance with the proportionality principles set out in the Local Government and Housing Act 1989 and the Local Government (Committees and Political Groups) Regulations 1990.
3. In accordance with the Local Government Act 2000 covering Executive arrangements, the Council is required to also appoint its Council Leader at its Annual Meeting. Under the same statutory provisions, once the Council Leader is appointed by Annual Council, that Leader is then responsible for appointing between two and nine Executive Members.
4. Constitutionally, the Annual Meeting must also approve a schedule of motions allocated to Groups for consideration at ordinary Council meetings.

Amendments to Committees and to the Scheduling of Executive Member Decision Sessions

5. Following the review of Scrutiny procedures that took place during 2024-2025, Council resolved to reduce the number of scrutiny committees from four to three, and to reschedule the formal business meetings of those committees to meet bi-monthly. The revised remits for the three new committees are shown at Annex D, and the revised schedule of meetings is included within Annex E.
6. The Executive Leader will be introducing a revised Executive Member Decision Session schedule following the Annual Meeting. Currently, one meeting per month is scheduled for each of the eight portfolio holders. This will be replaced by two meetings per month, with one monthly session dedicated to decisions that fall within the Transport portfolio; the other will include decisions for consideration by the Executive Leader, Deputy Leader and the remaining five portfolio holders in a “Combined Executive Member Decision Session”. The revised schedule is presented to members for information at Annex E.
7. It is proposed that the existing three Appeals Committees (Corporate Appeals; Housing Appeals; Education Appeals) be combined into one single Corporate Appeals Committee. The revised terms of reference are shown at Annex F. In addition, the membership of the Staffing Matters and Urgency Committee is proposed to be reduced from five to three, with the quorum of two members.

Allocation of Seats

8. Full Council is asked to approve appointments to those available seats to which the political balance rules must be applied, under the provisions of the Local Government and Housing Act 1989. Full details are contained in Annex A.

Appointments to the Executive

9. Council will be aware that it is the role of the Leader to appoint Executive Members. Annex B1 sets out, for information, the Executive Members for 2025-2026, and their respective portfolios, that the Leader will be appointing.

Appointments to Committees, Working Groups & Other Bodies

10. Section 16(1) of the Local Government and Housing Act 1989 provides:

“Where any relevant authority or any committee of a relevant authority have determined the allocation to different political groups of the seats on a body to which section 15 above applies, it shall be the duty of that authority or committee so to exercise their power to make appointments to that body as to give effect—

(a) as soon as practicable after the determination; and

(b) if a vacancy subsequently occurs on that body, as soon as practicable after the occurrence of the vacancy,

to such wishes about who is to be appointed to the seats on that body which are allocated to a particular political group as are expressed by that group”.

11. Consequently, where committee places are subject to group allocation and the group expresses its wishes, the Council is under a duty to give effect to those Group wishes.
12. In light of the group allocations of seats referred to above, Full Council is asked to note the group allocations to those Committees and other bodies set out in Annex B2, and to agree any non-Group vacancies which may exist. Regarding future changes in Group nominations, Council is also asked to delegate authority to put such changes into effect, to the Director of Governance and Monitoring Officer.
13. These include various external bodies, together with Chairs and Vice Chairs of Committees and membership of Ward Committees. These appointments will be made in accordance with nominations to be made by political groups, together with nominations to places allocated to Independent Members.
14. Also included within Annex B2 are the details of statutory appointments which the Council is required to make to its Health & Wellbeing Board. Statutorily, the Council must appoint the Council Leader (or their nominee) to the Board. It is proposed that the Executive Member for Health, Wellbeing & Adult Social Care be appointed as the Leader’s nominee for the 2025/26 Municipal Year. In addition, it is proposed that an additional Executive Member be appointed to the Board.

15. The Council has also previously appointed a further 2 Members to the Board. It is proposed that these Members be appointed from the next largest group on the Council.
16. Finally, Council will note from the proposed appointment to the Yorkshire Purchasing Organisation that there is a request that Council waives the political balance requirements for that organisation. Council is therefore asked to waive political balance in that case.
17. Members will note that there are two additional Outside Bodies for 2025/2025; York Hungry Minds, and Holocaust Memorial Day Steering Group.

Appointment of Substitutes

18. The political proportionality calculations, and the allocation of seats to political Groups, do not take into account, or have any bearing on, the appointment of substitutes. Groups are invited to appoint designated substitutes for committees, to ensure both quoracy and balance on those committees. Any substitute appointed to either Planning Committee, or to the Licensing Committee, must have undertaken the requisite training prior to sitting on the committee in question.

