



**Notice of public meeting of  
Communities and Environment Policy and Scrutiny Committee**

- To:** Councillors Richardson (Vice-Chair), Dew, Funnell, Hunter, Kramm and Mason and 1 x Vacancy
- Date:** Wednesday, 17 May 2017
- Time:** 5.30 pm
- Venue:** The Thornton Room - Ground Floor, West Offices (G039)

**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 - 4)**

To approve and sign the minutes of the Communities and Environment Policy and Scrutiny Committee meeting held on 15 March 2017.

**3. Public Participation**

It is at this point in the meeting that members of the public who have registered to speak can do so. The deadline for registering is **5.00pm on Tuesday 16 May 2017**. 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**

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[http://www.york.gov.uk/download/downloads/id/11406/protocol\\_f\\_or\\_webcasting\\_filming\\_and\\_recording\\_of\\_council\\_meetings\\_20160809.pdf](http://www.york.gov.uk/download/downloads/id/11406/protocol_f_or_webcasting_filming_and_recording_of_council_meetings_20160809.pdf)

### **4. Six - Monthly Update Report from North Yorkshire Fire & Rescue Service (Pages 5 - 8)**

This report provides a bi-annual update on Service Delivery activity involving North Yorkshire Fire and Rescue Service (NYFRS) and an update on other relevant issues from within the York and Selby District.

### **5. Implementation Update - Housing Registrations Scrutiny Review (Pages 9 - 18)**

This report provides the committee with their first formal update on the implementation of the recommendations arising from the previously completed Housing Registrations Scrutiny Review.

### **6. Urgent Business**

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

Democracy Officer:

Name: Laura Clark

Contact Details:

- Tel – (01904) 554538
- Email – [Laura.Clark@york.gov.uk](mailto:Laura.Clark@york.gov.uk)

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

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

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City of York Council

Committee Minutes

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Meeting	Communities and Environment Policy and Scrutiny Committee
Date	15 March 2017
Present	Councillors Gunnell (Chair), Richardson (Vice-Chair), Hunter, Kramm, Dew, Mason and Cannon (Substitute for Councillor Funnell)
Apologies	Councillor Funnell

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#### **43. Declarations Of Interest**

Members were asked to declare any personal interests not included on the Register of Interests, or any prejudicial or disclosable pecuniary interests that they might have in respect of the business on the agenda. None were declared.

#### **44. Minutes**

Resolved: That the minutes of the Communities and Environment Policy and Scrutiny Committee meeting held on 25 January 2017 be approved as a correct record and signed by the Chair.

#### **45. Public Participation**

It was reported that there had been one registration to speak at the meeting under the Council's Public Participation Scheme on the following item:

##### 5. Flood Risk in York – the York 5 Year Plan Update

Mr Chamings spoke on the concerns of Fishergate residents in relation to the Flood Plan. He stated that those living down stream of the Foss Barrier felt unprotected and were worried they ran the risk of being missed by the plan.

#### **46. 2016/17 Finance and Performance Monitor 3 Report**

Members considered a report which provided details of the 2016/17 forecast outturn position, for both finance and

performance, across services within the scrutiny committee's remit.

The Finance Manager was in attendance to present the report and answer Member questions.

During discussion Members highlighted information missing in several columns of the Performance Scorecard (Annex A). The Finance Manager clarified that these figures should be considered a snapshot of information, whereby some of the figures were collected quarterly but many would be collected on an annual basis. Members also queried the addition of the 'target' column which had not been used at all and it was agreed the Finance Manager would discuss this with Business Intelligence and report back to Members.

Resolved: That Members note the report.

Reason: To update the Committee on the latest finance and performance position.

#### **47. Flood Risk In York - The York 5 Year Plan Update**

Members considered a report and presentation from CYC Officers and Environment Agency representatives on the development of a five year flood plan for York.

The Environment Agency Project Director (York 5 Year Plan) was in attendance to deliver the presentation and answer Member questions.

In response to issues raised by the public participant the Project Director stated that Fishergate would certainly be covered by the 5 Year Plan and that property level protection was one of several options being considered.

In terms of timescale, the project was on target for delivery in 2021. Contractors would be on site by 2018 and in the event that works were not complete by 2021 there would still be a contractual commitment to the work. Initial assessments were now complete and outline designs had gone out to tender.

Members' attention was drawn to the information hub that would be opening inside what was a bike shop on North Street. This would be a work space for Officers which would open during set

hours for public access. This would allow the Environment Agency to exhibit plans as they developed and to answer any questions the public may have.

