



Notice of a public meeting of

Corporate and Scrutiny Management Committee

- To:** Councillors Galvin (Chair), Burton, D'Agorne, Fraser, Horton, Hyman, King, McIlveen, Potter, Runciman (Vice-Chair) and Steward
- Date:** Monday, 12 January 2015
- Time:** 5.00 pm
- Venue:** The Auden Room - Ground Floor, West Offices (G047)

AGENDA

1. **Declarations of Interest**

At this point, Members are asked to declare:

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

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

2. **Minutes** (Pages 1 - 10)

To approve and sign the Minutes of the last meeting of the Committee held on 10 November 2014.

3. **Public Participation**

At this point in the meeting members of the public who have registered to speak can do so. The deadline for registering is **5.00pm on Friday 9 January 2015**. Members of the public can speak on agenda items or matters within the remit of the committee.

To register to speak please contact the Democracy Officer for the meeting, on the details at the foot of the agenda.

Filming, Recording or Webcasting Meetings

Please note this meeting may be filmed and webcast or audio recorded and that includes any registered public speakers, who have given their permission. The broadcast can be viewed at <http://www.york.gov.uk/webcasts> or, if sound recorded, this will be uploaded onto the Council's website following the meeting.

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

The Council's protocol on Webcasting, Filming & Recording of Meetings ensures that these practices are carried out in a manner both respectful to the conduct of the meeting and all those present. It can be viewed at

http://www.york.gov.uk/downloads/download/3130/protocol_for_webcasting_filming_and_recording_of_council_meetings

4. 2014-15 Monitor 2 (Pages 11 - 22)

This report analyses the latest performance for 2014/15 and forecasts the outturn position for the services falling under the responsibility of the Corporate and Scrutiny Management Committee.

5. Procurement Update (Pages 23 - 26)

This report sets out an overview of current procurement activity across the Council.

6. Feasibility Report into Proposed Scrutiny Review of Yearsley Swimming Pool (Pages 27 - 32)

This report provides the Corporate & Scrutiny Management Committee with details of a proposed scrutiny review, submitted by Cllr Aspden, into ways to reduce the subsidy given to Yearsley Swimming Pool whilst securing the long-term future of the pool.

[Cllr Aspden has been invited to attend the meeting for consideration of this item]

7. Scrutiny Review Support Budget (Pages 33 - 38)

This report sets out the current position regarding available Council funding for overview and scrutiny review research work. Members are asked to consider what recommendation they wish to make to Cabinet in relation to a support budget for consideration as part of the Council's budget setting process for 2015/16.

8. New Arrangements for Petitions (Pages 39 - 52)

To receive details of petitions received by the Council, in line with the Council's published arrangements and any responses or proposed responses to those petitions, in accordance with the revised arrangement for petitions agreed by Council on 9 October 2014.

9. Work Plan 2014/15 (Pages 53 - 54)

To consider the Committee's work plan for the 2014/15 municipal year, including a verbal update on ongoing scrutiny reviews

10. Any Other Business

Any other business which the Chair decides is urgent.

Democracy Officer:

Name: Jill Pickering

Contact details:

- Telephone – (01904) 552061
- E-mail – jill.pickering@york.gov.uk

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

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

Contact details are set out above.

This information can be provided in your own language.

我們也用您們的語言提供這個信息 (Cantonese)

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

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

Bu bilgiyi kendi dilinizde almanız mümkündür. (Turkish)

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

 (01904) 551550

City of York Council

Committee Minutes

| | |
|-----------|---|
| Meeting | Corporate and Scrutiny Management Committee |
| Date | 10 November 2014 |
| Present | Councillors Runciman (Vice-Chair) in the Chair, Burton, D'Agorne, Fraser, Horton, Hyman, King, McIlveen, Potter and Steward |
| Apologies | Councillor Galvin |

24. **Declarations of Interest**

At this point in the meeting, Members were asked to declare any personal interests not included on the register of interests, any prejudicial interests or any disclosable pecuniary interest which they might have in respect of the business on the agenda.

Councillor Horton declared a personal non-prejudicial interest in relation to agenda item 6 (Equalities Review – Draft Final Report) as a Friend of the Mansion House, in relation to the reference to a Heritage Lottery Fund bid for the Mansion House.

Councillor Hyman also declared a personal non-prejudicial interest in relation to agenda item 6 (Equalities Review – Draft Final Report), in relation to the reference to a Heritage Lottery Fund bid for the Mansion House as he had attended meetings in relation to the bid.

Councillor Hyman also declared a personal non-prejudicial interest in relation to agenda item 7 (Report on Council Petitions), in relation to the Burton Stone Community Centre petition, as the trustee of a charity that worked from the Centre.

Councillor D'Agorne declared a personal non-prejudicial interest in relation to agenda item 7 (Report on Council Petitions) in relation to the Walmgate/Navigation Road petition which he had presented to Council on 9 October 2014.

Councillor King declared a personal non-prejudicial interest in relation to agenda item 7 (Report on Council Petitions) in relation to the Peter Hill Drive, Clifton petition, as a Clifton Ward Member.

25. Minutes

Resolved: That the minutes of the last meeting of the Committee held on 8 September 2014 be approved and signed by the Chair as a correct record.

26. Public Participation

It was reported that there had been two registrations to speak at the meeting under the Council's Public Participation Scheme, both in relation to the Castlegate petition listed in the schedule of petitions at Agenda item 7.

Dawn Moores, spoke as organiser of the Castlegate petition, which she handed to the Chair together with a resume of the many comments received regarding the Council's proposals for the centre. The petition requested the Council to review the decision to remove the provision of holistic information, support and counselling for young people 16-25 in York, provided by Support Workers, Careers Advisors and Counsellors at Castlegate. She read comments from a number of professionals involved with the service in which all expressed their concerns at the closure of the Castlegate service. She reiterated that vulnerable young people found West Offices intimidating and that they were unlikely to access services provided there.

Pip Davitt spoke, to refer to the 1614 signatories on the petition all who had expressed concern at the changes proposed to the Castlegate services. She referred to the friendly welcoming atmosphere at Castlegate and to the invaluable support and personal benefit she had gained from staff and the service which had enabled her improve her life.

27. Draft Equality Plan: 'A Fairer York '

Consideration was given to a report which presented draft content for a new Equality Plan: A Fairer York which would be drawn up for consideration by Cabinet in December 2014.

Officers reported that the new Plan would take a city wide approach and that extensive consultation had confirmed that other agencies, partner organisations and partnership boards welcomed the new approach.

Members were asked to confirm whether the proposed priorities, draft analysis and the proposed actions, set out at Annex 1 of the report were correct.

Members requested the addition of the following Key Actions within the Plan:

- Health & Wellbeing Priorities – in the reference to healthy diet, the inclusion of learning to cook for children
- Health & Wellbeing – the encouragement of early intervention in relation to mental health to prevent later problems
- An overview of the economic wellbeing of single parents in employment to ensure that provision had been made for their working longer
- Update the reference on page 28 to the ‘night-bus’ operated by the York Street Angels, to include details of the new arrangements

Members also discussed the frequency of update reporting on the Plan to both CSMC and the Equalities Action Group. It was noted that as the Equality Plan was a partnership document that equality actions specific to the Council’s workforce would be picked up in the Council’s Organisational and Workforce Development Strategy which was in the process of being refreshed.

Following discussion it was

- Resolved:
- (i) That the priorities, draft analysis and actions be approved subject to the inclusion of the above additions to the Plan.
 - (ii) That updates on implementation be made to this Committee every six months as part of their bi-annual Workforce Strategy 2012-15 Monitoring Reports, and as part of the quarterly Finance & Performance Reports received by all Overview & Scrutiny Committees.

Reason: To help ensure that relevant equality issues are reflected in the revised Equality Scheme.

28. Update on Implementation of Recommendations From Previously Completed Scrutiny Reviews: Engaging Communities

Members considered a report which provided the third update on the implementation of the recommendations arising from the previously completed scrutiny review on Engaging Communities.

Following the last update to the Committee in May 2014, Members were asked to consider the five outstanding recommendations following consideration of the implementation update information provided at Annex A by the Head of Communities and Equalities and the Democratic Services Manager.

Members highlighted that some Wards e.g. Micklegate /Fishergate did not have a resident or community association and that Ward Members would be best placed to assist with consultation in these areas. Officers confirmed that the Neighbourhood Management Unit were aware of this problem and that they endeavoured to match consultations undertaken with the most appropriate groups available in each Ward, to ensure the best response.

Following further discussion it was

Resolved: That recommendations (vii), (viii) and (xii) arising from the Customer Engagement Scrutiny Review, be signed off as completed with the remaining recommendations being brought back to the Committee for review in six months.

Reason: To raise awareness of those recommendations which are still to be fully implemented.

