



## Notice of meeting of

### Shadow Executive

**To:** Councillors Scott (Chair), Gunnell, King, Looker, Merrett, Potter and Simpson-Laing

**Date:** Wednesday, 17 September 2008

**Time:** 5.30 pm

**Venue:** The Guildhall, York

### AGENDA

#### 1. **Declarations of Interest**

At this point, Members are asked to declare any personal or prejudicial interests they may have in the business on this agenda.

#### 2. **Exclusion of Press and Public**

To consider excluding the public and press from the meeting during consideration of any exempt information as detailed on the agenda for the Executive meeting to be held on 23 September 2008, under Schedule 12A to Section 100A of the Local Government Act 1972, as amended by the Local Government (Access to information) (Variation) Order 2006.

#### 3. **Minutes** (Pages 1 - 8)

To approve and sign the minutes of the Shadow Executive meeting held on 3 September 2008.

#### **4. Public Participation**

At this point in the meeting members of the public who have registered their wish to speak regarding an item on the agenda or an issue within the Shadow Executive's remit can do so. The deadline for registering is Tuesday 16 September 2008, at 5.00 pm.

#### **5. Executive Meeting on 23 September 2008 - Calling-in**

To consider the items on the agenda for the Executive meeting to be held on 23 September 2008, and to take a decision on whether to call-in any of these items.

Please note that the reports relating to these items will be published on the Council's website on 12 September 2008. The website address is **[www.york.gov.uk](http://www.york.gov.uk)** Copies of the Executive agenda and reports are also available for viewing at public libraries in York and can be obtained by telephoning Democracy Support Group on York (01904) 551088.

#### **6. Local Government Information Unit's Carbon Trading Councils Scheme and City of York Council Carbon Management Programme (Pages 9 - 14)**

This report responds to the Shadow Executive's questions relating to the Local Government Information Unit's (LGIU) Carbon Trading Councils Scheme (CO<sub>T</sub>), and the current City of York Council's Carbon Management Programme.

#### **7. Any Other Matters which the Chair decides are urgent under the Local Government Act 1972.**

Democracy Officer:

Name: Simon Copley

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

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

Contact details are set out above.

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### Further information about what's being discussed at this meeting

All the reports which Members will be considering are available for viewing online on the Council's website. Alternatively, copies of individual reports or the full agenda are available from Democratic Services. Contact the Democracy Officer whose name and contact details are given on the agenda for the meeting. **Please note a small charge may be made for full copies of the agenda requested to cover administration costs.**

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Every effort will also be made to make information available in another language, either by providing translated information or an interpreter providing sufficient advance notice is given. Telephone York (01904) 551550 for this service.

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### **Holding the Executive to Account**

The majority of councillors are not appointed to the Executive (38 out of 47). Any 3 non-Executive councillors can 'call-in' an item of business from a published Executive (or Executive Member Advisory Panel (EMAP)) agenda. The Executive will still discuss the 'called in' business on the published date and will set out its views for consideration by a specially convened Scrutiny Management Committee (SMC). That SMC meeting will then make its recommendations to the next scheduled Executive meeting in the following week, where a final decision on the 'called-in' business will be made.

### **Scrutiny Committees**

The purpose of all scrutiny and ad-hoc scrutiny committees appointed by the Council is to:

- Monitor the performance and effectiveness of services;
- Review existing policies and assist in the development of new ones, as necessary; and
- Monitor best value continuous service improvement plans

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City of York Council

Committee Minutes

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MEETING	SHADOW EXECUTIVE
DATE	3 SEPTEMBER 2008
PRESENT	COUNCILLORS SCOTT (CHAIR), GUNNELL, LOOKER, MERRETT, POTTER AND SIMPSON- LAING
APOLOGIES	COUNCILLOR KING

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**56. DECLARATIONS OF INTEREST**

Members were invited to declare at this point in the meeting any personal or prejudicial interests they might have in the business on the agenda.