Members expressed concerns regarding consultation with residents and the recording of this information. Following a request from Members that all information be recorded and made publicly available, it was decided that these would be considered via the Executive Member for Environment's Decision Sessions.

In response to questions regarding the impact of new developments on flood risk the Flood Risk Manager stated that there was far more control of planning and development now than at any point in the last 20 years with the use of the National Planning Policy Framework (NPPF) and clarified that flood risk and drainage were always a consideration during the planning process.

The Chair thanked the Project Director for his attendance and praised the ongoing and visible partnership working between the EA and CYC.

Resolved: That Members note the report.

Reason: To update the Committee on the development of a five year flood plan for York.

**48. Update on Implementation of Recommendations from Previously Completed Goose Management Scrutiny Review**

Members received their first formal update on the implementation of the recommendations arising from the previously completed Goose Management Scrutiny Review.

The Scrutiny Officer confirmed that other Ward Councillors had declined to support Micklegate Councillors financially, through use of their ward budgets, as they did not consider the issue a priority for their residents. Micklegate Councillors confirmed they would be proceeding with the funding of some of the measures identified through the review, in an effort to address the geese related issues affecting their ward.

Resolved: That;

- i. the implementation update information detailed in Annex A be noted
- ii. a further update be brought to the relevant scrutiny committee in six months time

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

**49. Workplan 2016/7**

Consideration was given to the committee's work plan for the municipal year 2016/17.

Resolved: That the committee's work plan for 2016/17 be approved subject to the following addition:

- Quarterly Flood Risk Update (June)

Reason: To ensure that the committee has a planned programme of work in place.

Councillor Gunnell, Chair

[The meeting started at 5.30 pm and finished at 7.20 pm].



**City of York Council****Communities & Environment Policy & Scrutiny Committee****North Yorkshire Fire and Rescue Service Update (York)****17 May 2017****Report of Group Manager - Dave Dryburgh****1.0 PURPOSE OF REPORT**

- 1.1 To advise members of the Communities and Environment Policy and Scrutiny Committee regarding Service Delivery activity involving North Yorkshire Fire and Rescue Service (NYFRS) that have occurred between the 1<sup>st</sup> April 2016 – 31<sup>st</sup> March 2017 and to provide an update regarding other relevant issues from within the York and Selby District.

**2.0 INTRODUCTION**

- 2.1 The following report covers the period 1<sup>st</sup> April 2016 – 31<sup>st</sup> March 2017.

**3.0 SERVICE DELIVERY**

- 3.1 The table below shows a summary of total number of Home Fire Risk Assessments completed in the City of York for the 12 months up to the last complete reporting quarter.

<b>Community Fire Safety</b>	<b>Apr 16 to Mar 17</b>	<b>Apr 15 to Mar 16</b>
Number of Smoke Alarms fitted	572	611
Number of Home Fire Risk Assessments completed	377	461

- 3.2 The community safety activity is undertaken by a mixture of both operational firefighters and dedicated community safety officers.
- 3.3 In addition to Home Fire Risk Assessments a variety of other community safety activities are undertaken throughout the year in support of road safety such as speed matrix deployments and road safety education events such as Drive Alive in the City's secondary

schools, colleges and universities which complements the more traditional fire safety education we offer to schools around more general fire safety.

- 3.4 In preparation for the 2017-18 school year we will be offering to provide an interactive educational package to every primary and secondary school in the City which will focus on water as well as fire safety in recognition of the comparative risks. These packages will be delivered along with partners through the recently formed Water Safety Forum, part of the Safer York Partnership.
- 3.5 Work is ongoing on refreshing our approach to home fire safety visits which will cover health aspects as well as fire safety. As a result all our community safety officers have now received Make Every Contact Count training and where we do encounter householders with other needs the mechanisms are in place through our Vulnerable Persons Intervention Partnership to refer individuals on to other appropriate agencies who are better served to meet individual needs.
- 3.6 In support of managing the most vulnerable people the Service has purchased two portable misting systems. These are designed to go into the homes of vulnerable persons who are at a very high risk of injury due to fires in the home. The systems would be placed in the home and provide a fire suppression for a period of time to help protect the occupant until further control measures can be implemented using a multi agency strategy. The deployment of one of these devices is currently being considered for a household within the City.
- 3.7 The Service has secured funding for 6 Life Education Fire Education (LIFE) schemes from the Police and Crime Commissioner and one of these courses will be held at our Huntington station from the 25<sup>th</sup> to the 29<sup>th</sup> September 2017.
- 3.8 Technical fire safety activity is undertaken at a low risk level by operational firefighters while more complex and higher risk inspections are undertaken by a specialist team. The specialist team do not only carry out inspection audits but engage in educating the business community regarding their fire safety responsibilities.
- 3.9 As well as monitoring the level of compliance with the relevant fire safety legislation our specialist Technical Fire Safety Department undertakes education activities with local businesses. During 2016-17 the focus of this business education focused on care homes and the department ran a very successful series of interactive workshops which were attended by a wide range and size of care providers.