29. Equalities Review - Draft Final Report

Consideration was given to the draft final report on information gathered in support of the Equalities scrutiny review, together with the draft recommendations subsequently proposed by the Task Group.

It was noted that the review had been undertaken with the aim of encouraging wider involvement in the Council's democratic traditions, by raising awareness across York's Communities of Identity, and in particular those that had protected characteristics under the Equality Act 2010. This had been part of scrutiny's role in assisting the authority in achieving the excellence level for the Equality Framework for Local Government.

As Task Group Chair, Councillor Potter presented the report and the draft recommendations, highlighting the consultation event held at the Mansion House in June 2014 with representatives of the Black, Minority and Ethnic communities across the city and to feedback received from attendees, which had helped inform the recommendations.

Members expressed their support for the mandatory training suggested for corporate equalities and highlighted the need for additional member training to be mandatory. Officers referred to the general lack of support by Members for training and acknowledged that if Members endorsed particular training this could prove an incentive. Members suggested providing a joint training session on health and safety and equalities and diversity in order to offer a comprehensive session . Members highlighted the recent changes to the voting age in Scotland which had given young people of 16 to 18 year old the right to vote during the recent Scottish referendum and to their support for the work of the national social enterprise 'Bite the Ballot' to address the lack of young people voting in Britain.

The Chair thanked Members of the Task Group for their work on this review and following discussion it was

Resolved: That the draft recommendations arising from the final report of the Equalities Review, listed at paragraph 53 of the report be endorsed for submission to Cabinet.

Reason: To support the Council in its efforts to achieve 'Excellence Level' in the Equality Framework for Local Government, and progress the work of the Corporate and Scrutiny Management Committee in line with agreed scrutiny procedures and protocols.

30. **Report on Council Petitions**

Consideration was given to a report which provided details of the new arrangements, agreed by Council in October 2014, for dealing with petitions received by the Authority. Full details of the new arrangements and process for responding to petitions, together with a range of potential options available to the Committee when considering petitions were set out at Annex B of the report.

To ensure some scrutiny of action was taken in relation to petitions received either by Members or Officers, the Audit and Governance Committee had agreed that details of and actions relating to petitions should now be considered by the Corporate and Scrutiny Management Committee. Council had also agreed to amend the Committee's terms of reference to enable it to consider petitions, in accordance with the new arrangements, as set out at Annex A of the report.

Consideration was also given to the schedule of petitions received to which the new arrangements applied which included details of any actions taken to date, at Annex C. Members noted that a database was being set up into which all staff across the Council could enter details of any petitions received to ensure accurate coverage of their receipt.

Members confirmed that this arrangement for dealing with petitions had been put forward as an interim measure, pending the possible establishment of a Petitions Committee, which would be considered following the Annual Council meeting in May. They raised concern at the 10 signatory level applied to petitions pointing out that in some cases additional signatories would not be possible.

The Assistant Director for Transport, Highways and Fleet reported on the robust system in place in City and Environmental Services for dealing with petitions received in the department. Members questioned the possibility of a similar process for receipt of petitions being adopted across the Council.

Following further discussion it was

- Resolved:
- (i) That the Committee note the change in the Committee's terms of reference to enable it to consider petitions received by the Council;
 - (ii) That the arrangements set out for handling petitions received by the Council, set out at Annex B, be agreed subject to the following amendment under the Process section, paragraph 4:

The Cabinet Member/s will have the option to consider the petition, prior to a CSMC meeting.
 - (iii) That to ensure consistency across all departments Officers examine a common approach for dealing with petitions received by the Council.
 - (vi) That Officers be requested to examine the wording of both the new and the e-petitions scheme to ensure consistency between the two.
 - (v) That the new CSMC arrangements for handling petitions be brought back to the Committee for review in six months.
 - (vi) That the schedule of petitions, at Annex C, and the actions taken to date, be received and noted.
 - (vii) That the petition and comments received in relation to the review of the decision in relation to the transfer of services from Castlegate to West Offices be referred to the Cabinet (Calling-In) meeting on 25 November 2014 for consideration.

Reason: To ensure the Committee carries out its ne requirements in relation to petitions.

31. Update on Corporate Scrutiny Review 'Supporting Older People'

Consideration was given to a report which updated on progress with the agreed corporate scrutiny review on Supporting Older People.

Following the Committee's agreement in June 2014 to proceed with a corporate scrutiny review around supporting older people, the individual scrutiny committee had been tasked with identifying suitable review remit's.

Members noted that:

- Economic & City Development Overview & Scrutiny Committee – had review aims and objectives agreed however, following changes in Committee membership/Task Group meant that the review would not be completed by February 2015
- Health Overview & Scrutiny Committee – had yet to present their suggested review remit. As a result the review would not be completed by the end of February 2015
- Learning & Culture Overview & Scrutiny Committee – had agreed not to contribute directly to this years corporate review at this stage
- Community Safety Overview & Scrutiny Committee – had been unable to identify a suitable topic

Members expressed their disappointment at the lack of engagement by the Scrutiny Committee's in support of the corporate review. They highlighted the importance of the chosen theme and that any contributions from the Committee's could have had a significant impact on services with increasing numbers of older people and issues around long term care.

- Resolved:
- (i) That the Committee note the continuation of the two scrutiny reviews related to the originally agreed corporate theme and they be encouraged to complete their reviews this municipal year.
 - (ii) That the Committee's disappointment be conveyed to those Scrutiny Committee's who had not progressed the corporate topic for

their lack of engagement with the corporate theme.

- (iii) That the Committee agree to abandon the corporate scrutiny review previously identified by the Committee for this municipal year.

Reason: To ensure there is no work undertaken during the purdah period.

32. WORK PLAN 2014/15

Consideration was given to the Committee's work plan for the 2014/15 municipal year. It was noted that there was little work scheduled for the 9 March 2015.

- Resolved:
- (i) That the Committee's work plan for 2014/15 be received and noted.
 - (ii) That the scheduled 9 March 2015 meeting of CSMC be retained, subject to the Chair in consultation with Officers being able to cancel the meeting nearer the time, if required.

Reason: To assist in the formulation of the Committee's work plan for the remainder of the municipal year.

Councillor C Runciman, Vice Chair
[The Meeting started at 5.00 pm and finished at 6.35 pm].

This page is intentionally left blank



Corporate and Scrutiny Management Committee

12 January 2015

Report of the Director for Customer & Business Support Services**2014-15 Monitor 2****Purpose**

1. This report analyses the latest performance for 2014/15 and forecasts the outturn position for the services falling under the responsibility of the Corporate and Scrutiny Management Committee.

Financial Analysis

2. The council's net General Fund budget for 2014/15 is £124,186k and the net budget for the areas covered by this report is £19,414k.
3. Following on from previous years, the challenge of delivering savings continues with £11m to be achieved in order to reach a balanced budget. £2,539k of these savings fall within the services covered by this report. The forecasts outlined in this report reflect a prudent view of how that challenge is currently being met.
4. All budgets are reviewed on a quarterly basis and some are monitored monthly. Those that are monitored monthly are high value or high risk areas. The latest review has not identified any major variations that require action or mitigation and all savings proposals are progressing. Overall the areas covered by this report are forecasting a small underspend of £61k.

Performance Analysis

5. The performance delivery is analysed against the key delivery priorities of the Council Plan and the cross-cutting organisational priority themes. This report therefore covers
 - Create jobs and grow the economy
 - Core competencies

Create Employment

6. The number of Job Seekers Allowance claimants has fallen to 1% from 1.2% in Q1 and is below national and regional averages of 2.2% and 2.9% respectively. However, York has a higher proportion of part time workers than both regional and national averages at 33.2%, compared with 26.3% and 25.3% respectively. The 5th jobs fair held at York Railway Institute in September attracted 1,023 residents looking for jobs and career advice. The event, which was organised through partnerships between the Council, York Learning, Job Centre Plus and Learning City York sought to bring together employers to offer advice and the chance to speak face to face to businesses about real employment opportunities in the city.

Older People in Employment

7. The Council's Economic Inclusion Fund has been used to commission the Experience Work 50+ programme designed to help older people into work. The pension age for women is increasing to 65 in 2018 and 66 for all in 2020 meaning people will either choose or need to stay in work for longer. 92 people have completed the programme and 36.6% have gained employment, are self employed or gone on to further training.

Supporting Businesses

8. York has received funding through the Leeds City Region and York, North Yorkshire & East Riding Enterprise Partnerships, including £26m through the Local Growth Fund, £400k through the Business Growth Fund, and potential further resource through the £1bn West Yorkshire + Transport Fund. Within the last quarter two successful bids have been made through the North Yorkshire Local Enterprise Partnership Business Growth Programme: First Steps Day Nursery were awarded £40,000, and Monk Bridge Construction Company were awarded £90,000. Including these there have now been 13 successful bids across both LEPS with £2.3 million total spend, £400k total grant and 71 jobs.

