

FORWARD PLAN

4 March 2024 - 7 July 2024

Produced By:

Democratic Services

City of York Council

West Offices

York

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CABINET FORWARD PLAN

What is the Cabinet Forward Plan?

The Cabinet Forward Plan is a list of all non-key and key decisions the Authority intends to take during the next four month period. The Plan is updated monthly on or around the 14th of each month and is available to view on-line at www.york.gov.uk

What is a non-key decision?

For the purposes of the Plan, a non-key decision is defined as a 'decision of normal importance' which:

- the Cabinet can collectively take as set out in Part 3 of the council's constitution
- which any Cabinet Member can take individually in line with the Council's Scheme of Delegation

What is a key decision?

A key decision is defined as a decision which is likely:

- to result in the Council incurring expenditure, or making savings, which are significant having regard to the Council's budget for the service or function to which the decision relates i.e.:
 - make a saving of more than 10% of the budget for a particular area or be more than £500,000
 - require spending that is more than 10% of the budget for a particular area or be more than £500,00
- to be significant in terms of its effects on communities

In addition to elected Councillors, chief officers can also take key decisions in line with the Officers Delegation Scheme as set out in Schedule 3, Part 3 of the Council's Constitution

What information does the Forward Plan contain?

Each issue entered in the Forward Plan lists:

- The history of the issue in relation to the Forward Plan
- What consultation will be undertaken prior to a decision being made
- The name and contact details of the chief officer responsible for the issue and the forthcoming report
- The date of the meeting at which a decision is due to be taken
- The wards which will be affected by any decision taken

If I have a query about an entry on the Forward Plan, who do I contact?

Wherever possible, full contact details are listed in the individual entries in the Forward Plan. If you are unsure how to make contact or have any general enquiries about the Forward Plan, please ring Democratic Services on Tel No. 01904 551031

CABINET FORWARD PLAN ALPHABETICAL LIST OF ENTRIES

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Meeting: Decision Session - Executive Member for Children, Young People and

Education

Meeting Date: 05/03/24 Keyword:

Item Type: Executive Member Decision - of 'Normal' importance

Title of Report: Term dates for the 2025/26 School Year

Description: This report seeks the Executive Member's approval for the City of

York Council term dates 2025/26 school year. The report follows

an informal consultation via York Education.

Wards Affected: All Wards

Report Writer: Deadline for Report:

Lead Member: Executive Member for Children, Young People and Education

Lead Director: Corporate Director of Children's and Education Rachelle White, School Admissions Manager

rachelle.white@york.gov.uk

Implications

Level of Risk: Reason Key:

Making Representations: Headteachers of all schools in the City of York area.

Process: Informal consultation via York Education.

Consultees:

Background Documents:

Call-In

If this item is called-in, it will be considered by the 15/04/24

Decision Session - Executive Member for Economy and Transport Meeting:

Meeting Date: 12/03/24 **Keyword:**

Item Type: Executive Member Decision - of 'Normal' importance

Title of Report: Access Control Barrier Review

Description: Purpose of the Report: This report seeks approval of a new

> Access Control Barrier Policy for York based on a review which was completed during 2023. The objectives of the review were to undertake and audit of current access control measures across the council area, to research current guidance, legislation, and best practice, to formulate a policy to determine where barriers should and should not be installed and, in locations where they are deemed to be appropriate, which designs should be used. The final part of the review was formulation of a prioritisation methodology to enable the current non-compliant barriers to be

removed or redesigned in a logical order.

Approximately 900 individual barriers or access controls were identified as part of the audit phase of the project of which almost three quarters were found to be non-compliant with current

government guidance.

The Executive Member will be asked to: Approve adoption of the new guidance and prioritisation methodology as council policy which should be used going forwards to tackle existing

barriers and to influence future projects.

To ask officers to disseminate this guidance to other agencies in York who are responsible for their own barriers in order that they are aware of their duties under Equalities legislation and to ensure that barrier policy and designs are standardised across

the council area.

Wards Affected: All Wards

Report Writer: Deadline for Report: Lead Member: **Executive Member for Economy and Transport**

Lead Director: Corporate Director of Place

Greg Morgan **Contact Details:**

greg.morgan@york.gov.uk

Implications

Level of Risk: **Reason Key:**

Making Representations:

Process: Engagement with stakeholder groups was undertaken at two stages during the review.