No interests were declared.

**57. EXCLUSION OF PRESS AND PUBLIC**

RESOLVED: That the press and public be excluded from the meeting during consideration of the following:

- (i) Annexes E, F, H & I of Executive Item 7 (Hungate Council Headquarters - Update) (minute 62 refers) on the grounds that it contained information relating to the financial and business affairs of any particular person (including the authority holding that information). This information was classed as exempt under Paragraph 3 of Schedule 12A to Section 100A of the Local Government Act 1972, as amended by the Local Government (Access to information) (Variation) Order 2006;
- (ii) Executive Item 8 (Update Report on the Progress Towards a Community Stadium) (minute 63 refers) on the grounds that it contained information relating to the financial and business affairs of any particular person (including the authority holding that information). This information was classed as exempt under Paragraph 3 of Schedule 12A to Section 100A of the Local Government Act 1972, as amended by the Local Government (Access to information) (Variation) Order 2006;
- (iii) Annex 2 of Executive Item 12 (Improved Direct Communications with Residents) (minute 67 refers) on the grounds that it contained

information relating to the financial and business affairs of any particular person (including the authority holding that information). This information was classed as exempt under Paragraph 3 of Schedule 12A to Section 100A of the Local Government Act 1972, as amended by the Local Government (Access to information) (Variation) Order 2006;

- (iv) Annex 2 of Executive Item 15 (Museum Gardens Public Toilets) (minute 70 refers) on the grounds that it contained information relating to the financial and business affairs of any particular person (including the authority holding that information). This information was classed as exempt under Paragraph 3 of Schedule 12A to Section 100A of the Local Government Act 1972, as amended by the Local Government (Access to information) (Variation) Order 2006.

## **58. MINUTES**

RESOLVED: That the minutes of the last meeting of the Shadow Executive held on 20 August 2008 be approved and signed by the Chair as a correct record.

## **59. PUBLIC PARTICIPATION**

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

## **60. EXECUTIVE FORWARD PLAN**

The Shadow Executive made the following comments on the Forward Plan at page 17 of the papers circulated for the Executive meeting to be held on 9 September 2008:

*The Shadow Executive:*

- *agreed to provisionally request officers for the following items on the Executive Forward Plan:*

*Executive on 23 September*

- *Waste Strategy*
- *Customer Strategy*
- *Cycling Demonstration Town Bid Strategy*
- *Adopted Regional Spatial Strategy and Partial Review*
- *Outer Ring Road Improvement Options*



- *Update on Review of Community Transport*
- *Waste Minimisation Strategy and Action Plan*

*Executive on 7 October*

- *Maximising Attendance*

## **61. MINUTES OF WORKING GROUPS**

The Shadow Executive considered a report which was listed as item 6 on the agenda for the Executive meeting on 9 September 2008, at page 23. The report presented the minutes of the Local Development Framework (LDF) Working Group, the Social Inclusion Working Group and the Young People's Working Group and asked the Executive to consider the advice given by the Groups in their capacity as advisory bodies to the Executive.

Having discussed the issues set out in the report, the following comments were agreed:

*The Shadow Executive:*

- *Highlighted the need for a city centre site to be found, in relation to the Myplace bid referred to in the minutes of the Young People's Working Group.*

RESOLVED: (i) That the Executive be asked to take the above comments into account when considering this item.

(ii) That the item not be called in.

## **62. HUNGATE COUNCIL HEADQUARTERS - UPDATE**

The Shadow Executive considered a report which was listed as item 7 on the agenda for the Executive meeting on 9 September 2008, at page 53. The report provided an update on progress made on this project since the withdrawal of the planning application, outlined the process to be adopted to review the Council's options and to select an appropriate way forward and asked the Executive to give a steer as to which options should form the basis of a more detailed appraisal.