Supporting young People with high support needs into Employment

9. The Route to Success Training Programme for Young People includes providing support to those with high support needs to gain employment. This programme has been successful with 30 students completing and 15 of those being High Support Needs learners. Performance is expected to increase in the 2014/15 academic year, with 22 High Needs Support students recruited so far.

High Speed Rail Developments

10. There has been significant national investment announcements and plans around rail in recent months, providing sizeable opportunities for York and its strong rail sector over the next few decades. September saw the announcement that the proposed national high speed rail college is coming to Yorkshire, with Doncaster selected to co-host the training centre with Birmingham. After York missed out on its bid to host the college, the city backed Doncaster's bid to train at least 2,000 apprentices for the planned HS2 project, and will be working with Doncaster closely in 2015 to ensure help shape the curriculum appropriately for York-based employers. High Speed 2 and High Speed 3 proposals continue to develop, with intense lobbying from various cities and regions. York specifically has been championing investment which will benefit the city through the East Coast Mainline Authorities and Connected Cities group at party conferences; as well as directly with government. Finally, Rail North, a body taking forward a collective approach to rail in the North, shortlisted bidders for the running for current Northern and Transpennine franchises. Over the next 5 years more than £1 billion will be spent on the rail network in the north.

Core Competencies

Improve the whole customer service experience

11. In Quarter 2 West Offices reception dealt with 2,082 customers a month, up from 1,691 a month in Quarter 1. The Council has installed a customer satisfaction kiosk known as 'cmetrix' in the customer centre at West Offices, to coincide with National Customer Service Week. To help customers with hearing impairments the Hearing Loop facilities have been made more visible, after a number of visitors were unaware of their availability. To help visitors with visual impairments, investigations have started into implementing a British Sign Language interpretation tool. A visual impairment accessibility audit will be carried out in autumn to ensure all necessary design adjustments are in place, such as painting the edges of desk dividers a contrasting colour to the floor.

City of York Trading Company

12. The company is now providing the council's full casual workforce and expanding its services to schools and other organisations. The company has recently reported a year on year increase in turnover and profit, and will be returning its first dividend to the council as shareholder for activity in 2013/14.

Roll out a new offer to young people on apprenticeships, work experience placements and internships

13. The Council continues to promote and support fully funded apprenticeships and a review of the current apprenticeship scheme will take place. The Council currently work with the University of York offering a winter and summer internship programme. The summer programme is a student internship programme offering 4 to 12 week placements for current students. The winter programme is a graduate programme offering 8 week placements.

The Equalities Peer Challenge

14. A key ambition in the Council Plan is to achieve excellence against the Equalities Framework for Local Government and the Council are currently at the Achieving level. Local Government Association Peer Challenge Assessors will be reviewing how equalities are embedded within both the organisation and its work with partners during January 2015.

Improve feedback from staff and create a wellbeing offer

15. A corporate learning and development prospectus has been launched with a range of courses and other learning and development opportunities. The Supporting Staff through Change Programme has been implemented. The Council has been shortlisted for a Living Wage Champion Award, which recognises employers that have made contributions to communities and industries by implementing the Living Wage.

York CVS

16. As part of the process of transforming public services, City of York Council has been working with the voluntary, community and faith sector and social enterprises in York, to find out what they currently do and what they might want to do more of. Officers have attended Voluntary Sector Forums of organisations working with children, young people and families, older people and people with long-term conditions and people concerned with the environment.

Update on progress on Single Equality Scheme

17. Further to the Single Equality Scheme Update and Refresh report submitted to scrutiny on 8th September, members requested further statistical information be provided which is attached below.

Consultation

18. There has been consultation with Trade Union groups on the ongoing implications of the council's financial situation and performance improvement issues.

Corporate Priorities

19. The information and issues included in this report demonstrate progress on achieving the priorities set out in the Council Plan.

Implications

20. The financial implications are covered within the body of the report. There are no significant human resources, equalities, legal, crime and disorder, information technology, property or other implications arising from this report.

Risk Management

21. The risk management processes embedded across the council continue to contribute to managing the risk issues associated with major projects and key areas of service delivery.

Recommendations

22. As this report is for information only there are no specific recommendations.

Reason: To update the Committee on the latest finance and performance position for 2014/15.

| | | | |
|---|---|---|---------------------------------|
| Authors: | Chief Officer Responsible for the report: | | |
| Debbie Mitchell Corporate Finance Manager Ext 4161 | Kersten England Chief Executive | | |
| Ian Cunningham | Ian Floyd Director for Customer & Business Support Services | | |
| Kay Crabtree | Report Approved | √ | Date 19 December 2014 |
| Wards Affected: All | | | |

For further information please contact the authors of the report

Annexes

Annex 1 - Workforce Equality Score Card

Glossary of abbreviations used in the report:

BaME – Black, Asian and Minority Ethnic

CVS – Council for Voluntary Service

FTE – Full Time Equivalent

HR – Human Resources

LEP's – Local Enterprise Partnerships

LGBT – Lesbian, Gay, Bisexual, And Transgender.

Workforce Equality Score Card

Number of Staff who have completed their Performance Development Review by end of September 2014

| Directorate | Complete | In progress September 2014 | Not started September 2014 | Total PDR's September 2014 |
|---|------------|----------------------------|----------------------------|----------------------------|
| Children's Services Education & Skills | 150 | 155 | 162 | 467 |
| City & Environmental Services | 26 | 70 | 103 | 199 |
| Communities & Neighbourhoods | 87 | 207 | 245 | 539 |
| Customer & Business Support Services | 273 | 142 | 45 | 460 |
| Health and Wellbeing | 177 | 50 | 122 | 349 |
| Office of the Chief Executive | 22 | 15 | 3 | 40 |
| Total | 735 | 639 | 680 | 2054 |
| Percentage of PDR's completed | 36% | 31% | 33% | |

Percentage of staff who have not declared their personal sensitive information

| Characteristic | Gap as of Jan 2014 | July 2014 | Sept 2014 |
|---------------------------------------|--------------------|-----------|-----------|
| Disability | 20% | 14.5% | 17.8% |
| Ethnicity | 21% | 17.2% | 20% |
| Religion and Belief | 67% | 64.08 | 67% |
| Sexual Orientation | 57% | 52.9% | 57.9% |
| Marital Status and civil partnerships | 17.4% | 6.4% | 8.6% |

1. The number of staff not disclosing sensitive information has decreased between January 14 and September 14 (with the exception of Sexual orientation and Religion and Belief). It's unclear why the percentages of staff not disclosing dropped in July and then rose again in September but it's likely to be as a result of fluctuations in staffing over this period. A number of campaigns have been run over the course of the year to encourage staff to disclose their sensitive data which include: articles in Buzz (January, July and September with a further article planned in December); Colin Spotlight (January 2014 and September 2014); Messaging on payslips (June 14) and Poster Campaign (October to December). The development and launch of the recruitment module on iTrent will enable sensitive data captured at the recruitment stage to be transferred into the HR database which should lead to a greater disclosure rate. The project completion date for the recruitment module on iTrent is April 2015.

Workforce Statistics (Please note that CYC data is influenced by completion of sensitive information and starters and leavers to the organisation)

| Indicator | 12/13 Jan 13 | Jan 14 | Sept 2014 | Dec 2014 | March 2014 | Trend |
|---|-----------------|---------------------|---------------------|-------------|---------------|----------|
| People in post CYC | 6968 | 6587 | 6200 | | | Decrease |
| % of full time CYC employees | 46.90% | 44.60% | 37.77% | | | Decrease |
| % of part time CYC employees | 53.10% | 55.40% | 62.23% | | | Increase |
| Indicator | 12/13 Jan 13 | 13/14 | Sept 2014 | Dec 2014 | March 2014 | Trend |
| % of York's Female population of working age | | 71.7% (Mar-2014) | 71.7% (Mar-2014) | | | |
| % of females employed with CYC | 72.70% | 72.6% (Jan 14) | 73.15% | | | Increase |
| % of York's Male population of working age | | 75.6%(Mar- 2014) | 75.6%(Mar- 2014) | | | |
| % of Males employed with CYC | 27.30% | 27.40% (Jan 14) | 26.85% | | | Decrease |

| Indicator | 12/13 Jan 13 | Jan 2014 | Sept 2014 | Dec 2014 | March 2014 | Trend |
|--|--------------------|------------------------|------------------------|------------------------|------------------------|-------------|
| % of York's population with long term health problem or disability - Economically Active | | 6.40% (Census 2011) | 6.40% (Census 2011) | 6.40% (Census 2011) | 6.40% (Census 2011) | |
| % of CYC staff disabled | 2.30% | 2.7% | 2.34% | | | Fluctuating |
| Indicator | 12/13 Jan 13 | Jan 2014 | Sept 2014 | Dec 2014 | March 2014 | Trend |
| % of York's BaME population Economically active | | 9.00% (Census 2011) | (Census 2011) | (Census 2011) | (Census 2011) | |
| % Of BaME CYC employees | 3.50% | 3.78% | 3.66%* | | | Fluctuating |
| Indicator | 12/13 Jan 13 | Jan 2014 | Sept 2014 | Dec 2014 | March 2014 | Trend |
| % of York's LGBT population of working age | Not Known | Not Known | Not Known | Not Known | Not Known | |
| % of CYC staff LGBT | 1.50% | 1.69% | 1.70%* | | | Increase |