- 1. At the policy formulation stage in order that a general consensus could be reached to ensure as much buy-in as possible from stakeholders
- 2. At the prioritisation methodology formulation stage to ensure the most relevant factors were used.

Internal consultation has been undertaken with relevant council departments on the final policy to ensure we have a singular approach to any future projects.

Consultees:

Background Documents:

Call-In

If this item is called-in, it will be considered by the Corporate and Scrutiny Management Committee on:

15/04/24

FORWARD PLAN ITEM		
Meeting: Deci	sion Session - Executive Member for Economy and Transport	
Meeting Date:	12/03/24 Keyword:	
Item Type:	Executive Member Decision - of 'Normal' importance	
Title of Report:	Active Travel Programme – Badger Hill Scheme	
Description:	Purpose of the Report: As part of the Active Travel Programme, feasibility work has been completed for the 'Badger Hill Active Travel Scheme'. This report presents the proposed scheme and seeks a decision to progress to detailed design and delivery.	
	The Executive Member will be asked to: Decide on whether the proposed scheme presented and detailed in this report can proceed to the Detailed Design workstage and subsequent construction.	
Wards Affected:	Hull Road Ward	
Report Writer: Lead Member: Lead Director: Contact Details:	Deadline for Report: Executive Member for Economy and Transport Corporate Director of Place Bethan Old, Transport Project Manager	
	bethan.old@york.gov.uk	
Implications		
Level of Risk:	Reason Key:	
Making Representations:		
Process:		
Consultees:		
Background Doo	cuments:	
Call-In If this item is called-in, it will be considered by the Corporate and Scrutiny Management Committee on:		

Meeting: Decision Session - Executive Member for Economy and Transport

Meeting Date: 12/03/24 Keyword:

Item Type: Executive Member Decision - of 'Normal' importance

Title of Report: Bishopthorpe Bridge Options Report

Description: Purpose of the Report: In August last year a decision was made

to implement a temporary weight restriction to Appleton Road Bridge in Bishopthorpe as the inspections found that the structure was not currently capable of bearing 40 tonnes of live loading and

an 18 tonnes weight restriction was implemented.

This report will update on the options which have been explored

which will include a bridge strengthening option.

The Executive Member will be asked to: Select the option or

options to progress.

Wards Affected: Bishopthorpe Ward

Report Writer: Deadline for Report:

Lead Member: Executive Member for Economy and Transport

Lead Director: Corporate Director of Place Contact Details: Siavosh Mahmoodshahi

siavosh.mahmoodshahi@york.gov.uk

Implications

Level of Risk: Reason Key:

Making Representations:

Process:

Consultees:

Background Documents: Bishopthorpe Bridge Options Report

Weight restriction Bishopthorp Bridge General Layout-

Signs.pdf

Weight restriction Bishopthorpe Biridge General Layout-

Plan.pdf

Call-In

If this item is called-in, it will be considered by the 15/04/24

Meeting: Decision Session - Executive Member for Economy and Transport

Meeting Date: 12/03/24 Keyword:

Item Type: Executive Member Decision - of 'Normal' importance

Title of Report: Response to the petition to "Pedestrianise Fossgate"

Description: Purpose of the Report:

The report considers a petition titled "We call on City of York Council to pedestrianise Fossgate", submitted to City of York

Council in November 2023.

The report considers the changes proposed in the petition and whether it would be possible to achieve the aims stated in the petition by implemented these changes or other possible options. An analysis of these options is presented to support the Executive Member's decision on the Council's response to the petition.

The Executive Member will be asked to:

Acknowledge the petition, its request for Fossgate to be pedestrianised, and its aims to provide "enough room to accommodate pavement café licences and the needs of our local disabled community";

Acknowledge the significant amount of analysis and consultation previously undertaken on this issue and the fact that there is no consensus amongst users of the street:

Acknowledge that even if further permanent access restrictions were implemented in the street, this would not enable more pavement cafés to be licensed as it would not be possible to place tables and chairs in the carriageway;

Acknowledge that CYC cannot support the removal of the kerb delineation between the footways and the carriageway as this would transform Fossgate into a level surface shared space; Approve Option A - Current restrictions, no change, and Option E - Market day approach, where vehicular access to the whole or part of the street would be restricted for specific events. The closures would be managed as events and the organisers would have to ensure that they have all the required permissions in place, including the support of the Security Advisory Group, and that they are able to meet the events' costs.