3.10 The table below show the level of activity in the City of York for the 12 months up to the last complete reporting quarter.

<b>Technical Fire Safety</b>	<b>Apr 16 to Mar 17</b>	<b>Apr 15 to Mar 16</b>
Number of Fire Safety Audits Completed	441	448
All TFS job types completed	1150	1208

#### **4.0 Fire Cover**

4.1 As indicated during the previous report during 2014 and 2015 we carried out a review of fire cover across North Yorkshire and the City of York.

4.2 However, following an appropriate consultation process the Fire Authority have agreed to make a number of changes in respect of how fire cover will be delivered across the Service;

- To replace one wholetime crewed standard appliance with a Tactical Response Vehicle at Harrogate, Malton, Northallerton, Ripon, Scarborough and Tadcaster.
- The introduction of three District based Watch Managers to assist with retained recruitment as well as four wholetime Crew Managers and three wholetime firefighters to assist in the operational staffing reserve.

4.3 The Tactical Response Vehicles are now operational at Tadcaster, Northallerton, Harrogate and Scarborough.

4.4 A live trades dispute means that the Tadcaster Tactical Response Vehicle is currently being crewed by a minimum of 3 members of staff and not 2 as originally intended.

4.5 The role out of the Tactical Response Vehicles is being closely monitored and evaluated and up to the end of April 2017 there have been 276 deployments, 103 of which were with a crew of 3 and on 96 of these occasions the Tactical Response Vehicle was the sole appliance mobilized. To date there have been no significant operational concerns as a result of these incidents and the role out programme will continue as planned.

4.6 There is currently a challenge nationally recruiting and retaining on-call

(part-time) firefighters due in part to societal changes in working and living habits. We currently have vacancies of this type at both Acomb and Huntington fire stations which both have 2 standard fire appliances, 1 of which is crewed by on-call firefighters. The District based Watch Managers introduced as part of the Fire Cover Review is now in post and has been actively concentrating on local recruitment such as holding open days in partnership with Nestle who have a large number of office based staff who could potentially become on-call firefighters.

- 4.7 The recruitment picture is notably improving as a result of the introduction of the District based Watch Managers and as a result we will have trainee on-call firefighters for Huntington and Acomb on the courses to be ran from our training centre at Easingwold during June and July 2017. These are in addition to new on-call firefighters that have passed their initial course and are in post at Selby and Tadcaster.

## **6.0 RECOMMENDATIONS**

- 6.1 That Members note the activities that have taken place.

**Dave Dryburgh  
Group Manager York & Selby  
Fire Service Headquarters  
Thurston Road  
Northallerton  
DL6 2ND**



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**Communities & Environment Policy & Scrutiny  
Committee**

17 May 2017

Report of the Assistant Director, Legal and Governance

**Update on Implementation of Recommendations from Previously  
Completed Housing Registrations Scrutiny Review****Summary**

1. This report provides the committee with their first formal update on the implementation of the recommendations arising from the previously completed Housing Registrations Scrutiny Review, and asks Members to sign off any recommendations now considered to be either fully implemented or no longer appropriate.

**Background**

2. In March 2016 the Communities & Environment Policy & Scrutiny Committee received an overview of the council's Housing Allocations & Choice Based Lettings system. This provided an update on the ongoing officer review of the Council's current working methods, and the legislation and North Yorkshire Homes Choice (NYHC) allocations policy that governs those processes.
3. The Committee agreed they would like to participate in the ongoing review and a Task Group was formed. In early May 2016 the Task Group met for the first time to receive introductory information in support of their review and agreed the following review aim and objectives:

**Aim**

'To actively engage with and contribute to the ongoing officer review, to help shape improvements to the Council's housing allocations process and contribute to the decisions and actions to be taken around the Council's Housing Allocation & Choice Based Lettings System.'

## Objectives

- i. To review the Housing Registrations service to understand the Council's policy, process, systems and application criteria.
  - ii. To consider national good practice, visits and findings of the 'Allocations Service Development Officer Review' work to date.
  - iii. To consider proposed changes to the Housing Registrations service, systems and policy and the implications associated with any changes.
4. The Task Group worked closely with Housing Officers and the review final report with the recommendations arising from the review (see Column 1 of Annex A) was presented to this Committee in July 2016, resulting in all of the arising recommendations being endorsed and fed into the ongoing officer review.
  5. The Housing Team subsequently completed their review and their report on the review of the Housing Registrations Service was considered by the Executive Leader at his decision session in October 2016.

