



**Notice of a public meeting of
Children, Education & Communities Policy & Scrutiny Committee**

To: Councillors D Taylor (Chair), Webb (Vice-Chair),
Daubeney, Fenton, Fitzpatrick, Heaton and Hollyer

Date: Tuesday, 25 June 2019

Time: 5.30 pm

Venue: The Craven Room - Ground Floor, West Offices (G048)

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 - 8)

To approve and sign the minutes of the meeting held on 13 March 2019.

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 Monday 24 June 2019**. 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 Officers for the meeting, on the details at the foot of the agenda.

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http://www.york.gov.uk/download/downloads/id/11406/protocol_for_webcasting_filming_and_recording_of_council_meetings_20160809.pdf

- 4. Arrangements for Policy and Scrutiny in York** (Pages 9 - 26)
This report highlights the structure for the Council's provision of the scrutiny function and the resources available to support it. It also details the current terms of reference for the individual Policy & Scrutiny Committees.
- 5. York CVS Bi-Annual Service Level Agreement Update** (Pages 27 - 34)
This report provides Members with a brief summary of support, services and training provided by the organisation during the last operating year, October 2018 – March 2019.
- 6. York Theatre Royal Bi-Annual Update** (Pages 35 - 38)
This report provides the scrutiny committee with an update on the progress and performance of York Theatre Royal during the past six months.

7. Overview of the Children, Education and Communities Service (Pages 39 - 42)

The Corporate Director of Children, Education and Communities to attend the meeting to present an overview of the directorate's service areas.

8. Draft Work Plan 2019-20 (Pages 43 - 44)

To consider the committee's draft work plan for the new municipal year 2019-20.

9. Urgent Business

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

Democracy Officers

Catherine Clarke and Louise Cook (job share)

Contact details:

- Telephone – (01904) 551031
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(If contacting by email, please send to both Democracy Officers named above).

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 (Polish)
własnym języku.**

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	Children, Education & Communities Policy & Scrutiny Committee
Date	13 March 2019
Present	Councillors D Taylor (Chair), Fenton (Vice-Chair), Crawshaw, Rawlings and Wells
Apologies	Councillors Douglas and Jackson

44. Declarations of Interest

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

45. Minutes

Resolved: That the minutes of the meeting of the committee held on 8 January 2019 be approved as a correct record and then signed by the chair.

46. Public Participation

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

47. The work of York@Large

The Chair of York@Large attended the meeting to present an update on how the organisation had been working with the Council and other partners to deliver joint services during the past 12 months. He explained that this would be the final report to the committee from York@Large due to the partnership being wound up. The report explained that the Cultural Strategy had proposed that the Cultural Leaders Group be reformed as a smaller executive body and, at the same time, that an inclusive cultural forum be set up. The major projects of York@Large: cultural education; culture and wellbeing; and culture and place would fall within the remit of the Cultural Leaders Group and task and finish project groups would report to it.

The Chair of York@Large confirmed that satisfactory work was going on in all areas under its own steam and York@Large members were no longer essential for its continuation. He advised that objectives were being set for the next four years of designation of York as a UNESCO city and discussion on how these were set and how they would be evaluated was taking place.

He expressed his thanks to those who had served on York@Large and to scrutiny members for their contributions and support to the work of the partnership.

Acknowledging that York@Large had been a voice for grass roots organisations, one Member expressed concerns that this voice may be lost when York@Large was wound up. The Chair of York@Large advised Members that the governance of the Forum was to be agreed but that proposals included setting up a network and methods of engagement with partners.

Officers advised that that a representative of the Cultural Leaders Group would be able to provide updates to the committee in the future.

Resolved: That the report and update from the Chair of York@Large be noted.

Reason: To ensure that Members are kept updated on the work of York@Large

48. 2018/19 Finance and Performance Third Quarter Report

Members considered a report that analysed the latest performance for 2018/19 and forecast the financial outturn position by reference to the service plans and budgets for all of the services falling under the responsibility of the Corporate Director of Children, Education & Communities.

The Finance Manager gave an update and highlighted the finance and performance headlines. He confirmed that the projected overspend for the directorate at quarter 3 was £943,000 which represented a deterioration of £75,000 compared to the position at quarter 2 which was due mainly to an increase in the projected costs of supporting looked after children. He drew Members attention to further detail contained in the report of the major outturn variations and mitigating

actions but advised that these were very similar to those reported at quarter 2.

The Director of Children, Education and Communities, Assistant Director of Education and Skills and the Finance Manager responded to Members questions in relation to:

- Changes in legislation to educational health and care plans (EHCP) to ages 19-25 - this had led to more students accessing options and therefore increased transport spend – savings targets for SEN element of home to school transport had not been achieved but officers had looked at other savings options in SEN transport.
- Staff vacancies in the healthy child service – officers advised that they now had a full compliment of staff in the area.
- Reducing attainment gap between disadvantaged pupils and their peers continued to be a priority – officers advised they were working with schools to promote personalised learning to meet needs of the individual disadvantaged child. They were looking at skills which underpinned learning and undertaking evidence based research in schools. By focusing on speech and language development in early years (through partnership approach with education and health colleagues) the aim was to achieve a more sustainable longer term closing of the gap by ensuring that children entered the school system without a gap.
- Projected overspend in placement costs for looked after children – officers explained the factors behind increase in costs.
- Projected overspend in Children’s Social Care (CSC) staffing budgets - officers advised this was mainly due to the costs of having to employ agency staff to cover hard to fill social worker posts in child protection – officers advised that more work could be done and was already being done in York around the recruitment of social workers.

Resolved: That the report be noted.

Reason: To update the Committee on the latest financial and performance position for 2018/19.

49. An Overview of Resident Involvement

Further to consideration of a feasibility report on resident involvement at their meeting on 7 November 2018 which provided information in relation to a topic request submitted by Cllr Ann Reid to look at tenant involvement, Members considered a further report to enable the committee to make a decision as to whether to recommend this area, or a subset of the area, to be a topic for a review for a future committee in the new municipal year. The report provided a summary of activities taking place across the council in relation to both resident and tenant engagement and what actions were being taken to promote involvement,

The Head of Communities and Equalities and the Head of Housing were in attendance at the meeting and explained that the way in which engagement took place was constantly being revised and improved taking advantage of new opportunities and new technologies. They provided further detail on the types of engagement detailed in the report and responded to Members queries on specific issues.

One member queried what support was available for areas where residents associations had stopped operating for them to re-establish them or to establish new residents associations in areas where they didn't already exist and voiced the need to be more proactive with support in order to engage communities.