Wards Affected: Guildhall Ward

Report Writer: Deadline for Report:

Lead Member: Executive Member for Economy and Transport

Lead Director: Corporate Director of Place

Contact Details: Helene Vergereau, Traffic and Highway Development Manager

helene.vergereau@york.gov.uk

Implications

Level of Risk: Reason Key:

Making Representations:

Process: Detailed in the report – significant number of consultations over

the last few years

Consultees:

Background Documents:

Call-In

If this item is called-in, it will be considered by the 15/04/24

Meeting: Executive

Meeting Date: 14/03/24 Keyword:

Item Type: Executive Decision - a 'Key Issue' - decision with significant effects

on communities

Title of Report: Delivering additional Gypsy and Traveller Accommodation and

improving existing facilities

Description: Purpose of report: This report seeks approval of an approach to

forward funding the delivery of additional Gypsy and Traveller pitches to meet the need identified in the Local Plan alongside the

improvement of existing provision. These works are to be informed by a stock condition survey and engagement with

existing residents regarding priorities.

The Executive will be asked to: Approve the principal of forward funding development works with a detailed business case to be developed and brought back to Executive later in the year. The recommendations in the report will demonstrate progress made to date and confirm the commitment and process for providing additional pitches and to improving existing provision.

additional pitolics and to improving existing provision.

Details of this item have been amended in order to enable further

consultation and coproduction with Gypsy and Traveller

community regarding the contents and delivery of the action plan.

Wards Affected: All Wards

Report Writer: Michael Jones Deadline for Report: 29/02/24

Lead Member: Executive Member for Housing, Planning and Safer Communities

Lead Director: Corporate Director of Place

Contact Details: Michael Jones, Head of Housing Delivery and Asset Management

michael.jones@york.gov.uk,; alison.cooke2@york.gov.uk

Implications

Level of Risk: 04-08 Regular **Reason Key:**

monitoring required

Making Representations:

Process: The need to provide additional pitches is demonstrated within the

Local Plan evidence base. The approach set out in the Local Plan has been tested through the ongoing examination of the Local Plan and most recently consulted on in the Main Modifications

Consultation.

Consultees:

Background Documents: Action plan to reduce inequalities within Gypsy and

Traveller communities including the provision of

additional pitches and improvement of existing provision

Call-In

If this item is called-in, it will be considered by the 15/04/24

Meeting: Executive

Meeting Date: 14/03/24 Keyword:

Item Type: Executive Decision - of 'Normal' Importance

Title of Report: The Council's Contract with Make It York

Description: Purpose of Report: For members to decide if the existing Make It

York contract should be extended by up to a further three years. The report will also update and seek approval from members on the current proposed service specification and any other contract

changes required.

The Executive will be asked:

To consider the option to extend the Make It York contract and approve the updated Service Specification and contract changes.

Wards Affected: Guildhall Ward

Report Writer: Andrew Laslett **Deadline for Report:** 04/03/24 **Lead Member:** Executive Member for Economy and Transport, Executive

Member for Health, Wellbeing and Adult Social Care

Lead Director: Director of Customer & Communities

Contact Details: Andrew Laslett, Head of Strategic Services (Leisure & Community

Centres)

andrew.laslett@york.gov.uk

Implications

Level of Risk: 04-08 Regular Reason Key:

monitoring required

Making Representations:

Process: Consultation Process: Make It York Senior Management Team

Consultees: Economy, Place, Access and Transport scrutiny

committee - 22 January 2024

Consultees:

Background Documents: The Council u2019s Contract with Make It York

The Council's Contract with Make It York

Call-In

If this item is called-in, it will be considered by the 04/03/24

Meeting: Executive

Meeting Date: 14/03/24 Keyword:

Item Type: Executive Decision - a 'Key Issue' - decision leading to savings or

expenditure of £500,000 or above

Title of Report: Procurement of Healthwatch York

Description: Purpose of Report: This paper seeks permission to reprocure the

City of York Council's ("the Council") Healthwatch York contract

for a maximum 4 years value of £462,440 (subject to

adjustments).