## **Consultation**

6. The Head of Housing Services supported this scrutiny review and will be present at this meeting to provide further information on the ongoing work to respond to forthcoming changes in housing related legislation.

## **Options**

7. In light of the update information provided in Annex A (Column 2) and at this meeting, Members may choose to:
  - a. Sign off any recommendations which have been fully implemented.
  - b. Request a further update on any recommendations outstanding, and the attendance of the relevant officer at a future scrutiny meeting in six months time.
  - c. Agree that any outstanding recommendations will be implemented in time through either the introduction of the Council's new Local Plan, or as part of the council's ongoing work to address forthcoming changes to housing related legislation.
  - d. Agree to sign off the outstanding recommendations on the understanding that the appropriate scrutiny committee will in the future receive overview reports relating to housing and the council's allocations policy.

### **Council Plan 2011-15**

8. The Housing Registrations Scrutiny Review supported the Council's priority to listen to residents and deliver frontline services.

### **Implications & Risk Management**

9. There are no known implications or risks associated with the recommendations made in this report.

### **Recommendations**

10. Members are recommended to:
- i. Note the implementation update information detailed in Annex A
  - ii. Sign off any recommendations that have been fully implemented.
  - iii. Sign off the remaining recommendations and request that the appropriate scrutiny committee receive regular updates on the ongoing work to respond to changes in housing related legislation etc.

Reason: To conclude this review in line with scrutiny procedures and protocols and inform the future work of scrutiny

### **Contact Details**

**Author:**

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**Chief Officer Responsible for the report:**

Andrew Docherty  
Assistant Director, Governance & ICT  
(01904) 551004

**Report Approved**



**Date**

30 April 2017

**Wards Affected:**

**All**



For further information please contact the author of the report

**Background Papers:** None

**Annexes:**

Annex A – Update on Housing Registrations Review Recommendations  
Annex B - Update on Recommendation (ii) - Personal interviews for new applicants to be introduced

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### Housing Registrations Scrutiny Review

Recommendations endorsed on 18 July 2016	Implementation Update as of May 2017
i) A new IT system to be introduced	Approval was granted in December 2016 to purchase a new ICT system (£1.2m). However it is likely to take up to 2yrs to have a new system in place as the new Allocation Policy will need to inform the requirements of the system.
ii) Personal interviews for new applicants to be introduced	These were introduced in early 2016 – information on the impact of those interviews in detailed in Annex B.
iii) An online waiting list for applicants to view to be introduced	This requires the new ICT system to be in place
iv) That both the bronze band and the ‘potentially homeless’ gold band status be removed from the allocations policy, with some minor exceptions	This will be considered as part of the review of the allocations policy, which is due to be consulted on later this year. There has been an increase in the number of applicants within all bands since the scrutiny review was undertaken and in spite of the introduction of personal interviews
v) Housing officers give further consideration to the implications of introducing a mixed approach to allocations i.e. some choice based lettings for some customer groups initially, with the option for officers to allocate if customers are not placing sufficient bids to resolve their housing need.	
vi) That the council endeavours to add to its housing stock in the future through the introduction of multiple occupation properties	It is recognised that the introduction of multiple occupation properties will require additional management resources. The implications associated with their introduction will need to be considered in full as part of future policy changes.

<p>vii) That the council proactively increases the availability of social housing through the Local Plan</p>	<p>The new Local Plan will include specific policies on the delivery of affordable housing. Officers are currently working on draft policies taking into account the priorities outlined in the government's Housing White Paper, including broadening the definition of affordable housing and the means by which it can be delivered. Officers in Housing are seeking to maximise the delivery of affordable housing whilst ensuring that developments remain viable.</p> <p>Although robust affordable housing policies in the local plan will be of critical importance, there are measures and initiatives that have been taken in advance of that to increase the numbers of affordable homes being provided.</p> <ul style="list-style-type: none"> <li>• A programme of council house building has seen 65 new homes built with another 35 currently on site and 68 more proposed.</li> <li>• A £2.76m grant from the Homes and Communities Agency (match funded by the HRA Investment Fund) to deliver 65 shared ownership homes.</li> <li>• £850k Homes and Communities Agency Funding towards the capital costs of the Extra Care development at Glen Lodge</li> <li>• Housing association led development continues at Derwenthorpe and recently completed affordable homes at Hobstone, York.</li> <li>• A partnership with the Homes and Communities Agency to accelerate housing development on strategic sites in York including York Central and sites in the council's ownership including the former Lowfield School and the former park and ride site at Askham Bar</li> </ul>
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viii) That revisions may be required to planning guidance in order to encourage the building of more affordable family homes and help address the pressure on the city's 2/3-bed social housing stock

As part of the Preferred Sites Consultation 2016 the Strategic Housing Market Assessment (SHMA) and the SHMA Addendum produced for the Council by consultants GL Hearn were released, on July 18th 2016, as supporting documents.