Officers explained that it was necessary to understand what residents wanted and how they wanted to engage with the council as this varied from one area to another. In some estates, a notice board worked well, whereas for others Facebook was a more popular method of communication. Community groups worked well in some areas whereas, in other areas, less formal methods of engagement were preferred. They advised that it was important to offer a range of options and the framework to support them, to be innovative in providing support and to help groups become more self sufficient with the right resources, support and guidance.

Members thanked officers for a useful and informative report. Some Members felt that there appeared to be an inconsistency in levels of engagement taking place across York and that the report highlighted some issues which would be suitable for future scrutiny work. They agreed that resident and tenant engagement was a suitable topic area for future scrutiny work,

but that specific areas for consideration should be decided in the new municipal year.

Resolved: (i) That the report be noted.

(ii) That it be agreed that resident and tenant involvement be recommended as a suitable topic for a future scrutiny review, but that the decision on the remit of the review be left for the new committee to agree in the new municipal year.

Reason: To comply with Scrutiny protocols and procedures

50. SACRE (Standing Advisory Council for Religious Education) Annual Report

Members considered a report which provided them with details of the work of the City of York Standing Advisory Council for Religious Education (SACRE) from January to December 2018.

The Council's School Effectiveness and Achievement Advisor was in attendance at the meeting to present the report. He advised Members that Olivia Seymour had been appointed as Interim Chair of SACRE in September 2018 after the former, long standing, Chair, Shabana Jabbar, had stepped down. He conveyed the Interim Chair's apologies for not being able to attend this meeting due to another commitment and expressed his thanks to Shabana Jabbar for her hard work while serving as Chair. He advised that they were looking to appoint to the position of chair in September 2019.

He advised that there were currently vacancies on three of the four committees which each comprised representatives of specified groups and these vacancies were being addressed. He advised that there was often difficulty in appointing teachers to SACRE due to difficulties in the timings of meetings and finding times that suited both teachers and councillors.

During presentation of the report and discussion it was noted that:

- The number of students taking GCSE Religious Education (RE) was dropping each year.
- Two conferences, funded by SACRE, one for primary schools and one for secondary schools, had taken place during the year– the secondary conference had a focus on

the teaching of Islam, the second religion studied in GCSE RE.

- Every local authority had to have its own agreed syllabus – there was no nationally agreed syllabus for RE teaching.
- There had been a move from 4 to 3 meetings of SACRE each year.
- SACRE recognised that there was a need to strengthen their role around going into schools to check provision of RE – Discussion would take place at the next SACRE meeting in relation to what questions should be asked at schools on these visits.
- Concern had been raised by some parents about some groups which had been invited into schools in respect of RE lessons – primary schools were very conscious about vetting groups coming into school.
- A-level results were strong but GCSE results were slightly down on 2017.
- No complaints had been received in relation to the teaching of RE or collective worship during the year.
- SACRE representatives had visited schools to promote RE A-level.
- It had been suggested that church schools felt that RE could be included as an EBacc subject in the humanities count.

Resolved: That the report be noted.

Reason: To update the committee on the work of SACRE and the outcomes in religious education in York's schools, in line with the statutory requirement to report annually to elected members.

51. York Learning - Strategic Plan Progress Report 2017/18

Members considered a report which presented the mid-year performance data for York Learning and provided an update on any significant service issues.

The Head of York Learning and York Learning Manager were in attendance at the meeting to present the report and they provided the following information in response to queries from Members.

- The management information system allowed high levels of effectiveness and efficiency savings – this would be expanded although learners would continue to be able to

enrol on courses face to face or by telephone if they preferred.

- The Work and Health Pilot was coming to an end – without additional funding it was unlikely that this programme could be sustained – officers advised they were exploring a number of avenues and if the programme couldn't be sustained they hoped to be able to retain the expertise of those involved. Officers advised they would speak to the Joint Commissioning Programme Director about taking this to the Joint Commissioning Board with regard to the possibility of accessing health funding.
- Availability and affordability of suitable city centre learning space had proved a challenge in being able to offer further progression ESOL (English for Speakers of Other Languages) courses.

Resolved: That the report be noted and Members comments be taken into consideration.

Reason: To help monitor the service and guide manager and ensure robust and accountable governance arrangements.

52. Local Area Teams - Update

Members considered a report which provided an update on early help and Local Area Team (LAT) arrangements which were launched in January 2017.

The report presented the background to the creation of Local Area Teams and how they operated, and went on to provide detail on and examples of how the LATs were operating well and delivering good performance. The report also acknowledged that there were a number of fundamental challenges in securing a sustainable and meaningful early help offer and set out, at paragraph 23 of the report, a number of key priorities for 2019

The Head of Early Help and Local Area Teams was in attendance at the meeting to respond to Members questions and provided the following information.

With regard to paragraph 10 around determining the long term impact of LATs, Members noted the large disparity between the York and national figure for “step down” (successful

intervention) contained in the table which showed a simplistic measure of the outcome as measured at the point of Family Early Help Assessment closure. Officers advised that, as recording of early help work was widely variable from one area to another, only limited insight could be drawn from this comparison and that further work was taking place around this statistic.

With regard to paragraph 14 in relation to referral and assessment contacts, officers confirmed that the number of contacts which had come into the team had increased significantly whereas the number of referrals had not increased so significantly. They advised that this was an area of focus for wider external scrutiny around front door arrangements.

Officers advised that national recording of contacts and referrals differed between areas, but the figure suggested that too much was looked at by the front door then to go out again, building in an unnecessary time lag in accessing services. Officers advised that front door arrangements were being looked at and that there was an opportunity to re-visit who was doing what, and at what level, in relation to new safeguarding arrangements.

Members noted that a multi agency audit of early help in York was due to be completed around May time and the committee would be updated with the results of this.

- Resolved: (i) That the report be noted.
- (ii) That a further report be received later in the year to review progress in respect of the multi-agency audit of early help in York and the feedback from the multi-agency early help offer in York.

Reason: To keep the committee updated with progress in relation to Local Area Teams.

Councillor D Taylor, Chair

[The meeting started at 5.30 pm and finished at 7.30 pm].



Children, Education and Communities Policy and Scrutiny Committee

25 June 2019

Report of the Assistant Director – Legal & Governance

Arrangements for Policy and Scrutiny in York

Summary

1. This report highlights the structure for the Council's provision of the scrutiny function and the resources available to support it. It also details the current terms of reference for the individual Policy & Scrutiny Committees.