Having discussed the issues set out in the report and questioned officers present at the meeting, the following comments were agreed:

*The Shadow Executive:*

- *Appreciated the work that had been done;*
- *Reiterated the need for a city centre, single site solution, delivered on budget and with the savings promised;*
- *Were not able to comment on the criteria for assessing sites as these were not clear or easily assessable;*
- *Highlighted that community ownership was important and that the list of sites should be made public as soon as possible.*

- RESOLVED: (i) That the Executive be asked to take the above comments into account when considering this item.
- (ii) That the item not be called in.

**63. UPDATE REPORT ON THE PROGRESS TOWARDS A COMMUNITY STADIUM**

The Shadow Executive considered a report which was listed as item 8 on the agenda for the Executive meeting on 9 September 2008, at page 87. The report provided an update on the progress made towards meeting the conditions of a proposed loan to York City Football Club, prior to consideration of the proposal at Full Council on 25 September 2008, as requested by the Executive at their meeting on 15 July 2008.

Having discussed the issues set out in the report and questioned officers present at the meeting, the following comments were agreed:

*The Shadow Executive:*

- *Supported a community stadium;*
- *Were concerned that the figures now provided were significantly different to those previously provided;*
- *Were also concerned that a community stadium was now more difficult to deliver;*
- *Recommended that all options should be put forward to a special meeting of Full Council;*
- *Also recommended that all options needed to be made available to the public and that proper consultation should take place before this Council meeting.*

- RESOLVED: (i) That the Executive be asked to take the above comments into account when considering this item.
- (ii) That the item not be called in.

**64. WASTE UPDATE**

The Shadow Executive considered a report which was listed as item 9 on the agenda for the Executive meeting on 9 September 2008, at page 105. The report provided an update on the relocation options for Beckfield Lane Household Waste Recycling Centre and on negotiations concerning the interim contract for waste disposal.

Having discussed the issues set out in the report and questioned officers present at the meeting, the following comments were agreed:

*The Shadow Executive:*

- *Supported the upgrading of the Beckfield Lane site and examination of alternative site options;*

- *Recommended Option 3 to the Executive.*

- RESOLVED: (i) That the Executive be asked to take the above comments into account when considering this item.
- (ii) That the item not be called in.

## 65. INCOME POLICY FRAMEWORK

The Shadow Executive considered a report which was listed as item 10 on the agenda for the Executive meeting on 9 September 2008, at page 111. The report presented the Council's income policy framework for discussion, comment and approval. The policy aimed to improve efficiency and ensure consistency in the way that income was generated, collected, monitored and reported.

Having discussed the issues set out in the report, the following comments were agreed:

*The Shadow Executive:*

- *Commented that significant changes to concessions at section 4 of the document should be referred to Members at an appropriate forum and should not be left to officers to determine.*

- RESOLVED: (i) That the Executive be asked to take the above comments into account when considering this item.
- (ii) That the item not be called in.

## 66. AN INTEGRATED CROSS-CITY BUS TICKET FOR YORK

The Shadow Executive considered a report which was listed as item 11 on the agenda for the Executive meeting on 9 September 2008, at page 135. The report provided details of the outcome of a study into integrated cross-city bus ticketing for York and sought the Executive's recommendation for progressing one of the options identified by the study.

Having discussed the issues set out in the report, the following comments were agreed:

*The Shadow Executive:*

- *Were very disappointed with the report;*
- *Noted that if the Council wished to transform public transport a cross-city bus ticket needed to be introduced;*
- *Supported Option A, starting as soon as possible, with funding phased over two financial years.*

- RESOLVED: (i) That the Executive be asked to take the above comments into account when considering this item.

- (ii) That the item not be called in.

**67. IMPROVED DIRECT COMMUNICATIONS WITH RESIDENTS**

The Shadow Executive considered a report which was listed as item 12 on the agenda for the Executive meeting on 9 September 2008, at page 145. The report sought approval to proceed with the production of a new monthly Council publication designed to improve direct communications with residents, and asked the Executive to approve a preferred supplier to work in partnership with the Council on this.