This will enable the officers to implement the tendering process to align with the expiry of the existing contract and ensure there is a

continuous service to the residents of York.

The Executive will be asked: To approve the decision to go out to

tender for Healthwatch York for 4-years and associated officer

delegations.

Wards Affected: All Wards

Report Writer: Carl Wain **Deadline for Report:** 04/03/24

Lead Member: Executive Member for Health, Wellbeing and Adult Social Care

Lead Director: Director of Customer & Communities Carl Wain, Commissioning Manager

carl.wain@york.gov.uk

Implications

Level of Risk: Reason Key:

Making Representations:

Process: None - mandatory service

Consultees:

Background Documents: Procurement of Healthwatch York

Call-In

If this item is called-in, it will be considered by the 15/04/24

Meeting: Executive

Meeting Date: 14/03/24 Keyword:

Item Type: Executive Decision - of 'Normal' Importance

Title of Report: Local Transport Strategy update

Description: Purpose of report: This will be an update report summarising

information collected during York's consultation on Local Transport and work in other relevant transport workstreams.

The Executive will be asked to instruct officers to prepare a Local

Transport Strategy which takes into account the information

presented in the report.

Wards Affected: All Wards

Report Writer: Julian Ridge Deadline for Report: 04/03/24

Lead Member: Executive Member for Economy and Transport

Lead Director: Corporate Director of Place

Contact Details: Julian Ridge

julian.ridge@york.gov.uk

Implications

Level of Risk: 04-08 Regular **Reason Key:**

monitoring required

Making Representations:

Process: The report will summarise the responses to the consultation on

local transport which ran between November 20th 2023 and

February 4th 2024. This comprised both of an online questionnaire and a number of ward and drop in events.

There was extensive city wide advertising of the consultation and

the consultation was open to anyone to fill in.

Consultees:

Background Documents: Local Transport Strategy update

Call-In

If this item is called-in, it will be considered by the 15/04/24

Meeting: Executive

Meeting Date: 14/03/24 Keyword:

Item Type: Executive Decision - of 'Normal' Importance

Title of Report: Statement of Community Involvement update

Description: Purpose of the Report: This report sets out the draft updated

Statement of Community Involvement, and asks members to

approve it for consultation. This will replace the existing

Statement of Community Involvement (adopted December 2007) and the 2020 update (which was produced as an update due to

Covid regulations).

The Statement of Community Involvement sets out the Council's

consultation methodology for planning policy documents, including the Local Plan (and associated documents)

including the Local Plan (and associated documents),

neighbourhood plans and the Development Management process

for planning applications. The preparation of a Statement of Community Involvement is a statutory requirement under national

planning policy.

The Executive will be asked to agree the draft updated Statement

of Community Involvement for citywide public consultation.

Wards Affected: All Wards

Report Writer: John Roberts Deadline for Report: 04/03/24

Lead Member: Executive Member for Housing, Planning and Safer Communities

Lead Director: Corporate Director of Place

Contact Details: John Roberts

john.roberts@york.gov.uk

Implications

Consultees:

Level of Risk: 04-08 Regular **Reason Key:**

monitoring required

Making Representations:

Process: Consultation process: Citywide consultation will take place on the

approved document using the procedures set out in the draft

updated Statement of Community Involvement

Consultees: Public, statutory consultees and interested parties who have registered their interest in the existing planning system.

There will be an opportunity for people to also register their interest for future updates to planning policy documents.

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Background Documents: Statement of Community Involvement update

Meeting: Decision Session - Executive Member for Finance, Performance, Major

Projects and Equalities

Meeting Date: 19/03/24 Keyword:

Item Type: Executive Member Decision - of 'Normal' importance

Title of Report: Council Tax Debt Pilot

Description: Purpose of Report: The report sets out the findings of the council

tax debt pilot undertaken across 2022/23 and sets out

recommendations to improve the recovery process for residents.