*percentage of where this is known

| Indicator | 12/13 Jan 13 | Jan 14 | Sept 2014 | Dec 2014 | March 2014 | Trend |
|--|--------------------|-------------------------|-------------------------|-------------------------|-------------------------|----------|
| Young People | | | | | | |
| % of 16-24 York's Population Economically Active | | 15.50% (Census 2011) | 15.50% (Census 2011) | 15.50% (Census 2011) | 15.50% (Census 2011) | |
| % CYC 16-24 employed | 4.50% | 4.30% | 4.9% | | | Increase |

2. Further detailed analysis is available in the annual workforce monitoring report. http://www.york.gov.uk/downloads/200484/equality_and_diversity

Flexible working

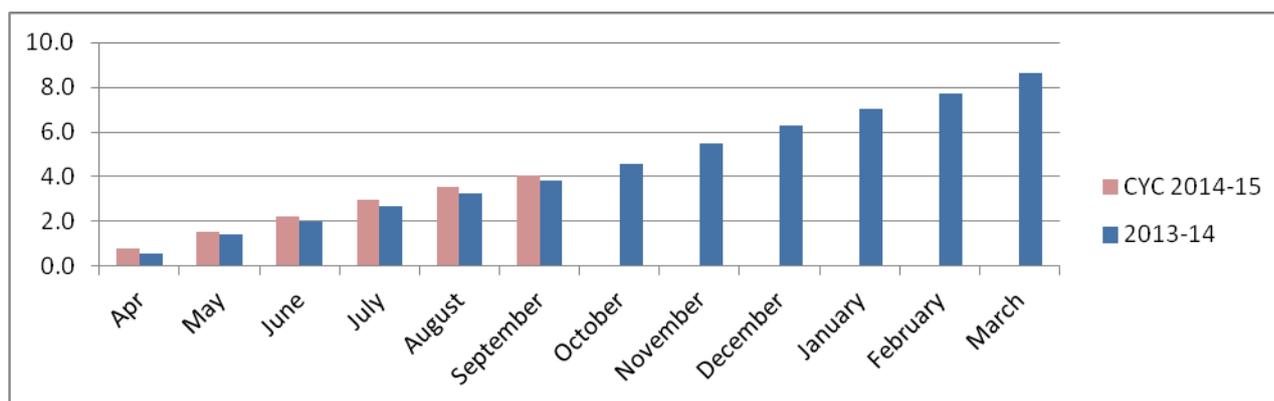
3. The authority doesn't capture data on flexible working requests as these are managed locally. However the authority provides a number of opportunities for employees to work more flexibly, subject to the needs of the service. Employees can request to self roster or request to work compressed hours, flexi time, job share, part time, and or term time.
4. The number of part time staff currently employed within City of York Council is 62.23%.

Sickness absence trend information

5. The table below give the cumulative sickness figures for CYC for Q1 and Q2 as average days lost per FTE.

| | Apr | May | June | July | Aug | Sept |
|------------|------------|------------|-------------|-------------|------------|-------------|
| CYC | 0.8 | 1.6 | 2.2 | 3 | 3.5 | 4 |

6. The chart below indicates that 2014/15 shows an increase each month in the number of average days lost per FTE when compared to 2013/14.



7. The table below gives the monthly sickness figures for CYC for quarters 1 and 2 as average days lost per FTE.

| | Q1 Average | July | Aug | Sept | Q2 Average |
|------------|-------------------|-------------|------------|-------------|-------------------|
| CYC | 0.77 | 0.8 | 0.5 | 0.5 | 0.6 |

Top Five Reasons for Absence within CYC

| Q2 Absence Reasons | |
|---|--------|
| Stress Depression Mental Health & Fatigue syndromes | 24.46% |
| Muscular-skeletal problems | 20.23% |
| Stomach, Liver, Kidney & Digestion | 8.55% |
| Other | 7.47 |
| Chest & Respiratory | 7.43 |

This page is intentionally left blank

Additional Updated Information, circulated at the meeting

Number of Staff who have completed their Performance Development Review by end of September 2014

| Directorate | Complete | | In progress | | Not started | | Total PDR's | |
|--|------------|------------------------|-------------|------------------------|-------------|------------------------|-------------|------------------------|
| | Sep 14 | 8 th Dec 14 | Sep 14 | 8 th Dec 14 | Sep 14 | 8 th Dec 14 | Sep 14 | 8 th Dec 14 |
| Children's Services Education & Skills | 150 | 251 | 155 | 86 | 162 | 126 | 467 | 463 |
| City & Environmental Services | 26 | 117 | 70 | 47 | 103 | 39 | 199 | 203 |
| Communities & Neighbourhoods | 87 | 247 | 207 | 119 | 245 | 187 | 539 | 553 |
| Customer & Business Support Services | 273 | 362 | 142 | 65 | 45 | 28 | 460 | 455 |
| Health and Wellbeing | 177 | 280 | 50 | 25 | 122 | 63 | 349 | 368 |
| Office of the Chief Executive | 22 | 36 | 15 | 15 | 3 | 7 | 40 | 58 |
| Total | 735 | 1293 | 639 | 357 | 680 | 450 | 2054 | 2100 |
| Percentage of PDR's completed | 36% | 61.6% | 31% | 17% | 33% | 21.4% | | |

This page is intentionally left blank



Corporate and Scrutiny Management Committee**12 January 2015****Procurement Update****Purpose of Report**

1. This report sets out an overview of current procurement activity across the Council.

Current Position

2. There have been improvements in the reach of the Commercial Procurement Team from 18% in 2012/13 to 32% in 2013/14. The procurement team comprises of 9 posts and is fully occupied with the delivery of current category plans.
3. The Council spent £142m on goods and services during 2013/14 and of this some £46m did not have a contract in place and a further £17m needed a waiver from financial regulations. This means that 44% of expenditure on goods and services could potentially benefit from greater commercial involvement.
4. In order to actively promote the need to use the correct process when spending money, the procurement team have put together a toolkit which can be used by all staff across the Council. The toolkit is available on COLIN and a series of training sessions will be run in the new year to introduce the toolkit to managers, to improve their skills and to raise awareness of the benefits of engagement with the Commercial Procurement Team across the Council.
5. There have been positive improvements in working relationships across the Council and the profile of the Procurement function has been raised by increased engagement with staff in a range of different services.
6. There are areas for improvement and the following paragraphs give an overview of each category and demonstrate that each is at a different stage in terms of procurement activity.

Construction, Capital & Highways and Property & Facilities Management

7. For 2014/15 there is £28m of spend on the work plan. The main areas of current activity include Council House Building, Fulford School extension and street lighting. The Commercial Procurement Team are involved with the majority of spend.

8. In addition to the £28m identified above, the Procurement team have a role in supporting all major projects across the Council and have been much more actively engaged at an earlier point in many of these projects. These include, amongst others, the Community Stadium, Burnholme redevelopment, Solar Photovoltaic's project and the Guildhall.

Adult Social Care, Children's Services and Public Health

9. The combined contracts register for this category area includes contracted service or waivers to continue current service provisions that total £25.7m, which the Commercial Procurement team have sight of at this point.
10. Current activity includes Public Health contracts, customer transport and respite care / short breaks. Almost all Adult Social Care procurement continues to be carried out by the service, which has a dedicated Commissioning Team.
11. At the commencement of the Rewiring transformation programme Adult Social Care extended (with waivers) 95 currently commissioned services with a total contract value of £10m in order to undertake a comprehensive review of its contracted services. This will include looking at joint and integrated service options with Health colleagues. The involvement of Procurement will include exploring the opportunities where joint commissioning with Children's Services and Public Health can be achieved. The Commercial Procurement team are currently supporting £2m of current contract services that are to be subjected to a procurement exercise, including the provision of respite care and transport services.
12. The Procurement team have worked with Children's Services to review areas where historically spot purchase and off contract spend has occurred predominantly due to the urgent nature of some aspects of the service being provided. This has resulted in utilising regional frameworks to bring fostering placements on to a formal contract footing through the White Rose Independent Fostering Framework with £1.6m spend now through this framework.
13. When Public Health transferred over to CYC a number of commissioned contracts were novated over in whole or part. These have now been extended to allow commercial challenge on £10.8m of spend. An example of this is the Integrated Sexual Health Service with a contract value of £1.5m per annum. The challenges in this area of spend would include bringing commercial tension (competition) into an area that has overspent against budget and to assess, if the service is not part of the council's statutory obligations, how customer outcomes could be achieved with reduced or no funding from the Authority.