Background

2. In 2009 the Council restructured its overview and scrutiny function which led to the formation of a number of overview & scrutiny committees. In May 2015 the Council agreed to change these to Policy and Scrutiny Committees and in May 2019 it agreed to create a further Policy and Scrutiny Committee to look at issues around climate change.

Introduction

3. This report has been designed to provide practical information and guidance to help Members carry out and assist with Scrutiny activities for City of York Council. It outlines some of the skills required to operate Scrutiny successfully for the benefit of the residents of the city.
4. The purpose of the Scrutiny function is to ensure that Councils provide better public services, and it is enshrined in legislation.
5. The Local Government Act 2000 introduced changes to decision making and accountability within local authorities. This included separating executive and non-executive councillors. Executive councillors propose and implement policies, non-executive councillors review policy and scrutinise decisions.

6. The purpose of scrutiny is to make the decision-making process more transparent, accountable and inclusive in improving services for people by being responsive to their needs. For scrutiny to be effective, the process must be open, fair, constructive and positive.
7. The aim is to challenge so improvements can be made, not apportion blame when things go wrong. The scrutiny process should be inclusive and aim to give all those who wish to contribute, whether as Councillors, Officers, Co-optees, specialists or members of the public giving evidence, to feel valued and to be able to speak freely and openly.
8. As a Councillor you have been elected by your local community because they believe you will represent them in ensuring the Council provides the services they need to the standard they expect. By understanding their needs you can bring a different perspective to the decision-making process to that provided by the Council, Executive and Officers, which can help decisions to be more robust.
9. The Council's policy and scrutiny function currently has the following Policy and Scrutiny Committees in place:
 - Customer and Corporate Services Scrutiny Management Committee
 - Health and Adult Social Care
 - Children, Education and Communities
 - Economy and Place
 - Housing and Community Safety
 - Climate Change

Customer and Corporate Services Scrutiny Management Committee

10. This Committee oversees and co-ordinates the scrutiny function, including:
 - allocating responsibility for issues which fall between more than one Scrutiny Committee;
 - allocating, in consultation with the Chair/Vice-Chair, urgent issues to be considered by an appropriate Committee (including an Ad-Hoc Scrutiny Committee), as may be necessary;

- reviewing progress against the Work Plans of the Scrutiny Committees, as may be necessary and receiving bi-annual updates from Chairs of those Scrutiny Committees, as required;
- receiving periodical progress reports, as appropriate, on particular scrutiny reviews;
- considering and commenting on any final reports arising from completed reviews produced by the Scrutiny Committees, as required;
- provides an annual report to Full Council on the work of the Scrutiny function;
- recommends to the Executive an appropriate budget to support the undertaking of scrutiny reviews as part of the Council's budget setting process, and manages the overall allocation of any such budget;
- periodically reviews the overview and scrutiny procedures to ensure that the function is operating effectively and recommends to Council any appropriate constitutional changes relating to the scrutiny structure or procedural rules;
- considers any decision "called in" for scrutiny in accordance with the Scrutiny Procedure rules.

11. In Addition, CSMC exercises the powers of an Overview & Scrutiny Committee under section 21 of the Local Government Act 2000, by promoting a culture of continuous improvement across all corporate, strategic and business services through developing, challenging and reviewing those services and by monitoring the performance of the following Council service plan areas through regular performance monitoring reports:

- Legal Services
- Information Governance and Complaints
- Electoral Services
- Corporate Finance and Procurement
- Human Resources and Organisational Development
- Customer, Resident and Exchequer Services,
- Digital and ICT

- Civic and Democratic Services

Standing Policy and Scrutiny Committees

12. Each of the standing policy and Scrutiny Committees has its own individual remit as detailed below.

Health and Adult Social Care Policy and Scrutiny Committee

This Committee is responsible for monitoring the performance of the following service areas through regular performance monitoring reports

- Public Health
- Services for carers
- Adult Safeguarding
- Adult Social Care Provision
- Adult Social Care Community Teams
- Commissioning, Quality Improvement and Partnerships
- Early Intervention and Prevention

In addition, the Health and Adult Social Care Policy and Scrutiny Committee is also responsible for:

- (a) the discharge of the health and scrutiny functions conferred on the Council by the Local Government Act 2000
- (b) undertaking all of the Council's statutory functions in accordance with section 7 of the Health and Social Care Act 2001, NHS Reformed & Health Care Professional Act 2002, and section 244 of the National Health Service Act 2006 and associated regulations, including appointing members, from within the membership of the Committee, to any joint overview and scrutiny committees with other local authorities, as directed under the National Health Service Act 2006.
- (c) reviewing and scrutinising the impact of commissioning service provision and policies of key partners on the health of the City's population
- (d) reviewing arrangements made by the Council and local NHS bodies for public health within the City
- (e) making reports and recommendations to the local NHS body or other

local providers of services and to evaluate and review the effectiveness of its reports and recommendations

- (f) delegating functions of overview and scrutiny of health to another Local Authority Committee
- (g) reporting to the Secretary of State of Health when:
 - i. concerned that consultation on substantial variation or development of service has been inadequate
 - ii. it considers that the proposals are not in the interests of the health service.

Children, Education and Communities Policy and Scrutiny Committee

13. This Committee is responsible for monitoring the performance of the following service areas through regular performance monitoring reports.
- School effectiveness and achievement, including school attendance and school safeguarding.
 - School Services which includes School place planning and capital maintenance, School transport, admissions, the school governance service and SENDIASS, behaviour and attendance, elective home education and children missing education.
 - Local Area Teams
 - Skills
 - Early years and childcare
 - The virtual school for children in care
 - SEN and disability services
 - Educational Psychology
 - Neighbourhood Working
 - Community Centres
 - Voluntary Sector including CVS
 - Culture
 - Museums
 - Libraries & Archives
 - Sports Facilities
 - York Learning

Economy and Place Policy and Scrutiny Committee

This committee is responsible for examining long term policy development, strategic objectives and horizon scanning for best and emerging practice across the Economy & Place Directorate and for examining performance, operational outcomes and customer expectations and major project progress across the following Economy& Place service areas:

- Highways
- Transport & Parking
- Planning & Development
- Regeneration & Asset / Property Management
- Economic Growth
- Emergency Planning
- Flood Risk
- Public Realm
- Waste
- Fleet
- Public Protection (Trading Standards, Environmental Health, Food Safety Licensing)
- Client Management: Make it York
- Client Management: YorWaste

Housing and Community Safety Policy and Scrutiny Committee

The committee is responsible for monitoring the performance of the following service areas through regular performance monitoring reports:

- Housing Revenue Account
- Housing Strategy and Regeneration
- Housing General
- Commissioning and contracts
- Older People's accommodation Programme
- Landlord services
- Homelessness and Housing options, standards and adaptations
- Community Safety

- Early intervention, prevention and community development
- People & Neighbourhoods Strategy & Policy
- Anti Social Behaviour
- Building Services
- Repairs and Maintenance
- Housing Development

Climate Change Policy and Scrutiny Committee

The remit for this Committee has still to be agreed.

