



## Notice of meeting of

### Decision Session - Executive Member for Leisure Culture & Social Inclusion

**To:** Councillors Ayre (Executive Member)

**Date:** Tuesday, 13 July 2010

**Time:** 4.15 pm

**Venue:** The Guildhall, York

## AGENDA

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### Notice to Members – Calling In

Members are reminded that, should they wish to call in any item on this agenda, notice must be given to Democracy Support Group by:

**10.00 am on Monday 12 July 2010** if an item is called in before a decision is taken, or

**4.00pm on Thursday 15 July 2010** if an item is called in after a decision has been taken.

Items called in will be considered by the Scrutiny Management Committee.

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Written representations in respect of items on this agenda should be submitted to Democratic Services by **5.00pm on Friday 9 July 2010**.

#### **1. Declarations of Interest**

At this point, Members are asked to declare any person or prejudicial interest they may have in the business on this agenda.

#### **2. Minutes**

(Pages 3 - 4)

To approve and sign the minutes of the meeting held on 11 May 2010.

### **3. Public Participation - Decision Session**

At this point in the meeting, members of the public who have registered their wish to speak at the meeting can do so.

The deadline for registering is:

**5.00 pm on Monday 12 July 2010.**

Members of the public may register to speak on:-

- an item on the agenda;
- an issue within the Executive Member's remit;
- an item that has been published on the Information Log since the last session.
- Information reports are listed at the end of the agenda.

### **4. Fairness and Inclusion Strategy 2009-12: (Pages 5 - 20) Single Corporate Equality Scheme(SCES) Annual Progress Report Year 1**

This report updates the Executive Member on progress with the **Single Corporate Equality Scheme ( SCES)** for the period July 2009 to June 2010. The Executive Member is requested to note and comment on the information provided in the report.

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

#### **Information Log**

No items have been published on the Information Log since the last Decision Session.

#### **Democracy Officer:**

Name- Judith Cumming

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E-mail- judith.cumming@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

Contact details are set out above.

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## About City of York Council Meetings

### Would you like to speak at this meeting?

If you would, you will need to:

- register by contacting the Democracy Officer (whose name and contact details can be found on the agenda for the meeting) **no later than 5.00 pm** on the last working day before the meeting;
- ensure that what you want to say speak relates to an item of business on the agenda or an issue which the committee has power to consider (speak to the Democracy Officer for advice on this);
- find out about the rules for public speaking from the Democracy Officer.

**A leaflet on public participation is available on the Council's website or from Democratic Services by telephoning York (01904) 551088**

### Further information about what's being discussed at this meeting

All the reports which Members will be considering are available for viewing online on the Council's website. Alternatively, copies of individual reports or the full agenda are available from Democratic Services. Contact the Democracy Officer whose name and contact details are given on the agenda for the meeting. **Please note a small charge may be made for full copies of the agenda requested to cover administration costs.**

### Access Arrangements

We will make every effort to make the meeting accessible to you. The meeting will usually be held in a wheelchair accessible venue with an induction hearing loop. We can provide the agenda or reports in large print, electronically (computer disk or by email), in Braille or on audio tape. Some formats will take longer than others so please give as much notice as possible (at least 48 hours for Braille or audio tape).

If you have any further access requirements such as parking close-by or a sign language interpreter then please let us know. Contact the Democracy Officer whose name and contact details are given on the order of business for the meeting.

Every effort will also be made to make information available in another language, either by providing translated information or an interpreter providing sufficient advance notice is given. Telephone York (01904) 551550 for this service.

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### **Holding the Executive to Account**

The majority of councillors are not appointed to the Executive (40 out of 47). Any 3 non-Executive councillors can 'call-in' an item of business from a published Executive (or Executive Member Decision Session) agenda. The Executive will still discuss the 'called in' business on the published date and will set out its views for consideration by a specially convened Scrutiny Management Committee (SMC). That SMC meeting will then make its recommendations to the next scheduled Executive meeting in the following week, where a final decision on the 'called-in' business will be made.