Professional and Support Services

14. The Professional Services category is responsible for at least £8.5m spend every year. There are large savings to be made across various projects and work is

being undertaken to draw up business cases and project mandates to release savings. There are several large scale targets: learning, training and development, printing, postage, and consultants/consultancy, which will make up the majority of the potential savings identified.

15. There are currently two major procurements live at the moment, a replacement Children's Social Care Case Management System and a replacement Customer Relationship Management system and associated links to web-based front ends. Both of these will be absolutely critical in delivering savings as part of the transformation agenda, and the nature and cost associated with the systems has meant detailed support from the procurement team which will continue through the buying and implementation processes.
16. Work has also begun to meet with suppliers to identify savings and reductions in prices to create immediate cashable savings. This work will continue with suppliers to generate new ways of saving and/or rationalising products and services in order to reduce revenue expenditure. Work will continue to investigate areas of high spend against lower tendered contracts, particularly in software and digital infrastructure areas. Establishing why contracts often cost more than predicted is key to future tendering and information gained from any reviews will help establish better whole-life estimates in the future.

Progress made and challenges

17. Some positive improvements over the last 9 months include
 - Category management approach appears to be working well
 - Procurement team improving and strengthening skills and knowledge of services
 - Improving visibility of expenditure
 - Better relationships with services
 - Increased involvement in expenditure decisions
18. The key issues still being faced include
 - Lack of visibility of expenditure in some areas
 - Inconsistent record keeping and decision logging, which can result in off contract spend
 - Inconsistent contract management
 - Ensuring Procurement are part of strategic decision making about future business models

Next steps

- Complete procurement toolkit and Contract Procedure Rules
- Roll out training and access to Yortender for all awarding managers
- Explore control regime and consider restricted purchases
- Strengthen governance regime through engagement with Corporate Management Team in January 2015

- Clearly define roles and responsibilities for departmental procurement teams

Recommendation: To consider and note progress made on current procurement activity across the Council.

Reason: To provide an overview of Procurement activity, including details of the Rewiring Public Services Programme, for the Committee.

| | | | |
|--|---|---|----------------------|
| Authors: | Chief Officer responsible for the report: | | |
| Tracey Carter Assistant Director - Finance, Asset Management & Procurement | Tracey Carter Assistant Director - Finance, Asset Management & Procurement | | |
| Debbie Mitchell Finance & Procurement Manager Ext 4161 | Report Approved | √ | Date 23/12/14 |
| | | | |
| Wards Affected: <i>All</i> | | | |
| <i>For further information please contact the authors of the report</i> | | | |

Annexes - None



Corporate & Scrutiny Management Committee**12 January 2015**

Report from the Assistant Director Governance and ICT

Feasibility Report into Proposed Scrutiny Review of Yearsley Swimming Pool**Summary**

1. This report provides the Corporate & Scrutiny Management Committee (CSMC) with details of a proposed scrutiny review, submitted by Cllr Aspden, into ways to reduce the subsidy given to Yearsley Swimming Pool while securing the long-term future of the pool
2. This proposal was initially put to the Learning & Culture Overview & Scrutiny Committee but because of the busy workload of the Committee Learning & Culture OSC Members agreed that the topic submission be presented to CSMC with a request that an ad hoc scrutiny committee be formed to carry out the review.
3. Members need to be aware that if CSMC decide to proceed with the review it ought, under normal practices, to be completed before its final meeting of this municipal year on 7 April 2015, and indeed the last meeting of this formation of Council prior to the local elections in May 2015.

Background

4. Following the 9 September 2014 Cabinet meeting which considered the Community Stadium and Leisure Update report, it was agreed that the Council should undertake a review on the future of Yearsley Pool to be completed by January 2016 (6 months prior to the opening of the New Stadium Leisure Centre (NSLC)).
5. Greenwich Leisure Limited (GLL) were confirmed as preferred bidder to operate the new Community Stadium, NSLC and Energise for the next 18 years. Yearsley Pool would be operated by GLL under the contract up to the opening of the NSLC (estimated September 2016).

6. The Cabinet paper noted that during the procurement process options for investment into Yearsley Pool were considered by bidders. However, bidders concluded that it would require considerable investment and better car parking facilities, which to date have not been secured, making it too expensive with a limited leisure offer compared with other options.
7. The cost to the Council of operating Yearsley has been consistently over £250k per annum over the last 5 years and this made it a commercially unattractive option as part of the future leisure management contract for the City.
8. The future operation of Yearsley needs to be considered 6 months prior to the opening of the NSLC, providing the option for the operator to continue with the management, if it can be operated at no additional cost, or the option of exploring other operational structures with the community and stakeholders if the operator does not wish to take up this option. This will be linked to decisions and options that may arise regarding potential investment into the wider Yearsley site.
9. There is a long lead-in time to the review date, providing a good opportunity to consider all potential options with the community and relevant stakeholders regarding future operational models.
10. Campaigners against the plan have claimed that the loss of funding puts the pool under threat and set up the Yearsley Pool Action Group (YPAG). A petition to safeguard the pool has been signed by more than 4,500 people and this appears as a separate item on the agenda of this meeting.

How will the work be carried out?

11. The already agreed 'review' will look to:
 - Establish a working group to meet in January consisting of community representatives, interested stakeholders (Nestle, Active York, Aquatics forum, user groups such as swimming/canoe polo groups, and York St John University), Council officers and Greenwich Leisure Limited, as well as staff and managers from Yearsley Pool.
 - Set the scene at the first session and give the facts about the current operating model of Yearsley Pool, including discussing the income and expenditure openly with the group.

- Hold a series of meetings until November / December 15 2015 to enable the working group to explore all options.
- Draft a report by 15 December 2015 which will be signed off by the group in terms of setting out the options for the future operation of Yearsley Pool.
- Present regular progress reports to the Community Stadium Project Board.

12. The final report will be considered by Cabinet/Full Council in January 2016, as a decision will need to allow time to consult with staff.

13. Cllr Aspden's **scrutiny** topic assessment submitted to Learning and Culture OSC was as follows:

“What is the broad topic area?”

To investigate ways to reduce the subsidy given to Yearsley Swimming Pool while securing its long-term future.

What is the specific topic area?

Cabinet and Full Council has taken the decision to remove the subsidy given to Yearsley Pool (250k per year) from 2016. The Yearsley Pool Action Group fear that this funding cut will lead to the closure of the pool. This topic will seek to work with council officers, pool staff, the YPAG and other organisations to investigate ways to reduce the subsidy (through savings/income generation) while ensuring that the long-term future of the pool is secured.

Ambitions for the review:

To look at changing arrangements, including working with potential new partners, to significantly reduce the council subsidy and therefore ensure the long-term future to Yearsley Pool beyond 2016.”

14. CSMC will need to consider how Cllr Aspden's proposed ambitions for the review differ from the agreed planned work set out in paragraphs 11 and 12 above and how the suggested scrutiny review will ensure it adds value to the ongoing/ planned work being undertaken by others.

15. Cllr Aspden takes the view that a scrutiny review would differ from the agreed review because of the following factors:
- The aim of the scrutiny review is to keep Yearsley Pool open while finding ways to reduce the subsidy. It will do more than “explore all options”, one of which is closure. The wording and scope of the review is explicitly about keeping the pool open.
 - The proposed scrutiny review will work on a shorter timetable to ensure that recommendations are in place - ideally by autumn 2015 and certainly before January 2016. This will allow the pool a longer period of adjustment before the council subsidy is withdrawn in 2016.
 - The review meetings will take place in public allowing an open and transparent process with opportunities for user/resident engagement. Although, the Community Stadium Project Board itself does not meet in public, it does not make actual decisions in relation to the project. These are formally made either by Council, Cabinet or Officers depending upon the nature of the decisions required.
 - The proposed scrutiny topic has the support of and will involve the Yearsley Pool Action Group as the key ‘community/user representative’. YPAG has a 15 year involvement in the pool and has recently consulted with thousands of users – the YPAG petition was signed by 6,500. ‘Buy-in’ from the YPAG adds significant credence to the process.
16. CSMC needs to be mindful the suggestion is that the proposed scrutiny review would not be completed within the current municipal year and would run into a second year when the composition of the Council is likely to have changed following the local government elections in May.

