



Notice of meeting of

Executive

To:	Councillors Waller (Chair), Steve Galloway, Sue Galloway, Moore, Reid, Runciman and Vassie
Date:	Tuesday, 26 May 2009
Time:	2.00 pm
Venue:	The Guildhall, York

AGENDA

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 Friday 22 May 2009, if an item is called in *before* a decision is taken, *or*

4:00 pm on Thursday 28 May 2009, if an item is called in *after* a decision has been taken.

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

1. Declarations of Interest

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

2. Minutes (Pages 3 - 6)

To approve and sign the minutes of the meeting of the Executive held on 12 May 2009.

3. Public Participation

At this point in the meeting, members of the public who registered their wish to speak regarding an item on the agenda or an issue within the Executive's remit can do so. The deadline for registering is **5:00 pm on Friday 22 May 2009**.

4. Executive Forward Plan (Pages 7 - 10)

To receive details of those items that are listed on the Executive Forward Plan for the next two meetings.

5. Local Development Framework Core Strategy Preferred Options (Pages 11 - 58)

This report presents the draft Local Development Framework (LDF) Core Strategy Preferred Options document, together with the recommendations of the LDF Working Group, and asks Members to approve the draft document for the purposes of consultation.

6. The Sixth Staff Survey (Pages 59 - 78)

This report presents the results of the Sixth Staff Survey, looks at the next steps required to address the priority areas identified for improvement through the draft Single Improvement Plan (SIP), and outlines how the results will be disseminated to staff and Directorate Management Teams. Members are invited to comment on the results and approve the next steps.

7. Single Improvement Plan Refresh 2009/10 (Pages 79 - 86)

This report sets out proposals for the work streams within the refreshed version of the Council's Single Improvement Plan (SIP) for 2009/10, together with the basis for their inclusion in the SIP.

8. Data Quality Policy (Pages 87 - 106)

This report presents a draft corporate Data Quality Policy for consideration and approval.

9. Urgent Business

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

Democracy Officer:

Name: Fiona Young

Contact details:

- Telephone – (01904) 551027
- E-mail – fiona.young@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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Further information about what's being discussed at this meeting

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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

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City of York Council

Committee Minutes

MEETING	EXECUTIVE
DATE	12 MAY 2009
PRESENT	COUNCILLORS WALLER (CHAIR), STEVE GALLOWAY, MOORE, REID, RUNCIMAN AND VASSIE
APOLOGIES	COUNCILLOR SUE GALLOWAY

237. DECLARATIONS OF INTEREST

Members were invited to declare at this point in the meeting any personal or prejudicial interests they might have in the business on the agenda. No interests were declared.

238. MINUTES

RESOLVED: That the minutes of the Executive meeting held on 28 April 2009 be approved and signed by the Chair as a correct record.

239. PUBLIC PARTICIPATION

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

240. EXECUTIVE FORWARD PLAN

Members received and noted details of those items currently listed on the Forward Plan for the next two Executive meetings.

241. ONE CITY - UPDATE ON ECONOMIC POSITION

Members considered a report which provided an update to the 'One City' reports on York's economic position presented to the Executive in 2008. The report set out options for further action and areas of investment, in the light of the decision made at Budget Council in February to allocate £186,000 of LABGI funding (Local Authority Business Growth Initiative) for follow-on initiatives.

One City sought to identify areas of investment and projects that could be supported in the short term to help the City through recession. Previous actions approved by the Executive under the One City theme had concentrated on three strands: supporting business, boosting confidence

and supporting those most vulnerable. The report provided an update on each of the projects supported.

The initiatives recommended for consideration as part of the Council's further response to the current economic situation, using available LABGI funding, were listed in paragraph 54 of the report. It was noted that additional information in respect of these initiatives and the 'One City' projects already approved by the Executive had been circulated to Members before the meeting. *[This information has since been published on the Council's website as Annex E to the report on this item].* In response to Members' questions, Officers confirmed that consideration would be given to extending the duration of the Illuminate York festival and that discussions with the Museums Trust on the shop-front or 'Windows of Opportunity' scheme would include commercial properties owned by the Council that were currently vacant.

Having noted the comments of the Shadow Executive on this item, it was

- RESOLVED: (i) That approval be given to commit:
- a) £25,000 to Visit York to enable a research and marketing campaign to attract shoppers from York's hinterland shopping catchment area into the city centre;
 - b) £20,000 as a one-off contribution to enhance the York in Bloom campaign;
 - c) an additional £30,000 as a one-off contribution to enhance festive showpieces and Illuminate York;
 - d) £15,000 to the York shop-front scheme (detailed in Annex A to the report);
 - e) £30,000 to enable Future Prospects to employ an additional worker for 12 months, focused on providing and co-ordinating debt advice;
 - f) £20,000 to supporting the action plans of the Learning City partnership to support skills and enterprise (as detailed in Annex B);
 - g) £5,000 to the Skills Fest initiative (as detailed in Annex C);
 - h) £5,000 to the development and extension of a construction skills academy in York (as detailed in Annex D).¹

REASON: To help support York's position in the current economic climate and to allocate the LABGI funding approved by Full Council under the three investment strands previously agreed by the Executive.

- (ii) That further updates on York's economic climate and an assessment of the effectiveness of actions initiated as a result of the report be received at future meetings.²

REASON: To keep Members informed of progress on these matters.

Action Required

1. Make arrangements to allocate this funding as agreed SS
2. Schedule update reports on Executive Forward Plan as appropriate SS

242. KERBSIDE RECYCLING: CITY WIDE EXPANSION 2009 - 2010

Members considered a report which provided an update on the roll-out of kerbside recycling and alternate weekly collections to all households, to help achieve the City's target of recycling 50% of household waste by December 2010 and meet the requirements of the Household Waste Recycling Act 2003.

In October 2007, Members had agreed to a roll-out of recycling across households from April 2009, the details of which would be subject to the findings of a pilot project to be carried out in The Groves area. The progress made on the development of phases 1 and 2 of this project (terraced properties and flats) was detailed in paragraphs 13 to 26 of the report. It was reported that residents had generally had no difficulty in managing their waste in the alternate week collection period. Participation by residents in the recycling scheme had been good, with 83% of residents of terraced properties and 99% of residents of flats classed as participating. The recycling rate for houses was approximately 35%.

A timetable for the roll-out of kerbside recycling and alternate weekly collections (AWCs) was presented in paragraph 28 of the report. Phase 3 would upgrade to a full service those properties in The Groves currently receiving limited recycling. The city-wide roll-out would begin in July with Phase 4, culminating in the provision of recycling to farms and isolated properties (Phase 7) in October 2010. The 'migration' of all properties onto AWCs would be an ongoing process from July 2009 to December 2010. Members indicated that it would be helpful to have details of which particular streets would be included in each phase of the roll-out, to assist them with enquiries from constituents.

With reference to the comments of the Shadow Executive on this item, Members noted that the Labour amendments to the budget would not have made any difference to the timing of the roll-out, since it was a question of organisation rather than funding. They queried the reasons for the Shadow Executive's support for weekly collections in terraced areas and noted that they had identified no resources for this proposal.

RESOLVED: That the progress made on kerbside recycling and alternate weekly collections be noted and that the proposed timetable for the city-wide expansion of the service be approved.¹

REASON: To help achieve the City's target for the recycling of household waste and meet the requirements of the Household Waste Recycling Act, in the light of the success of the pilot scheme.

Action Required

1. Make arrangements to implement the roll-out, in accordance with the approved timetable

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243. CHAIR'S REMARKS

The Chair noted that Cllr Sue Galloway, the Executive Member for Housing & Adult Social Services and Cllr Vassie, the Executive Member for Leisure, Culture & Social Inclusion, would be standing down from their respective posts after the Annual Council meeting on 21 May 2009. He recorded Members' thanks to Cllr Galloway for her six years of service on the Executive and to Cllr Vassie for his two years of service. Cllr Vassie in turn expressed his thanks to Officers from all departments of the Council for their help and support over the past two years.

A Waller, Chair

[The meeting started at 2.00 pm and finished at 2.25 pm].

EXECUTIVE FORWARD PLAN

Table 1: Items scheduled on the Forward Plan for the Executive Meeting on 9 June 2009		
Title & Description	Author	Portfolio Holder
<p>The Efficiency Review</p> <p><i>Purpose of report: To report back on the outcomes of the 12 week Efficiency review undertaken by the CYC efficiency Partner, Northgate Kendric Ash. The report will set out detailed findings of the review and proposals for establishing an efficiency programme to deliver £15m savings over three years.</i></p> <p><i>Members are asked to: Approve the proposals contained in the report</i></p>	Tracey Carter	Executive Member for Corporate Services
<p>Update on Sustainable Communities Act Public Consultation</p> <p><i>Purpose of report: To update the Executive on the consultation undertaken on the Sustainable Communities Act via ward committees and the Web.</i></p> <p><i>Members are asked to: Note the content of the paper in terms of the suggestions made and the numbers of these which fall within the requirements of the Act.</i></p>	Zoe Burns	Executive Member for Neighbourhood Services
<p>Water Management (including Legionella)</p> <p><i>Purpose of report: To establish a management and monitoring framework and the necessary funding.</i></p> <p><i>Members are asked to: Approve the action plan, management and monitoring framework, approve procurement of specialist contractors to support the framework and approve funding.</i></p>	Neil Hindhaugh	Executive Member for City Strategy

<p>Minutes of Working Groups</p> <p><i>Purpose of Report: To present the minutes of recent meetings of the Young People's Working Group and the Social Inclusion Working Group.</i></p> <p><i>Members are asked to: consider the advice and / or recommendations of the Working Groups in their capacity as advisory bodies to the Executive.</i></p>	Fiona Young	Executive Leader
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Table 2: Items scheduled on the Forward Plan for the Executive Meeting on 23 June 2009		
Title & Description	Author	Portfolio Holder
<p>The Annual Risk Management Report</p> <p><i>Purpose of report: To inform Members of identified strategic risks and actions taken to mitigate them. It is a regulatory requirement to report these to Members.</i></p> <p><i>Members are asked to: Note the actions taken to mitigate known risks.</i></p>	Claire Rogers	Executive Member for Corporate Services
<p>Customer Strategy</p> <p><i>Purpose of Report: To present a revised Customer Strategy and Delivery Plan following previous consultation with the Executive in October 2008 and extensive internal and public consultation.</i></p> <p><i>Members are asked to: Approve the final strategy, new Customer First Standards and Customer Care Behaviours, agree the proposed governance arrangements and delivery plan and approve the draft customer leaflet.</i></p>	Jane Collingwood	Executive Member for Corporate Services
<p>Year End Capital Report</p> <p><i>Purpose of Report: To report the final financial position on the Council's capital programme for the financial year ending 2008/09.</i></p> <p><i>Members are asked to: Note the overall performance and authorise relevant financial adjustments.</i></p>	Louise Branford-White	Executive Member for Corporate Services

<p>Year End Service & Financial Performance Report</p> <p><i>Purpose of Report: Provision of the Council's financial and performance position at year end.</i></p> <p><i>Members are asked to: agree proposed amendments to plans, mitigation for identified issues and financial adjustments (such as allocations from contingency and virements) which are reserved to the Executive.</i></p>	<p>Peter Lowe & Janet Lornie</p>	<p>Executive Member for Corporate Services</p>
<p>Community Stadium – Outline Business Case</p> <p><i>Purpose of report: To provide an outline business case for the Community Stadium Project. To identify the need / demand for the stadium. To identify how the community element of the project could be delivered. To identify potential benefits / outputs and risks. To set out timescales and costs for the project to be taken forward.</i></p> <p><i>Members are asked to: Pursue a preferred option or options for further and more detailed feasibility work. To develop the option(s) to detailed business case stage, begin the site selection process and development of the planning case.</i></p>	<p>Tim Atkins</p>	<p>Executive Member for City Strategy.</p>

Table 3: Items slipped on the Forward Plan with the agreement of the Group Leaders					
Title & Description	Author	Portfolio Holder	Original Date	Revised Date	Reason for Slippage
None					

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Executive

26th May 2009

Report of the Director of City Strategy

City of York Local Development Framework (LDF) – Draft Core Strategy Preferred Options

Summary

1. The purpose of this report is to request that the Executive approve the draft LDF Core Strategy Preferred Options document for consultation starting in June. The contents of this document were considered at the Local Development Framework Working Group on 6th and 20th April the minutes of which are attached as Annex C & D. The Executive is asked to approve the document, amended to reflect the recommendation of the group. The exception to this is in relation to those recommendations relating to the Spatial Strategy.
2. The recommendations of the LDF Working Group relating to the outcomes of the Spatial Strategy questions the overall housing target for York set in the Regional Spatial Strategy (RSS) in light of the current recession and recommends the use of a windfall allowance and increased densities to help meet it. In addition the LDF Working Group questioned the housing numbers in the later stages of the plan particularly beyond the end date of the current RSS.
3. It is proposed to add questions to the Preferred Options document to allow residents to provide their views on the issues of housing numbers and windfalls. Responses to these questions will be used to inform the Council's future response to the Integrated Regional Strategy (IRS) the successor document to RSS. If this ultimately results in a lower housing figure for York it may reduce or remove the need for potential urban extensions currently included in the draft Core Strategy. In addition Officers will also make appropriate representations to central Government with regards to windfalls.
4. The Preferred Options document currently allows those responding, to question the densities used. This will be explored in detail during consultation through the use of a focus group to consider urban design related issues.
5. The draft Core Strategy Preferred Options document as reported to the LDF Working Group is available in the Members' Library, from the receptions at the Guildhall and St Leonard's Place, on the Council's website and from the authors of the report.

Background

6. Good progress has been made to date on the production of the Local Development Framework in the context of a national picture of substantial slippage. We are now at a critical stage in the production of the Core Strategy. It will be the first development plan document produced by the Council under the new planning system. It will be a written statement of the planning strategy and vision for the City of York to 2030, together with strategic policies. All other planning documents produced must fit with the Core Strategy.
7. The LDF Core Strategy is the key tool for delivering effective, strategic planning and provides the context for all subsequent LDF documents. To do this it is important that it delivers the spatial / physical elements of the Sustainable Community Strategy and it is in conformity with national planning guidance and the RSS which constitutes part of the “statutory development plan” for the authority. It must do this in a way that provides an effective strategy for managing change and responding to York’s specific planning issues. This includes responding to the future need for housing and employment land in a way that respects York’s unique natural and historic environment.
8. The draft Core Strategy comprises the following broad areas:
 - A Planning **Vision** for York;
 - **Spatial Strategy** to direct the location of development;
 - A range of **Strategic Policies** presented under the following headings;
 - York’s Special Historic & Built Environment,
 - Building Confident, Creative & Inclusive Communities,
 - A Prosperous & Thriving Economy,
 - A Leading Environmentally Friendly City; and
 - A **Delivery & Review** strategy.
9. The Core Strategy involves public participation at the three stages highlighted below.
 - **‘Issues & Options’ Stage** – at this point the Council highlights key issues and options for consultation to inform the content, scope and direction of the Core Strategy.
 - **‘Preferred Options’ Stage** – consultation on the Council’s intended approach.
 - **Submission Stage** - consultation on the final document which will be submitted by the Council to the Secretary of State. Any comments received at this stage will be forwarded to the Planning Inspectorate for consideration at a public examination into the document.
10. We are currently at the Preferred Options stage of production. This follows on from two Issues and Options stages undertaken in June 2006 (Issues and

Options 1) and again in September 2007 (Issues and Options 2). The current document draws on the responses that were received during the consultation events as well as feeding in the evidence base findings and higher level policy including RSS and national planning policy.