Work Planning

14. Each of the Policy and Scrutiny Committees will produce and maintain an annual work plan. This will appear on the agenda for each meeting and will show the different stages of any ongoing review and the scheduled dates for receiving the following:
 - Performance and Finance Monitoring Reports
 - Reports from Local Strategic Partners
 - Updates from Executive Members
 - Updates on the implementation arising from previous scrutiny reviews.

Aims of Scrutiny

15. Scrutiny should not be a confrontational or divisive process, its aim is not to apportion blame; rather it should enable Members (and officers) to be inquisitive, to increase understanding of community issues, and to seek to understand the causes of poor performance so as to be able to identify ways of improving. It is intended to complement and add value to the work of the Executive which is charged with making day-to-day decisions - *The Centre for Public Scrutiny, Good Scrutiny Guide*.
16. Scrutiny should:
 - i. Help improve the Council's (and other public sector partners) overall performance.

- ii. Help the Council deliver the services local people require in the way they want them within the resources available.
 - iii. Engage service users and the wider community in decision-making and public sector governance.
 - iv. Ensure decision-making is clear, transparent and accountable.
17. A guide to good scrutiny published by the centre for Public Scrutiny sets out four principles for good scrutiny as:
- Providing 'critical friend' challenge to the Executive as well as external organisations and agencies
 - Reflecting the voice and concerns of the public and its communities
 - Taking the lead in the scrutiny process on behalf of the public
 - Making an impact on the delivery of public services

How Scrutiny Works

18. Scrutiny provides a perspective on how well public services are being delivered and how they could be improved from the point of view of those receiving and using those services. These include education, health and social care, housing and regeneration, economic development, public transport, leisure and cultural services and community safety. Scrutiny achieves this by:
- Reviewing and developing policy recommendations for the executive's consideration
 - Providing a means to review the Council's own achievements against its planned targets
 - Setting out to influence Council/Executive decisions and policies
 - Playing a part in the Community leadership role of the Council i.e. by reviewing services provided by other organisations on issues that affect the public and by calling individuals/organisations to account
 - Contributing to the democracy by stimulating public engagement
19. It should be noted that Scrutiny cannot:
- Make policy decisions
 - Review individual planning, licensing, housing or grant decisions
 - Veto decisions of the Council, Executive, Committees or Officers

- Commit the Council to expenditure
20. Scrutiny committees can make recommendations to Executive for any functions which are the Executive's responsibility. They may also examine any issues which are being considered, or have been considered, by the Executive in order to make recommendations on how future developments should progress.

Principles of good Scrutiny

21. Scrutiny Committees provide the Council with its own watchdog. They follow a common sense approach to reviewing decisions and policies and considering whether they are right for the city. They are effectively a quality improvement tool.
22. Effective scrutiny can hold services to account and create opportunities for communities and decision-makers to improve the quality of services by producing solutions to problems together.
23. The principal power of a scrutiny committee is to influence the policies and decisions made by the council and other organisations involved in delivering public services. The scrutiny committee gathers evidence on issues affecting local people and makes recommendations based on its findings.
24. Scrutiny can investigate any issue which affects the local area or the city's inhabitants. However, effective scrutiny work relies on scrutiny's 'soft' influencing power, as it has no formal power to compel anyone to make changes.
25. For this reason it is important to think about how to build a positive working relationship with those who are the subject of scrutiny's recommendations. This ensures a much higher chance of scrutiny's recommendations being implemented.
26. For scrutiny to be effective it needs to be seen as a 'critical friend' and it is important to identify where decisions could be improved and how to prevent mistakes being made or repeated.
27. The focus should be on forward thinking and making positive changes, rather than apportioning blame and focusing on the negatives. This will help foster positive and constructive relationships between Scrutiny, Councillors and Officers.

28. Scrutiny is an essential part of ensuring that the Council remains effective and accountable. It does this by:

- Holding the Executive to Account: This can involve scrutinising decisions of the Executive or an Executive member at a number of different stages of the decision-making process; before decisions are made; before they are implemented and after they are implemented.
- Policy Review and Development: Policy reviews involve the in-depth scrutinizing of existing Council Policies to examine intended policy outcomes and whether these outcomes are being achieved. Policy development involves shaping the formulation of key policies, through examining alternatives set against needs, resources and other issues and making recommendations to the Executive.
- Review of Council Services: This involves Scrutiny reviewing Council services to ensure they are achieving customer satisfaction and value for money together with monitoring Council performance and ensuring standards are met.
- External Scrutiny: This involves scrutinising the work and impact of external agencies on local residents e.g. local NHS trusts and other partners.

29. In summary, Scrutiny should be a Member-led, non party-political review mechanism that works to improve quality of life for residents. It should play a central role in ensuring the Council has open and accountable democratic arrangements in place.

Post-Decision Call-Ins

30. Where councillors (a minimum of three) have concerns or disagree with a decision made by the Executive they can call-in the decision and this will be considered by the Customer and Corporate Services Scrutiny Management Committee. CSMC will receive details of the decision, and hear from the councillors who called it in and from the relevant Executive Member and Director. CSMC will be asked to confirm the decision or make an alternative recommendation for Executive to consider.

Scrutiny Reviews

31. During the course of the municipal year scrutiny committees will usually undertake scrutiny reviews into issues affecting the city. Suggestions for reviews can come from anywhere; councillors, petitions, request by Executive, partners, senior officers or by direct request from the public or service users. The scrutiny committee usually appoint a Task Group to carry out this work.
32. Task Groups consist of councillors who volunteer to take part and carry out activities over a few months on an informal basis to gather evidence about the particular issue. Evidence can be collected from various sources including Council officers, representatives from other partnership organisations and agencies, voluntary organisations and city stakeholders. Evidence is also gained by research and use of best practice.
33. Once the activities are complete the Task Group draws up a report with recommendations that it would like the Executive to consider implementing. Reviews must have a clear purpose and should help to improve service delivery throughout the Council. For each scrutiny review topic the committee should:
 - Identify a good reason and benefits for doing the review
 - Identify outcomes and constraints
 - Specify how evidence will be collected
 - Agree consultation
 - Evaluate resource requirements
 - Set a timetable for completion
 - Involve stakeholders

Making Effective Scrutiny Recommendations

34. Recommendations are the way that scrutiny can have an impact. Making good recommendations, and monitoring them, makes it more likely that scrutiny's work will add value.
35. Recommendations need to be **SMART** (Specific, Measurable, Attainable, Realistic and Timely). The report and recommendations will be submitted to Executive for them to consider. The more clear and concise the

recommendations are, and the more robust the evidence to support the recommendations, then the greater chance of a positive response.