The Executive Member will be asked: To note the findings and

approve the recommendations.

Wards Affected: All Wards

Report Writer: Deadline for Report:

Lead Member: Executive Member for Finance, Performance, Major Projects and

Equalities

Lead Director: Director of Customer & Communities

Contact Details: David Walker

david.walker@york.gov.uk

Implications

Level of Risk: Reason Key:

Making Representations:

Process: This was undertaken as part of the project key stakeholder

interviews been undertaken by the University of York.

Consultees: This included third sector organisations, council

officers, and residents who participated

Consultees:

Background Documents:

<u>Call-In</u>

If this item is called-in, it will be considered by the 15/04/24

Meeting: Executive

Meeting Date: 18/04/24 Keyword:

Item Type: Executive Decision - of 'Normal' Importance

Title of Report: LGA Peer Challenge – report, recommendations and action plan

Description: Purpose of report: An LGA Peer Challenge took place in February

2024. The LGA Peer Challenge set out to understand how the council operates, exploring the council's leadership at place and organisational level, governance, culture, financial management and capacity to improve, with a focus on improving customer service and working closely with regional partners to best

represent York's interests.

The LGA report presented to Executive shares their recommendations about how the council can improve, the council's strengths and areas of concern. In response to the LGA Peer Challenge, the council will share an action plan setting out the activities and projects that will support the council be best placed to address issues and consider opportunities.

Members will be asked to: Note the LGA Peer Challenge report and recommendations, and approve the council's action plan in response to the LGA recommendations and consider next steps.

Wards Affected: All Wards

Report Writer: Claire Foale **Deadline for Report:** 08/04/24

Lead Member: Executive Leader inc. Corporate Services, Policy, Strategy and

Partnerships (and Devolution)

Lead Director: Director of Governance

Contact Details: Claire Foale, Assistant Director of Policy and Strategy

claire.foale@york.gov.uk

Implications

Level of Risk: 04-08 Regular **Reason Key:**

monitoring required

Making Representations:

Process: The Audit and Governance Committee considered the approach

to the LGA Peer Challenge prior to it taking place. The LGA Peer

Challenge involved over 60 interviews to gain a clear

understanding of how the council operates, it's strengths and

areas of concern.

Consultees:

Focus groups and 121 discussions were held by the LGA Peers

with:

- Residents / invited participants of the Talkabout Panel
- Elected members / Executive / Scrutiny Chairs / Group Leaders
- Partners / Public Sector partners / economic partners
- Officers / Corporate Management Team / Heads of Service / Frontline

Consultees:

Background Documents: LGA Peer Challenge – report, recommendations and

action plan

Call-In

Meeting: Executive

Meeting Date: 18/04/24 Keyword:

Item Type: Executive Decision - a 'Key Issue' - decision with significant effects

on communities

Title of Report: Recommissioning of Sensory Services in York

Description: Purpose of Report: Local authorities have a statutory duty to

prevent, reduce or delay needs for care and support (Care Act 2014 section 2) for all adults including carers; this means early intervention to prevent deterioration and reduce dependency on support from others including those with sensory impairments. The current Sensory Support service contract is coming to an end

this year, the commissioning team are in the process of recommissioning the service. The purpose of the report is for

Executive Meeting to review the report and recommendations to

come to a decision on the best option to go forward.

The Executive will be asked: To recommend the best option to

recommission York Sensory Support Services.

Wards Affected: All Wards

Report Writer: Edward Njuguna Deadline for Report: 04/04/24

Lead Member: Executive Member for Health, Wellbeing and Adult Social Care

Lead Director: Corporate Director of Adult Services & Integration

Contact Details: Edward Njuguna

edward.njuguna@york.gov.uk

Implications

Level of Risk: 04-08 Regular **Reason Key:**

monitoring required

Making Representations:

Process: A sensory Support survey was conducted to get views from

customers who use sensory support services, and those who might need to in the future (and their families and carers). We hoped this would give us a better understanding of what sensory

support people need and what needs to improve.

The survey was open for 10 weeks from 1 November 2023 to 8

January 2024 Consultees:

• The Wilberforce Trust (YorSensory)

MySight York.