11. Following Preferred Options a Submission draft Core Strategy will be produced later in 2009, which subject to Member approval and following consultation, will be independently examined by the Planning Inspectorate whose recommendations will be binding on the authority. It is important that the currently emerging plan will be able to stand up to this scrutiny. Government guidance indicates that plans need to be 'justified', 'effective' and 'consistent with national policy'.
12. The 'justified' requirement covers the need for a robust evidence base and consideration of reasonable alternatives (the guidance is clear that such alternatives must be realistic). The 'effective' requirement means that documents must be deliverable, flexible and able to be monitored. In addition to these tests the plan must be in general conformity with the RSS; be the subject of a sustainability appraisal; have regard to the Sustainable Community Strategy; and be produced in compliance with the Statement of Community Involvement.
13. Failure to meet any of these requirements is likely to lead to a plan being found 'unsound'. This would necessitate repeating earlier stages of plan preparation and would have significant financial implications. It would also have the effect of seriously delaying the adoption of the Core Strategy and all subsequent planning documents.

LDF Working Group Meetings

14. The Core Strategy and supporting work has been considered at the following recent LDF Working Groups:
 - *3rd March - Employment Land Review (ELR) – Evidence Base*
 - *9th March - Consultation Draft Strategic Housing Land Availability Assessment (SHLAA) Phase 2 – Evidence Base*
 - *6th April - LDF Core Strategy – Spatial Strategy for Consultation*
 - *20th April - City of York Local Development Framework – Draft Core Strategy Preferred Options*
15. The recommendations of the LDF Working Group along with the associated minutes from these meetings are attached as Annexes A-D to this report. The Executive is asked to approve the document amended to reflect the recommendation of the group. The exception to this is in relation to those recommendations relating to the outcomes of the spatial strategy.
16. The role of the Spatial Strategy will be to direct the future location of development at a strategic level, forming a key part of the Core Strategy. A

report to the LDF Working Group on 6th April set out some key principles behind the approach:

- maximising urban potential;
 - minimising the need for greenfield land;
 - protecting areas important to the historic character and setting of the city; and
 - avoiding areas of high flood risk and nature conservation value.
17. The report above drew on the two previous reports on the ELR and SHLAA highlighting that at housing levels set out in adopted RSS it would not be possible to meet all York's housing requirements within the existing built up areas up to 2030. Furthermore, there may be economic benefits in identifying sites beyond the built up area for employment. It concluded that land would need to be released from the Draft Green Belt, as areas of search for potential development beyond 2021, to meet the city's future development needs. A briefing note was circulated to all LDF Working Group members prior to the meeting (see Annex E of this report). This summarised the position in relation to options for 'bridging the gap' between the capacity of the built up area and housing targets.
18. Having considered the report and the briefing note the LDF Working Group on the 6th April recommended that the Executive:
- record its concerns that the report to the LDF Working Group implies possible development of land that was currently regarded as Draft Green Belt;
 - consider further the Spatial Strategy produced by officers with a view to approving, for the purposes of public consultation, a Core Strategy which provides choices for residents in respect of the numbers of homes to be provided in the city in the light of the current recession, the assumptions to be made about windfall sites during the whole of the plan period and the densities which should be assumed in - at least - the latter period of the plan;
 - requests that officers make the strongest possible representations to the Regional Planning Board that the housing and employment growth assumptions for the City - featured in the current RSS - should, in the light of the current recession, be lowered when the RSS is revised and reissued; and
 - make representations to the Government to allow an assumption for housing windfall sites to be included in LDF policies.
19. At the 2nd April Full Council the following motion was considered and carried:
- “Council views with concern the recent government advice to the Yorkshire and Humber Region that there should be a further increase in land allocations for house building over the next 20 years. Council reasserts its view that even the current Regional Spatial Strategy (RSS) assumption (providing for 850 additional homes per year) will be difficult to achieve without having an adverse impact on the City's setting, its built and natural environment, and that these numbers will place even further pressures on the City's transport, education, health and leisure infrastructure.

Council therefore advises the Executive to take account of the recommendations of the Local Development Framework Working Group to defend land previously identified as draft green belt from the option of building thousands of new homes in the period up to 2030.”

Affordable Housing

20. The approach to affordable housing was one of the issues covered in the report to the LDF Working Group on 20th April. The draft policy on affordable housing included a new sliding scale approach in response to public consultation on the Core Strategy and separate consultation with developers, house builders, housing associations, the Homes and Communities Agency and others during 2008. The LDF Working Group recommended that a number of different approaches were presented as options for further consultation as detailed in the minutes of the meeting attached as Annex D. This included the existing 50% policy and an alternative sliding scale.
21. It was agreed that Officers would consider the effect of the various alternatives put forward, in terms of their potential contribution to affordable housing. This would be based on data from the housing trajectory (which includes information from the SHLAA). Details are included as Annex F to this report.

Analysis

22. The recommendations of the 6th April LDF Working Group on the Core Strategy Preferred Options consultation document are that it should provide choices for residents in respect of:
 - a. the numbers of homes to be provided in the city in the light of the current recession;
 - b. the assumptions to be made about windfall sites during the whole of the plan period; and
 - c. the densities which should be assumed.

Furthermore that Officers prepare appropriate representations on these issues to the Regional Planning Board and National Government.

The number of homes to be provided

23. National guidance states that York’s LDF must be in "general conformity" with the adopted RSS. The current recession is a factor that would only be taken into account in a review of the successor document to RSS the Integrated Regional Strategy (IRS). It should be noted that the housing figure for York in RSS already represents a policy of relative restraint when compared to the household projections. The high household projections would also be a key consideration when considering a housing figure for post 2026.
24. Although this issue can not be questioned through the LDF process given its importance it is proposed to add a question to the document to allow residents

to provide their views, particularly in light of the current recession and its implications for the delivery of housing. This will clearly need to be linked to future levels of employment growth. Responses to this question will be used to inform the Council's future approach to the IRS. If this ultimately results in a lower housing figure for York it may reduce or remove the need for the potential urban extensions currently included in the draft Core Strategy.

Windfalls

25. National guidance and recommendations by the Planning Inspectorate on plans advancing through the examination process indicate that windfalls should only be included in the first 10 years if Local Planning Authorities can provide robust evidence of genuine local circumstances that prevent specific sites being identified and after 10 years if evidence exists to show why they cannot identify broad areas for growth. Those few exceptions where windfalls have been allowed have related to areas where the local authority boundary lies tight to the edge of the urban area and therefore no opportunities exist for expansion.
26. Officers believe that no evidence exists for York that meets either of the cases outlined above. The SHLAA included sites currently within the draft Green Belt. In addition the evidence base documents supporting the LDF indicate that there is land outside York's built up area that is not constrained by its value in terms of the historic character and setting of York, flood risk or nature conservation. The York LDF needs to set robust long term inner Green Belt boundaries for the first time, in a way that allows the city to meet its development needs in a sustainable way, and this points towards the need to identify areas of search that will then fall outside of the Green Belt for future potential urban extensions.
27. York's situation is unique in needing to set a Green Belt boundary that lasts for at least 20 years for the first time. Set against the context of most Core Strategies which cover a shorter timescale of 15 years, it seems reasonable to include an allowance for windfalls in the last 5 years of the plan period. It should be noted that this is included at risk.
28. City of York Council's response to RSS, as it emerged, expressed the view that windfalls should continue to be regarded as a part of the City's housing supply. This was considered important, as the City had experienced high levels of windfalls over recent years and this was considered likely to continue. It is therefore proposed to add a question to the Preferred Options document to allow residents to express a view on this issue. In addition officers will continue to make appropriate representations as the IRS is developed and make appropriate representations to central government. Members of the working group felt that historic levels of windfalls would continue to make a significant contribution towards meeting housing land requirements. However under current guidance there is no case for including them within the first 15 years and even after that it is at risk as referred to above.

Densities

29. The Preferred Options document currently allows those responding to question the densities used. This will be explored in detail during consultation through the use of a focus group considering urban design related issues. The calculations in the Core Strategy Preferred Options are based on reasonably high density assumptions including 30% of supply being provided through flatted development (reflecting the Housing Market Assessment recommendations) and density assumptions for housing in the suburban areas being 40 dwellings per hectare (based on Derwenthorpe and Germany Beck densities).
30. To meet RSS housing requirements through raising densities on sites within the built up area would require all sites to be 100% flatted development. This is not a realistic option given our clear evidence base requiring a mix of house types and government policy on providing family homes (as set out in PPS3). Although this evidence would be kept under review and may change towards the latter part of the plan.

Options

31. Members have two options relating to the Core Strategy Preferred Options document:
 - **Option 1:** to approve the draft Core Strategy Preferred Options document, along with supporting information for public consultation, as amended by the recommendations of the LDF Working Group modified to reflect the comments made in paragraphs 23 to 30 above; or
 - **Option 2:** to approve the draft Core Strategy Preferred Options document, along with supporting information for public consultation, as amended by the recommendations of the LDF Working Group.

Analysis of Options

32. As highlighted above the Submission draft Core Strategy that will be produced later in 2009 will be independently examined by the Planning Inspectorate. It is important that the currently emerging plan will be able to stand up to this scrutiny. Government guidance indicates that plans need to be 'justified', 'effective' and 'consistent with national policy'. In addition to these tests the plan must be in general conformity with the RSS. Option 1 would not compromise the 'soundness' of the plan whilst allowing public consultation on the overall housing numbers and windfalls which could then be used to respond to any review of the Regional plan. Although the inclusion of windfalls in the last 5 years could possibly put the strategy at risk when subject to examination.
33. Option 2 would involve amending the LDF Core Strategy to take account of a reduce level of housing, the inclusion of windfalls and possible higher densities. This approach for the reasons highlighted in paragraphs 23 to 30 is

likely to lead to conformity issues with RSS and national policy and the Core Strategy could be found to be 'unsound' as outlined in paragraph 13.

Consultation

34. The present document follows on from two previous stages of consultation undertaken in June 2006 (Issues and Options 1) and again in September 2007 (Issues and Options 2). The second consultation was carried out in conjunction with consultation on the Sustainable Community Strategy. The responses received from both the initial consultations have been taken into account in developing the draft Core Strategy Preferred Options document.
35. In addition the views raised during both previous consultation exercises are summarised in a document called 'Core Strategy Consultation Statement' (April 2009). This document, subject to the agreement of Members, will be made available along side the Core Strategy Preferred Options document during the consultation process. Copies of this document are available in the Members Library, on the Council's website and from the City Development team.
36. Following the LDF Working Group on 20th April we have discussed the issues York is facing with Government Office. They have highlighted the need for the Core Strategy to meet the requirements of national policy and be in conformity with RSS particularly in terms of housing numbers and windfalls.

Sustainability Appraisal

37. When producing LDFs local authorities are required to consider, at each stage of production, the impacts their proposals are likely to have on sustainable development. This is done through undertaking a sustainability appraisal of the document concerned and the publication of the appraisal so that those responding to any consultation are aware of the economic, social and environmental implications of certain approaches. A summary of the sustainability appraisal is provided as Annex B of the draft Core Strategy document. A full sustainability appraisal will be produced following Members approval of the draft Core Strategy.

Next Steps

38. The final version of the draft Preferred Options document accompanied by a sustainability appraisal, a summary leaflet and the 'Core Strategy Consultation Statement' (April 2009) document will be used as the basis of a City wide consultation due to start in June. The results of this consultation process will be reported back to Members along with recommendations on the form and scope of the Core Strategy at its 'Submission Stage'.

Corporate Priorities

39. The option outlined above accords with the following Corporate Strategy Priorities highlighted below.
 - Decrease the tonnage of biodegradable waste and recyclable products going to landfill.

- Reduce the environmental impact of council activities and encourage, empower and promote others to do the same.
- Increase the use of public and other environmentally friendly modes of transport.
- Improve the actual and perceived condition and appearance of city's streets, housing estates and publicly accessible spaces.
- Increase people's skills and knowledge to improve future employment prospects.
- Improve the economic prosperity of the people of York with a focus on minimising income differentials.
- Improve the health and lifestyles of the people who live in York, in particular among groups whose levels of health are the poorest.
- Improve the life chances of the most disadvantaged and disaffected children, young people and families in the city.
- Improve the quality and availability of decent, affordable homes in the city.

Implications

40. The following implications have been assessed.

- **Financial** – If the Core Strategy is found unsound then this would lead to additional costs as detailed in paragraph 43.
- **Human Resources (HR)** – *None*.
- **Equalities** - *None*
- **Legal** - *None*
- **Crime and Disorder** - *None*
- **Information Technology (IT)** - *None*
- **Property** - *None*
- **Other** – *None*

Risk Management

41. According to the Council's Risk Management Strategy there are a number of risks associated with this report. The most significant risks are statutory and financial.

Statutory

42. The City of York is without a statutorily adopted local development plan; the last plan for the city being produced in 1957. In addition, York is at the centre of a wider sub-area identified in RSS with a key role in delivering economic growth and housing. We are therefore under considerable pressure from the Department of Communities and Local Government and the Government Office to adopt an LDF for York as soon as possible. Taking an approach which proved to be ultimately unsound at a public examination could significantly lengthen the time to achieve an adopted LDF. This is unlikely to be acceptable and could lead in exceptional circumstances to the government intervening to ensure York has a sound LDF in place as soon as possible.

Financial

43. If the Council pursue a strategy which ultimately proves unsound following Public Examination then this will lead to the abortive costs of running such an

inquiry which will fall on the Authority. Any subsequent planning work to achieve a 'sound' plan and its testing at a Public Examination will have to be funded by the Council, and would therefore prove an additional cost. It should be noted that the inclusion of windfalls for the last five years of the plan period is at risk and may be one reason for the plan being found unsound but is advocated for the reasons outlined in paragraph 27. It is proposed to test this issue during the consultation on the Preferred Options document with Government Office and other key partners.

Recommendations

44. That the Executive:

- i) approve the draft LDF Core Strategy Preferred Options document for the purpose of public consultation amended subject to option 1 above.

Reason: So that the Local Development Framework Core Strategy can be progressed to its next stage of development.

- ii) delegate to the Director of City Strategy in consultation with the Executive Member and Shadow Executive Member for City Strategy the making of any incidental changes to the draft document that are necessary as a result of the recommendations of the LDF Working Group as endorsed by the Executive.

Reason: So that changes recommended as a result of discussions at this meeting can be made.

- iii) delegate to the Director of City Strategy in consultation with the Executive Member and Shadow Executive Member for City Strategy the approval of the full sustainability appraisal to accompany the Preferred Options document consultation.

Reason: So that the report and accompanying document can progress through to the Executive.