Options

17. Members can decide to:
- i. Agree to carry out a scrutiny review of Yearsley Pool in addition to the agreed Council review and set up an ad hoc committee to carry out this work;

- ii. Agree not to carry out a separate scrutiny review into Yearsley Pool in light of the work already agreed and taking place.

Council Plan

- 18. Any scrutiny review of Yearsley Swimming Pool would be linked to the Build Strong Communities and Protect Vulnerable People elements of the Council Plan 2011-15.

Risk Management

- 19. There are no known risks associated with this feasibility report, other than the potential for duplication of work and resources if any agreed scrutiny review is not clearly defined and scoped so as to dovetail with the existing officer review already commissioned.

Implications

- 20. There are no financial, HR, Equalities, Legal, IT or Property implications associated with this feasibility report.

Recommendations

- 21. Members are asked to note the contents of the report and consider whether to carry out a scrutiny review into Yearsley Swimming Pool and appoint an ad hoc committee to undertake this work, or not.

Reason: To ensure compliance with scrutiny procedures and protocols

Contact Details

Author:

Steve Entwistle
Scrutiny Officer
Tel: 01904 554279
steven.entwistle@york.gov.uk

Chief Officer Responsible for the report:

Andrew Docherty
Assistant Director Governance and ICT
Tel: 01904 551004

**Report
Approved**

Date 02/01/2015

Wards Affected:

For further information please contact the author of the report

Annexes – None

Glossary of abbreviations used in the report:

CSMC - Corporate & Scrutiny Management Committee

GLL - Greenwich Leisure Limited

NSLC - New Stadium Leisure Centre

OSC – Overview and Scrutiny Committee

YPAG - Yearsley Pool Action Group



Corporate & Scrutiny Management Committee**12 January 2015**

Report of the Assistant Director, Governance & ICT

SCRUTINY REVIEW SUPPORT BUDGET**Summary**

1. This report sets out the current position in relation to available Council funding in relation to research for overview and scrutiny review work.
2. Corporate & Scrutiny Management Committee (CSMC) has a constitutional right, under its delegated authority “to consider and recommend to Cabinet a budget for scrutiny”. This report seeks to consult the Committee on any recommendations it may wish to make to Cabinet prior to the budget setting process for 2015/16.

Background

3. Every year, this Committee receives a report updating the position relating to budget spend on scrutiny research support and inviting it to make a recommendation to Council on the level of budget in this area for the coming financial year 2015/16.
4. Whilst there have been fluctuations in the level of budget allocated to scrutiny research support in recent years, the last 2 years have seen a consistent allocation of £5k per annum.
5. With its £5k allocation for the current financial year 2014/15, Corporate & Scrutiny Management Committee decided to spread that across each of the Overview & Scrutiny Committees (OSC), including itself, giving a potential level of spend of £1k per Committee.

Analysis

6. To date spend against this budget this financial year is approximately £2,215.00. This covers the costs of:

- 3 cross party Members (and 2 officers) travelling to and attending the Annual Centre for Public Scrutiny Studies Conference and Awards;
- £1k contribution to Leeds City Council to cover the cost of running the regional Joint Health & Overview Scrutiny Committee; and
- Some travel expenses for a Councillor attending an event in London to gather information for an ongoing scrutiny review;

7. Members should also be aware that historically, too, spend against this budget, when available, has been variable over the last few years, as follows:

2010/11 - £380

2011/12 – no budget

2012/13 – £1,500

2013/14 - £486

8. Since the financial year for 2011/12, when Council did not allocate a budget for scrutiny research support based on previous levels of spend, an annual budget of £5k has been allocated by successive Councils.
9. Despite the comparatively low spend on external research support for scrutiny over the last few years; it does not appear, on the face of it, to have had a noticeable impact on Members undertaking scrutiny reviews. During the current Municipal Year, Scrutiny Committees have embarked upon or completed the following reviews:

Economic & City Development OSC

Higher Value Jobs: Final report due January 2015.

Online Skills: Final report due March 2015.

Supporting Older People: Task Group formed, review started but abandoned November 2014.

Health OSC

Supporting Older People: Task Group formed, work ongoing, no date for final report.

Community Safety OSC

A Boards: Final report due January 2015

Domestic Waste Recycling: Final report September 2014

Discretionary Charges in Waste Management: Started but no longer proceeding during this municipal year.

Learning & Culture OSC

Disabled Access: Final Report due March 2015

Entrepreneurship in York Schools: Final Report due March 2015.

Narrowing the Gap: Review agreed, Task Group formed, to be concluded before start of purdah period.

CSMC

Equalities Review: Final report November 2014

New Review Requests:

Local Health Services

Yearsley Pool.

10. In addition, the Committees continue with a range of overview activities. In the case of Health and Community Safety, these Committees are also continuing with their statutory overview responsibilities in relation to health and crime and police affairs.
11. Given the explosion in the use of IT facilities and in the internet in recent years as essential research tools, it is noticeable that there has been less need to 'buy in' paid external research in relation to the chosen reviews over the last few years.

Consultation

12. No consultation is required on this report at this stage, given that it provides CSMC with their constitutional opportunity to consider making a recommendation to Cabinet for a budget for scrutiny research work.

Options

13. Having regard to the level of spend to date this year and in previous years:
 - (i) to recommend Cabinet retains the current budgetary support for external research and consultancy work, explaining why; or
 - (iii) to recommend an appropriate alternative figure, giving reasons. If the Committee were minded to consider an appropriate increase in this funding, then it would prudent to provide Cabinet with a detailed explanation, in view of the continuing financial climate and pressures being faced by the Council and in view of the comparatively low levels of spend against this budget in recent years.

Council Plan 2011-2015

14. Whilst this report does not in itself materially affect how the work of scrutiny can support and develop the Council's overall priorities set out in the Council Plan 2011-2015, how scrutiny organises itself, selects and conducts its reviews could have a significant impact on how it contributes to the Council's development.

Implications

15. **Financial** – There would, of course, continue to be some financial impact should this Committee recommend continuing with a scrutiny research support budget, if Cabinet supported that proposal. If funding continues at a comparatively low level as currently provided, then that impact of course is minimal in comparison to the potential benefits of receiving 'expert' information/advice, where required.
16. There are no Human Resources, Equalities, Legal, ITT, Crime & Disorder or other implications associated with this report. Constitutionally, the Committee has the right to recommend to Cabinet an appropriate budget to support scrutiny research.

Risk Management

17. Clearly, this Committee needs to address what it believes the current and future needs of scrutiny may be, taking into account the historical levels of spend in the area concerned and any potential impact on improvements to Council performance. Based on previous years level of spend in this area, there continues to be a risk that any budget allocation made in this area could be under utilised, dependent upon the nature of reviews and overview work undertaken in any given year.

Recommendations

18. Members are asked to consider what recommendation they wish to make to Cabinet in relation to a scrutiny support budget for use on external consultation/market research, for consideration as part of the Council's budget setting process for 2015/16.

Reason: To address the constitutional right of CSMC to comment to Cabinet on setting the above scrutiny budget

Contact Details

Author:

Dawn Steel
Democratic Services
Manager
Tel No. 01904 551030

Chief Officer Responsible for the report:

Andy Docherty
Assistant Director Governance & ICT

Report Approved



Date

22 December
2015

Specialist Implications Officer(s)

Helen Malam
Principal Accountant
Tel: 01904 551738

Wards Affected:

All



For further information please contact the author of the report

Background Papers: None

Annexes: None

This page is intentionally left blank



Corporate & Scrutiny Management Committee**12 January 2015**

Report of the AD Governance & ICT

New Arrangements for Petitions**Summary**

1. Members may recall a report to the last Corporate & Scrutiny Management Committee (CSMC) on 10 November 2014 which provided details of the new arrangements agreed by Council in October 2014 for dealing with petitions received by the Authority. The report set out the role of this Committee in those arrangements and asked Members to consider those petitions received since the new arrangements were put in place.
2. This is the second report to CSMC, following agreement of the new arrangements, and Annex A provides details of new petitions received by the Council (containing over 10 signatories), since the last report.

Background

3. The Audit and Governance Committee on 2 October 2014 agreed and recommended to Council some new arrangements for dealing with petitions received and those arrangements were approved by Council on 9 October 2014. In order to ensure some scrutiny of the actions taken in relation to petitions received either by Members or Officers, it was agreed for details of and actions relating to those petitions to be considered by this Committee.

4. The Process

Consideration was previously given to the process for responding to petitions, together with a range of potential options available to the Committee in considering petitions. It was noted that the options were not meant to be exhaustive and that the key message to scrutiny being that Audit & Governance Committee considered those to be a starting point and by way of suggestion only.