### **Scrutiny Committees**

The purpose of all scrutiny and ad-hoc scrutiny committees appointed by the Council is to:

- Monitor the performance and effectiveness of services;
- Review existing policies and assist in the development of new ones, as necessary; and
- Monitor best value continuous service improvement plans

### **Who Gets Agenda and Reports for our Meetings?**

- Councillors get copies of all agenda and reports for the committees to which they are appointed by the Council;
- Relevant Council Officers get copies of relevant agenda and reports for the committees which they report to;
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City of York Council

Committee Minutes

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MEETING	DECISION SESSION - EXECUTIVE MEMBER FOR LEISURE CULTURE & SOCIAL INCLUSION
DATE	11 MAY 2010
PRESENT	COUNCILLOR AYRE (EXECUTIVE MEMBER)
IN ATTENDANCE	COUNCILLOR CRISP

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**9. DECLARATIONS OF INTEREST**

The Executive Member was invited to declare at this point in the meeting any personal or prejudicial interests he might have in the business on the agenda. He confirmed that he had none.

**10. MINUTES**

RESOLVED: That the minutes of the meeting held on 13 April 2010 be signed and approved by the Executive Member as a correct record.

**11. PUBLIC PARTICIPATION - DECISION SESSION**

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

**12. SPORT & ACTIVE LEISURE-TAKING THE VISION FORWARD**

The Executive Member considered a report which asked him to agree to a new structure of posts in the Community Sport and Physical Activity delivery team within the Sport and Active Leisure service.

An annex was attached to the report detailing the proposed new structure.

The Executive Member thanked Officers for their hard work in developing the restructure and the successful Community Investment Fund(CIF) bid. He added that the expiration of the Sport England funding last financial year had presented a real challenge to front line delivery in York. He was pleased that following the budget round at the beginning of the year and the successful CIF bid that front line service delivery in York had been secured for the future.

The Executive Member added that challenging targets had been set by Officers for York to have the highest participation rates of any city in the country by 2013. He commented that the proposed restructure around the Everybody Active initiative would allow for Officers to work towards securing this target.

Additionally the Executive Member said that there had been positive movement in the recent people survey that had been conducted, and great progress in the disabled participation rates. He said that ensuring that the programme is as inclusive as possible was key to the strategy. He added that this was reflected in the Everybody Active targeted programme with Officers in the new structure focused at specific areas such as; disability, older and younger people's participation.

The Executive Member stated that he felt that the successful CIF bid, along with additional funding from the Rugby League was a reflection of the high regard that Officers' work is held by those outside of York.

He finally referred to the Just 30 campaign and stated that the new structure in the delivery team would cement the excellent work that had already taken place across the city.

**RESOLVED:** That the proposed staffing posts for the Community Sport and Physical Activity delivery team be approved by the Executive Member.

**REASON:** So that the Sport and Active Leisure Service is best structured to deliver its outcomes.

, Executive Member

[The meeting started at 4.15 pm and finished at 4.45 pm].





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**Decision session of the Executive Member  
for Leisure Culture & Social Inclusion**

13 July 2010

**Report of the Director for Communities and Neighbourhoods**

**Fairness and Inclusion Strategy 2009-12: Single Corporate Equality  
Scheme (SCES) Annual Progress Report Year 1**

**Summary**

1. This report updates the Executive Member on progress with the **Single Corporate Equality Scheme ( SCES)** for the period July 2009 to June 2010.
2. The Executive Member is requested to note and comment on the information provided in the report.

**Background**

3. The SCES is the plan of action that council has put in place to deliver the objectives of the Fairness and Inclusion strategy 2009-10.
4. The information in appendix 1, summarises progress the council has made in delivering the objectives of the strategy during the period July 2009-June 2010.

**Consultation**

3. Information in the report has been gathered with the support and involvement of relevant officers in each directorate.

**Options**

1. Not applicable.

**Analysis**

2. Not applicable.

**Corporate Priorities**

- 6. Progress with the SCES contributes to Inclusive City and Effective Organisation priorities.

**Implications**

- 7. No known implications arise from the recommendations in this report.

**Risk Management**

- 8. There are no risks associated with the recommendation in this report.

**Recommendations**

- 9. The Executive Member is requested to note and comment on the information provided in the report.

Reason: To keep the Executive Member informed about progress.