- iv) delegate to the Director of City Strategy in consultation with the Executive Member and Shadow Executive Member for City Strategy the approval of a Consultation Strategy and associated documents.

Reason: To ensure that the proposed methods of consultation are satisfactory to members.

Contact Details

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City Development Team
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**Report
Approved**



Date

14th May 2009

Specialist Implications Officer(s)

Patrick Looker
Finance Manager
Tel: 551633

Wards Affected: *List wards or tick box to indicate all*

All

For further information please contact the author of the report

Background Papers:

- Draft Core Strategy Preferred Options (2009) – available on the Council's website at www.york.gov.uk with the agenda for the LDF Working Group meeting on 20/4/09.
- Core Strategy Consultation Statement (2009)
- 3rd March LDF Working Group Report: Employment Land Review – Evidence Base
- 9th March LDF Working Group Report: Consultation Draft Strategic Housing Land Availability Assessment (SHLAA) Phase 2 – Evidence Base
- 6th April LDF Working Group Report: LDF Core Strategy – Spatial Strategy for Consultation
- 20th April LDF Working Group Report: City of York Local Development Framework – Draft Core Strategy Preferred Options
- Strategic Housing Market Assessment (SHMA, 2007)

Annexes:

Annex A: Minutes of the 3rd March LDF Working Group: Employment Land Review – Evidence Base

Annex B: Minutes of the 9th March LDF Working Group: Consultation Draft Strategic Housing Land Availability Assessment (SHLAA) Phase 2 – Evidence Base

Annex C: Minutes of the 6th April LDF Working Group: LDF Core Strategy – Spatial Strategy for Consultation

Annex D: Minutes of the 20th April LDF Working Group: City of York Local Development Framework – Draft Core Strategy Preferred Options

Annex E: Briefing Note for 6th April LDF Working Group

Annex F: Affordable Housing Options

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City of York Council

Committee Minutes

MEETING	LOCAL DEVELOPMENT FRAMEWORK WORKING GROUP
DATE	3 MARCH 2009
PRESENT	COUNCILLORS STEVE GALLOWAY (CHAIR), POTTER (VICE-CHAIR), AYRE, D'AGORNE, MERRETT, MOORE, REID, SIMPSON-LAING, R WATSON AND WATT

22. DECLARATIONS OF INTEREST

Councillor Merrett declared a Personal Non-Prejudicial Interest in Item 4 on the Agenda, Employment Land Review – Evidence Base, as he works in Hudson House in York.

23. MINUTES

RESOLVED: That the minutes of the meeting of the Local Development Framework Working Group held on 6 January be approved and signed by the Chair as a correct record subject to part (ii) of the resolution to Minute 21 being amended to read “That Members’ comments on the City Centre Area Action Plan Issues and Options Report – Consultation Summary *be taken into account.*”

24. PUBLIC PARTICIPATION

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

25. EMPLOYMENT LAND REVIEW - EVIDENCE BASE

Members considered the Employment Land Review - Evidence Base report, which advised them on the Preparation of the Employment Land Review (ELR) commissioned as a key part of the evidence base to support the Local Development Framework (LDF). The Report had been prepared by the Council consultants Entec with advice from Lawrence Hannah LLP. The study was based on the stage 1 Employment Land Review produced for the Council by SQW (Segal Quince Wicksteed), reported to members in 2007.

The Principal Development Officer introduced the report, which reviewed the current main employment areas in York and provided future potential sites. The Officer stated that it must be noted that Entec were not suggesting future allocations, but had provided a list of assessed sites ranked 1-92 with the top ranked 19 sites for possible B1(a) office use, B1(b), B1(c), B2 and B8 uses.. The land yielded from these 19 sites could provide a starting point for further work.

Officers highlighted the re-development opportunities at the Foss Basin and that the authority would do further work on this. A new office district in York Central was discussed with potential floorspace of 87,000 –100,000 square metres.

Officers explained that Members were not asked to endorse particular sites, but to agree that the information provided would be used to inform the consideration of potential approaches to the Core Strategy and other LDF documents.

Comments and questions were then raised by Members to which Officers responded.

- In distinguishing the **office-type sites** Members asked if it had been the intention of officers to identify Premier or Standard sites. Officers responded that according to Entec the market would decide. However, Entec had said that it was very important to identify sites for different use classes and make sure the sites were available. Entec had predicted a growth in the storage and distribution sector, especially with more Internet sales and distribution, and saw small-scale high quality businesses developing from this. However, it was felt that one needed to be very cautious in designating categories as this might stifle potential development.
- **Ranking.** Officers confirmed that the ranking in the report was considered a starting point for Members to make decisions. Of the 19 sites shortlisted, Officers felt that this provided sufficient choice for allocation to begin with.
- Members were surprised that the **Huntington site 64** was still included. Officers confirmed that Members had earlier given approval for this site and this had been called in by the Secretary of State. The Inspectors report had found no justification in the short term, but this site formed part of the choices that Members could make.
- Questions were asked about the **Clifton Moor** site and its potential. Officers highlighted the success of the Eco Business Centre, despite the views of the consultant and felt that this site, with the right conditions, was not a closed door.
- With regard to the **Clifton Moor** site, Members asked whether Entec had visited all the sites, as members had been disappointed with the description of Clifton Moor in the report on pages 73 and 74. It was felt by Members that a lot of the information was not correct and that Entec needed to be challenged on this. Officers responded that this would be noted and factored into future work. In addition, with regard to the Clifton Moor site, Members commented on the problems of getting in and out of the site. Officers responded that in their report, Entec had given the perspective of local developers. Members also felt that the site had re-development potential. Officers noted that the site did not have land left available for development. Generally, Members felt disappointed that no further development was being considered for Clifton Moor. *It was noted by Members that higher-density development might be*

possible but this needed decent public transport and a reduction in parking to tackle some of the congestion issues. [Amended at meeting on 20 April 2009]

- Members expressed concerns about the **current economic situation** and the timing of the report. Officers responded that national economic figures used had assumed normal market conditions, however, no one knew how long the recession would last or how deep it would be. Officers also confirmed that they did not want to under-allocate land and would liaise with Yorkshire Forward, key landowners and developers to make sure that the proposals were realistic.
- *Questions were raised about why **St Leonard's** was ranked so high when considered unsuitable as an office and the inclusion of Hudson House given recent consents.* Officers also responded that the consultants had looked at all sites and weighted them towards location criteria, including sites such as Hudson House and St. Leonard's, but did not provide a view on the capacity. *[Amended at meeting on 20 April 2009]*
- Concern was expressed about the deliverability of York Central however officers stated that, with regard to the York Central site, it was important not to discount the site's potential.
- Members also asked whether when evaluating plots on the Ring Road, Clifton Moor and North West Business Park whether this had been **car-centric**. Officers responded that Entec had basically taken a car-centric approach, but that this was not necessarily the role that the authority would take and that wider aspirations would be factored in.
- Members asked about the **square footage** with regard to the York Central location. Officers responded that the consultants' calculations were based on an 80% building footprint and 5 storeys.
- **Floorspace requirements.** Members questioned whether the proposed floorspace ratio per job could be sustained. Officers stated that this had not been raised as an issue, but could be looked at in more detail as the plan is developed. Concerns were expressed about how this report linked with other papers on floorspace requirements. Officers responded that they were trying to be consistent with other reports. It was noted by a Member that originally the floorspace ratio recommendation had been 1 job per 21 square metres, but that this had been reduced and then increased to 18 square metres and questioned why this had been done. *Concern was also expressed about whether this reflected the trend for people being packed more densely into offices.* Officers responded that this was Entec's view. Officers also confirmed that the issue of density would be kept under review and tested. *[Amended at meeting on 20 April 2009]*
- **York Central.** Members asked if there were specific issues with regard to high development costs. Officer responded that York Central provided the opportunity for city centre office space and that the people spoken to had indicated that they wanted to be in the city centre.
- **Research and Development sites.** Members noted that it was important to note that it could be restrictive if all R&D sites were on

one single university site. Officers responded that the reason for recommending the Heslington East site was that it had 25 hectares and provided an opportunity to allow for off-trend growth.

- **Foss Islands.** *Members asked about the regeneration of the site and whether further development could squeeze out existing types of employment, which was important to people in the area.* Members also commented that some areas of the Foss Islands site could be more innovative, whilst protecting opportunities for work and existing businesses. It was also noted by Members that the link road needed work to be done on it. Officers stated that there were low-density jobs in the area and close to the city centre. It was also noted that on the larger Foss Island site there were different parts with different functions and that some areas could be improved, particularly Layerthorpe. Officers responded that they would report back to Members on this. *[Amended at meeting on 20 April 2009]*
- Members queried why the **old ABB works site** was not shown as an employment site. Officers confirmed that this site was occupied and an existing employment site.

The next stage

Officer stated that following the meeting of the LDF Working Group they would take on board the comments from Members, look at the sustainable locations, consult with Yorkshire Forward and move to a shortlist of sites, which would be likely to be provided in September 2009. Officers also confirmed that this would then feed into the Core Strategy for York.

RESOLVED:

- (i) That Members endorse, subject to the inclusion of comments and recommendations from the LDF Working Group, the proposed Employment Land Review, included as Annex B to the report, for publication as part of the Local Development Framework evidence base.

Reason: So that the Employment Land Review can be used as part of the Local Development Framework evidence base.

- (ii) Delegate to the Director of City Strategy, in consultation with the Executive Member *and Shadow Executive Member* for City Strategy, the making of any other necessary changes arising from the recommendations of the LDF Working Group, prior to its publication as part of the Local Development Framework evidence base. *[Amended at meeting on 20 April 2009]*

Reason: So that any recommended changes can be incorporated into the Employment Land Review.

Cllr S F Galloway, Chair

[The meeting started at 4.35 pm and finished at 5.35 pm].

City of York Council

Committee Minutes

MEETING	LOCAL DEVELOPMENT FRAMEWORK WORKING GROUP
DATE	9 MARCH 2009
PRESENT	COUNCILLORS STEVE GALLOWAY (CHAIR), POTTER (VICE-CHAIR), MERRETT, MOORE, REID, SIMPSON-LAING, R WATSON, WATT, TAYLOR (AS A SUBSTITUTE FOR CLLR D'AGORNE) AND WAUDBY (AS A SUBSTITUTE FOR CLLR AYRE)
APOLOGIES	COUNCILLORS AYRE AND D'AGORNE

26. DECLARATIONS OF INTEREST

Members were invited to declare at this point in the meeting any personal or prejudicial interests they might have in the business on the agenda.

Councillor Tracy Simpson-Laing declared a Personal Non-Prejudicial interest as she lives opposite the former bowling green and Back Park, Leeman Road.

27. PUBLIC PARTICIPATION

Mark Waters, representing York Natural Environment Trust, had registered to speak on the issue of housing allocation. Mr Waters quoted the recent population growth increase reported in January 2009 and asked how York residents were to benefit from new residences and house building. He expressed his concerns about Green Belt disappearance. He also spoke of the lack of meaningful public consultation and the need to debate the issues at open public consultation. He had two questions for the committee: He wanted to know how the report would be disseminated for consultation. He also questioned the inclusion of Site No 150 Manor School and Site No 151 Lowfield School as potential sites and asked how these sites could accommodate 324 dwellings, and whether the difference in figures could explain these figures and the figures used at the Public Inquiry on the Germany Beck and Derwenthorpe sites.

28. CONSULTATION DRAFT STRATEGIC HOUSING LAND AVAILABILITY ASSESSMENT (SHLAA) PHASE 2 – EVIDENCE BASE

Members considered a report that advised them of the preparation of the Consultation Draft Strategic Housing Land Availability Assessment (SHLAA) Phase 2 produced as a key part of the evidence base to support the Local Development Framework (LDF). The study was built on the stage 1 SHLAA that was reported to Members in 2008.

The Head of City Development introduced the report, and explained that it was a major piece of work and formed part of the evidence base for the LDF. He stressed that the report was very much a consultation draft, and that further opportunities would be provided to feed in information and comments. Next steps would include the two meetings scheduled for 6 and 20 April 2009 when reports on the Spatial and Core Strategy Options would be brought to Members.

The Principal Development Officer then further outlined some of the main aspects of the report. Members were advised that this draft report was built on to Phase 1 brought to Members in April 2008 and that it was one step in the process of the assessment of possible sites. The main purpose of the report was to identify sites with housing potential and to look at when these sites could come forward. The report asked Members to agree that this information could be used to inform and for consideration in the Core Strategy.

The Officer stated that Site 148 off Balfour Street, near Leeman Road, had, in the light of new information, been formally moved to the list of unsuitable sites.

The Officer stated that in preparing the report Officers had assessed all the sites where housing could be identified, including Brown Field and Green Field sites, so as not to prejudge. Out of the 226 sites looked at they had removed 49 sites, as these fell within primary constraint areas. A further 52 sites were removed following assessment of suitability. This then left 125 sites that were looked at in more detail. In terms of availability, officers had looked at landowner constraints and economic viability. Following this, 27 sites were placed in the unknown or unavailable category. 42 sites were in the draft Green Belt area. 56 sites were considered potentially developable and that those sites could provide 6856 dwellings. This provided just under 15,000 units with a shortfall of 6500 units. This indicated sufficient availability until 2021/2022. Officers explained that options for dealing with the shortfall would need to be evaluated as part of the emerging Spatial Strategy.

Members then raised various concerns and questions with regard to the report to which Officers responded.

- **Consultation.** Questions were asked about the planned dates for consultation and what this would entail. Officers stated that the Spatial Strategy and site specifics would be subject to citywide public consultation. The Spatial Strategy would be brought to members on 6 April 2009 with a further meeting on 20 April 2009 to consider the Core Strategy Preferred Options Allocations Report. With regard to sites, Officers stated that they hoped to be able consult on this in September 2009 through the Preferred Options Allocations Report and were working to get the Core Strategy ready for submission and the Allocations document to run alongside this. A question was asked about whether all members would be given the opportunity to look at the document. The Chair replied that the document would go for public consultation and that a document on this would go to every house in the city. Officers confirmed that this

would be in September 2009. With regard to how the document would be finalised, Officers confirmed that it would be brought back to Members for changes and detailed comments and that there would be a further round of consultation with stakeholders to look at questions of deliverability and viability.