Combined Authorities

19. Details of places available to the Council in relation to the York and North Yorkshire Combined Authority, as well as the pre-existing West Yorkshire Combined Authority Advisory Panels, together with its nominations to fill those places, are also set out in Annex B4. Members will note that there is a newly established York and North Yorkshire Combined Authority Transport Advisory Board with one seat available for City of York Council.

Schedule of Motions

20. A proposed schedule of allocation of motions to ordinary Council meetings is attached at Annex C to this report, in accordance with the requirements of the Council's Constitution. For completeness, it shows the proposed allocation for the coming Municipal Year, together with projections for allocations for the remainder of the existing Council 4-year term, up to the

local elections in 2027. Members will note the revised allocation schedule following the adoption of revised Council Procedure Rules, at the meeting of Council held in November 2024, that saw the number of motions per meeting reduced from four to three.

Consultation

21. In accordance with the usual process for gathering nominations to available places at the Annual Council Meeting, all party Groups have been consulted on and provided with the necessary information on available places.

Options

22. Options open to the Council are:
 - a) to approve the allocation of seats and proportionality to Committees and other bodies for 2025/26, waiving political balance rules for the Yorkshire Purchase Organisation place, agreeing the revised terms of reference for the scrutiny committees and the Corporate Appeal Panel; and the delegation of approval of future changes to group allocations to the Director of Governance and Monitoring Officer; or not approve the above and to propose alternatives.
 - b) to make the appointments proposed at the meeting (in accordance with further nominations to be circulated) to Committees and other bodies set out in Annexes B and C, including the appointment of Chairs and Vice Chairs to Committees; or not make the appointments proposed and to propose alternatives.

Council Plan 2023-27

23. Establishing an appropriate decision making and scrutiny structure, is essential in providing a framework through which the Council can make decisions, relating to the delivery of its core priorities, effectively.

Implications

Financial

24. Not applicable to this report.

Human Resources (HR)

25. Not applicable to this report.

Equalities

26. The Equality Act 2010 requires the Council when exercising its functions to have due regard to the need to eliminate discrimination, harassment, victimisation, and other conduct prohibited under the Act; advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it and foster good relations between persons who share a relevant protected characteristic and persons who do not share it. The protected characteristics under the Equality Act 2010 are age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race religion and belief, sex, and sexual orientation.

Legal Implications

27. Section 15 of the Local Government and Housing Act 1989 imposes a duty on the Council to allocate seats on its ordinary and advisory committees to party groups, giving effect, “so far as is reasonably practicable”, to principles set out in the Act. These principles are:
- a) Not all the seats on the body are allocated to the same political group;
 - b) That the majority of the seats on the body is allocated to a particular political group if the number of persons belonging to that group is a majority of the authority’s membership;
 - c) Subject to (a) and (b) above, that the number of seats on the ordinary committees of a relevant authority which are allocated to each political group bears the same proportion to the total of all the seats on the ordinary committees as is borne by the number of members of that group to the membership of the authority;
 - d) Subject to (a) to (c) above, that the number of the seats on the body which are allocated to each political group bears the same proportion to the number of all the seats on that body as is borne by the number of members of that group to the membership of the authority.

28. The Council is statutorily obliged to make appointments to committees, advisory committees, sub-committees, and certain other prescribed bodies in accordance with these political balance rules. These rules may only be waived where no Member votes against the proposal. As with previous years, it is suggested that the rules be waived in relation to appointments to the Joint Standards Committee, in the interests of fairness, independence and equality on this Committee.
29. A failure to meet the above legal requirements brings with it a risk of the Council operating with no agreed political management arrangements (in the form of a decision making and scrutiny structure) should Annual Council fail to make any such arrangements.

Crime and Disorder, Information Technology and Property

30. Not applicable to this report.

Recommendations

31. Members are asked to consider the recommendations and annexes attached to this report and:
 - (i) Agree the allocation of seats in accordance with the arrangements set out in Annex A;
 - (ii) Agree the delegation of approval of future changes to group allocations to the Director of Governance and Monitoring Officer;
 - (iii) Agree the appointment of the Council Leader and note the Executive appointments and respective portfolios to be approved by the elected Leader of the Council;
 - (iv) Note the group nominations to Committees and other bodies, as well as appointments to Chairs and Vice-Chairs, as set out in this report and its annexes, together with details of any nominations and appointments which may be circulated prior to the meeting, in light of the Council's duty to give effect to group nominations;
 - (v) Waive political balance requirements in respect of the Yorkshire Purchasing Organisation place, as noted in Annex B4;

- (vi) Note the allocation of motions for consideration at Ordinary Full Council meetings for the period 2025-2027 as set out in Annex C;
- (vii) Agree the Terms of Reference for Corporate Scrutiny Committee, People Scrutiny Committee and Place Scrutiny Committee as shown at Annex D;
- (viii) Agree the Terms of Reference of the Corporate Appeals Committee as shown at Annex F;
- (ix) Agree the amendment to the number of seats on the Staffing Matters and Urgency Committee from five seats to three seats;
- (x) In the event that the Leader of the Council notifies the Monitoring Officer of any changes to the Executive Portfolios, the Monitoring Officer to update the Council's Constitution accordingly.