**Contact Details**

**Author:**

Evie Chandler  
Corporate Equality and  
Inclusion Manager

X 1704

**Chief Officer Responsible for the report:**

Sally Burns  
Director of Communities and  
Neighbourhoods

**Report  
Approved**



**Date**

Sally Burns  
Director of Communities and  
Neighbourhoods

**Wards Affected:**

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**For further information please contact the author of the report**

**Annexes**

**Appendix 1** : Single Corporate Equality Scheme (SCES) Annual Progress Report, Year 1, July 2009- June 2010

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# **Single Corporate Equality Scheme (SCES) Annual Progress Report Year 1 July 2009- June 2010**

## **Summary**

### About the Scheme

The Single Corporate Equality Scheme (SCES) describes actions that the council will take to deliver the objectives of its Fairness and Inclusion Strategy 2009-12. A copy of the strategy and scheme can be found on <http://www.york.gov.uk/community/equality/>

Following extensive consultation with stakeholders and community groups, the scheme was approved by the Executive in 2009.

The scheme has 6 themes of action, also called "objectives":

- Know the community
- Leadership, partnership and commitment
- Engaging with people from the equality strands
- Providing responsive services
- Having a modern diverse workforce
- Acting in each Directorate

### Summary of progress

Significant progress was made during this first year.

Progress included:

- √ We identified equality data held by different council services

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- √ We analysed and used equality data to plan and make important decisions (for example about the annual budget and a community cohesion plan for the city)
- √ We set up and supported the Staff Equality Reference Group
- √ We reviewed the way the Social Inclusion Working Group works and supported community groups to give council advice and to promote understanding about equality issues in council services
- √ We reviewed and started to improve access to services and employment, for people from equality groups
- √ We put in place an inclusive Workforce Strategy
- √ Working with partners, we promoted participation in civic and public life to equality community groups
- √ Working with the equality community, we assessed the impact of key council policies and practices
- √ We continued the programme of equality and human rights training for key staff and councillors, that we started in 2008.

## Progress in detail

### Theme 1 - Know the community

#### Action 1

Agree which National Performance Indicators (NPIs) and local Performance Indicators (PIs) will be collected and analysed by each directorate in the six equality strands. This will enable progress to be measured by directorate.

Put in place an agreed protocol and action plan for the collection, analysis and use of reliable equality data across the council.

#### Progress

##### NPIs and data collection

We started a survey of equality data and information available in various council services. The survey showed that we had some good information and data in hand. The next step was to use the findings of the survey to help each directorate select sets of National Performance Indicators (NPIs) to measure progress with equality in their service areas. However, in late 2009 the government withdrew a group of key equality

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performance indicators for technical reasons. New indicators were not developed before the general election. We shall continue this work as soon the new government announces what it proposes to do with a set of NPIs for measuring equalities.

In addition, we worked with the Social Inclusion Working Group to arrive at a suitable equalities data collection form ( also called equalities profiling form) for our customers and staff.

#### Equalities data protocol

The Single Equality Act (SEA) 2010 was approved by Parliament in March 2010 and will be implemented starting October 2010. The Act changes current requirements about equality profiling, making them more extensive. As a result, the protocol has been delayed, pending guidance from the government about the new requirements. The guidance is expected in late summer 2010.

#### Using data in 2009-10

Meanwhile, council services have been using the data collection form that was issued by government for the Place Survey 2008. As a result, we collected evidence that guided councillor decisions about key issues, including priorities for the council budget in 2010-11.

We also analysed the results of the Place Survey 2008 and our staff satisfaction survey in the six equality strands. We have used the findings to put in place a community cohesion plan for the city (expected to be approved by Without Walls in autumn 2010) and the council Workforce Plan 2010-12, respectively.

### **Action 2**

Agree which NPIs will be collected and analysed across the six equality strands by Without Walls, York's Local Strategic Partnership. This will make it possible to measure progress towards achieving fairness and inclusion across the city. Put in place an agreed protocol and action plan for the collection, analysis and use of reliable equality data across the Local Strategic Partnership.

### **Progress**

This area of work depended on work under Action 1 being completed. It will be given priority in 2010-11.

## **T2 - Leadership partnership and commitment**

### **Action 1**

Support the development of a Community Cohesion plan at Local Strategic Partnership level.

### **Progress**

A draft plan was put in place. The plan is called "One City". It is expected to be finalised in the autumn 2010.

### **Action 2**

Review the council website and intranet, news releases, publications and general communication, to facilitate easy access to services and employment.