Having discussed the issues set out in the report, the following comments were agreed:

*The Shadow Executive:*

- *Did not agree with the recommendation;*
- *Expressed the view that the publication should be separate, delivered at a different time and with guarantees;*
- *Supported Option A2.3.*

RESOLVED: (i) That the Executive be asked to take the above comments into account when considering this item.

- (ii) That the item not be called in.

**68. PROPOSED ACTIONS AS A RESPONSE TO THE INDEX OF MULTIPLE DEPRIVATION SCORE**

The Shadow Executive considered a report which was listed as item 13 on the agenda for the Executive meeting on 9 September 2008, at page 177. The report sought approval and funding for a set of proposed actions to tackle deprivation within the worst performing Index of Multiple Deprivation area in the City.

Having discussed the issues set out in the report and questioned officers present at the meeting, the following comments were agreed:

*The Shadow Executive:*

- *Continued to support the use of a pilot scheme;*
- *Needed to see details of the expected effect initiatives would have on SOA indicators;*
- *Supported one to one initiatives;*
- *Expressed the view that the health and education initiatives were very weak;*
- *Suggested that Home Start should be used and Age Concern should be approached to develop a scheme for benefit take up initiatives.*

RESOLVED: (i) That the Executive be asked to take the above comments into account when considering this item.

- (ii) That the item not be called in.

**69. A BIG SCREEN FOR YORK**

The Shadow Executive considered a report which was listed as item 14 on the agenda for the Executive meeting on 9 September 2008, at page 187. The report asked the Executive to decide whether they wished York to be considered as a site for a Big Screen.

Having discussed the issues set out in the report, the following comments were agreed:

*The Shadow Executive:*

- *Supported further feasibility work;*
- *Expressed the view that this should concentrate on the community gains and opportunities;*
- *Highlighted the cultural gains a big screen would bring.*

RESOLVED: (i) That the Executive be asked to take the above comments into account when considering this item.

- (ii) That the item not be called in.

**70. MUSEUM GARDENS PUBLIC TOILETS**

The Shadow Executive considered a report which was listed as item 15 on the agenda for the Executive meeting on 9 September 2008, at page 193. The report sought approval to grant a long lease of the site of the Museum Gardens toilets, together with an adjacent store building and an adjoining area, to The Lendal Tower Venture.

Having discussed the issues set out in the report, the following comments were agreed:

*The Shadow Executive:*

- *Supported granting of the lease;*
- *Highlighted the need to ensure toilets are available via open public access at the Art Gallery, the Theatre Royal and the Yorkshire Museum;*
- *Also highlighted the need to pursue open access of toilets in the city.*

RESOLVED: (i) That the Executive be asked to take the above comments into account when considering this item.

- (ii) That the item not be called in.

CLLR D SCOTT, Chair

[The meeting started at 3.15 pm and finished at 4.30 pm].

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## Shadow Executive

### Local Government Information Unit's Carbon Trading Councils Scheme and City of York Council Carbon Management Programme

#### Summary

1. This report has been prepared at the request of the Shadow Executive to respond to the Shadow Executive's questions relating to the Local Government Information Unit's (LGIU) Carbon Trading Councils Scheme (CO<sub>T</sub>), and the current City of York Council's Carbon Management Programme.

#### Background

2. This report summarises the LGIU CO<sub>T</sub> scheme and highlights the current implications and resources associated to implementing the scheme.

#### Background - City Of York Council Carbon Management Programme

3. The council has been involved in the Carbon Trust's Local Authority Carbon Management Programme, and as a result of this work the council has a challenging target to reduce corporate carbon dioxide emissions by 25 % over the next 5 years on all non-housing activities. The target to reduce the carbon emissions from the council housing stock presents different challenges and the council has set the target to reduce the emissions from this source by 25 % by 2020. A list of potential projects that target reducing carbon emissions has been drawn up with resources and staff allocated to carry out these projects. The programme includes some existing projects, and some new work aimed at, for example, improving building energy efficiency, reducing waste and changing behaviour.