36. There is no single “best” approach to making recommendations. What they look like will differ from topic to topic. However, there are some basic principles.
- Recommendations should be evidence-based, specific and realistic enough to be implemented.
 - Recommendations should have a clear focus on outcomes. They should focus on a measurable change in a service, which you can use to establish the return on investment of scrutiny’s input. Members should think about possible measures of success from the very outset.
 - Recommendations should be addressed to a specific person or group. Where responsibility for delivering a recommendation’s outcome is unclear, it makes it less likely that it will be implemented.
 - Recommendations should engage with financial realities – for example, where a recommendation involves additional expenditure, it may increase the force of the recommendation if funding sources can be recognised. However, it should not be required for scrutiny to fully cost all of its recommendations; this is an issue for Executive.
 - Recommendations should be developed in partnership. You should be prepared to speak to the Executive, to senior officers and to partners about recommendations in draft, before they have been agreed. Provided it is accepted that the decision as to what recommendations are submitted remains at the absolute discretion of scrutiny councillors, such discussions can help to ensure that recommendations are more robust and realistic.
37. Open-ended recommendations, where acceptance does not actually commit decision-makers to further action, should be avoided. For example, recommendations beginning, “Executive should consider...” or “Executive should investigate further...”

Monitoring

38. Recommendations should be monitored and evaluated after they have been made, and that scrutiny’s recommendations continue to be “owned” by scrutiny, even though it is for Executive, and/or partners, to deliver.
39. Generally an update on the implementation of recommendations should return to scrutiny after six months. This should not be a re-run of a

scrutiny review but a way of tracking their progress and picking out any that have not been fully implemented.

40. Members should recognise that some recommendations may take many years to bear fruit and that all you can hope for after a year may be some indication that the Council is heading in the right direction.
41. Members should also trust the Executive to implement recommendations and only bring back issues where there is a clear failure to do so.

Pre-Decision Scrutiny

42. Pre-decision is where the Council's scrutiny function looks at a planned decision before it is made by Executive. It is a contrast with post-decision scrutiny through the Council's call-in arrangements, where by the implementation of Executive decisions can be delayed.
43. Looking at decisions before they are made provides an important means to influence those decisions, and to improve them. Scrutiny councillors bring a different perspective to the decision-making process than that provided by Executive Members or officers, which can help decisions to be more robust.
44. Looking at a decision before it is made can often be seen as a more effective means of scrutiny than looking at a decision after it is made (for example, through the call in process), when the opportunity to influence and change that decision is quite limited.
45. This should not be confused with Pre-Decision Call-in which has been removed from the Constitution and the new arrangements are designed to strengthen scrutiny's role in the decision-making process.

Role of Scrutiny Councillors

46. Principal Accountabilities
 - Contribute to good government of the area by monitoring decision-making, standards of service provision and examining policy issues.
 - Monitor the work of the Executive and the work of officers in carrying out Council policy through decision-making.
47. Key Duties
 - Participate constructively in the activities of the committee under the

guidance of the chair.

- Monitor the council's decision-making process.
- Investigate the basis on which major decisions are taken and ensure they are consistent with council policy.
- Monitor the effect of national legislation on the council.
- Hold the Executive and officers to account in respect of their actions in carrying out council policy.
- Monitor the council's performance, jointly, where appropriate, with the Executive Member.
- Investigate the quality of services provided.
- Participate in reviews in carrying out existing policies and the development of new policies by the council through the scrutiny arrangements available and through group consultation mechanisms.
- Contribute to discussions as community representatives, but without a political agenda.
- Participate constructively in any time-limited Task Group reviews agreed by the committee.
- Identify items on the Executive Forward Plan for potential consideration by the Committee
- Treat officers, witnesses and other members with respect and consideration

Role of Scrutiny Chairs

48. Scrutiny Chairs, and in their absence the Vice-Chairs, should:

- Provide leadership and direction
- Work closely with Scrutiny Officers

- Ensure work is Member led on developing a work programme.
- Ensure that Members have the necessary skills.
- Try to engage all Members of the committee.
- Ensure that adequate resources (financial and officer support) are provided.
- Prioritise main work
- Work to minimise common pitfalls that befall overview and scrutiny
- Co-ordinate work with other scrutiny committees and chairs and share learning and experience
- Develop a constructive, 'critical friend' relationship with the Executive, especially with relevant portfolio holders and chief officers.
- Ensure that officers and witnesses are properly introduced at meetings and are always treated with respect and consideration.
- Present the Committee's review final report and recommendations to the Executive.

Scrutiny Services Team

49. Each Scrutiny Committee is served by a dedicated Scrutiny Officer who supports Members in a number of ways:
- Facilitate and support CSMC and the Policy & Scrutiny Committees, and organise events and meetings
 - Support CSMC in reviewing and improving the Scrutiny function
 - Work with individual Committees to develop their annual work plans, and with CSMC to co-ordinate the overall scrutiny function
 - Provide independent and impartial advice to Councillors

- Carry out research and gather information as directed by the Committees
- Provide a link between the Committees, senior officers of the council and external witnesses, inviting them to meetings and supporting them throughout the scrutiny process to ensure an effective exchange of information
- Liaise and consult with residents, partnerships and other external parties on behalf of the Committees
- Draft final reports in close consultation with the Chairs of the Committees
- Forward reports and agenda items to the appropriate Democracy Officer on time so these can be published
- Stay up to date with new developments in Scrutiny legislation and implement changes as necessary.

Consultation

50. This report is for information only – no specific consultation has taken place.

Implications and Risk management.

51. There are no known Legal, HR, Finance, Equalities, Crime & Disorder, Property or other implications associated with the recommendation in this report and there are no known risks associated with the recommendations in this report.

Recommendation

52. Members are asked note the contents of this report and the specific remits of the individual Policy & Scrutiny Committees.