### **Progress**

#### Access to services

The council's website and intranet were reviewed. The internet site and now includes facilities to change the font size as well as to translate information in other languages. Further changes will be made as the website is being upgraded after consultation with relevant equality groups including the Social Inclusion Working Group and the Staff Equality Reference Group.

In addition, we started to review our approach to written information like leaflets, council reports and letters. The findings of the review will be used to complete the corporate communication and information Equality Impact Assessment expected by winter 2010.

#### Access to employment

Improvements have been made to council recruitment processes, including the introduction of e-recruitment that was equality impact assessed with support from the council staff equality reference group (SERG). Further work is taking place to promote access to council employment opportunities in the context of the Council Workforce Strategy 2010-12.



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### **Action 3**

As in Action 2 above, working with Without Walls partners.

### **Progress**

Working with partners to improve access to services and employment is affected by the introduction of the Single Equality Act 2010 (SEA) as well as by the abolition of the Comprehensive Area Assessment. Action in this area will be prioritised in 2010-11.

### **Action 4**

Refresh the council's procurement strategy and third sector commissioning and grants processes (as in the COMPACT), to ensure that they are fair and inclusive processes, and that they promote fairness and inclusion in the city and beyond.

### **Progress**

Regarding procurement, we include specific equality and diversity questions within our tender documents. In addition we are working with the local chamber of commerce to ensure that information regarding pending tenders is available to the third sector and small and medium size businesses (SMEs). A recent example is the provision of Adult Social Care (currently out to tender). We have widely distributed our requirement and specifically stated that we will welcome submissions from SMEs, either individually and as a consortium approach.

This area of work is substantially affected by the introduction of the Single Equality Act 2010 (SEA). Action in this area will be prioritised in 2010-11 as soon as government guidance about the new Act becomes available.

### **Action 5**

Put in place an action plan to promote civic and public participation, targeting people from the six strands, starting with disabled people and black and minority ethnic people.

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## **Progress**

In 2009-10, action focused on supporting already planned initiatives that included the "Me a Councillor?" event, the launch of the Youth Council and work that the neighbourhood management unit started to promote participation in public life and volunteering amongst school children and young people.

Equality community groups and members of the public were invited to the "Me a Councillor?" event in Mansion House and were supported to consider opportunities to stand as councillors.

York Youth Council (made up of young people age 11-18), was launched in spring 2009 and started to campaign for key issues like space for young people to meet in the city. This work is a continuation of work which has been underway through the Yor-Ok involvement strategy.

A plan about further activity in this area will be finalised in 2010-11.

## **T3 - Engaging with people from the equality strands**

### **Action 1**

Review how the Social Inclusion Working Group operates to ensure that it reaches and engages with all strands, particularly with hard to reach groups within the strands.

### **Progress**

The review started in February 2008 and was completed in March 2010. Interim arrangements have been put in place for the period April 2010 to May 2011, pending the council election in May 2011 and changes in national practice and legislation in this area. A further review will take place after May 2011, as soon as changes in equality and community empowerment policy legislation and practice at national and local level, become clearer.

June 2010

## **Action 2**

Support the ongoing development of the council's Staff Equality Reference Group (SERG).

### **Progress**

SERG was supported to finalise its terms of reference and put in place its first work-programme. The group met frequently and worked with council human resources practitioners to complete a number of important equality impact assessments, including pay and grading arrangements, discipline, complaints and office-of-the-future. SERG also contributed to the development of the Workforce Strategy 2010-12.

## **T4 - Providing responsive services**

### **Action 1**

#### Equality Impact Assessments

Undertake a programme of Equality Impact Assessments (EIAs) of current and new council policies, strategies and practices and use these to put in place Directorate Equality Schemes (DES). Ensure that the resulting remedial action is taken on board in directorate and service planning. Monitor that agreed actions have been carried out and whether the effect has been beneficial or not. EIAs will be completed and published on the council website by end of March each year.

#### Directorate equality schemes

Three-year directorate/service equality schemes will be published after July 2009 and reviewed each year thereafter.

### **Progress**

#### Equality Impact Assessments (EIAs)

The programme of EIAs was completed and published on the council website, as planned. The programme included the Council Budget and several More for York projects. A report about the programme of EIAs can be found on <http://www.york.gov.uk/community/equality/eias/>.