Reason: To fulfil the Council's statutory and constitutional requirements.

Contact details:

Authors: Chief Officer Responsible for the report:

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Head of Democratic
Governance

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Bryn Roberts
Director of Governance

Report
Approved

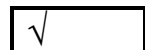


Date 14/05/2024

Specialist Implications Officer(s): None

Wards Affected:

All



For further information please contact the author of the report

Annexes:

- Annex A - Allocation of seats 2025/2026 – to follow

- Annex B1 - Executive Members and Portfolios 2025/2026
- Annex B2 - Appointments to Committees, Sub Committees and Working Groups 2025/26 – to follow
- Annex B3 – Chairs and Vice Chairs 2025/2026 – to follow
- Annex B4 - Appointments to Outside Bodies 2025/2026 – to follow
- Annex B5 - Appointments to Ward Committees 2025/2026
- Annex C - Allocation of Motions 2025-2027
- Annex D - Revised Terms of Reference for Scrutiny Committees
- Annex E - Revised Scrutiny Committee and EMDS schedule of meetings 2025/26
- Annex F - Terms of Reference for Corporate Appeals Committee

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Executive Members and Portfolios: May 2025

Leader of the Council and Executive Member for Policy, Strategy and Partnerships

Councillor Claire Douglas, with responsibilities for:

- Policy, Strategy and Partnerships
- Communications and Media
- Legal, Democratic and Civic Support
- Regional and National Matters
- Emergency Planning
- Armed Forces Covenant

Deputy Leader of the Council and Executive Member for Economy and Culture

Councillor Peter Kilbane, with responsibilities for:

- Economic Development and Strategy
- Regeneration
- Tourism
- High Streets
- Business Friendly Council and Business Support
- Skills Development and Apprenticeships
- Leisure and Sport
- Arts, Music, Culture and Heritage
- Libraries
- Adult Education and Lifelong Learning

Executive Members for Finance, Performance, Major Projects, Human Rights, Equality and Inclusion

Councillors Katie Lomas, with responsibilities for:

- Customer Services
- Bereavement and Registrar
- Human Resources and Payroll
- Human Rights, Equalities and Inclusion
- ICT
- Information Management
- Financial Management and Strategy

- Investment and Commercialisation
- Financial Procedures and Risk Management
- Financial Inclusion
- Performance and Business Assurance
- Procurement Services and Commissioning
- Fraud
- Asset Management
- Operational Accommodation
- Facilities Management
- Health and Safety Operational Standards
- Major Project delivery - Finance and Programme management

Executive Member for Housing, Planning and Safer Communities

Councillor Michael Pavlovic, with responsibilities for:

- Community Consultation and Engagement
- Ward Committees
- Community Centres
- Volunteering
- Parish Council Liaison
- Planning Policy, Conservation and Urban Design
- Neighbourhood Planning
- Planning and Development Management
- Building Control
- Housing
- Tenant Engagement
- Homelessness
- Community Safety and Safer Neighbourhoods
- Safer York Partnership
- Police liaison
- Anti-Social Behaviour
- Community Cohesion
- Prevent

Executive Member for Transport

Councillor Kate Ravilious, with responsibilities for:

- Civil Engineering and Highways
- Cycling Infrastructure
- Parking Services and Parking Strategy
- Transport Strategy

- Travel Planning
- Highways Strategy
- Taxi Licensing (in conjunction with Chair of Licensing)
- Street Lighting
- Digital Infrastructure
- Local, Regional and National Transport Infrastructure
- Fleet Management

Executive Member for Children, Young People and Education

Councillor Bob Webb, with responsibilities for:

- Children's Social Care
- School Improvement and Organisation
- Children and Families
- Early Intervention and Local Area Teams
- Youth Support Services
- School Place Planning
- Children's Safeguarding
- Special Educational Needs
- Children's Centres and Early Years
- Youth Offending
- Poverty

Executive Member for Health, Wellbeing and Adult Social Care

Councillor Lucy Steels-Walshaw, with responsibilities for:

- Health and Social Care Integration
- Public Health and Health Inequalities
- Substance Misuse
- Mental Health Services
- Domestic Violence
- Services for Carers
- Adult Social Care and Safeguarding
- Local Area Co-ordination
- Assessment and Personalisation
- Residential, Home and Respite Care
- Older People
- Learning Disabilities

Executive Member for Environment and Climate Emergency

Councillor Jenny Kent, with responsibilities for:

- Flood Protection
- Community Environment
- Waste Management and Recycling
- Street Environment
- Environment Strategy
- Green Infrastructure and Biodiversity
- Air Quality
- Climate Change and Sustainability
- Energy Transition and Energy Security
- Parks and Open Spaces
- Licensing Policy (in conjunction with Chair of Licensing)
- Regulatory Enforcement
- Health and Safety Enforcement
- Public Protection and Trading Standards
- Environmental Health and Food Hygiene

City of York Council Ward Committee Membership 2025/2026

Ward Committee

Acomb
Bishopthorpe
Clifton
Copmanthorpe
Dringhouses and Woodthorpe

Fishergate
Fulford and Heslington
Guildhall
Haxby and Wigginton

Heworth

Heworth Without
Holgate

Hull Road

Huntington and New Earswick

Micklegate

Osbaldwick and Derwent
Rawcliffe and Clifton Without

Rural West York
Strensall
Westfield
Wheldrake

Membership

Cllrs Lomas and Rose
Cllr Nicholls
Cllrs Myers and Wells
Cllr Steward
Cllrs Fenton, Mason and
Widdowson
Cllrs Whitcroft and Wilson
Cllr Ravilious
Cllrs Clarke, Melly and Merrett
Cllrs Cuthbertson, Hollyer and
Watson
Cllrs B Burton, Douglas and
Webb
Cllr Ayre
Cllrs Kent, Steels-Walshaw and
Taylor
Cllrs Baxter, Moroney and
Pavlovic
Cllrs Cullwick, Orrell and
Runciman
Cllrs J Burton, Crawshaw and
Kilbane
Cllrs Rowley BEM and Warters
Cllrs Smalley, Wann and
Waudby
Cllrs Hook and Knight
Cllrs Fisher and Healey
Cllrs Coles, Nelson and Waller
Cllr Vassie

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Allocation of Motions between Groups

Proportional allocation for the remaining 2 years of the 4 year term commencing from May 2023.

Following Council's adoption of revised Council procedures in November 2024, the allocation of motions was reviewed in light of the reduction from four motions at ordinary meetings of Council, to three motions. The allocations are undertaken on a whole term of office basis, so the previous allocation was in respect of all ordinary meetings between May 2023 and May 2027.

When this allocation was reviewed for the remainder of the term of office, i.e. November 2024 to May 2027, the allocations before rounding up, were:

Labour	13.78
LD	10.91
Cons	1.72
Ind	0.57

At the point of the adoption of the new procedure rules, there were nine remaining ordinary council meetings before May 2027, therefore there were 27 motion "slots" to be allocated.

Following discussions on the options for allocation, the Leader agreed the following:

Labour	13
Liberal Democrat	11
Conservative	2
Independent	1

The table below shows how these will be distributed across the remaining ordinary meetings.

Council Meeting	Lab	LD	Cons	Ind	Total
<i>March 2025</i>	2	1			3
July 2025	2	1			3
September 2025	1	1	1		3
November 2025	2	1			3
March 2026	1	2			3
July 2026	1	1	1		3
September 2026	1	1		1	3
November 2026	1	2			3
March 2027	2	1			3
Total	13	11	2	1	27

Revised Scrutiny Service Plan Responsibilities

Corporate Scrutiny Committee

- To act as the Council's statutory scrutiny committee
- To oversee and co-ordinate/support the work of the Scrutiny Committees in its capacity as the Council's statutory scrutiny committee. This will include:
 - a) Allocating responsibility for issues which fall between more than one Scrutiny Committee;
 - b) Allocating, in consultation with the relevant Chair and Vice-Chair, urgent issues to be considered by an appropriate committee (including ad-hoc scrutiny committee), as may be necessary;
 - c) Reviewing progress against the work plans of the Scrutiny Committees, as may be necessary and receiving updates from Chairs of those scrutiny committees, as required;
 - d) Receiving periodical progress reports, as appropriate, on specific scrutiny reviews.
 - e) Considering and commenting on any final reports arising from completed reviews produced by the Scrutiny Committees, as required.
- To provide an annual report to Full Council on the work of the overview & scrutiny function
- To consider all post-decision Call-in for scrutiny in accordance with the Scrutiny Procedure Rules as set out in Appendix 5 of the Constitution and to question any Executive Member, as may be required
- In consultation with the Monitoring Officer, to periodically review the scrutiny procedures to ensure that the function is operating effectively and recommend to Council any appropriate constitutional changes relating to the scrutiny structure or procedural rules.
- To receive details of petitions received by the Council in line with the Council's published arrangements and responses or proposed responses to those petitions. To consider using its powers as a scrutiny committee to support the Council in responding appropriately to issues raised by such petitions and, in so doing, to promote public engagement.
- To monitor progress and actions taken in response to motions approved by Full Council
- To be responsible for monitoring performance of the following areas:
 - a) Legal Services
 - b) Corporate Governance Team
 - c) Civic & Democratic Services