Reason: To inform Members of scrutiny arrangements

Contact Details

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Report Approved Date 21/05/2019

Wards Affected:

All

For further information please contact the author of the report

Background Papers:

None

Annexes:

None

Abbreviations used in report

CSMC Customer and Corporate Services Scrutiny Management
 Committee

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25 June 2019

York CVS Activity Report:**October 2018 – March 2019 for the Children, Education and Communities Policy and Scrutiny Committee****CVS Bi-Annual Service Level Agreement Update –25 June 2019**Background

1. York CVS is a social action organisation. This means we take steps to make positive change, challenge issues and grow new ideas which strengthen communities. Since 1939, York CVS has supported thousands of local charities, voluntary organisations and social enterprises to do just this. We help them focus on what they do best - making a difference for individuals and their communities.

What do we do?

2. We have a simple framework for our work:
 - Support the sector to survive and thrive
 - Represent the sector and provide a voice
 - Deliver services with a social impact
 - Sustain our organisational strength
3. We provide practical support such as room hire and office accommodation, essential services such as payroll and HR, we design and deliver training on important issues such as GDPR. We have a 'fixed and flexible' delivery approach - 'fixed services' which groups and organisations rely on, and a range of 'flexible' responsive offers which meet need as it occurs.

4. This type of bespoke support builds strength and resilience in our sector, so local charities; voluntary organisations and social enterprises can provide and grow essential services for the communities they serve.

5. This report provides a very brief summary of highlights across the last operating year, aligned to the headings of our simple framework.

Organisational objectives	October 2018 – March 2019
<p>Support the sector to survive and thrive</p>	<ul style="list-style-type: none"> • We provided advice and guidance to many local charities and voluntary and community groups on a range of subjects such as funding, appropriate legal structures, policies and succession planning. In addition our HR service continues to support groups and organisations with complex and sensitive issues. Our payroll service continues to be a much needed and valued service by many groups and organisations. • Communication & Engagement - Our Voluntary Voice and York Bulletin newsletters provide regular updates on what is happening in York and also give an opportunity for organisations to share their news and raise awareness of volunteering opportunities and activity. They are distributed to over 1400 recipients. In addition, our social media presence supports the sector through communicating with key partners and colleagues. We have increased to 4,320 followers, as well as being the lead on a new service, Comoodle, which helps to support the sector through sharing 'Stuff, Space and Skills.' This year we continued to support the development of the Live Well York site and were pleased to see the formal launch in March 2019. • We continue to promote People Helping People working in partnership with others. The ESAP programme aims to support the sector to understand how we can measure social action and impact volunteering in York. This work continues. • We have provided support via our Chair, Chief Executive and HR to organisations who are facing challenges. We provided a range of advice including staffing, recruitment, employment law, funding and governance advice, as well as specific support for individuals.

Organisational objectives	October 2018 – March 2019
<p>Represent the sector and provide a voice</p>	<ul style="list-style-type: none"> • Over the year we delivered four Forums (Mental Health, Ageing Well, Learning Difficulties and Voluntary Sector) in each quarter, attended by over 300 people from the Voluntary and Community Sector. As well as providing a space for information sharing, reviewing good practice and networking, the Forums also feed into various boards, including the JSNA Working Group, Learning Disability Partnership, Ageing Well Partnership and Mental Health Partnership. • York CVS continues to be a senior member of several key Partnership Boards including those mentioned above and the York Health and Wellbeing Board and Children’s and Adults’ Safeguarding Boards. These are important to ensure the Voluntary and Community Sector have a voice in how services are developed and run. • We were an active partner when the Care Quality Commission returned to York in November to review actions agreed during their visit in the previous year. • Our AGM in December 2018 was very well attended as we introduced our new CEO and celebrated the diversity of volunteering across York.
<p>Deliver services with a social impact</p>	<ul style="list-style-type: none"> • Ways to Wellbeing is our social prescribing service. The model is simple and highly effective. Our focus is on working creatively, pragmatically, and flexibly to identify non-medical options that can improve wellbeing. We draw on opportunities in the community, grants, information and advice, informal resources and peer support. We know that nationally, 20-25% of patients consult their GPs for social problems, e.g. loneliness – there is no pill to combat loneliness, but projects such as this can help connect people to their communities and this does help. GPs also benefit

Organisational objectives

October 2018 – March 2019

from the service; our recent evaluation showed a 30% reduction in GP appointments by those patients accessing the service.

- **York Dementia Action Alliance** has made good progress in its task to make York a great place to live for people with dementia and their loved-ones. Due to reduced funding the staff time was limited to one day per week from August 2018 to 31 March 2019. Nevertheless, the DAA continued to support its network of over 50 public, private and third sector organisations, all working towards making York a dementia friendly city. The DAA newsletter has been a particular success, becoming a valuable (and importantly, independent) dementia information resource for the sector. YDAA ran a number of events throughout 2018/19, including working group workshops, community events in Poppleton and Chapelfields, and single-issue events. We held the inaugural York Dementia Action awards in September 2018. A highlight has been our excellent working relationship with the Local Area Coordinators, who are important partners in providing opportunities for people to gain access to information and advice, as well as raising awareness of how local ward areas can become more inclusive for people living with dementia. Throughout the year, YDAA has consulted and included people who have dementia, in line with our core principle of seeking out, listening to and amplifying the voice of people who have the disability.
- **Healthwatch York** was set up by the Government in April 2013 to help put people at the heart of health and social care services. It is designed to make sure that an individual’s voice can influence the design, delivery and review of local services. At Healthwatch York, we share people’s views and concerns about health and social care services to stakeholder organisations and providers, and provide information about local services, signposting people to the services

Organisational objectives

October 2018 – March 2019

they need both at community information stands and via email and phone. Every year we produce reports on health and care issues, which we present to York’s Health and Wellbeing Board. We make recommendations to the Board to improve the local health and care system. In 2018-19 our focus was on access to lesbian, gay, bisexual and trans+ (LGBT+) experiences of health and social care services in York. We expect an update on how organisations are implementing our recommendations early in 2019-20.

- **Ready for Anything** focussed on maintaining the volunteers who are ready to act in the case of emergency in York. During the year we worked with the North Yorkshire Resilience Forum to align their newly funded Ready for Anything service with the York service. From 1 April 2019, the North Yorkshire project will include York and our involvement will continue by providing the Priory Street Centre as a rest centre as and when needed.
- **Time to Change** continued to operate this year albeit at a reduced level. This is part of a national campaign to end mental health discrimination. In York, we have focussed on raising awareness of the campaign, and enabling people with lived experience to share their thoughts and ideas. In 2019, a reinvigorated staff team will enable us to drive this project further and recruit a team of local Champions to help us deliver this work.
- **Growing Green Spaces** helps voluntary and community groups to play a vital role in sustaining York’s green spaces. We have set up projects in Hull Road Park, Rowntree Park, West Bank Park, Clarence Gardens and Glen Gardens with teams of volunteers from across the City.