This work updated the Objectively Assessed Need (OAN) previously undertaken to support the emerging Local Plan. The OAN in the SHMA of 841 dwellings per annum uses the 2014 based Sub National Population Projections (SNPP) as the demographic starting point which was released by the Office for National Statistics on 25th May 2016.

Following the approval at Executive for the Preferred Sites Consultation the Department of Communities and Local Government (DCLG) released the Sub National Household Projections (SNHP) which updates the previous 25th May 2016 release. In addition over ten alternative OAN reports produced by consultants on behalf of landowners/developers were submitted as part of the 2016 Preferred Sites Consultation. It is important that both the DCLG update and the alternative OAN are considered in full. This requires further technical analysis and GL Hearn have been commissioned to update the SHMA and to analyse the specific relevant representations that have been received through the Preferred Sites Consultation. This work is underway and will be reported back to Members, as a part of the Local Plan.

Work to write the policies for the Local Plan will need to be completed and reported to Members. This will take account of national policy changes and local evidence base updates. Therefore, work is currently being undertaken to update the housing policies, within the Local Plan. This will include taking

	account of national policy changes, including the implications of the recent Housing White Paper and local evidence base updates including the SHMA. This will be informed by the technical analysis that GL Hearn have been commissioned to undertake.
viii) CYC to re-negotiate the current arrangements in order to address the findings from the CYC's officer review. Should this prove unsuccessful the Task Group recommends that CYC withdraw from that partnership and attempt to negotiate a new mini partnership with a reduced number of other specific local authorities in order to focus on the needs of York residents and those in the closest locality.	A period of negotiation was undertaken with North Yorkshire Nome Choice partners but it was unsuccessful. They have since been informed of CYC's intention to withdraw from the partnership.

## Housing Registrations Scrutiny Review

### **Update on Recommendation (ii) - Personal interviews for new applicants to be introduced**

The Housing Registrations Team introduced no unmediated access to the City of York Council's Housing Register in January 2016, giving all applications a personal interview. Due to the current IT and continued participation in the North Yorkshire Home Choice partnership we can not prevent applicants applying on line, however we do advise at all opportunities that customers will be required to discuss their application with a Housing Registrations Advisor before it can be progressed and assessed. The aim of Advisors speaking to customers is to fully understand their current housing circumstances and their housing needs and wants in the future, enabling Advisors to give individual housing advice based on the customer circumstances. Whilst we can advise customers who have no assessed housing need (Bronze Band) that they are not likely to be re housed in the York area, we can not under the current North Yorkshire Home Choice Allocations Policy, prevent anyone who is eligible for social housing and qualifies from joining the housing register (i.e. has a local connection to the partnership area, is not a homeowner, has income and savings of less than £60k etc).

Since the implementation of personal interviews in January 2016 the number of applicants on the register has remained fairly static, 1618 in January 2016 and 1596 in April 2017. There has been a slight reduction in those registered in Bronze Band, 538 in January 2016 reducing to 552 currently.

Applications received have also decreased slightly from 2809 in 2015 to 2427 in 2016. Applicants can still register on line however, following their registration on line we do still insist on a personal interview for all applicants whether this is face to face or over the phone. As a result of this we have seen an increase in applicants who have no assessed housing need choosing not to progress their application fully, in 2015 30% of applicants who applied and had no assessed housing need (Bronze Band) did not progress their application fully, in 2016 this figure rose to 50%, this is as a direct result of these customers being given clear, concise information about the housing situation in York being advised that they are unlikely to be re housed into social housing and advised about other options or where appropriate to remain where they are.

The reduction in Bronze Band applications progressing has facilitated staff being able to divert resources to those applicants who do have an assessed

housing need and enable them to fully assess and process their applications more quickly. In 2015 the average time to process an application fully was 8 – 10 weeks; in 2016 this has reduced to an average of 4 weeks with many applications being processed to active within a week of them seeing a Housing Registrations Advisor.

We are continuing to review working practices and procedures taking into account customer and staff comments, experiences and feedback, we have recently introduced telephone appointments in addition to the face to face appointments where appropriate and requested by customers as an option.