June 2010

### Directorate Schemes

A number of directorates were able to put in place outline equality schemes. However, during 2009-10 there were significant changes to legislation and the equality framework for local government on which the schemes are modelled. As a result, the schemes had to be reviewed before final publication took place. This is a priority area for action in 2010-11.

#### **Action 2**

Review current and new, commissioning and procurement contracts to include a requirement to deliver an effective and appropriate service fairly and equitably.

#### **Progress**

This area of work is significantly affected by the introduction of the Single Equality Act 2010 (SEA) from October 2010. As a result, action in this area will be prioritised in 2010-11 as soon as government guidance about the new Act becomes available.

#### **Action 3**

Develop an equalities accreditation scheme for bodies we procure and commission from.

#### **Progress**

We have started to develop an accreditation scheme modelled on similar schemes developed by other councils. However, this area of work is significantly affected by the introduction of the Single Equality Act 2010 (SEA) from October 2010. As a result, this draft scheme will be finalised as soon as government guidance about procurement requirements in the SEA becomes available.

#### **Action 4**

Review our customer strategy and complaints procedures to ensure that they take on board the needs of vulnerable and marginalised groups, including homeless people, refugees and asylum seekers.

#### **Progress**

June 2010

The review was progressed as part of the More for York programme and the new council headquarters project, incorporating the York Customer Centre. The relevant Equality Impact Assessments were completed with input from the Social Inclusion Working Group.

### **Action 5**

Develop and deliver a rolling programme of training in equality and human rights issues for councillors and staff.

### **Progress**

Equality awareness and equality impact assessment training was delivered as planned to key staff, including front line staff and managers in housing and adult social services. External solicitors who work with council services provided a pre-council briefing seminar for councillors and senior officers covering equality and human rights legislation.

### **Action 6**

Undertake a rolling programme of service reviews (More for York programme) to examine, amongst other things, access to services and participation in public life by people from the six equality strands.

### **Progress**

Year 1 of the programme was delivered as planned. Key equality impact assessments for year 1 were completed including customer services, debt collection policy and practice as well as waste recycling.

### **Action 7**

Facilitate the development of a common approach to fairness and inclusion in access to services provided by all LSP partners.

### **Progress**

Following consultation, action in this area will be included in the community cohesion plan ( the "One City" plan) that will be finalised in the autumn 2010.

## **T5 - Having a modern diverse workforce**

### **Action 1**

Put in place a corporate workforce plan that takes on board fairness and inclusion, is based on a good understanding of the local labour market and considers the barriers faced by people from the equality strands, particularly disabled people and BME people.

### **Progress**

The corporate Workforce Plan 2010-12 was put in place, incorporating clear diversity objectives about disabled and black and minority ethnic employees, both current and future. The plan will be considered by council Executive in Summer 2010 and will then be published.

### **Action 2**

Review current human resources policies to ensure that they are compliant with the latest requirements of equality and employment legislation.

### **Progress**

We put in place an extensive programme of Human Resources policy and practice equality impact assessments. The EIAs were finalised with input from the staff equality reference group (SERG). The programme included the workforce plan, e-recruitment, staff complaints, discipline, weekly to monthly pay, management of change, induction, attendance at work and new ways of working.

### **Action 3**

Put in place a prioritised programme of EIAs of major and new employment policies and procedures.

### **Progress**

The programme of EIAs was put in place and completed as in Action 2 above.

## **T6 - Acting in each directorate**

### **Action 1**

Directorates will update their current one year schemes. The updated schemes will include a plan of action with indicators to measure progress with narrowing inequality in accessing services and service outcomes. They will also outline the programme of directorate and service level EIAs to be done in the future, as well as a programme of equality and human rights training for staff. The schemes will be monitored regularly.

### **Progress**

Most directorates started to put in place three-year equality schemes. Housing and Adult Social Services and Neighbourhoods had their scheme discussed and approved by their directorate management teams. However, changes in equality legislation the equality framework for local government and National Performance Indicators for equality, have resulted in delays in this area. This is a priority area for action in 2010-11.

### **Action 2**

Every directorate will self-assess against the three levels of the equality framework for local government by March each year. Action plans will be put in place to make sure that the directorate is progressing through the three levels of the framework, aiming for the 'achieving' level by April 2011. Actions needed to do this will be subsumed in Directorate plans and equality schemes.

### **Progress**

Most directorates started this work. This is a priority area for action in 2010-11.

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