Organisational objectives	October 2018 – March 2019
	<ul style="list-style-type: none"> • York Human Rights City Network continued to support the development of York as a Human Rights City. We declared York as the UK’s first Human Rights City in April 2017 where the Right Honourable the Lord Mayor of York, Cllr Dave Taylor, signed a declaration, making York the first city to undertake this. • Safe Places Scheme funded by York BID this scheme officially launched in August 2018 with the aim of providing a go-to place for vulnerable people if they feel at risk while they are out and about in York. Staff in Safe Places connect them to assistance and offer a safe space to wait until help arrives. So far there are 19 registered Safe Places in York such as HSBC, York Theatre Royal, Spurriergate Centre and Lush.
Sustain our organisational strength	<ul style="list-style-type: none"> • During the period we have gone through considerable staffing changes and a restructure of the organisation to bring us into financial balance from April 2019. We successfully recruited a new Chief Executive, Head of Finance, Executive Assistant, project workers for Dementia Action Alliance, Time to Change, Ways to Wellbeing, Communications and Engagement, Funding and Development, and a Deputy Chief Executive. • The Priory Street Nursery had a routine Ofsted inspection, and was graded ‘Good’ in all areas. • The Priory Street Conference Centre continues to cater for the meeting needs of a diverse range of customers from small local charities and community groups meeting in one of our small rooms to larger organisations requiring our Main Hall for a full conference or AGM. We make efforts to attract private sector clients too and they are charged a premium to the VCSE sector so

Organisational objectives	October 2018 – March 2019
	that we can keep their rates affordable.

Author: Alison Semmence, Chief Executive

Date 10/06/2019

Abbreviations

AGM- Annual General Meeting

BID- Business Improvement District

CEO – Chief Executive Officer

CVS- Council for Voluntary Services

DAA- Dementia Action Alliance

ESAP- Enabling Social Action project

GDPR- General Data Protection Regulation

GPs- General practitioner

HR- Human Resources

JSNA- Joint Strategic Needs Assessment

LGBT- Lesbian, Gay, Bisexual, Transgender

HSBC- The Hong Kong and Shanghai Banking Corporation

VCSE - voluntary, community and social enterprise

York Theatre Royal: Report to the Children, Education and Communities Policy and Scrutiny Committee

25 June 2019

York Theatre Royal Bi-annual Update

1. 2018-19 was an exciting year at York Theatre Royal – a year of change and development. The organisation:
 - Had a turnover of £4.98m (£4.19m in 2017-18)
 - Presented 127 different productions (of which 31 were specifically for Children / Young People), and had 505 performances in total of those productions (206 specifically for CYP).
 - Sold 130,784 tickets and issued 9481 tickets on a complimentary basis.
 - Ran 1333 Learning & Participations sessions, with total attendance of 19,311.
2. Major announcements included the retirement of Berwick Kaler as pantomime dame after 40 years, and the news that Artistic Director Damian Cruden, who has been in post since 1997, will leave the organisation in August 2019 to be Artistic Director of Shakespeare's Rose Theatre.
3. Recent achievements include:
4. The theatre had a record-breaking pantomime in 2018/19, welcoming 49,423 people to ***The Grand Old Dame of York***.
5. We also welcomed a record number of people – 3521 – to our Studio Christmas show for young children, ***The Elves and the Shoemakers***, and that production will transfer to Sheffield Theatres this winter.
6. We co-produced the extraordinary ***Wise Children with the Old Vic***, Oxford Playhouse and Belgrade Coventry, and that performance played to 4742 people over a fortnight in March 2019. The Wise Children company will return with *Malory Towers* in September 2019.

7. We facilitated a record number of **Arts Awards** – 101 – in the last financial year, and are about to launch a new participation scheme to replace the **Youth Theatre waiting list**.
8. We began preparations for a major new **community play** on the subject of flooding and how climate change affects our city.
9. Our production of *The Habit of Art* by Alan Bennett will **tour to New York** in May 2020.
10. Our **community programming group**, Visionari, programmed their own week in the YTR Studio and received excellent audience numbers. They will now programme a week in the main house in February 2019.
11. We have launched an **Equality & Diversity** Working Group, which has determined that the theatre will focus on three strands when diversifying programme: 1) York's Chinese community; 2) the D/deaf community and further access for those with a disability more generally; 3) areas of deprivation (socio-economic diversity).
12. We launched a refreshed brand and a **new website** thanks to a hugely generous private donation to the theatre in late 2018.
<https://www.yorktheatreroyal.co.uk> is transformed!
13. We continue to run an exceptional number of social initiatives to allow the people of York to benefit from access to arts and culture. These include: the **Access All Areas** project, a referral-only programme for young people who might not otherwise have access to arts and culture provision; and the **Driving Miss Daisy Community Drive**, which saw YTR partner with Age UK, Older Advocacy York and others to drive those who wouldn't normally be able to make it to the theatre into York for our production of the aforementioned Pulitzer Prize-winning play.
14. We launched the **Berwick Kaler Foundation** to raise money for all our community-focussed initiatives (such as the drive) in Berwick's name.
15. The tradition of York Theatre Royal's pantomime will be maintained with **Sleeping Beauty**, opening 7 December 2019, written by Berwick Kaler and starring David Leonard, Suzy Cooper, Martin Barrass and A.J Powell.

Report Author :

Tom Bird, Executive Director

York Theatre Royal

13 June 2019

Abbreviations

CYP- Children and Young People

YTR- York Theatre Royal

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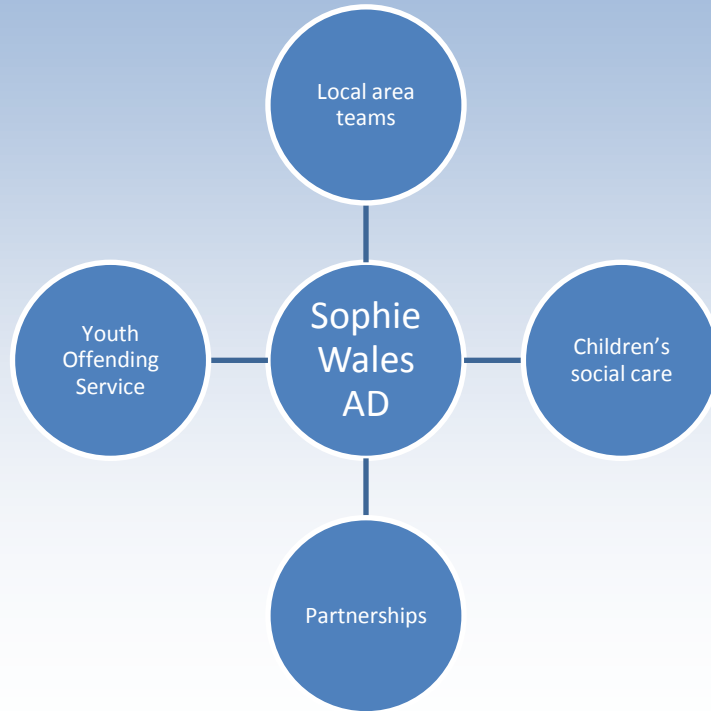
Children, Education and Communities