- d) Electoral Services
- e) Corporate Finance and Procurement
- f) Human Resources and Organisational Development
- g) Customer, Resident and Exchequer Services
- h) Digital and ICT

- To monitor major capital projects
- To have strategic oversight of the Council's 10 year strategies
- Develop and maintain a closer working relationship with the council's Audit and Governance Committee

To have detailed oversight of the Council's Climate Change responsibilities and actions, specifically:

- The production and delivery of the Climate Change Strategy and Climate Change Action Plan, which provides the framework for the council and city to be net zero carbon and climate ready.
- Annual emissions reporting to monitor progress against our climate change ambition, reviewing the Council's practices, policies, and procedures to understand our impact and identify improvements.
- The development of projects and programmes that contribute towards the Council's climate change ambition, including resilience measures to enable communities to address the consequences of climate change, and the identification of resources that can contribute towards delivery of actions
- Collaboration with local and regional stakeholders, including the York Climate Commission, and engaging communities to understand their needs and deliver direct benefits for them,

As part of the committee's Climate Change responsibility

- To review best practice across the UK and other international cities
- To provide opportunities for the committee to contribute to reducing carbon emissions, in the context of environmental responsibility, economic prosperity, social equity and cultural vitality

Place Scrutiny Committee:

- 10 Year Economic Strategy, Economic Growth & Inward Investment
- 10 Year Transport Strategy
- Local Transport Strategy
- Accessibility in public areas including City Centre Access Strategy
- Parking Services (inc Digital ResPark)
- Highways
- Planning & Development Services
- Strategic Housing Provision
- Regeneration & Asset / Property Management
- Public Realm
- Waste Services
- Fleet
- Public Protection (Trading Standards, Environmental Health, Food Safety Licensing)
- Client Management: Make it York, GLL
- Client Management: YorWaste
- Emergency Planning, Flood Risk
- Monitor Emissions Impacts across the City
- Consider MCA Joint Committee Decisions as relate to this Committee
- Culture, inc York Theatre Royal, Museums, Music Venues Network (& elements of MIY)
- Libraries & Archives

People Scrutiny Committee:

- Develop & maintain close working with Corporate Parenting Board and York Schools & Academies Board and deliver complimentary agendas where appropriate;
- Children's Social Care
- The Virtual School for children in care
- Early Years and childcare
- School effectiveness and achievement, including school attendance and school safeguarding
- School services: School place planning and capital maintenance; School transport; Admissions; The School governance service and SENDIASS; Behaviour and attendance; Elective home education; Children missing education
- SEND services & Educational Psychology
- Skills, inc monitoring of York Skills Board; York Learning
- Neighbourhood Working, Community Centres
- People & Neighbourhoods Strategy & Policy
- Community Safety inc Safer York Partnership, Substance Misuse, Anti Social Behaviour
- Youth Services
- Voluntary Sector
- Digital inclusion strategy
- Develop & maintain close working with Health & Wellbeing Board in order to deliver complimentary agendas and avoid duplication; hold HWB board to account on HWB Strategy
- Public Health
- Maintain oversight of Health Services as appropriate to Scrutiny, including monitoring of the Integrated Care Strategy
- Consider any substantial changes to Health service provision within the local authority area
- Services for carers
- Adult Safeguarding
- Adult Social Care Provision
- Adult Social Care Community Teams
- Commissioning, Quality Improvement and Partnerships
- Early Intervention and Prevention
- Housing Revenue Account
- Housing Services
- Housing - Building Services, Repairs and maintenance, Standards and Adaptations
- Older People's Accommodation Programme
- Landlord services

- Homelessness and rough sleeping

In addition to the general powers and delegated authorities of Scrutiny Committees of the Council, the People Scrutiny Committee is also responsible for:

- a) the discharge of the health and scrutiny functions conferred on the Council by the Local Government Act 2000
- b) undertaking all of the Council's statutory functions in accordance with section 7 of the Health and Social Care Act 2001, NHS Reformed & Health Care Professional Act 2002, and section 244 of the National Health Service Act 2006 and associated regulations, including appointing members, from within the membership of the Committee, to any joint scrutiny committees with other local authorities, as directed under the National Health Service Act 2006.
- c) reviewing and scrutinising the impact of the services and policies of key partners on the health of the City's population
- d) reviewing arrangements made by the Council and local NHS bodies for public health within the City
- e) making reports and recommendations to the local NHS body or other local providers of services and to evaluate and review the effectiveness of its reports and recommendations
- f) delegating functions of scrutiny of health to another Local Authority Committee
- g) reporting to the Secretary of State of Health when:
 - i. concerned that consultation on substantial variation or development of service has been inadequate
 - ii. it considers that the proposals are not in the interests of the health service