- Some **inaccuracies** in the report, with regard to Tree Preservation Orders (TPOs) at Manor School, bus routes, and Beckfield Lane Doctor's surgery were pointed out. Officers stated that the document was a position in time and wanted comments and feedback from Members to update the information. **Inconsistencies** were noted in the list of sites. For example, the land at Clifton and Fulford and the reasons why these sites were not suitable were in the technical appendices. It was also noted that when the text was read it was difficult to know why one was more unsuitable than another.
- **Maps and colour coding concerns.** Concerns were raised about the maps and the meaning of the specific colours used to code areas and site 36 north of Skelton. Officers confirmed that the red sites fell within the Draft Green Belt and the Grey sites fell within the area of primary constraint. Area 43 in the Green Belt had been dropped.
- **Green Belt.** Some Members felt that with regard to sites within the Draft Green Belt, that it was better that these should be brought forward in the Green Belt Review. Concern was expressed that developers might think that land could be developed. Officers stated that the guidance they had received for the preparation of the document had stated that they needed to look at Brownfield and Green field sites, to show that they had looked at all the possible alternative sites.
- **North Side of Grimston Bar.** *That this was considered to be a Green Wedge and Members wanted the Officer report to reflect this. [amended at meeting on 20 April 2009]*
- **Growth sustainability.** Concerns were expressed that the demands on York for growth were unsustainable and a question was asked about whether there had been any re-interpretation on the need for growth. Officers confirmed that the guidance had statutory weight and that officers were required to work to this strategy and to work with the current figures with regard to housing. With regard to employment, figures for pre-recession York had indicated that York would need about 1000 additional jobs per annum.
- **Windfalls.** One Member expressed concern about page 4 paragraph 6 of the report and the question of windfalls on page 6 and stated that these could not be allowed when there were clearly sites that could not yet be identified and wished to make representation on this issue. Concerns were also raised regarding Site 16 South of Woodthorpe and whether this was within the Green Belt appraisal area. Officers confirmed that all areas of land highlighted in the Green Belt Review had been removed as a primary constraint and that this area of land fell outside of those areas, but would double check the map boundaries in this area. With regard to site 31 Officers confirmed that they wanted to prevent the coalescence of York and Knapton. With reference to paragraph

69 of the report, it was felt that it would be very risky to rely on windfall areas. A question was asked about the concept of “broad locations” and whether this was the same as “safeguarded land”. Officers confirmed that they were looking at “broad locations” and that that they were required to show sites for 10 years. After that they could show “broad areas”. If windfalls were to come forward this could affect the plan and if these were better sites they could then be fed in to the plan. This was similar to safeguarded sites but not exactly the same and the time period could change.

- The **land west of Chapelfields** had been scored a ‘red’ for traffic issues whereas the York Central site. Had scored ‘green’. This seemed to be inconsistent. Officers agreed to look at this.
- **Clifton Moor.** Members noted that access could be provided, but this area has been marked in red. Officers confirmed that public transport was a criterion.
- **Playing fields.** The question of sites where there were playing fields was raised and reference was made to the comments made by Mr Waters. It was noted by members that there was a constraint with the existing policy not to lose existing playing fields. Officers confirmed that this was the reason that it was brought to Members, Officers and outside parties for discussion. Officers stated that they were looking for input to shape the options, so that by September 2009 there would be a list of recommended sites with justification for why those sites had been recommended.
- **Housing numbers.** Officers confirmed that they had tried to include consistent methodology.
- **Open Space Strategy.** Members raised concerns about the amount of open space to be retained on the Manor school site. Officers confirmed that on larger sites above 5 hectares they had ‘netted off’ 30% of the total gross site area to provide for open space and community facilities. Officers also referred to the site proformas for Manor School and Lowfield School sites, which state that the open space should be retained within the site.
- **Flood risk.** Ref to Paragraph 9.28 page 63. Officers confirmed that sites falling within the functional floodplain (zone3b) had been excluded as unsuitable for housing development under criterion 1 (primary constraints) and in addition Greenfield sites falling within zone 3a (high probability of flooding) had been automatically scored a ‘red’ for locational suitability and given a recommendation of ‘unsuitable for housing development’.
- **Houses and flats.** It was felt that house type and size needed to be looked at, particularly larger family-type houses. Officers confirmed that the indicative guide concerning the number of units was 70% houses and 30% flats. The minimum density was detailed on page 51 of the report. Questions were also raised about why flats were not being considered in rural areas. Officers stated that it had been assumed that houses were more suited to rural areas but that this was a choice for Members. In response to a question raised about affordable housing, officers stated that this was being looked at through the Affordable Housing Policy as part of the emerging Core Strategy.
- **Regional Spatial Strategy (RSS)** and regional advice was raised.

- **Sites in the unknown category** detailed on pages 84 and 85 of the report. A question was asked about the checking of these sites. Officers stated that some of the unknown sites could be employment sites.
- **Annamine Nurseries.** Officers agreed to look again at this site and the planning history and Greenfield/brownfield status.
- **Gross to Net Site Ratio.** The question of assumptions about the proportion of land and on site facilities. With reference to page 9 paragraph 20 of the report, a Member commented that it was difficult to understand the logic about the assumptions made. It was felt that there needed to be a consistent value for all sites above the minimum cut-off. Concern was also expressed about proper provision for urban sites. Officers confirmed that examples of medium sized sites of between 0.41 and 4.99 hectares had been looked at in terms of their net to gross ratios and could be added to the report.
- Officers had missed an additional **site adjacent to the Westfield School** site, which had been put forward by developers. Officers confirmed that a proforma would be completed for this site and it would be added to the map, but that the score and comments would be very similar to the existing site.
- **Details on the Internet.** It was confirmed that details of the Consultation Draft Housing Land Availability Assessment (SHLAA) would be made available on the council website, including a list of those who had been consulted.
- **Maps.** Officers advised that maps were available for Members to consult in the Member's Lounge. It was also noted that further work would be done on the maps following comments from Members.

Some members expressed concern that in the long-term planning for the next 30 years certain potential sites would be ruled out as there was not enough land for future housing requirement. Concerns were expressed that there was too much development in the city centre and that the amenity level was not provided for this. It was also felt that the distinction between the primary function of Green Belt sites and Green Field sites should be made clear in order for people to understand these different categories. It was suggested that the Green Field Sites could be left on the map, but the colour coding changed so that the public could understand the difference between the two site categories.

There were strong views expressed that Green Belt land should be defended and that housing was inappropriate on Green Belt land. It was stated that Green Belt land should be the choice of last resort for housing and that any proposed use of Green Belt land should be fully justified. It was also stated that the Draft Green Belt should be looked at through the Green Belt Review.

Other concerns were expressed that the maps used could not be worked with without the other map layers, including the Green Belt areas. A sympathetic view was expressed in support of the exclusion of the Green Belt areas, but it was stated that this then put more pressure on the city. The Member asked that other areas be excluded, including land near

Clifford's tower and around York's historical character, as there had been too much reliance on the York central area.

RESOLVED: (i) That the Executive be recommended to endorse the proposed Draft Strategic Housing Land Availability Assessment included as Annex A to the report for publication as part of the Local Development Framework Evidence Base, subject to the exclusion of the sites in the Draft Green Belt category shown in figure 24 on page 86 to 87 of the report, which should be classed as unsuitable for development.¹

REASON: So that the Draft Strategic Housing Land Availability Assessment can be used as part of the Local Development Framework evidence base.

(ii) That the Executive be recommended to delegate to the Director of City Strategy, in consultation with the Executive Member for City Strategy and the Shadow Executive Member for City Strategy, to make any other necessary changes to the document arising from the recommendation of the LDF Working Group, prior to its publication as part of the Local Development Framework Evidence Base.

REASON: So that any recommended changes can be incorporated into the Strategic Housing Land Availability Assessment.

¹.Note: Cllrs Simpson-Laing, Merrett and Potter voted against this resolution and asked that their opposition be recorded.

Cllr S F Galloway, Chair

[The meeting started at 4.30 pm and finished at 6.05 pm].

City of York Council

Committee Minutes

MEETING	LOCAL DEVELOPMENT FRAMEWORK WORKING GROUP
DATE	6 APRIL 2009
PRESENT	COUNCILLORS STEVE GALLOWAY (CHAIR), POTTER (VICE-CHAIR), AYRE, D'AGORNE, MERRETT, MOORE, REID, SIMPSON-LAING, WATT AND MORLEY (AS A SUBSTITUTE FOR CLLR R WATSON)
APOLOGIES	COUNCILLOR R WATSON

29. DECLARATIONS OF INTEREST

Members were asked to declare at this point in the meeting any personal or prejudicial interests they might have in the business on the agenda.

No interests were declared.

30. PUBLIC PARTICIPATION

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

31. LDF CORE STRATEGY – SPATIAL STRATEGY FOR CONSULTATION

Members considered a report that set out the proposed spatial strategy for the Local Development Framework (LDF). The role of the Spatial Strategy will be to direct the future location of development at a strategic level, forming a key part of the Core Strategy. All subsequent LDF documents will need to be in conformity with the spatial strategy once adopted.

The report asked Members to approve the proposed spatial strategy for inclusion in the Core strategy Preferred Options document and provided Members with two options:

Option 1: To approve the approach outlined in the report for inclusion in the Core Strategy Preferred Options Consultation document.

Option 2: To seek amendment to the approach outlined in the report prior to inclusion in the Core Strategy Preferred Options consultation document.

An Officer Briefing Note on the LDF Core Strategy – Spatial Strategy Consultation and a letter from Nathaniel Lichfield and Partners were passed to Members and attendees at the meeting and are appended to these Minutes.

The Director of City Strategy introduced the report and referred to the Officer Briefing Note. He stated that York had never had an agreed Green Belt Boundary and that the LDF Core strategy would set this. He spoke of the need for a sound plan that: included clear evidence, that was robust and credible, that was in general conformity with the Regional Spatial Strategy (RSS), and that was deliverable and flexible. He stressed that the plan was not just about numbers, but about quality and type and that Officers believed that the approach was sound. He added that an unsound plan could cause delay and incur costs, and that the authority could be instructed to begin the process again. He noted that York had already been warned by Government Office and needed to move expeditiously on this.

The Principal Development Officer presented the report and referred to maps, which had been displayed at the meeting for Members, outlining the various proposed sites. He stated that the report was complicated, but at the core was guided by a sustainable settlement hierarchy. He said that officers had looked at villages and settlements around York and at those that were the most suitable, at the main urban areas which were most suitable and below that the smaller villages. He referred Members to areas 3a and 3b as potential flood zones, which should, as a precautionary principle, be ruled out. He referred to the historic character of York and the river corridor and views. He also spoke of the green infrastructure and the work being done with Natural England to map the green infrastructure and nature conservation areas of key constraints.

He stressed that the RSS spoke of expanding the main urban areas before expanding the villages. He explained about the potential areas of research within the Ring Road and that there was a need to use land at reasonable densities and to build in flexibility when looking at potential land in excess of what was needed.

The main question, he stated was: If urban extension was needed, where would this be and why would the site be chosen?

The Officer referred to the Employment Land Review previously brought to Members and stated that there was sufficient land until 2029 for Offices and Research and Development. For industrial and storage and distribution however, in addition to the existing supply, site C Hull Road and Site I North Minster Business Park were proposed, but that choices were to be made.

For housing, Officers had considered the potential urban extensions in terms of landscape quality, urban quality and transport. Transport favoured sites on the East and more capacity was predicted in this area of the city. Sites for housing had been prioritised at Monks Cross, and adjacent to Metcalfe Lane. Officers were not advocating all this land, but that a shortfall of 6000 houses was shown up by 2030 according to the RSS target. It was explained that if allowances were taken off for a windfall element after 2025 this left a shortfall of 4500 houses with a need for 135 hectares of land at a reasonable density. It was noted that the land in areas A and B would give up to about 200 hectares.

The Head of City Development spoke of the importance of a community strategy with a successful urban economy, cohesive and strong communities with sustainable growth and viability, with the built-in need to protect the historic character of the city and to minimise the use of Green Belt land.

Members then discussed and raised various concerns and questions about the LDF Core Strategy – Spatial Strategy to which Officers responded.

- **Minutes.** Concern was expressed that the Minutes of the previous two meetings were not included with the agenda papers and that the Minutes needed to go out promptly. Officers explained that the Minutes were still to be cleared.
- **Transport.** Members highlighted that transport, highways and traffic were key issues and questioned why there was no report on transport. It was noted that traffic congestion was an issue at Clifton Moor and Monks Cross and that transport was difficult on Osbaldwick Road and the bottom part of Stockton Lane. It was also noted that in the report, page 12, paragraph 27 that options D, E and F were constrained by highway capacity. Officers responded that Halcrow (traffic consultants) had provided a high-level study and had customised the transport model to understand the road network in 2030 and had been asked to investigate various scenarios. Halcrow had looked at travel patterns from the 2001 census. Officers explained that the land use model connected to the traffic model had given broad indications and that this then provided the high level commentary reported to Members in the report. This indicated that the outer Ring Road had a significant impact. It was felt that sites on the east provided a more sustainable transport solution. This model had also taken account of the expected shift away from cars. Officers reported that the next stage was to show a deliverable and more detailed transport modelling. Officers confirmed that a report on transport would be ready to be brought before Members in six to eight weeks.
- **RSS.** Some Members expressed concerns about the basic assumptions in the RSS, including windfalls, which they felt should be challenged. It was also felt that it was difficult to provide for the unknowable in terms of housing and employment needs. Other Members were concerned that challenging the RSS could, with a growing population in York, create future housing problems. Officers stated that they had to conform to the RSS figures and the future projected trends to 2026 and 2030 that were part of a robust approach to the LDF. Officers stated that windfalls could not be included before 2025, and that beyond then it might be challengeable, but would ensure that the advice from Members would be brought to the Executive.
- **Foss Basin.** Concerns were expressed that there was difficulty in what could be done with the Foss Basin and that more information was needed.
- **Copmanthorpe bus services.** It was noted that the report inaccurately reported that there was no evening bus service, when there was an evening service.

- **Germany Beck and Heslington East.** Officers confirmed that Halcrow's work had taken these two sites into account.
- **Village sustainability matrix**, page 27 and 28 of the agenda and **Skelton**. It was confirmed that there was only one football pitch and no changing facilities. Officers confirmed that the report drew on the evidence base PMP work.
- **Green Belt and the area east of Skelton** on page 30. Officers confirmed that Skelton was surrounded on three sides by areas identified as important in terms of the historic character and setting of York. A Member expressed concern about coalescence with Haxby.
- **Green Corridors.** Members also raised concerns with reference to page 5 paragraph 10 and felt all Green Corridors served an important Green Belt function and were concerned with reference to Area B along the Hull Road. Officers confirmed that these green strays/wedges were part of the historic strays and corridors.
- **Open Space Strategy and link with Green corridors.** Officers confirmed that this large piece of work would be brought back to Members when ready and in the next two months.
- **4500 houses needed and question of low density.** Officers confirmed that 30% of the gross site area on sites over 5 hectares were not for development but for infrastructure and also for open spaces. Also that consideration was given to the Housing Market Assessment, which indicated that provision should be 70% for houses and 30% for flats. Officers also confirmed that in terms of density, best practice examples would be used with Derwenthorpe and Germany Beck taken as examples and that it was important to create sustainable communities.
- **Ring Road delineation and boundary.** With regard to site B, a Member suggested that Stockton Lane and the Bad Bargain Lane turn from the road to the bridal way should be taken out and that there were delineations well within the Ring Road. Officers confirmed that the Ring Road was more of a barrier.
- **Transmission lines, page 41.** Officers confirmed that from the work done by ECUS, University of Sheffield, it was felt that transmission lines and pylons gave the landscape an industrialised appearance.
- **Buffer zones around nature conservation sites.** A Member felt that these needed to be taken into account.
- **Constraints.** A question was asked about whether the judgement of the coalescence was based on 2001/2 work or had this been updated? Concerns were also expressed about Murton, particularly if site C was approved. The Member argued for constraints to avoid coalescence. Officers confirmed that they had used the original work and factored in Officer knowledge, but that further work would be undertaken on this.
- **The sustainability of small villages to the south.** Officers confirmed that the thrust was for strategic level development concentrating on the main urban areas first.
- **Derwenthorpe and concerns that Area B** might have detrimental impact in bringing this area forward. Officers confirmed that these details would be picked up at the next stage.