Schedule of Petitions Received

5. This is the second report to CSMC and the schedule at Annex A provides details of new petitions received by the Council since the last report. The schedule also includes updates in respect of a number of the petitions presented to the last meeting including actions taken by officers or Members since the petitions were received.
6. Ultimately, this schedule will become a database into which staff across the Council can enter the appropriate receipt and action details. That will ensure much more accurate coverage of petitions received within the Council. Discussions have taken place with our IT (Information Technology) Department about the best way to achieve this.
7. This Committee will continue to receive a schedule of petitions received and any action taken in this way at future meetings, as and when petitions are received and pending any improved IT solution being in place.
8. Members are asked to note that some petitioners may wish to attend the meeting to speak and present their petition.

Next Steps

9. The Committee now needs to consider the petitions and actions taken, where applicable and consider what it might like to do or recommend next, if anything. If Members feel that appropriate action has already been taken or is planned, then no further consideration by scrutiny may be necessary. As a reminder, some of the possible options for Members to consider, in relation to the petitions at Annex A are:
 - Request a fuller report in particular cases and might be expected to do so when a petition has received substantial support.
 - Note receipt of the petition and the proposed action.
 - Request a more detailed report on the matter.
 - Ask the relevant decision maker or the appropriate Cabinet member to attend the Committee to answer questions in relation to it.
 - Undertake a detailed scrutiny review, gathering evidence and making recommendations to the decision maker.

- Refer the matter to Full Council where its significance requires a debate in that forum.
10. Following this meeting, the lead petitioner will be kept informed of this Committee's consideration of their petition, including any further action Members may decide to take.

Consultation

11. All Groups have been consulted throughout the process of considering more appropriate ways in which for the Council to deal with and respond to petitions. That consultation resulted in consideration of a report by Audit & Governance Committee, which, in turn, made recommendations to Full Council to bring about this change. Relevant Directorates are involved in the handling of the petitions outlined in Annex A.

Options

12. Members have a range of options before them in relation to their consideration of these petitions. Some of these are set out above in paragraph 9.

Implications

13. There are no known legal, financial, human resource or other implications directly associated with the recommendations in this report. However, depending upon what, if any, further actions Members agree to there may, of course, be specific implications for resources which would need to be addressed.

Risk Management

14. There are no known risk implications associated with the recommendations in this report. Members should, however, assess the reputational risk by ensuring appropriate and detailed consideration is given to petitions from the public.

Recommendations

15. Members are asked to consider the petitions received, as set out in Annex A, and agree an appropriate course of action in each case.

Reason: To ensure the Committee carries out its new requirements in relation to petitions.

Contact Details

Author:

Dawn Steel
Democratic Services
Manager
Tel No. 01904 551030
e: dawn.steel@york.gov.uk

Chief Officer Responsible for the report:

Andrew Docherty
AD Governance & ICT

Report Approved



Date

2 January 2015

Wards Affected:

All



Background Papers: None

Annexes:

Annex A - Schedule of petitions received

| Petition Details | Petition Type | No of Signatures (Approx) | Responsible Officer | Decision maker (e.g. Cabinet Member, Director) | Date of Consideration | Action Agreed | Date of Consideration by CSMC & Outcome |
|---|--|---------------------------|---|---|---|--|--|
| <p>1. Peter Hill Drive, Clifton – request to block the road at one end due to speeding vehicles on the road</p> | <p>Hard copy presented to Council, 09-10-14 (Cllr Douglas)</p> | <p>65</p> | <p>Richard Bogg, Highway Development Manager - Network Management T: 01904 551426</p> | <p>Cabinet Member for Transport</p> | <p>11-12-14 Public Decision Session</p> | <p>Update: The Cabinet Member: Noted the request to implement a road closure to cut excessive speeding in Peter Hill Drive and Court but that no action is taken at this point. Asked Officers to revisit the request in 12 months time.</p> | <p>10 November 2014 Noted</p> |
| <p>2. Burton Stone Community Centre – concern that the Council's changes at the Centre will not cater for the continuation of the York Coronary Support Group's exercise classes</p> | <p>Hard copy presented to Council, 09-10-14 (Cllr Douglas)</p> | <p>115</p> | <p>Andrew Laslett, Operations Manager T: 01904 553370</p> | <p>Cabinet Member for Health & Community Engagement</p> | <p>27-11-14 Public Decision Session</p> | <p>(i) That the petition received from York Coronary Support Trust, and the fact that this had been taken into account in the drafting of the report to Cabinet, be noted. (ii) That, subject to Cabinet approving the report on 16 December 2014: Discussions be entered into with the new operator and York Coronary Support Trust to determine whether their needs can still be appropriately met at</p> | <p>10 November 2014 Noted</p> |

| | | | | | | | |
|---|--|-----|--|--|---|---|--|
| | | | | | | <p>Burton Stone Community Centre, and if not</p> <p>A commitment be given to secure a suitable alternative venue with options to be researched immediately</p> | |
| <p>3. South Bank Avenue – breaking of the 20mph speed limit on the road and request for implementation of traffic calming measures</p> | <p>Hard copy presented to Council, 09-10-14 (Cllr Gunnell)</p> | 63 | <p>Simon Parrett, Transport Policy and Modelling Manager T: 01904 551631</p> | <p>Cabinet Member for Transport</p> | <p>11-12-14 Public Decision Session</p> | <p>Update : The Cabinet Member:</p> <p>Acknowledged the residents’ concerns about the speed of traffic.</p> <p>Advised Officers to work with petitioners to help take their concerns through the established speed management process.</p> <p>This evidence based approach will enable the assessment of appropriate options in response to speed concerns on this road.</p> | <p>10 November 2014 Noted</p> |
| <p>4. Site H30 – Land between The Village and the railway line - objection to the inclusion of the site in the draft Local Plan</p> | <p>Hard copy presented to Council, 09-10-14 (Cllr Reid)</p> | 150 | <p>Martin Grainger, Head of Planning and Environmental Management T:01904 551317</p> | <p>When the Local Plan is submitted to the Secretary of State for examination one of the</p> | <p>TBC</p> | | <p>10 November 2014 Noted</p> |

| | | | | | | | |
|---|--|-----|--|--|-------------------------------------|---|----------------------------------|
| | | | | documents submitted alongside the plan will be a statement of consultation. Any petitions received to the Plan process will be included within this document to which Cabinet and Full Council will have final sign off, prior to the Plan being sent to government. | | | |
| 5. Walmgate/Navigation Road – call on Council to extend the rollout of the 20mph limit to the Walmgate/Navigation Road area before the end of 2014 | Hard copy presented to Council, 09-10-14 (Cllr D’Agorne) | 230 | Simon Parrett, Transport Policy and Modelling Manager T: 01904 551631 | Cabinet Member for Transport | 11-12-14 Public Decision Session | Update: The Cabinet Member: Noted the petition and the strength of local support for a 20mph speed limit. Recommended that Walmgate and Navigation Road areas be considered for inclusion within the future Transport Capital Programme for 2015-16. | 10 November 2014 Noted |

| | | | | | | | |
|---|---|-------------------|---|-----------------------|-----------------|---|---|
| <p>6. York Deaf Society – petition the Council and the Charity Commission to investigate the funding provided to the York Deaf Society, the lack of access to the Social Club and services provided by the Society to the wider deaf community in York and the current management within the Society</p> | <p>Hard copy presented to Council, 09-10-14 (Cllr Barnes)</p> | <p>300 approx</p> | <p>Gary Brittain Commissioning & Contracts Manager T: 01904 554099</p> | <p>Cabinet Member</p> | <p>18-11-14</p> | <p>Adult Social Care Commissioning team meeting Jorvik Deaf Connections to discuss aspects of the concerns on 18-11-14. Officers have also briefed the Cabinet Member for Health and Community Engagement.</p> <p>The Council is however unable to comment or investigate some aspects raised within the petition but is able to give a summary of the services provided by the Society at present.</p> | <p>10 November 2014 Noted Outcome of 18-11-14 meeting: Officers from Adult Social Care held a constructive meeting with representatives of Jorvik Deaf Connections and they discussed concerns they had regarding services for the Deaf Community in the City.</p> <p>It was agreed that the organisation would be part of a wider engagement which will involved all aspects of the Deaf Community, scheduled to take place in the new year. It was felt important that the organisation had the opportunity to have a voice in advising what they saw as gaps in terms of information and advice for people with a hearing impairment and</p> |
|---|---|-------------------|---|-----------------------|-----------------|---|---|