#### Background - Carbon Trading Councils

4. The CO<sub>T</sub> scheme, as highlighted by the Shadow Executive, is a scheme managed by the LGIU, which enables local authorities to commit to a path of reducing carbon emissions. The scheme is currently a pilot, offering councils the opportunity to engage in a virtual carbon trading scheme. Core to the scheme are tradable carbon permits and annual carbon emission budgets. In order to drive emissions down, carbon budgets will decline annually, however the LGIU pilot will only run for one year (2009), but will enable the LGIU, and all partners of the pilot, to learn valuable lessons in carbon trading, as well as to get carbon reduction thinking embedded at the corporate level. It will also prepare the authority for the mandatory Carbon Reduction Commitment (CRC) which commences in 2010, and help the council reach its carbon

reduction targets as set out in the Council's Carbon Management Programme.

**Answers to the questions raised by Shadow Executive:**

The following three questions were raised by Shadow Executive:

- What are the detailed implications for joining this scheme at each of the 3 levels open to councils,
- The work involved in providing baseline data on the council's energy usage, in order to become part of the scheme,
- The resourcing required to enable the council to become a member of the scheme)

To answer these three questions the implications, work required, and the resources needed in order to join the CO<sub>2</sub> scheme have been combined and summarised for relevant stages of the CO<sub>2</sub> scheme.

**Commitment Stage**

5. Before joining the CO<sub>2</sub> scheme, a council-wide commitment is required. This will require a multi-directorate approach to gain commitment across the whole council. Such work will require input and time from officers and managers in Sustainability, Energy, Fleet Transport, Housing and other directorates, and will involve various meetings and the production of various reports to create support and commitment for this scheme. A lead officer/coordinator will also be required to coordinate this commitment (and for all future trading, carbon reduction plans and continuous monitoring of the council's performance). Members will also need to be involved in this process and kept continually up to date on progress. Such resources needed to gain this commitment are currently not in place. At the very least staff reallocation would need to occur in order to assign a lead officer, and to free up existing officers to carry out this additional work.(Please note that these officers are also currently committed to the corporate Carbon Management Programme).
6. There is also a small charge of under one thousand pounds to join the CO<sub>2</sub> scheme. This could be found through existing departments budgets. Further work would need to be carried out in order to confirm and commit this money to the scheme.

**Stage 1. Data gathering and benchmarking**

7. The council currently measures its carbon emissions on an annual basis. 2007/2008 data is currently being collated, however, the CO<sub>2</sub> scheme requires trading on a monthly or quarterly basis, and this will create additional workloads for those officers who currently collate this information on an annual basis. There will also be additional resources needed such as a lead officer/coordinator who will have to collate this information and submit it to the LGIU regularly. This data collated will also need to go to all departments, directorates and Members. Such resources are currently not in place. At the very least staff reallocation would need to occur in order to assign a lead officer and to free up other existing officers to carry out this additional work.



## **Stage 2. Department level implementation**

8. The creation of actual departmental carbon budgets and carbon reduction plans will be required by all departments participating in the scheme. This will place additional work on officers. This work will also place additional work on the Sustainability team and other officers such as the Energy Manager. They will need to provide expert advice to all departments on carbon reduction to ensure budgets and plans are implemented successfully.
9. Once the scheme is fully operational, all carbon data will need to be recorded monthly (or quarterly) and officers, lead officer /coordinator and Members will need to buy or sell permits – this will require additional time from such officers and Members to ensure the correct permits are sold/traded. Such resources are currently not in place. At the very least staff reallocation would need to occur to free up officers and managers to carry out this trading related work. (Please note that should this pilot be successful, finances would also need to be secured annually to ensure all departments can continue to achieve their carbon budgets. Some budgets exist for the Carbon Management programme, however, participating departments would need to put in place future budgets to implement further carbon reduction actions under this scheme).