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May 2025

April '25							June '25						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
		1	2	3	4	5	1	2	3	4	5	6	7
6	7	8	9	10	11	12	8	9	10	11	12	13	14
13	14	15	16	17	18	19	15	16	17	18	19	20	21
20	21	22	23	24	25	26	22	23	24	25	26	27	28
27	28	29	30				29	30					

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
27	28	29	30	1	2	3
4	5 Bank Holiday	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22 Annual Council 11:00	23	24
25	26 Bank Holiday	27 Half Term Corporate Calling in* 17:30	28 Half Term	29 Half Term	30 Half Term	31
1	2	Notes				
		Calendar Templates by Vertex42 https://www.vertex42.com/calendars/				

June 2025

May '25							July '25						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2	3			1	2	3	4	5
4	5	6	7	8	9	10	6	7	8	9	10	11	12
11	12	13	14	15	16	17	13	14	15	16	17	18	19
18	19	20	21	22	23	24	20	21	22	23	24	25	26
25	26	27	28	29	30	31	27	28	29	30	31		

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3 Combined EMDS 10:00 (TBC)	4	5	6	7
8	9 Corporate 17:30	10	11 People 17:30	12	13	14
15	16	17 Transport EMDS 10:00	18	19	20	21
22	23	24 Place 17:30	25	26	27	28
29	30 Corporate Calling In* 17:30	1	2	3	4	5
6	7	Notes				
Calendar Templates by Vertex42 https://www.vertex42.com/calendars/						

July 2025

June '25							August '25						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7						1	2
8	9	10	11	12	13	14	3	4	5	6	7	8	9
15	16	17	18	19	20	21	10	11	12	13	14	15	16
22	23	24	25	26	27	28	17	18	19	20	21	22	23
29	30						24	25	26	27	28	29	30
							31						

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
29	30	1 Combined EMDS 10:00 (TBC)	2	3 ALL MEMBER BRIEFING	4	5
6	7 Corporate 17:30	8	9 People 17:30	10	11	12
13	14	15 Transport EMDS 10:00	16	17	18	19
20	21	22	23 Summer Break	24 Summer Break	25 Summer Break	26
27	28 Summer Break Corporate Calling In* 17:30	29 Summer Break EPAT 17:30	30 Summer Break	31 Summer Break	1	2
3	4	Notes				

August 2025

July '25							September '25						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
		1	2	3	4	5		1	2	3	4	5	6
6	7	8	9	10	11	12	7	8	9	10	11	12	13
13	14	15	16	17	18	19	14	15	16	17	18	19	20
20	21	22	23	24	25	26	21	22	23	24	25	26	27
27	28	29	30	31			28	29	30				

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
27	28	29	30	31	1 Summer Break	2
3	4 Summer Break	5 Summer Break	6 Summer Break	7 Summer Break	8 Summer Break	9
10	11 Summer Break	12 Summer Break	13 Summer Break	14 Summer Break	15 Summer Break	16
17	18 Summer Break	19 Summer Break	20 Summer Break	21 Summer Break	22 Summer Break	23
24	25 Bank Holiday Summer Break	26 Summer Break	27 Summer Break	28 Summer Break	29 Summer Break	30
31	1	Notes				

September 2025

August '25							October '25						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1 2				1 2 3 4			
3	4	5	6	7	8	9	5	6	7	8	9	10	11
10	11	12	13	14	15	16	12	13	14	15	16	17	18
17	18	19	20	21	22	23	19	20	21	22	23	24	25
24	25	26	27	28	29	30	26	27	28	29	30	31	
31													

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
31	1	2 Combined EMDS 10:00 (TBC)	3	4	5	6
7	8 Corporate 17:30	9	10	11	12	13
14	15	16 Transport EMDS 10:00	17	18	19 	20
21	22	23 Place 17:30	24	25	26	27
28	29 Corporate Calling In* 17:30	30	1	2	3	4
5	6	Notes				

October 2025

September '25							November '25						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
	1	2	3	4	5	6							1
7	8	9	10	11	12	13	2	3	4	5	6	7	8
14	15	16	17	18	19	20	9	10	11	12	13	14	15
21	22	23	24	25	26	27	16	17	18	19	20	21	22
28	29	30					23	24	25	26	27	28	29
							30						