Directorate overview

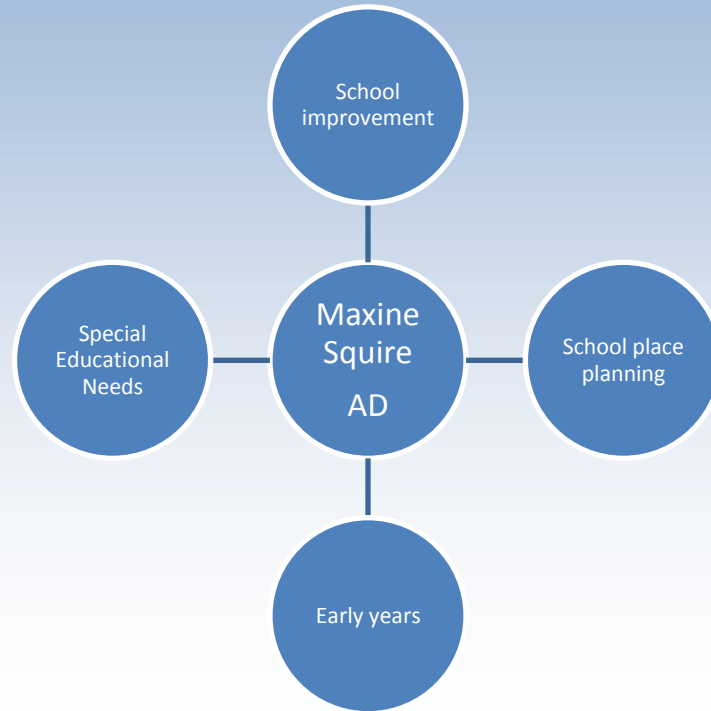


Working together, to improve and make a difference

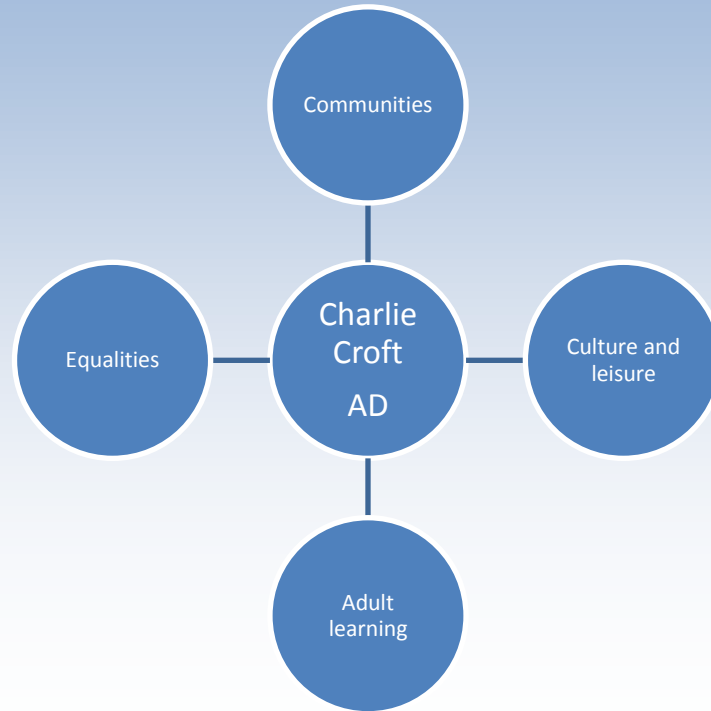
Children's Specialist Services



Education and Skills



Communities and Equalities



**Children, Education and Communities Policy and Scrutiny Committee
Draft Work Plan 2019-20**

<p>Tuesday 25 June 2019 @ 5.30pm</p>	<ol style="list-style-type: none"> 1. Arrangements for Scrutiny in York 2. York CVS Bi-annual Service Level Agreement Update 3. York Theatre Royal Bi-annual update 4. Children, Education and Communities Service overview-Power point presentation 5. Draft Work Plan/Forward Plan
<p>Tuesday 23 July 2019 @ 5.30pm</p>	<ol style="list-style-type: none"> 1. Attendance of Executive Member for Children, Young People and Education 2. Attendance of the Executive Member for Culture, Leisure and Communities 3. Year End Finance and Performance Monitoring Report 4. York Safeguarding Partnership Bi annual Update report 5. York Museums Trust – Partnership Delivery Plan Bi annual update 6. CYC Bi Annual update on Social Care and Looked After Children 7. Work Plan
<p>Tuesday 24 September 2019 @ 5.30pm</p>	<ol style="list-style-type: none"> 1. 1st Quarter Finance and Performance Monitoring Report 2. Local Area Teams Audit update 3. Work Plan
<p>Tuesday 29 October 2019 @ 5.30pm</p>	<ol style="list-style-type: none"> 1. Work Plan

<p>Wednesday 27 November 2019 @ 5.30pm</p>	<p>1. Work Plan</p>
<p>Wednesday 18 December 2019 @ 5.30pm</p>	<p>1. 2nd Quarter Finance and Performance Monitoring Report 2. Work Plan</p>
<p>Tuesday 28 January 2020 @ 5.30pm</p>	<p>1. Work Plan 2. York Theatre Royal Bi-annual Report 3. York CVS Bi annual report</p>
<p>Wednesday 26 February 2020 @ 5.30pm</p>	<p>1. Work Plan 2. CYC Bi-annual report on Safeguarding and looked after children</p>
<p>Tuesday 24 March 2020 @ 5.30pm</p>	<p>1. 3rd Quarter Finance and Performance Monitoring Report 2. SACRE (Standing Advisory Council for Religious Education) Annual Report and review of York Schools' Agreed Syllabus 3. Work Plan</p>
<p>Wednesday 29 April 2020 @ 5.30pm</p>	<p>1. Work Plan</p>