- **Public consultation and the question of Green Belt.** Officers confirmed that public consultation was very important.
- **Possible Deferral of Core Strategy until the transport evidence was available for Members.** Officers confirmed that deferral would put back the process. Officers also confirmed that this was a preferred options document and not a final one and that other reports were to follow. Officers agreed to make the transport information available alongside the other consultation documents.
- **Consultation.** Officers confirmed that the consultation process would involve advertising city-wide using the Council's newspaper, Ward Committees, Parish Councils, and that they would write to the people on the LDF database. It was also confirmed by officers that the consultation process and timetable would be agreed with the Executive and the Shadow Executive. A suggestion was made about the possible use of supermarkets.
- **Current recession.** Concerns were expressed about this and York's future development.
- **York North West.** Concerns were expressed that if green field sites were identified outside the Ring Road, where would the authority stand in relation to the development position? Officers confirmed that the authority had significantly strong powers to ensure that brown field sites were considered first and that this could be controlled through planning and that planning applications could be refused if they did not meet planning policy.

RESOLVED:

That the LDF Working Group recommends that the Executive

1. Place on record its concerns that the current officer report implies possible development of land that was currently regarded as draft Green Belt.
2. Consider further the spatial strategy produced by officers with a view to approving, for the purposes of public consultation, a core strategy which provides choices for residents in respect of the numbers of homes to be provided in the city in the light of the current recession, the assumptions to be made about windfall sites during the whole of the plan period and the densities which should be assumed in - at least - the latter period of the plan.
3. Requests that Officers make the strongest possible representations, to the Regional Planning Board that the housing and employment growth assumptions for the City - featured in the current RSS - should, in the light of the current recession, be lowered when the RSS is revised and reissued.
4. That representations be made to the Government to allow an assumption that housing windfall sites should be included in LDF policies.

Note: *Cllrs Simpson-Laing, Merrett and Potter voted against these recommendations and asked that their opposition be recorded.*

REASON:

To progress the Local Development Framework Core Strategy to its next stage of development.

Cllr S F Galloway, Chair

[The meeting started at 4.35 pm and finished at 6.15 pm].

City of York Council

Committee Minutes

MEETING	LOCAL DEVELOPMENT FRAMEWORK WORKING GROUP
DATE	20 APRIL 2009
PRESENT	COUNCILLORS STEVE GALLOWAY (CHAIR), POTTER (VICE-CHAIR), AYRE, D'AGORNE, MERRETT, MOORE, REID, SIMPSON-LAING, WATT AND WAUDBY (SUBSTITUTE)
APOLOGIES	COUNCILLOR R WATSON

32. DECLARATIONS OF INTEREST

Members were invited to declare at this point in the meeting any personal or prejudicial interests they might have in the business on the agenda.

There were no declarations of interest.

33. MINUTES

RESOLVED:

- (i) That the Minutes of the Local Development Framework Working Group held on 3 March be approved and signed by the Chair as a correct record subject to the following amendments being made to the comments section of Minute 25 (Employment Land Review – Evidence Base).
 - (a) 5th bullet point (re Clifton Moor), wording be amended to read “It was noted by Members that *higher density* development might be possible...”
 - (b) 7th bullet point (re St Leonards), wording be amended to read “Questions were raised about why St. Leonard’s was ranked so high when it was considered *unsuitable as an office* and the inclusion of Hudson House given recent consents”.
 - (c) 11th bullet point (re floorspace requirements), wording be amended to read “Concern was also expressed *whether this reflected the trend for* people being packed more densely into offices.’
 - (d) 14th bullet point (re Foss Islands) wording be amended to read “Members asked about the regeneration of the site and whether further development could squeeze out existing *types of* employment, which was important to people in the area.”

- (e) Resolution (ii) be amended to read “Delegate to the Director of City Strategy, in consultation with the Executive member for City Strategy *and the Shadow Executive Member*, the making of any other necessary changes.....”
- (ii) That the Minutes of the Local Development Framework Working Group held on 3 March be approved and signed by the Chair as a correct record subject to an additional bullet point being added to include comments made by Members as follows “*North side of Grimston Bar. This was considered to be a Green Wedge and Members wanted the Officer report to reflect this*”

Comments were also made by some Members about issues discussed at previous meetings that Officers had said that they would look at, including Foss Islands, Layerthorpe and Hull Road and that alterations were expected to the report. Officers stated that they were looking at the Employment Land Review and the Strategic Housing Land Availability Assessment, and that approval would be required from the Executive Member and Shadow Executive Member on these changes. Officers also stated that they did not think that these changes would affect the Spatial Strategy and the Core Strategy.

34. PUBLIC PARTICIPATION

It was reported that six people had registered to speak at the meeting under the Council’s Public Participation Scheme.

Mark Waters addressed the meeting on behalf of York Natural Environment Trust (YNET). He referred to the City of York Local Development Framework – Draft Core Strategy Preferred Options, Section 14: Green Infrastructure. He was critical of the Council’s development policy, particularly with regard to West Carr Lane Osbaldwick and East Metcalfe Lane and the suggested 250 acres for development. He referred to the 2006 public enquiry with regard to Metcalfe lane and the Green Belt boundary, and on behalf of YNET questioned why this site had been promoted as urban expansion. He re-iterated the request he had made at the LDF meeting on 9 March 2009 for an open public meeting on this.

John Reeves, Chairman of the Helmsley Group, spoke about the proposed change to the Affordable Housing Policy referred to in Section 9 of the report on the agenda. He stated that developers wanted a sustainable solution to the affordable housing issue. He stated that developers could not deliver a policy, which they believed would not work, and which was not sufficiently flexible. He further stated that one-size fits all policy would not work and that anything above 25% would not work. The main issues were density - the higher this was, the less likely it was to work financially and the mix of tenure – and social rental was a thorny issue and had a real affect on values and that there were no plans to develop at the present time. He invited councillors and officers to attend a frank and open meeting to discuss these issues.

Geoff Scott, Managing Director of Hogg the Builder, also spoke about the Affordable Housing Policy referred to in Section 9 of the report. He stated that 15 months ago he had asked for discussions on the 50% affordable housing plans. He also spoke of the current very different economic climate and the effect that this had had on the building industry. He felt that the report was seriously flawed and failed to recognise the difference between building in urban and rural locations. He added that he did not agree with the advice given in the report and felt that the exclusion of settlements of over 5000 people was worrying with damages to communities resulting and consequences with regard to the viability of house building. He stated that this would lead to a building standstill.

Matthew Laverack, Partner with Laverack Associates, also spoke about the Affordable Housing Policy. He stated that the 50% Affordable Housing Policy had failed and that the latest policy would make things worse. He added that the house building industry had been strangled and building costs had increased, while selling prices had fallen drastically.

Lillian Coulson, Regional Planning Manager, Persimmon Homes, also spoke about the Affordable Housing Policy. She stated that she felt that the Officer report was idealistic and unviable and would lead to a decrease in housing production. She stated that the affordable housing target looked at need and not at viability. She noted that since the 50% target used by some London boroughs had been introduced, little affordable housing had been produced and that was in a better economic period. In York, it was stated, that the price of flats had fallen by half and houses by 20-30%. This had meant a large loss of revenue and for larger developments, a huge loss. The speaker also emphasised that the officer report ignored house building sustainability and did not reflect PPS3. The speaker urged officers to reflect on the report and to meet with their planners.

Tom Hughes, from the Meadlands Area Residents Association, commented that the Minutes of the 6 April meeting were not yet available. He referred to the LDF Working Group meeting of 9 March 2009 and the reference to Green Belt Land and to the discussions that were held at Full Council Meeting on 2 April 2009, as well as a recent Liberal Democrat Newsletter. He stated that local residents welcomed the news that Green Belt sites were classified as unsuitable for development. With reference to page 92 of the LDF Working Group Agenda of 20 April 2009, Mr Hughes asked whether the vote taken at the Council Meeting on 2 April 2009 had been dealt with at the LDF Working Group meeting of 6 April and how this had affected the report presented to Members at the 20 April 2009 meeting.

35. CITY OF YORK LOCAL DEVELOPMENT FRAMEWORK – DRAFT CORE STRATEGY PREFERRED OPTIONS

Members considered a report asking them to recommend that the Executive approve the Draft LDF Core Strategy Preferred Options document for consultation in late Spring, subject to their recommendations.

The report presented the following options for consideration in relation to the Core Strategy Preferred Options document:

- Option 1: To approve the document along with supporting information for public consultation
- Option 2: To seek amendments to the document through the recommendations of the LDF Working Group.

In response to the comments made by Mark Waters and Tom Hughes under Item 3 (Public Participation), the Principal Development Officer stated that the recommendations from the recent LDF Working Group meetings would be considered by the Executive on the 12 May 2009 and following that meeting any further necessary alterations to the reports would be made. With regard to the issue of transport raised at previous meetings, he explained that he had spoken to the consultants Halcrow who were in the process of producing a background note, which would be circulated to Members before 12 May 2009. With regard to green infrastructure, he stated that a report would be brought to the LDF Working Group in May.

The Principal Development Officer drew Members attention to recommendation (iii) of the officers report and advised that this should refer to the "*Preferred Options*" document consultation instead of the "Issues and Options" document consultation.

On the subject of affordable housing, he explained that Government policy encouraged local authorities to maximise opportunities to provide affordable Housing. He noted that York has one of the highest levels of affordable housing need in the north of England and that affordable housing provision needed to be increased. He explained that the current 50% target emanated from the 2007 Strategic Housing Market Assessment and that 30% to 50% has been agreed on a variety of sites in York in recent years. Government advice requires local authorities to look at the long term housing market and more normal market conditions. The proposed new policy introduces a sliding scale, which was supported in principle through public consultation and meetings with developers. Monitoring of recent completions and commitments suggest that the policy could achieve up to 43% affordable housing, subject to assessments of site viability. This is in line with the provisional minimum of 40% for York set out in 2008. Smaller sites would achieve some affordable housing, which is not the case at the moment, and the level would increase as site size and economies of scale increase.

Members provided comments and put forward questions on **Section 9 - Access to Housing: Affordability and Type** of the Draft Core Strategy – Preferred Options report.

- (i) Members expressed concerns that the sliding scale averaged out at less than 40%. Officers explained that the desktop study had responded to the provisional RSS minimum target of 40% and, with rural sites added, would achieve up to 43%.
- (ii) Concern was expressed by another Member that the table on pages 249 and 250 of the agenda papers only delivered 37.5%

of affordable housing and that this did not meet the RSS 40% minimum. Officers said that, with the addition of rural sites and 100% allocated sites, 40% could be achieved but agreed to revisit the figures.

- (iii) Members welcomed the bringing back of empty homes to use.
- (iv) Officers confirmed that a supplementary guidance to go with the policy would be made available and would give details on the mechanism and the pre-application negotiation.
- (v) Page 244 point 59 on viability assessment and report back. Officers confirmed that this would be available in the near future and that they were currently completing tendering on this.
- (vi) Concerns were expressed that the policy needed to reflect the economic downturn and longer term market recovery. Officers confirmed that they were currently looking to add legal obligations in order to re-appraise sites where there have been significant changes in market values. It was confirmed that the intention was to update regularly.
- (vii) On the question of affordability, some Members felt that there was little reference in the report to the high cost of private rents and the policy in terms of the main urban areas on page 100 was not clear. Officers stated that this would be made clearer when the document went for public consultation.
- (viii) Members asked for clarity on what is meant by “in the urban area”. Officers clarified that, in paragraph 9.30 on page 101, the urban area included the sub urban areas as well as main urban areas.
- (ix) One Member stated that the 50% policy target was a complete failure. Other Members noted that the 50% target needed to be looked at.
- (x) A Member commented that businesses needed to work in partnership and to contribute to section 106 requirements
- (xi) Members stressed the importance of public consultation.
- (xii) It was also acknowledged that comments from the building industry reflected the problems they faced.
- (xiii) Concerns were expressed that housing demand was very much linked to employment. There were also concerns raised that without affordable housing the city would become too expensive for people and subsequently become a commuter city with the resulting impact on roads and transport.

- (xiv) It was further stressed that this was a document for the future, not for the current situation, and that flexibility needed to be built into a system that planned for the next 20 years.

An alternative sliding scale proposal was put forward by the Chair on behalf of the Liberal Democrat Group and details of this were circulated to Members and attendees at the meeting. The proposal was as follows:

For the purposes of public consultation

1. On affordability, that one option to be considered is:
 - a. a matrix amended to read:
 - 1–10 units – 10% affordable
(NB effectively would be a S106 financial contribution for developments of less than 5)
 - 11-20 – 20% affordable
 - 20-30 – 30% affordable
 - over 30 – at least 40% affordable
 - b. That the same scale will apply to all developments including those in villages.
 - c. That developers have the option to negotiate an *off site* provision
 - d. That the Council will consider the payment of commuted sums in lieu of *on site* provision.

Other views by Members referred to the existing policy on affordable housing and the need to achieve at least 50% at the lower rate. Some Members also stated that more time was needed to consult on the various proposals brought forward on affordable housing. With regard to the 40% proposal, a Member sought clarification on point c and d of the Chair's proposal and that this should be amended to state 'all sites'.

After discussion it was agreed by Members that the officer report on page 104 of the agenda, section 9 of the document should incorporate three further options for consideration, including the current Local Plan, the option put forward by the Liberal Democrat Group and a further option to be put forward by the Labour Group. Officers confirmed that a number of options could be incorporated into the report for further consideration and debate on the viability of the various proposals.

Officers were asked to assess the likely supply of affordable housing through the various options, and make available information and implications on the choices. Officers advised that the document would be amended following the Executive meeting on 12 May and would be circulated to Members of the Working Group before it went out for public consultation.

With regard to Policy CS7, Members asked that the policy makes clear the acceptable density levels per site as advised by Government and that the permissions would not be exceeded on existing sites.

At this point (5.30pm), the meeting was adjourned in order for some Members to attend another meeting. The meeting resumed at 6.08 pm.

Discussion then followed on the remainder of the **Draft Core Strategy Preferred Options report**, with comments noted on each section of the document. Officers confirmed that a full sustainability appraisal would go out with the document and that a summary document would be made available for the public with the full documents.

Section 1:

- Map on page 31 of the agenda. It was noted that the map needed to be made clearer, that Rufforth needed to be identified and that the position of Murton and the York to Beverley rail line needed to be checked.
- More detail was needed on open space and leisure.
- More focus required on transport with the expected growth of the city.

Section 2:

- Underline the importance of a community stadium and provision of new city centre swimming pool.

