

## **Mansion House & Mayoralty Advisory Group**

21 April 2010

### **Report of the Head of Civic, Democratic & Legal Services**

### **Draft Outline Framework – Mansion House Business & Development Plan 2010-2015**

#### **Summary**

1. This report sets out, for the Advisory Groups information, an outline framework for the Mansion House Business & Development Plan which this Advisory Group is scheduled to receive in October 2010.

#### **Background**

2. Following a number of recent initiatives and changes in the working operation of the Mansion House, it is now time to set out a Business & Development Plan which enables the Mansion House & Guildhall Manager to manage the conservation, development and use of the Mansion House in a structured way over the coming 5 years.
3. Prior to the establishment of this Advisory Group, there had been a number of years when no formal advisory body existed to either assist in the continuing development of the Mansion House or in the development of a structured plan for future years.
4. Due to the success of recent initiatives undertaken with the Mansion House, in the 2009/10 financial year, it met its income target of £20,000. Having now established that base and continuing with and developing further some of the measures introduced last financial year, it is considered an appropriate time to introduce an effective Business & Development Plan in preparation for the next financial year, against which progress can be monitored.

#### **Consultation**

5. This Advisory Group, including its newly co-opted members, is being consulted upon the draft outline framework which precedes the formal Plan and sets out the areas to be covered in the actual plan. Clearly, as the outline framework transforms into a formal looking Business & Development Plan for the Mansion House, it will also be necessary to

consult the Finance Team on suitable costings and income targets, where appropriate. It is also planned to consult the Grants & Partnerships Manager, further to initial discussions, on what the plan needs to address in order to be robust for suitable application for lottery or other external funding.

6. At this stage, the Advisory Group, is being given a preliminary look at an outline framework setting out key areas to be addressed in the Plan.

## **Options**

7. The Advisory Group can make comments on the outline framework for Officers to take on board in drawing together and consulting upon the actual draft Business & Development Plan.

## **Analysis**

### Draft Outline Framework

8. The draft outline framework for the Business & Development Plan is attached at Annex A to this report and sketches out in some detail the areas which Officers consider need to be addressed over the coming 5 years. At this stage, it is suggested that initially a Plan be introduced for the next 5 years, upto 2015. This is considered a reasonable period of time over which to pursue, develop and achieve the aims set out within the Plan. Clearly, as the Mansion House moves forward, decisions will need to be taken on the length of terms on future plans.
9. In view of the tight turnaround since the last meeting of this Group, members of the Group are asked to bear in mind when considering Annex A that it is an outline document and drafted to include a sketch of areas worthy of consideration for inclusion in the final Plan. It does not, at this stage, include up to date costings or suggested appropriate funding or income targets. As such, the Plan to be received by the Group in October 2010 may look somewhat different.

### Monitoring and Implementation

10. The Head of Civic, Democratic & Legal Services would be responsible for ensuring any agreed Business & Development Plan was both implemented and monitored. Depending upon the longevity of this Advisory Group – which Council set up on a task and finish basis – it might be appropriate for an annual monitor of the Plan to be reported to the Group.
11. Proposals for monitoring and implementing any agreed Plan will, of course, be more fully addressed at the meeting in October 2010.

## **Corporate Strategy**

12. The outline framework attached identifies the component parts of any future Business & Development Plan and doing so, indicates how the aims accord with the ambitions contained in the Council's Corporate Strategy 2009/2012.

## **Implications**

13. There are no known human resource, financial, legal or other implications arising directly from the recommendations in this report. Clearly, though, there are various resource, financial and staffing implications, associated with many of the key business and developmental areas identified in Annex A. As work progresses with producing an draft Business & Development Plan, all relevant financial or resource implications will be highlighted and addressed as part of that Plan.

## **Risk Management**

14. There are no known risk management implications arising from the recommendations in this report. However, there is an ongoing risk to the future development, conservation, management and use of the Mansion House, if work continues to proceed without a structured Business & Development Plan, charting the way forward with measurable targets and planned but realistic achievements. Setting a framework in place and introducing a Business & Development Plan to address objectively the business and developmental aims for the Mansion House is essential to its long term development and a continuing commitment to the Mansion House itself being central to the history of Lord Mayoralty in York.

## **Recommendations**

15. The Advisory Group is asked to receive and comment upon the draft outline framework for a future 5 year Business & Development Plan for the Mansion House.

Reason: To ensure an effective business and developmental planning approach is in place for the Mansion House for the foreseeable future.

## Contact Details

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Richard Pollitt Mansion House & Guildhall Manager Tel: 552036	<b>Report Approved</b>	<i>tick</i>	<b>Date</b>	15 April 2010
		✓		
<b>Specialist Implications Officer(s)</b> None				
<b>Wards Affected:</b> <i>List wards or tick box to indicate all</i>			<b>All</b>	<i>tick</i>
			<b>Guildhall</b>	
For further information please contact the author of the report				

## Background Papers:

None

## Annexes

Annex A – Draft Outline Framework for Business & Development Plan for the Mansion House.