| | | | | | | | |
|---|--|-------|---|--|--|--|--|
| | | | | | | | that they had the chance to participate in the discussion of how the Council could support the community and what support they needed to access the wider community. |
| 7. Castlegate - Review the decision to remove the provision of holistic information, support and counselling for young people 16-25 in York, provided by Support Workers, Careers Advisors and Counsellors at Castlegate | Online change.org Link attached: http://www.change.org/p/james-alexander-review-the-decision-to-remove-the-provision-of-holistic-information-support-and-counselling-for-young-people-16-25-in-york-provided-by-support-workers-careers-advisors-and-counsellors-at-castlegate | 1,600 | Jon Stonehouse, Director of Children's Services Education and Skills T: 01904 553798 | | | Decision of Cabinet (09-10-14) called in to CSMC (Calling-In) meeting, 31-10-14. Referred back to Cabinet (Calling-In) meeting on 25-11-14 | 10 November 2014 Referred to Cabinet Calling-in Meeting on 25 November 2014 Decision: That the Cabinet decision in respect of the proposals contained in the Business Case for Children's Services for Castlegate be deferred in order to allow Officers to undertake the following work, prior to reporting back on refined proposals to Cabinet in February 2015: • Consultation with service users and partners |

| | | | | | | | |
|---|--|----|---|--|--|--|---|
| | | | | | | | <ul style="list-style-type: none"> • Outcome based statistics exercise at Castlegate • Refined proposal considered by sub group of YorOK • Refined proposal considered by cross party group • Refined proposal to YorOK Board |
| <p>8. Winter Green Waste Collection – petition the council to continue to collect green waste throughout the winter, or at least until Christmas 2014.</p> <p>As most people have leaves and other green waste, we want it to be collected later in the year. Not to stop at the end of October.</p> | <p>E-Petition Running 27-10-14 to 08-12-14</p> | 35 | <p>Geoff Derham Head of Waste & Fleet Services T: 01904 553111</p> | <p>Cabinet Member for Communities - report outlining how the council will address the issue raised, will be discussed at a public decision session, date to be confirmed</p> | <p>Note: Additional green waste collections in January w/c 19th and 26th.</p> | | |
| <p>9. Groves Chapel, Clarence Street</p> <p>- petition the Council to act against plans by York-based developer S Harrison to transform Groves Chapel in Clarence Street into 26 flats and a new Sainsbury's supermarket.</p> | <p>E-Petition Running 11-11-14 to 23-12-14</p> <p>A petition has been started against this using Change.org and this has called for Hugh</p> | 30 | <p>Gareth Arnold Team Leader (Development Management) T:01904 551320</p> | <p>Officers can confirm that no planning application has been submitted for development nor have any formal pre-application discussions taken place.</p> | | | |

| | | | | | | | |
|--|---|--|---|--|-----|--|--|
| | Bayley MP to support the campaign | | | Should an application be received it will be publicised for comment in accordance Council policy with letters being sent to adjoining properties a site notice posted and a notice placed in The York Press. Any comments received will then be taken into account when determining the application. | | | |
| 10. Save Earswick Green Belt - oppose Labour's plans to build houses on the Strensall Road site | E-Petition Running 14-11-14 to 26-12-14 | 200 | Martin Grainger, Head of Planning and Environmental Management T:01904 551317 | Response as per petition 4. above | TBC | | |
| 11. Nunthorpe Grove - Residents Parking - Request the Council to undertake a consultation for resident's parking in Nunthorpe Grove | Hard copy presented to Council, 11-12-14 (Cllr Gunnell) | Signed by 31 residents in favour and 4 against | TBC | Cabinet Member for Transport, Planning & Economic Development | | | |

| | | | | | | | |
|--|--|--------------|---|--|---|--|--|
| <p>12. Road Safety, Strensall - Call up on the Council to put measures in place to protect children crossing the junction of Sheriff Hutton Road and The Village before a further accident occurs</p> | <p>Hard copy presented to Council, 11-12-14 (Cllr Doughty)</p> | <p>267</p> | <p>TBC</p> | <p>Cabinet Member for Transport, Planning & Economic Development</p> | | | |
| <p>13. Burton Stone Community Centre Request for the Council to continue to fund the Burton Stone Community Centre for at least a further 5 years.</p> | <p>Hard copy presented to Council, 11-12-14 (Cllr Douglas)</p> | <p>2,841</p> | <p>Andrew Laslett, Operations Manager T: 01904 553370</p> | <p>Cabinet Member for Health & Community Engagement</p> | <p>27-11-14 Public Decision Session 16-12-14 Cabinet</p> | <p>Update: See above decision at petition 2. Whilst Cabinet approved the continued revenue budget for the proposed procurement of a new operator for Burton Stone Community Centre to operate the Specialist Activity Base and the Facility Management function for the next 5 years they also made the following commitment to the York Coronary Support Group and York Renal Exercise Group. Commitments have been made to ensure their sessions either continue at the centre if possible or if not the Council would ensure a smooth transition to an alternative suitable venue.</p> | |

| | | | | | | | |
|--|---|---|--|--|--|--|--|
| <p>14. Yearsley Pool Request for the Council to recognise the significance of York’s only large, unique historic pool and provide an adequate level of revenue funding to keep Yearsley Pool open for at least the next five years: to safeguard the health, fitness, safety and sporting needs of the local and wider community.</p> | <p>Hard copy presented to Council, 11-12-14 (Cllr Runciman)</p> | <p>Signed by 4542 hard copy and 2045 online totalling 6,587 inc signatories comments) https://www.change.org/p/city-of-york-council-save-yearsley-pool</p> | <p>Charlie Croft Assistant Director (Communities, Culture and Public Realm) T: 01904 55 3371</p> | | <p>See report on 12-01-14 CSMC agenda -proposed scrutiny review, submitted by Cllr Aspden, into ways to reduce the subsidy given to Yearsley Pool whilst securing the pool’s long-term future.</p> | | |
| <p>15. Proposed Increases to Travellers Site fees 2014-15 – The pitchholders do not agree to the increased pitch fees and mandate the York Traveller Trust to represent them in relation to resolution of the dispute.</p> | <p>Hard copy, sent to the Council, dated 09-12-14 (York Travellers Trust)</p> | <p>62 signatories from sites at Clifton, James Street and Osbaldwick</p> | <p>Tom Brittain Head of Housing Services T: 01904 551262</p> | <p>10-02-14 Cabinet Member for Communities Public Decision Session</p> | | | |

This page is intentionally left blank

| Meeting Date | Corporate & Scrutiny Management Committee Draft Work Plan for 2014-15 |
|-----------------------|---|
| 23 June 2014 @ 5pm | <ol style="list-style-type: none"> 1. Attendance of the Deputy Leader – Update on Priorities & Challenges 2. Report on Possible Corporate Review Topic for 2014-15 3. Report on Request to Change Terms of Reference of two Scrutiny Committees 4. Workplan 2014/15 inc. verbal update on Equalities Scrutiny Review |
| 14 July 2014 @ 5pm | <ol style="list-style-type: none"> 1. Year-End Finance & Performance Monitoring Report 2. Scoping Report on possible Procurement Scrutiny Review 3. Single Equality Scheme Year End Update and Emerging Single Equality Scheme Priorities 4. Workplan 2014/15 inc. verbal update on Equalities Review |
| 8 Sept 2014 @ 5pm | <ol style="list-style-type: none"> 1. Bi-annual Workforce Strategy 2012-15 Monitoring Report 2. Update on Refresh of Single Equalities Scheme inc. Introduction to focus areas relevant to CSMC 3. Loans & Grants Review - Update on Implementation of Recommendations 4. Workplan 2014/15 inc. verbal update on ongoing scrutiny reviews |
| 10 Nov 2014 @ 5pm | <ol style="list-style-type: none"> 1. Feedback Report on progress with Single Equalities Scheme 2. Community Engagement Review - Update on Implementation of Recommendations 3. Equalities Scrutiny Review – Draft Final Report 4. Report on Council Petitions 5. Update on Corporate Scrutiny Review ‘Supporting Older People’ 6. Workplan 2014/15 |
| 12 Jan 2015 @ 5pm | <ol style="list-style-type: none"> 1. Second Qtr Finance & Performance Monitoring Report (Debbie Mitchell) 2. Procurement Overview Report inc. further options and alternatives identified by Rewiring Public Services Programme (Debbie Mitchell) 3. Yearsley Pool Scrutiny Topic – Feasibility Report (Topic submitted by Cllr Aspden) 4. Scrutiny Support Budget Monitoring Report (Dawn Steel) 5. Schedule of Petitions 6. Workplan 2014/15 |

| | |
|-------------------------------|--|
| <p>9 March 2015 @ 5pm</p> | <ol style="list-style-type: none"> 1. Bi-annual Workforce Strategy 2012-15 Monitoring Report inc. Organisational Development Diagnostic Update 2. Schedule of Petitions 3. Workplan 2014/15 |
| <p>7 April 2015 @ 5pm</p> | <ol style="list-style-type: none"> 1. Attendance of Deputy Leader – End of Year Update 2. Attendance of Cabinet Leader, Finance & Performance – End of Yr Update 3. Third Qtr Finance & Performance Monitoring Report 4. Schedule of Petitions 5. Workplan 2014/15 & Verbal update on any ongoing reviews |