Section3:

- Figure 7 needs to reflect issues discussed at previous meeting in relation to green corridors. Officers confirmed that the Core Strategy did need amending with regard to local and district green corridors.
- Page 56. needs to mention concerns re the possible development of brownfield sites, which may be prone to flooding. Officers confirmed that the policy on flood plains was very clear.
- Maps to be enlarged and legends to be put below.
- Distinction between flood zones 3a and 3b on the map.
- Page 57, second bullet to include in para ‘...high quality mixed use of development and *public open space*.’
- Page 62 Add to (ii) ‘*and or air quality problems*’
- Add additional bullet re access to local key services such as schools and health.
- Page 62, ensuring that development does not have an unacceptable impact on the highway network should also apply to ia and ib.
- Spatial Principle 3 should include cross reference to the affordable housing section.
- Reconsider the location of paragraph 3.20 – should this come before the spatial principles?

Section 4 - No comments

Section 5:

- Map to be clearer, to include the whole of the city centre, peripheral shopping streets and the inner ring road.
- Include reference to the elimination of air quality hot spots.

- Page 70 Para 5.9 - Note that York's market share has declined. Cross ref with Retail section.
- Page 70 para 5.11 re-word ref to SHLAA.

Section 6:

- Page 76 para6.3 Make reference to the eco credentials of York Northwest.
- Page 77 add ref to York Northwest as "exemplar" of sustainable development and reference should be made to central business district, open space, community facilities and low traffic scheme.

Section 7:

- Policy CS4. Add reference to historic buildings, cyclists and exploring.

Section 8

- Page 91, Table 2 add definition of submarkets.
- Add reference to historic building conservation.
- The SA refers to open space standards – this should be included within part c of Policy CS5

Section 9 - Changes to be made as discussed above.

Section 10

- Page 112. add "including swimming and community meeting spaces".
- "Affordable" to be added re community spaces.
- Officers to speak to Neighbourhood Unit about community space needs.
- Officers to check whether new build programme for schools had been taken into account.

Section 11

- Amendments would be made following the recommendations of the previous LDF meeting.
- Page 116. Jobs quality reference to be included.
- Page 119, para 11.22 Cross reference to the key diagram.

Section 12

- Page 125, para12.8 – emphasise wider viability benefits of increased market share in city centre.
- Additional bullet point re lack of support for significant retail growth in York Northwest.
- Page 127, CS11 Importance and need for local shops in the suburbs needs to be emphasised.

Section 13

- Public transport. Need to look at changing age profile and more tailored transport, particularly in rural areas.
- Parking needs to be mentioned.

- Cycle routes and cycle parking to be mentioned.
- Page 134. LPT2 targets. Document to look beyond these targets and be amended to percentage increase/ annual growth figures.
- Tram-train proposals details to be made public. Officers confirmed that were only looking at Phase 1 York to Harrogate.
- Make clear that the Core Strategy will only refer to schemes that need planning consent.
- Footstreets after 2011 will be dealt with through the City Centre AAP.

Section 14

- Page 138. Clarity required re the two different types of standards proposed in the PMP Study and ANGST.

Section 15 - No comments

Section 16 - No comments

Section 17

- Waste management hierarchy pyramid should be reconsidered and inverted with prevention at the base.
- Reconsider reference to City of York Council receiving funding for kerbside recycling facilities.

Section 18 - No comments

Section 19

- Approach to developer contributions needs to ensure sufficient flexibility for delivery and changing circumstances.

Section 20

- Ensure changes recorded in other sections are mirrored in Section 20.

Generally it was agreed that cross-referencing to the Key Diagram be included throughout the document and the role of Sustainability Appraisal was to be made clearer.

RESOLVED:

- (i) That the Executive be recommended to approve the City of York Local Development Framework – Draft Core Strategy Preferred Options document, subject to the inclusion of comments and recommendations made by Members of the LDF Working Group, particularly with regard to the inclusion of the four options for Section 9: Access to Housing Affordability Type. These options are to include:
 - a) the current Local Plan,
 - b) the Officer recommendations in the report,
 - c) the proposals from the Liberal Democrat Group
 - d) any proposals to be put forward by the Labour Group.

Reason: So that the Local Development Framework Core Strategy can be progressed to its next stage of development.

- ii) That the Executive be recommended to delegate to the Director of City Strategy in consultation with the Executive Member and Shadow Executive Member for City Strategy the making of any incidental changes to the draft document that are necessary as a result of the recommendations of the LDF Working Group.

Reason: So that changes recommended as a result of discussions at this meeting can be made.

- iii) That the Executive be recommended to delegate to the Director of City Strategy in consultation with the Executive Member and Shadow Executive Member for City Strategy the approval of the full sustainability appraisal to accompany the Preferred Options document consultation.

Reason: So that the report and accompanying document can progress through to the Executive.

- iv) That the Executive be recommended to delegate to the Director of City Strategy in consultation with the Executive Member and Shadow Executive Member for City Strategy the approval of a Consultation Strategy and associated documents.

Reason: To ensure that the proposed methods of consultation are satisfactory to members.

Cllr S F Galloway, Chair

[The meeting started at 4.00 pm and finished at 7.30 pm].

Local Development Framework Working Group

6th April 2009

LDF Core Strategy - Spatial Strategy for Consultation

Briefing Note

Summary

Members of the LDF Working Group will be considering a draft Spatial Strategy for York at tonight's meeting. This briefing note explains the key principles behind our approach:

- maximizing urban potential;
- minimizing the need for greenfield land; and
- avoiding areas of highest green belt value in order to protect the historic character and setting of York.

It then considers the statutory nature of the RSS and LDF and highlights the importance of achieving a 'sound plan', based on firm evidence, which is in general conformity with the Regional Spatial Strategy. It summarises the 'gap in provision' in meeting RSS requirements, from our evidence base to date. It then considers the alternative ways of 'bridging' that gap. It concludes that the taking of some land out of the draft green belt will be necessary if our Spatial Strategy and Core Strategy is to be found sound.

The Spatial Strategy – a key element of the LDF Core Strategy

The Spatial Strategy will be a key element of the LDF Core Strategy, a key document in York's LDF, to which all other documents must conform. The LDF and the adopted RSS together will form part of the Statutory Development Plan for York. The Core Strategy will be subject to public consultation in May when the issue of how we plan for our future development needs can be considered by the residents of York and other key interested parties.

The Key principles behind our approach

Work on the Spatial Strategy has been based on a number of key principles:

- focusing development on the York urban area (in accordance with RSS);
- maximising use of brownfield land;
- achieving higher densities;
- providing the right mix and type of housing;
- avoiding the areas of highest green belt value (a primary constraint)
- avoiding areas of flooding and nature conservation interest (primary constraints).

The Report before you tonight sets out a proposed Spatial Strategy for meeting future development needs set by RSS but in a way that protects the historic character and setting of York. It identifies areas of search for potential future urban extensions based on the extensive evidence base and avoiding the primary constraints identified above. These urban extensions will not be needed until 2021 at the earliest and much later if windfalls come forward at past rates.

The Regional Spatial Strategy and 'General Conformity'

The statutory Development Plan for York will be made up of the Regional Spatial Strategy (formally adopted in 2008) and the Local Development Framework (when adopted in 2010). The adopted RSS has set a housing requirement for York of 640 units per year from 2004 to 2008 and 850 units per year to 2026. These are minimum targets that must be achieved in

the LDF. The LDF to be proved sound after independent public examination will need to show that it is in 'general conformity' with the adopted RSS. RSS is currently under review but that is in the context of seeking even higher levels of housing growth. Whilst the Council responded to consultation by stating that now was fundamentally the wrong time to review RSS, no decision has been taken to abort this process. The RSS Review public examination is scheduled to take place in early 2010 if the review process continues. Guidance is clear that we must work to the current adopted RSS.

As it stands, the York LDF will need to be in "general conformity" with the adopted RSS. The housing figures in the Spatial Strategy Paper are based on the housing requirements in the current RSS. If the RSS Review continues there is a good possibility that local authorities will be asked to take even higher levels of housing growth, given that the latest 2006 based population and household projections show even higher levels of growth than the 2004 based projections on which the currently adopted RSS was based.

Meeting York's housing requirements - the gap in provision

The report to the LDFWG on the SHLAA identified a gap in provision in the order of 6,500 units to 2030 taking all known sites in the SHLAA into account. The SHLAA report made it clear that York has a draft Green Belt. Only the general extent (the outer boundaries) have been formally set in any statutory plan. The inner Green Belt boundary for York has not been formally set to date - that is the role of the York LDF. We made it clear in the report that any decisions on housing sites in the draft Green Belt would have to be made using a plan-led approach through the Core Strategy and the subsequent Allocations plan.

Bridging the gap

We have considered all opportunities for 'bridging the gap':

- **including 'windfalls' in the plan** - we have reviewed all the guidance, taken advice from the Planning Inspectorate, and considered how other authorities have approached this. Our clear view is that to include windfalls in the plan before 2025 would lead to an 'unsound' plan. Including them after 2025 is a risk and may be challenged but we at least think there is an argument to make given York's plan needs to run longer in order to set a long term green belt boundary.
- **raising densities** - our calculations are based on reasonably high density assumptions including 30% of supply being made up by flatted development (based on the HMA recommendations) and density assumptions for housing in the suburban areas being 40 dwellings per hectare (based on Derwenthorpe and Gemany Beck densities). To bridge the gap just using higher densities would require all our sites to be 100% flatted development. This is clearly not a realistic option given our clear evidence base requiring a mix of house types and government policy on providing family homes (as set out in PPS3).
- **Seeking a lower housing requirement after 2026** - the current RSS only runs to 2026. To plan to 2030 for York we have projected forward the RSS requirement of 850 homes per year. The housing figure for York in the RSS already represents a policy of relative restraint – the 850 homes being less than the average number of new households (1050) projected in York each year (from 2026- 2030) in the 2004 based household projections. The 2006 based household projections on which the RSS Review will be guided are even higher. It is the clear officer view that such an argument could not be sustained.

Conclusion

The officer view is that the gap cannot be bridged and that land for potential future urban extensions needs to be identified. The Spatial Strategy we are presenting tonight meets the city's development needs whilst protecting the historic character and setting of the city. It achieves this by maximising our urban potential (the majority of our provision will be on brownfield land but will still achieve the ratio of houses to flats set out in the Strategic Housing

Market Assessment), and avoiding areas of highest green Belt value. The Spatial Strategy we are proposing has sought to minimise the need for greenfield land take.

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Annex F: Affordable Housing Options

As requested by the LDF Working Group Officers have tested the various affordable housing policy alternatives put forward at the LDF Working Group on 20th April, in terms of their potential contribution to affordable housing numbers. This desktop work uses data from the Housing Trajectory, which includes housing allocations without planning permission, sites identified within planning briefs and area action plans, and potential sites from the Strategic Housing Land Availability Assessment (SHLAA). A summary of this work is set out below (Options and Implications) with further details set out in the tables which follow.

The assessment excludes windfall sites which, to accord with government guidance, Officers are advising should not be taken into account for the first 15 years of the housing trajectory.

It must be noted that these figures represent *maximum* levels of affordable housing achievable through the application of the various options. Experience shows that assessments of viability often lead to a reduction in these targets, especially at times of economic downturn.

Options and Implications

Option 1 - Existing 50% Policy Target

Implications – The existing policy target could achieve up to 40% affordable housing, subject to assessments of site viability. This is consistent with the findings of the 2007 SHMA and the provisional minimum target of 40% set out in the 2008 Regional Spatial Strategy (RSS). As set out in the LDF report, there is unlikely to be that level of achievement on sites of between 15 and 28 homes, and there is currently no affordable housing on sites below 15 homes.

Option 2 – Draft Core Strategy Preferred Option

Implications – This sliding scale could achieve up to 40% affordable housing, subject to assessments of site viability. This is consistent with the findings of the 2007 SHMA and the provisional minimum target of 40% set out in the 2008 RSS.

Option 3 - LDFWG Alternative Option

Implications – This sliding scale approach could achieve up to 34% affordable housing, subject to assessments of site viability. This is below the SHMA proposed figure and below the provisional minimum target of 40% set out in the 2008 RSS. Unlike options 1 and 2, this option sets out the same target for affordable housing in rural areas. This will mean a reliance on sites of 10 homes or more achieving affordable housing. Monitoring of housing in rural areas concludes that there are very few sites of more than 10 homes coming forward. Caveats (c) and (d) in this option refer to off-site provision and payments being acceptable. This is not consistent with PPS3 policy and wider government objectives which aim to create mixed and balanced communities and tackle social inclusion. Research by the Joseph Rowntree Foundation, for example, confirms that “mixed income communities studied

were overwhelmingly judged successful”, and that “there was no evidence to suggest that mixed communities lowered the prices of houses for sale or put off potential purchasers.”¹

¹ Foundations. Analysis informing change, March 2006. www.jrf.org

Source of Supply	Number of Units
Net Completions (2004 to 2008)	3387
Net Number of Dwellings with Outstanding Planning Consent (Including Allocations with Permission) (Discounted by 5%)	4431
Potential Housing Sites in SHLAA (Excluding Unknown or Draft Green Belt Sites)	6836
Total Identified Supply	14654
Total Requirement (2004 to 2030)	21260
Total Shortfall	6606
Estimated Windfalls @ 435pa 2025 to 2030	2175
Total Requirement	4431

Affordable Housing Commitments

Site Name/Address	Capacity of Site	Total Number of Affordable Houses Planned for the Site	Remaining Affordable Housing to be Built at 1st April 2008
Germany Beck	700	245	245
Hungate Development Site Hungate	720	146	146
Site to rear of Letter Delivery Office Birch Park	193	43	43
Metcalfe Lane	540	216	216
Minster Engineering Works Dennison Street	57	14	14
Former Gas Site 24 Heworth Green	306	77	77
Barbican Centre	240	60	60
York College of Further & Higher Education Tadcaster Road	360	90	90
Heworth Croft 19 Heworth Green	132	33	18
Heworth Croft 19 Heworth Green	12	6	6
Land Adj Frog Hall 87 Layerthorpe	158	29	29
187 Tadcaster Road Land At Wilberforce Home	61	13	13
St James Vicarage 257A Thanet Road	32	8	8
Northfield Open Air School	55	14	9
Car Park Adj Foss Bank Car Park Heworth Green	172	31	31
Elm Tree Garage Hawthorne Terrace New Earswick	6	6	6
Fox & Hounds 39 Top Lane Copmanthorpe	8	4	4
Land to R/O 113 to 123 Monkton Road	8	8	8
Site of Garages, 1-6 Fifth Avenue	11	11	11
31 Lea Way Huntington	14	7	7
74 Shipton Road	8	8	8
Gladstone Elvington Lane	3	1	1
Poppleton Gate House Millgates	19	19	19
Land Lying to R/O 6-10 Dane Avenue	5	5	5
Chapelfields Playground	9	9	9

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Housing Allocations

Site Name/Address	Estimated Site Capacity/Approval	Sliding Scale As Per Draft Preferred Options	Alternative Proposals from the LDF WG	Existing Affordable Housing Policy	Notes/Comments
15 a-c Haxby Road	23	9	7	12	
Castle Picadilly	20	8	4	10	See Footnote
Area North of Trinity Lane	31	16	12	16	
Peel St/ Margret St	30	15	9	15	
Burnholme WMC, Burnholme Drive	20	8	4	10	
Monk Bar Garage	8	2	1	0	
Reynard's Garage	12	4	2	0	
10-18 Hull Road	39	20	16	20	
		82	55	83	