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
28	29	30	1	2	3	4
				ALL MEMBER BRIEFING		
5	6	7 Combined EMDS 10:00 (TBC)	8 People 17:30	9	10	11
12	13	14	15	16	17	18
19	20	21 Transport EMDS 10:00	22	23	24	25
26	27 Half Term Corporate Calling In* 17:30	28 Half Term	29 Half Term	30 Half Term	31 Half Term	1
2	3	Notes				

November 2025

October '25							December '25						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2	3	4						
5	6	7	8	9	10	11	7	8	9	10	11	12	13
12	13	14	15	16	17	18	14	15	16	17	18	19	20
19	20	21	22	23	24	25	21	22	23	24	25	26	27
26	27	28	29	30	31		28	29	30	31			

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
26	27	28	29	30	31	1
2	3	4 Combined EMDS 10:00 (TBC)	5	6	7	8
9	10 Corporate 17:30	11	12	13	14	15
16	17 Corporate Calling In* 17:30	18 Transport EMDS 10:00	19	20	21	22
23	24	25 Place 17:30	26	27	28	29
30	1	Notes				
Calendar Templates by Vertex42 https://www.vertex42.com/calendars/						

December 2025

November '25							January '26						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1					1	2	3
2	3	4	5	6	7	8	4	5	6	7	8	9	10
9	10	11	12	13	14	15	11	12	13	14	15	16	17
16	17	18	19	20	21	22	18	19	20	21	22	23	24
23	24	25	26	27	28	29	25	26	27	28	29	30	31
30													

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
30	1	2 Combined EMDS 10:00 (TBC)	3 People 17:30	4 ALL MEMBER BRIEFING	5	6
7	8	9	10	11	12	13
14	15	16	17 Transport EMDS 10:00	18	19 Corporate Calling In 17:30	20
21	22 Christmas Break	23 Christmas Break	24 Christmas Break	25 Bank Holiday Christmas Break	26 Bank Holiday Christmas Break	27
28	29 Christmas Break	30 Christmas Break	31 Christmas Break	1	2	3
4	5	Notes				

January 2026

December '25							February '26						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
	1	2	3	4	5	6	1	2	3	4	5	6	7
7	8	9	10	11	12	13	8	9	10	11	12	13	14
14	15	16	17	18	19	20	15	16	17	18	19	20	21
21	22	23	24	25	26	27	22	23	24	25	26	27	28
28	29	30	31										

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
28	29	30	31	1 Bank Holiday Christmas Break	2 Christmas Break	3
4	5	6	7	8	9	10
11	12 Corporate Calling In - 17:30	13 Transport EMDS 10:00	14	15	16	17
18	19 Corporate 17:30	20 Combined EMDS 10:00 (TBC)	21	22	23	24
25	26 Place 17:30	27	28	29	30	31
1	2	Notes				

February 2026

January '26							March '26						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2	3	1	2	3	4	5	6	7
4	5	6	7	8	9	10	8	9	10	11	12	13	14
11	12	13	14	15	16	17	15	16	17	18	19	20	21
18	19	20	21	22	23	24	22	23	24	25	26	27	28
25	26	27	28	29	30	31	29	30	31				

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3 Combined EMDS 10:00 (TBC)	4	5	6	7
8	9 Corporate Calling In 17:30	10 Transport EMDS 10:00	11 *People	12	13	14
15	16 Half Term	17 Half Term	18 Half Term	19 Half Term	20 Half Term	21
22	23	24	25	26 ALL MEMBER BRIEFING	27	28
1	2	3	4	5	6	7
8	9	Notes * New date				

March 2026

February '26							April '26						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7				1	2	3	4
8	9	10	11	12	13	14	5	6	7	8	9	10	11
15	16	17	18	19	20	21	12	13	14	15	16	17	18
22	23	24	25	26	27	28	19	20	21	22	23	24	25
							26	27	28	29	30		

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 Corporate 17:30	3 Combined EMDS 10:00 (TBC)	4	5	6	7
8	9	10	11	12	13	14
15	16	17 Transport EMDS 10:00	18	19	20	21
22	23 Corporate Calling In* 17:30	24 Place 17:30	25	26	27	28
29	30 School Holiday	31 School Holiday	1	2	3	4
5	6	Notes				

April 2026

March '26							May '26						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7						1	2
8	9	10	11	12	13	14	3	4	5	6	7	8	9
15	16	17	18	19	20	21	10	11	12	13	14	15	16
22	23	24	25	26	27	28	17	18	19	20	21	22	23
29	30	31					24	25	26	27	28	29	30
							31						

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
29	30	31	1 School Holiday	2 School Holiday	3 Bank Holiday School Holiday	4
5	6 Bank Holiday School Holiday	7 School Holiday	8 School Holiday	9 School Holiday	10 School Holiday	11
12	13	14 Combined EMDS 10:00 (TBC)	15 People 17:30	16 ALL MEMBER BRIEFING	17	18
19	20	21	22	23	24	25
26	27 Corporate Calling In* 17:30	28 Transport EMDS 10:00	29	30	1	2
3	4	Notes				