## **Stage 3. Intra – authority trading in a council**

10. In order to Intra – authority trade, the LGIU suggests that a Trade Coordinator is appointed. Currently there is no one person in the council that could act as this person. Possible officers could include the Sustainability Officer or Energy Manager, however, they are already fully committed to the corporate Carbon Management Programme. Therefore further work would need to be carried out to investigate the capacity of current staff to implement this LGIU scheme on top of the Carbon Management Programme.

## **Stage 4. Inter-authority trading**

11. Under the CO<sub>2</sub> scheme pilot, the LGIU suggests that a trade coordinator is appointed to facilitate inter-authority trading. As stated in section 11, further work would need to be carried out to investigate the capacity of current staff to effectively operate this scheme in addition to carrying out the council's own Carbon Management Programme.

## **Stage 5. Inviting local commercial and public sector non-council carbon emitters to join a local scheme**

12. As stated in section 12 above, further work would need to be carried out to investigate the capacity of current staff to implement this scheme and to promote it across the commercial and public sector.

## **Stage 6. Developing residential community schemes**

13. As stated in section 12 above, further work would need to be carried out to investigate the capacity of current staff to implement this scheme and to develop subsequent residential schemes.

## **Stage 7. International schemes**

14. N/A at present

**Question 4** - Future achievable targets for carbon reduction already identified by officers as part of existing sustainability assessments of council services

15. The answer to question 4 raised by the Shadow Executive is detailed below:  
Through the Carbon Management Programme and Environmental Sustainability Strategy (including the forthcoming York Climate Change Strategy) Council officers have set the following targets:

- To reduce by 25% the carbon dioxide emissions arising directly from City Council by the end of March 2013, and to reduce the emissions from the council housing stock by 25 % by 2020.
- Through the Local Area Agreement:  
A progressive reduction of York's Ecological Footprint from 5.3 to 3.5 hectares per person including the associated reduction of carbon footprint from 11.5 to 7.6 tonnes per person by 2033 and by 70% over the next 50 years.<sup>1</sup>
- Under National Indicator 186 an annual reduction of 0.3 tCO<sub>2</sub> per capita in the local area (2008 – 11).

## **Consultation**

16. The report is for information only and to answer the questions raised by the Shadow Executive.

## **Analysis**

17. The council has already begun to implement the corporate Carbon Management Programme (with allocated resources and funding to support this work). Part of this work will also include detailed investigations into a number of carbon reduction practices including carbon trading schemes (and in order to meet the forthcoming Carbon Reduction Commitment ).

18. Carbon Action Yorkshire are embarking on a pilot scheme involving local authorities signing up to the LGIU's COT scheme. Details are still being finalised but it is possible that councils who sign up for this pilot, with Carbon Action Yorkshire, will not have to pay fees to join the scheme. Further details on this pilot are to be sent out to all local authorities shortly.

19. The LGIU COT scheme and the Carbon Management programme meet the following corporate and partnership objectives:

- 'Without Walls' – the Sustainable Community Strategy which provides the sustainable framework for York;

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<sup>1</sup> This target is in the process of being reviewed and therefore may change on the advice of the Stockholm Environment Institute and York Environment Partnership.

- Corporate Direction Statement – *“We will seek to place environmental sustainability at the heart of everything we do”*
- Corporate Improvement Priority – *“Reduce the greenhouse gas emissions from council activities and encourage, empower and promote others to do the same”*
- Executive sign-up to the Nottingham Declaration on Climate Change
- Corporate Value Statement – *“Encouraging Improvement in everything we do”*

### **Implications**

20. None – the report is for information only.

### **Risk Management**

21. Not applicable, the report is for information only.

### **Recommendation**

22. Members are asked to note the contents of this report.

### **Contact Details:**

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Report Approved

Date 4/9/08

**Specialist Implications Officer(s)** None

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

All

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

**Background Papers:** None

**Annexes:** None

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