Sites With Development Briefs/Part of Area Action Plans

Site Name/Address	Estimated Site Capacity/Approval	Sliding Scale As Per Draft Preferred Options	Alternative Proposals from the LDF WG	Existing Affordable Housing Policy	Notes/Comments
British Sugar	1250	625	500	625	See Footnote
York Central	1780	890	712	890	See Footnote
Terry's Factory	412	206	165	206	See Footnote
Discus Bungalows, St Anne's Court	12				
Discus Bungalows, Regent Street	58	155	155	155	NB These sites were granted consent during 08/09
Discus Bungalows, Faber Street/Richmond Street	85				
Nestle South	464	232	186	232	See Footnote
		2108	1718	2108	

SHLAA Sites

Site Name/Address	Estimated Site Capacity/Approval	Sliding Scale As Per Draft Preferred Options	Alternative Proposals from the LDF WG	Existing Affordable Housing Policy	Notes/Comments
Grain Stores	197	75	75	75	NB This site was granted consent during 08/09
Former Bio-Rad Premises Haxby Road	136	68	54	68	See Footnote
Land at Frederick House East of Fulford	36	18	14	18	
Land at Cherry Lane	42	21	17	21	
Heworth Family Centre, Sixth Avenue	16	5	3	8	
Land at Marygate	37	19	15	19	
Asham Bar Park and Ride Car Park	60	30	24	30	
Manor CE Secondary School, Low Poppleton Lane, York	141	71	56	71	See Footnote
Lowfield Secondary School, Dijon Avenue	183	92	73	92	See Footnote
Former Citroen Dealership - Lawrence Street	37	19	15	19	See Footnote
The Tannery, Sheriff Hutton Road	53	27	21	27	See Footnote
Skipton Street Primary School	23	9	7	12	See Footnote
Millfield Industrial Estate Wheldrake	41	21	16	21	See Footnote
The Grange, Huntington	97	49	39	49	
Land at Mill Mount	33	17	13	49	
Rear of 62 Mill Lane, Wigginton	10	5	1	0	
Land at Blairgowrie House, Main Street Poppleton	37	19	15	19	
Monks Cross Stadium, Kathryn Avenue	150	75	60	75	
Council Depot, Beckfield Lane, Acomb	18	6	4	9	See Footnote
St Barnabas CE Primary School, Bright Street	5	1	1	0	
1 - 9 St Leonard's Place	32	16	13	16	See Footnote
Land west of Haxby Road	96	48	38	48	
North Lane Haxby	25	13	8	13	
22 Princess Road Strensall	12	6	2	0	
Land adj The Bracks / Green Lane Strensall	120	60	48	60	
Land at Bootham Crescent	79	40	32	40	See Footnote
Site off Water lane, Clifton	18	6	4	9	
Yearsley Bridge Centre	61	31	24	31	See Footnote
Site to the North East of Nestle	514	257	206	257	See Footnote
Heslington Village and Common Lane Grimston Bar	283	142	113	142	
		1266	1011	1298	

Analysis

Total Affordable Housing Projections Using Draft LDF Sliding Scale Calculations	4539
Total Affordable Housing Projections Using LDFWG Proposal Calculations	3867
Total Affordable Housing Projections Using Existing Affordable Housing Policy	4572

Footnote

Viability of these sites may be affected by remediation costs or the need to realise other policy objectives. Further detailed site investigations and assessment of viability will be required

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Executive**26 May 2009**

Report of the Chief Executive

The Sixth Staff Survey**Summary**

1. This headline report informs Executive of the results of the Sixth Staff Survey, outlining the corporate results from each category of questions. The survey is largely positive, with over 70% of staff satisfied with their job. The results give us material which will enable us to build on the strengths and prioritise improvement in the refreshed Single Improvement Plan (SIP).
2. The report looks at the next steps required to address the priority areas, identified for improvement through the draft Single Improvement Plan (SIP), and outlines how the results will be disseminated to staff and Directorate Management Teams.

Background

3. City of York Council's all staff survey is a self-completion questionnaire which before this survey has been carried out every 18 months, with the last one in April 2007. In 2008/09 it was decided that the survey would be conducted bi-annually.
4. All permanent council employees, with the exception of teaching staff, were invited to take part in the survey.
5. Questionnaires were sent out in February 2009 via email and hard copies to employees' home addresses (for non-office-based staff). A total of 1,847 questionnaires were returned, a response rate of 37%. The fifth staff survey received 2,171 responses. A sample of this size is accurate to +/- 1.9% at a 95% confidence interval.
6. All directorates were represented, with the majority being in LCCS (35%) and HASS (21%). Two-thirds of responses were from females - half from under 45s. 5% of respondents considered themselves disabled; 4% were BME; 3% non-heterosexual.

Results

Working for the council and doing your job

7. Almost three-quarters (71%) of staff are satisfied with their present job, a result comparable to the last three surveys (please see the annexe 1 for detailed trend data). A fifth (19%) are dissatisfied.
8. Clearly, perspectives on pay will be influenced by the recent pay and grading review. In that context, it is perhaps not surprising that the aspect of most importance was being fairly paid (67% choosing it in their top three from a list of seven aspects) with the second being achieving something useful (65%). Equally unsurprising perhaps, while satisfaction with achieving something useful was high (83%), satisfaction with being fairly paid was much lower (52%). Many of the seven aspects have remained stable compared to 2007/08, the exceptions being slight increases in satisfaction with job security (from 60% to 63%) and in having a say (58% to 61%), and a continuing decline in satisfaction with rewards other than pay, from 64% (04/05) to 48% (07/08) to 36% in this survey.
9. When asked about working for their part of the council, the majority: intended to be working for the council in a year's time (78%); were happy to say they worked for the council (71%); felt that overall the council is a good employer (70%). The latter represents a drop from 2007/08 (down from 76%) despite neutral and positive moves respectively on the other two measures. It is worth noting that the survey was conducted during a protracted period of uncertainty for many staff, while the council conducted the Pay and Grading review.
10. Around half think they can speak up and challenge the way things are done (57%) and that their part of the council welcomes and acts on new ideas (50%). Both of these are in line with 2007/08.
11. Only a minority believe that action will be taken as a result of the Staff survey (34%) or that promotion is on merit (33%). These results are broadly in line with past surveys.
12. In terms of doing their job most feel they are able to cope with the demands (78%), and are well enough informed to do their job properly (75%). Fewer feel they have the resources to do their job (62%), and over half believe they need to work more than their contractual hours to get the job done (54%). These measures are all comparable to the last survey, except for being well-enough informed which has declined compared to 2007/08 (from 81% down to 75%).
13. Relationships with colleagues are good, with most feeling their colleagues will listen to their work-related problems (83%) and few feeling that relationships at work are strained (20%).

Council priorities and improving services

14. While some of the movement may be attributable to changes in question wording, there is evidence of a positive movement in measures such as understanding of how their job contributes to the council's success, 80% in the

most recent survey compared to 76% in 2007 and 66% in 2005. 70% of staff said they are aware of the council's priorities, compared to 43% in 2007 and 60% on 2005. At a much lower level, there is a small but continuing upward trend in those who feel that directorates co-operate to get work done, with 28% saying this in the most recent survey compared to 26% in 2007 and 22% in 2005.

15. Almost three-quarters believe that we regularly consult with customers about their needs and expectations (69%) and that we act on that feedback (70%). Slightly fewer though believe that service to customers is improving (60%). While there is a long-term upward trend in the feeling that we regularly consult, there is some evidence of a short-term dip in the extent to which we act on the feedback, or that service is improving.

Learning & development, and management

16. In terms of learning and development, over half believe the council encourages them to learn and develop (60%) and that what they've done over the last year will help in their work and career (58%). Less than half though, feel that how and what they learn is planned (44%). That said, the long-term trend in all three measures is gradually upwards.

17. Disappointingly only around two-thirds said they have had a Personal Development Review (PDR) in the last year, down a little from 2007/08 (64%, down from 68%), although current management information from some directorates suggest PDR completion might be higher. This could be the result of different terminology being used in some parts of the council (such as Neighbourhood Services), where PDR-type meetings are known by other names.

18. Amongst those who did say they have had a PDR, there is strong agreement that roles and objectives for the next year were identified (88%) and that they received useful feedback on their performance (79%). There is less agreement that the PDR had improved their work (54%), though this measure is up from 07/08 (from 46% to 54%).

19. When asked to rate other aspects of management, most important was their manager/supervisor giving them responsibility (43% choosing in their top three out of eleven aspects), followed by their manager encouraging and supporting their learning & development (41%) and then, being a good listener and acting on issues they raise (38%). Encouragingly, a high proportion were satisfied with being given responsibility (86%); less so with the other two (62% and 65% respectively). These measures and most of the other eight aspects are stable compared to 2007/08; the exceptions are agreeing working targets (64% down from 67%) and being equal in treatment of staff (63% down from 67%).

20. Amongst line managers/supervisors themselves, around two-thirds feel they have enough information and advice to manage their staff (65%) and that they're given the opportunity to develop their people management skills (61%). This has declined from 2007/08 (76% down to 65% and 71% down to 61% respectively). This drop may be a consequence of Pay & Grading. Less than half feel they have the time they need to devote to managing their staff (39%).

21. Just under a half of all staff agree that senior managers provide effective leadership, up from 2007/08 (44%, up from 41%)

Communications

22. Currently most staff get council information from *News & Jobs* (75%), by email (65%) and being told by a colleague (59%) or their manager (58%). A substantial number get information indirectly from the local media (41%) and the grapevine (39%). In future they would prefer relatively more formal communication (much less of 'colleague telling them' or via local media or the grapevine) and relatively more face-to-face (relatively less via *News & Jobs* or email, and more of manager telling them or via team briefings). This desire is reflected in the 'next steps' section of this paper, where improving face-to-face communications is recognised as an important element of the refreshed SIP.
23. In terms of their likelihood to read an electronic version of *News & Jobs*, relative to the current hard copy, almost a half claim that it would be more likely (46%) and a third less likely (30%).

Equalities

24. Three-quarters feel that Equalities are relevant to their job (74%) with a substantial minority (19%) disagreeing. As regards the Equalities Impact Assessment for their area, a small minority had detailed knowledge (10%), more had a vague awareness (43%) and almost half had never heard of it (47%). However there is an accelerating upward trend in awareness over past surveys (up from 31% 2005/06 to 36% 2007/08 to 43% 2008/09) and a corresponding decline in those who have never heard of it.

Health & Safety

25. Nearly three-quarters feel that H&S is treated as a high priority by their line manager and colleagues (70%), with nearly two-thirds believing that is the case for Senior Managers/Directors (64%). Over half believe that they have sufficient training and resources to achieve their H&S responsibilities (61%), continuing an upward trend over the last few surveys. In contrast, while a similar number agree that H&S inspections are carried out regularly in their workplace (56%), this is down on 07/08 (from 61% to 56%). A similar number believe that recommendations from inspections are acted upon (59%). Only a fifth are aware of the new Safety Management System (21%).

Bullying and whistle-blowing

26. The proportion of those who feel bullied in the workplace is showing a steady decline over the years to a low of 5% in both this survey and the last. Although benchmarking from the last staff survey indicates that is a very low figure, it is a concern that any member of staff should feel they are being bullied. The issue will be investigated further as part of the HR section in the SIP, and processes will be put in place to address the issue.

27. Just under half of staff are aware of the whistle-blowing policy (47%) and of those, half have confidence in it (50%). A fifth expressed a lack of confidence (20%), mainly because of lack of trust, concerns over confidentiality and fear of repercussions.

Staff Benefits

28. Of options offered in exchange for a salary sacrifice, the most popular ones were additional annual leave (38%), training (18%) and bus travel (18% in total across First and other). Within the last two years computers and cycles have been added to the option for salary sacrifice, but these did not feature highly.

29. Support for a Staff Lottery was split with 41% claiming they are likely to participate and 44% saying they are not. Staff favoured spending the proceeds on subsidising health-related benefits – healthcare/health insurance (36%), gym membership (27%) and physio/massage/alternative therapies (26%). There was also support for encouraging charity/voluntary work (22%), funding awareness events (16%), subsidising child-care places (15%) and external non-job-related training (15%).

Further work - drilling down

30. Work on the survey so far has been at the corporate level. Further analysis of data at a lower level is required to determine to what extent the overall patterns above are reflected there, and to help shed light on some of the overall movements. This can be done:

- **by directorate:** initial analysis shows 'satisfaction with current job' is higher in LCCS (78% vs 71% overall), with other directorates in a fairly tight range (65%-69%). Notable changes compared to 2007/08 are an improvement of satisfaction for City Strategy (from 61% up to 69%) and a decline for Resources (from 70% down to 65%). However, these movements may be influenced by the reallocation of some departments between directorates rather than fundamental changes in the satisfaction levels of individuals.
- **by equality strand:** as with directorates, analysis of data is required at the level of equality strands – gender, age, disability, ethnicity, religion/belief, sexual orientation. This work is yet to be carried out.
- **by other splits:** further splits that may provide useful insights are by grade, by length of time worked for CYC and by full or part-time.

Benchmarking

31. Benchmarking of our data against similar data for other organisations will give a further perspective on the strength or otherwise of our results. The marketing and communications team have identified an organisation, ORC International, who provide a benchmarking service at no cost. We expect this benchmarking will be available in July.

Developing understanding through focus groups

32. Quantitative data such as the Staff Survey can be a blunt tool, sometimes prompting more questions than providing answers. Specific issues arising from analysis that is difficult to understand can be addressed through focus groups with staff, which can be convened to explore these areas.

Next Steps

33. The response to the staff survey will be addressed in the workstreams within the refreshed version of the Single Improvement Plan (SIP) for 2009/10. These include:

- Internal communications, such as addressing the issue of improving face-to-face communication through team briefing and the communication of actions arising from the staff survey itself
- HR priorities such as PDRs, workforce development and pay and grading
- Health and safety awareness
- A range of equalities actions and improvements
- Code of conduct awareness, including whistle-blowing and registers of interests.

34. In addition to this the following activity is underway or planned:

- A formalised training and development programme to support the Leadership & Management Standards (LAMS) is being constructed for implementation later this year
- A staff benefits booklet has been produced and will be distributed to all staff
- Views on the staff lottery will inform projects to be funded from proceeds
- Engagement and consultation with customers is addressed in the Council's new Community Engagement Strategy – *listening, informing and working together*.

Communicating results and action, and engaging with staff

35. In the short term the corporate headline results have been published on the council's intranet and are being featured in *News and Jobs* and (in more detail) in *News in Depth*. CMT will hold question and answer sessions for all staff on the survey, if that is feasible. In addition a PDR workshop has already been held and the equality staff group has already met.

36. At the next level, analysis by directorate will be completed by the research team in marketing and communications, with the appropriate HR business partners and performance representatives across the council. This will be undertaken during the summer and reported to Directorate Management Teams, so that consideration can be given for improvement actions locally. A further level of communication by directorate can take place at this point.