May 2026

Sunday	Monday	Tuesday	Wednesday	Thursday
26	27	28	29	30
3	4 Bank Holiday	5	6	7
10	11 Corporate 17:30	12	13	14
17	18	19 Corporate Calling in* 17:30 Place 17:30	20	21
24	25 Bank Holiday	26 Half Term	27 Half Term	28 Half Term
31	1			

April '26						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

June '26						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

sday	Friday	Saturday
	1	2
	8	9
	15	16
	22	23
	29	30
Term	Half Term	
Notes		

ARTICLE 15 – CORPORATE APPEALS COMMITTEE

1 Composition

- 1.1 The Council will establish a Corporate Appeals Committee.
- 1.2 The Chair of the Committee shall be appointed at the commencement of the Meeting.
- 1.3 The Committee may convene a Panel of 3 Members drawn from its Membership to exercise its Appeals Committee functions. Nominated substitutes are permitted if a Member of the Committee is not able to attend. Appeals Committee Members and substitutes are appointed by Full Council.
- 1.4 All members of the Corporate Appeals Committee must have received appropriate training before sitting as a member of a Panel.
- 1.5 The Panel will not include any Member with a direct personal involvement in the complaint in question.
- 1.6 Where practicable every reasonable effort will be taken to ensure a gender mix of Members of the Panel.

2 Role and Functions

2.1 Corporate Appeals

- 2.1.1 The Appeals Committee will determine appeals in relation to the following matters:
 - a) To determine appeals made by Non-Statutory Chief Officers against action short of dismissal.
 - b) To determine appeals made by Non-Statutory Chief Officers against dismissal.
 - c) To determine appeals made by Non-Chief Officers against dismissal and actions short of dismissal.

2.1.2 Appendix 12, Officer Employment Procedure Rules, contains the procedures for recruitment, disciplinary and dismissal of Chief Officers.

2.2 Education Appeals

2.2.1 The Appeals Committee will determine appeals in relation to the following matters and to agree exceptions to Education policy in exceptional circumstances in relation to:

- a) Home to School Transport;
- b) Discretionary Awards;
- c) Early Admission to Schools;
- d) Nursery Admissions.

2.3 Housing Appeals

2.3.1 The Appeals Committee will determine appeals in relation to the following matters:

- a) To determine appeals against decisions by Officers in respect of City of York Council Housing Policies.
- b) To determine appeals against the decisions of Officers in respect of individual Housing cases.
- c) To authorise the execution of a warrant for repossession of a property in the case of mortgage arrears.

3 Nature of Appeals Committee

3.1 Appeals are heard as a measure of good administration, they are not statutory. The Appeals Committee observes the rules of natural justice and to that end:

- a) No Member of the Committee should have a vested interest in the outcome of the proceedings or any involvement in an earlier stage of the proceedings;
- b) All parties should be given an equal opportunity to present their case without unreasonable interruption;
- c) The decision of the Committee is based on the written evidence submitted and the evidence submitted at the Meeting;
- d) All written evidence must have been seen by all parties. If a new issue arises during the proceedings, parties should be offered an opportunity to consider and comment on it;
- e) Council policies are not applied in a blanket fashion. They are considered in relation to the circumstances of each Appeal.

4 Procedure

4.1 The following formal procedure will normally be observed:

- a) The Appellant and/or their representative and the Officers appearing for the Council are invited into the Meeting;
- b) The Chair of the Appeals Committee will confirm the nature of the appeal and ensure that the Appellant and/or their Representative are aware of the procedure to be followed;
- c) The Appellant and / or their Representative will be invited to present their case;
- d) The Committee will be invited to put questions to the Appellant and /or Representative;
- e) The Council's Representative will be invited to put questions to the Appellant and / or Representative;
- f) The Council's Representative will be invited to present the Council's case;

- g) The Committee will be invited to put questions to the Council Representative;
- h) The Appellant and / or Representative will be invited to put questions to the Council's Representative;
- i) The Appellant and / or Representative will be invited to make a closing statement;
- j) The Council's Representative will be invited to make a closing statement;
- k) The Appellant and/or their Representative and the Council's Representative(s) will be asked to leave the Meeting while the Committee considers the evidence;
- l) As soon as practicable, but no more than five working days after the Committee has made its decision, the Democracy Officer will notify in writing the parties of the Committee's decision. The notification should give the Committee's decision and reasons for that decision, which should be clear and easy to understand.

Members of the Committee may ask questions at any time during the Appeals Committee.

In the case of Corporate Appeals, Members will be advised by a HR professional and/or employment lawyer.