Specialist Teaching Team and Deaf Café

• City of York Council Access Team

• People with lived experience of sensory loss

• North Yorkshire Sight Loss Council.

- Living 4 Moments
- Community Links
- York Older People's Assembly
- York and Scarborough Teaching Hospitals
- Age Friendly York Older Citizens Group
- York Disability Rights Forum
- NHS Humber and North Yorkshire Integrated Care Board
- Tees Esk Wear Valleys NHS FT
- Age UK
- Healthwatch
- York Advocacy
- Dementia Strategy Group
- Carers Groups/Forums
- York CVS
- Other Stakeholders

Consultees:

Background Documents: Recommissioning of Sensory Services in York

Call-In

Meeting: Executive

Meeting Date: 13/06/24 Keyword:

Item Type: Executive Decision - of 'Normal' Importance

Title of Report: Capital Programme outturn

Description: Purpose of report: To provide members with the outturn position

on the capital programme.

Members will be asked: To note the outturn, recommend to full

Council any changes as appropriate.

Wards Affected: All Wards

Report Writer: Debbie Mitchell **Deadline for Report:** 03/06/24

Lead Member: Executive Member for Finance, Performance, Major Projects and

Equalities

Lead Director: Chief Finance Officer

Contact Details: Debbie Mitchell, Chief Finance Officer

debbie.mitchell@york.gov.uk

Implications

Level of Risk: 04-08 Regular **Reason Key:**

monitoring required

Making Representations:

Process:

Consultees:

Background Documents: Capital Programme outturn

Call-In

Meeting: Executive

Meeting Date: 13/06/24 Keyword:

Item Type: Executive Decision - of 'Normal' Importance

Title of Report: Finance & performance outturn

Description: Purpose of report: To provide members with the year-end position

on both finance and performance.

Members will be asked: To note the report.

Wards Affected: All Wards

Report Writer: lan Cunningham, Deadline for Report: 03/06/24

Debbie Mitchell

Lead Member: Executive Member for Finance, Performance, Major Projects and

Equalities

Lead Director: Chief Finance Officer

Contact Details: Ian Cunningham, Debbie Mitchell, Chief Finance Officer

ian.cunningham@york.gov.uk, debbie.mitchell@york.gov.uk

Implications

Level of Risk: 04-08 Regular **Reason Key:**

monitoring required

Making Representations:

Process:

Consultees:

Background Documents: Finance & performance outturn

Call-In

Meeting: Executive

Meeting Date: 13/06/24 Keyword:

Item Type: Executive Decision - of 'Normal' Importance

Title of Report: Treasury Management 23/24 outturn

Description: Purpose of report: To provide the annual treasury management

review of activities and the actual prudential and treasury

indicators.

Members will be asked: To note the issues and approve any adjustments as required to the prudential indicators or strategy.

Wards Affected: All Wards

Report Writer: Debbie Mitchell Deadline for Report: 03/06/24

Lead Member: Executive Member for Finance, Performance, Major Projects and

Equalities

Lead Director: Chief Finance Officer

Contact Details: Debbie Mitchell, Chief Finance Officer

debbie.mitchell@york.gov.uk

Implications

Level of Risk: 04-08 Regular **Reason Key:**

monitoring required

Making Representations:

Process:

Consultees:

Background Documents: Treasury Management 23/24 outturn

Call-In

Meeting: Executive

Meeting Date: 13/06/24 Keyword:

Item Type: Executive Decision - of 'Normal' Importance

Title of Report: Treasury Management Quarter 4 Prudential Indicators

Description: Purpose of report: To provide members with an update on the

treasury management position.

Members will be asked: To note the issues and approve any adjustments as required to the prudential indicators or strategy.

Wards Affected: All Wards

Report Writer: Debbie Mitchell Deadline for Report: 03/06/24

Lead Member: Executive Member for Finance, Performance, Major Projects and

Equalities

Lead Director: Chief Finance Officer

Contact Details: Debbie Mitchell, Chief Finance Officer

debbie.mitchell@york.gov.uk

Implications

Level of Risk: 04-08 Regular **Reason Key:**

monitoring required

Making Representations:

Process:

Consultees:

Background Documents: Treasury Management Quarter 4 Prudential Indicators

Call-In