Improvement actions can be built into Service Plans and Directorate Plans and those actions communicated to staff as part of that process.

37. Performance reporting on the actions above (paragraphs 33 and 34) will be made to Corporate Management Team and Executive on a quarterly basis as part of the SIP process. There will be further communication to staff as part of that process, using existing (and improving) communication tools throughout the life of the refreshed SIP.

Equalities implications

38. As stated above, data needs to be analysed at the level of the six equality strands: gender, age, disability, ethnicity, religion/belief, sexual orientation. The Corporate Equality Data Project Officer, who is a part of the equality and inclusion team, will do this analysis.

Sustainability issues

39. The staff survey is an essential tool in improving morale and providing the council with the tools to deliver the corporate strategy.

Legal implications

40. There are no legal implications in this report.

Crime and Disorder implications

41. There are no crime and disorder implications in this report.

Information Technology (IT) implications

42. There are no IT implications in this report.

Property implications

43. There are no property implications in this report.

Other

44. All other implications have been covered in the report.

Risk Management

45. There is a risk that the staff survey will not be perceived to have changed anything unless:
- the results of the survey are acted upon
 - actions undertaken are well communicated to staff
 - there is buy-in from all staff to make necessary changes.

Consultation

46. The council's Corporate Management Team has been consulted on the options outlined in this paper.

Recommendations

47. Members are asked to:
- comment on and note the results, including further analysis to be undertaken
 - approve the 'next steps'
 - request that SIP report to Executive includes further actions to be undertaken to address the results of the survey.

Contact Details

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Chief Officer Responsible for the report:

Bill McCarthy
Chief Executive

**Report
Approved**



Date

15/5/09

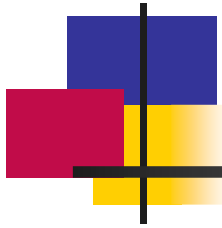
Chief Officer's name
Title

Specialist Implications Officers:

NA

Annexes

A: Slides: Over to you – February 2009, Staff survey – Headline results



Over to you – February 2009

Staff survey – Headline results

Executive 26 May 09

Report author:
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Over to You



Background & methodology

- **City of York Council's all staff survey is a self-completion questionnaire which pre-2008/9 has been carried out every 18 months since March 2001. In 2008/09 it was decided that the survey will be conducted bi-annually.**
 - **All permanent council employees were invited to take part in the survey with the exception of teaching staff.**
 - **Questionnaires were sent out in February 2009 by a combination of web-based questionnaires (link to questionnaire send via email) and hard copies to employees' home addresses (non-office-based staff).**
 - **The marketing and communications team developed the questionnaire in conjunction with human resources and various council departments with specific research requirements.**
 - **The data-processing was conducted by NWA Social Research.**
-



Background & methodology

- **A total of 1847 questionnaires were returned: 1386 online and 461 paper. This represents a response rate of 37% which is a decrease of 13% on the previous survey:**

Date of survey	No. of questionnaires	% response rate
February 2009	1847	37%
April 2007	2171	50%
October 2005	1288	31%
April 2004	1510	41%
September 2002	1365	38%
March 2001 (included teaching staff)	2301	35%

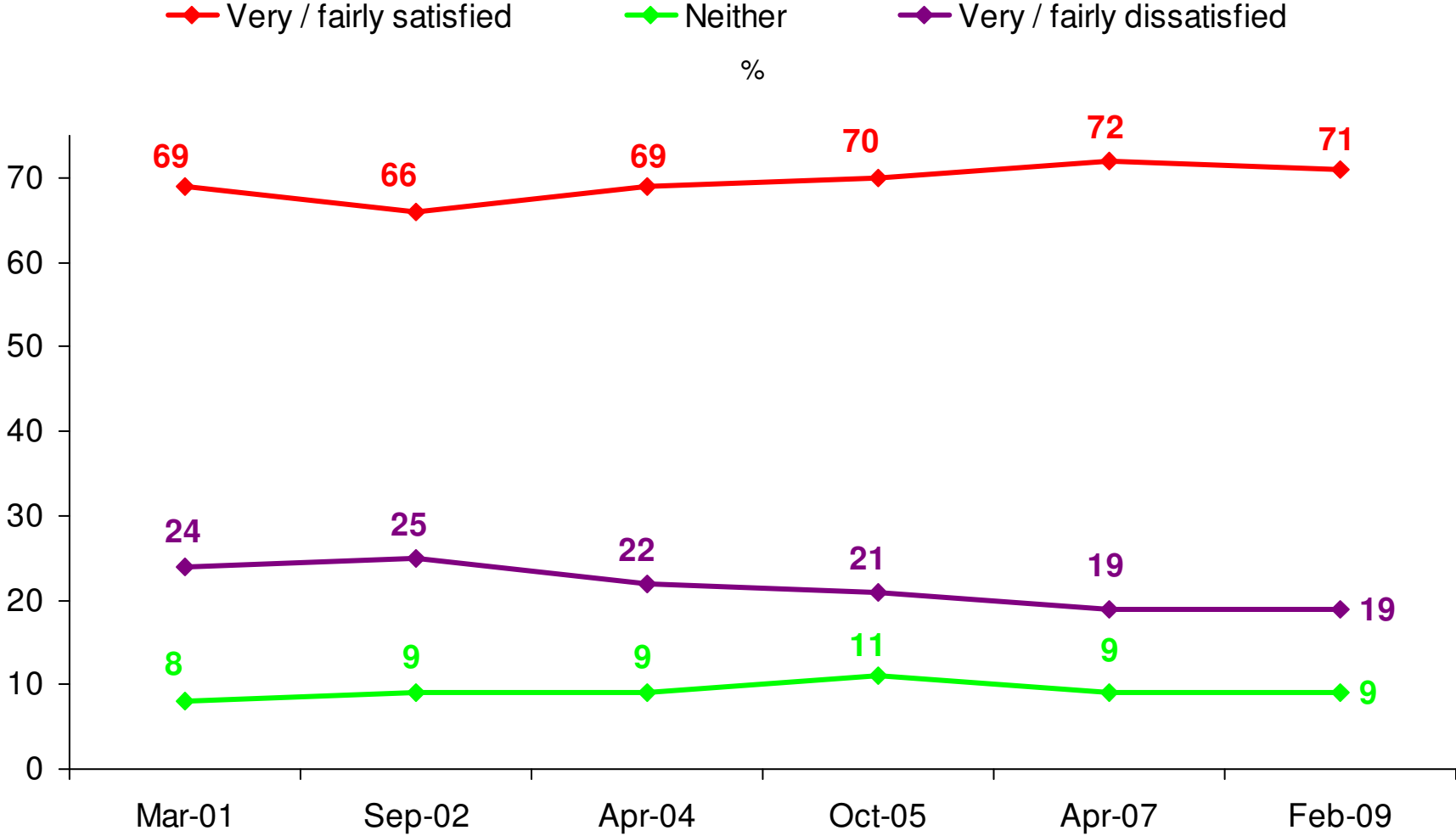
- **Results are accurate to within +/- 1.9% with 95% confidence. Where %s do not sum to 100%, this is either due to multiple responses or computer rounding.**



Overall findings

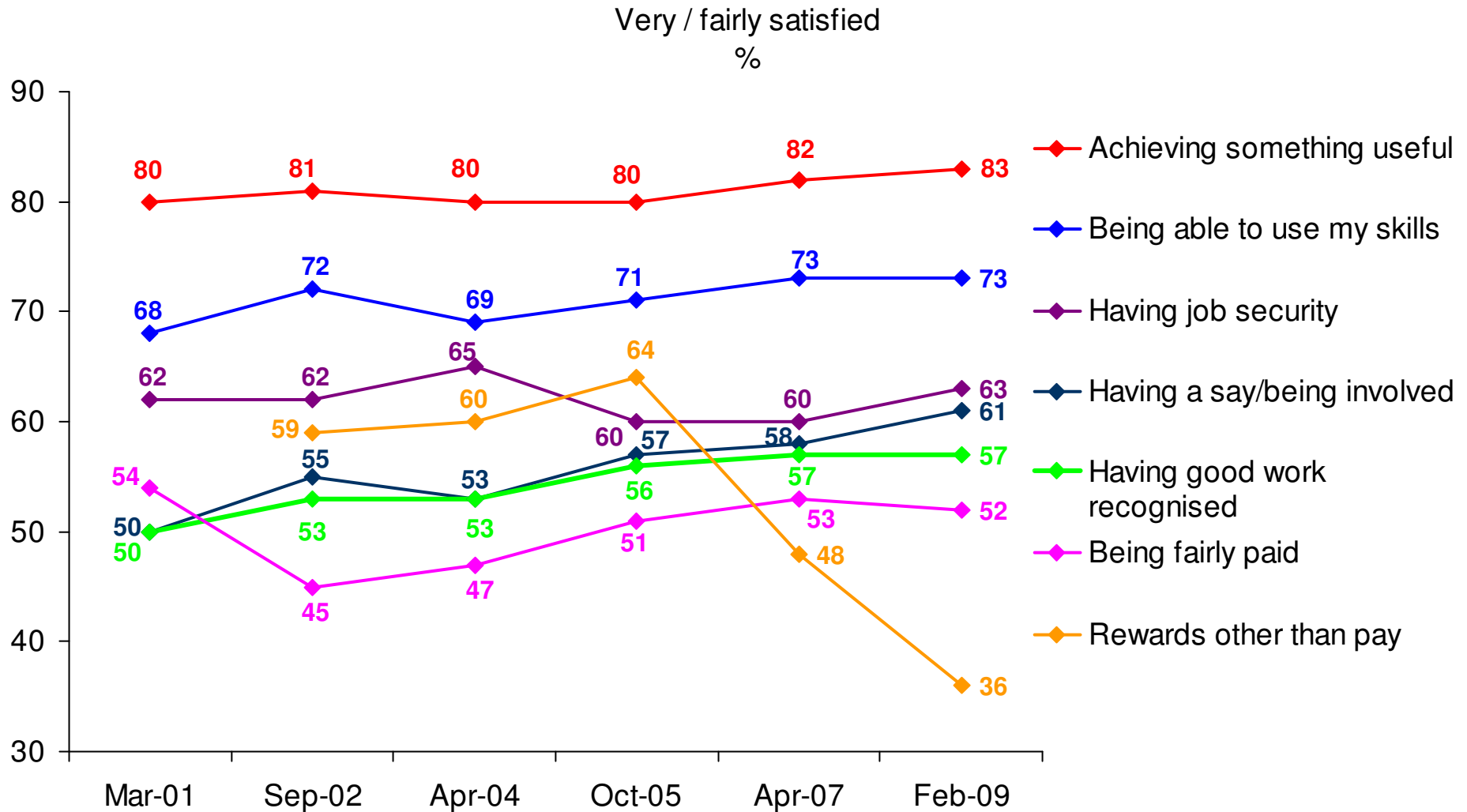
Overall satisfaction with present job has remained stable.

Q1: Taking everything into consideration, how satisfied or dissatisfied are you with your present job?



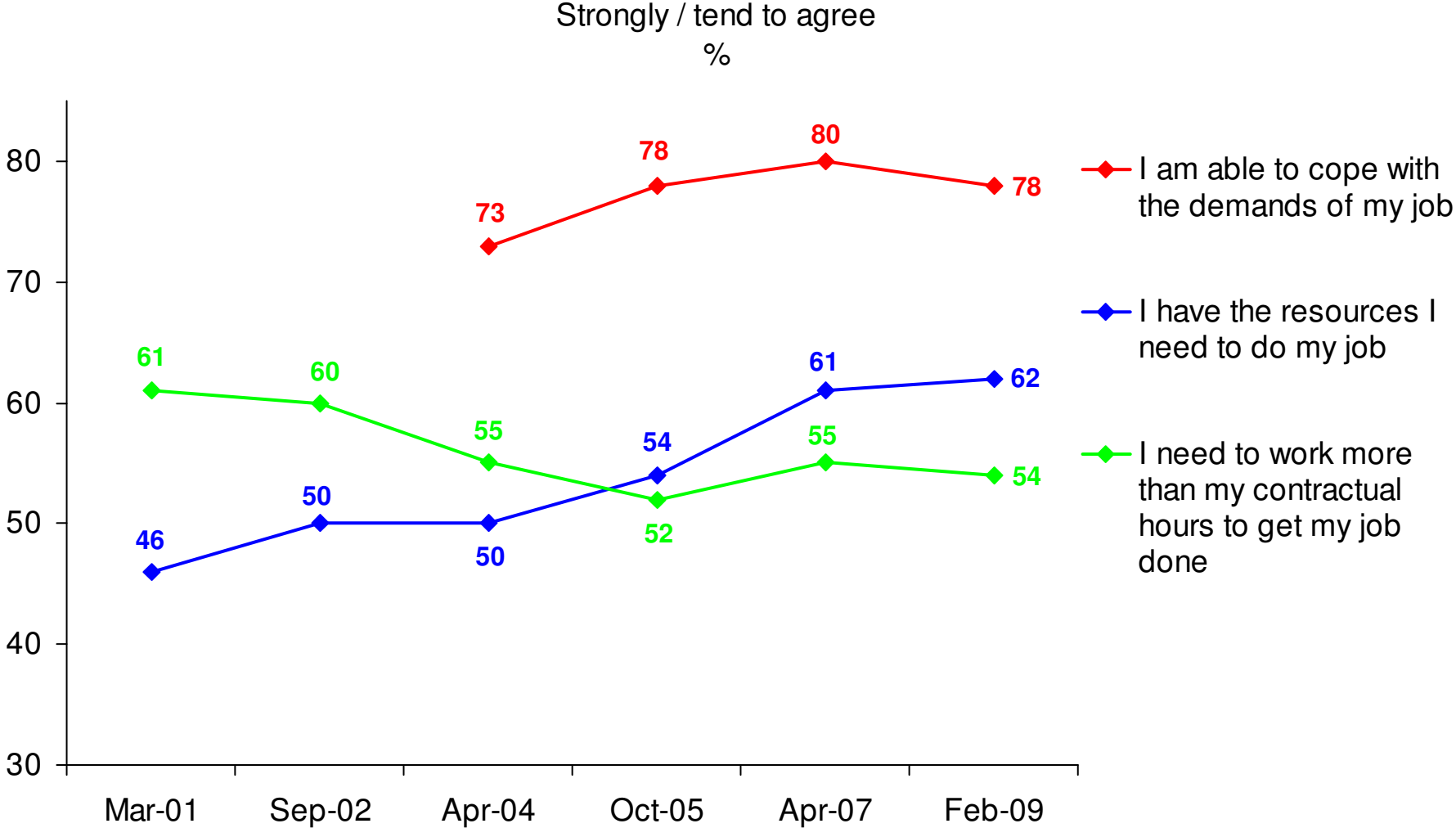
Satisfaction levels have remained consistent for all aspects, with the exception of rewards other than pay.

Q2: How satisfied or dissatisfied are you with the following aspects of your present job?



Agreement with statements about doing your job have levelled out in the latest survey.

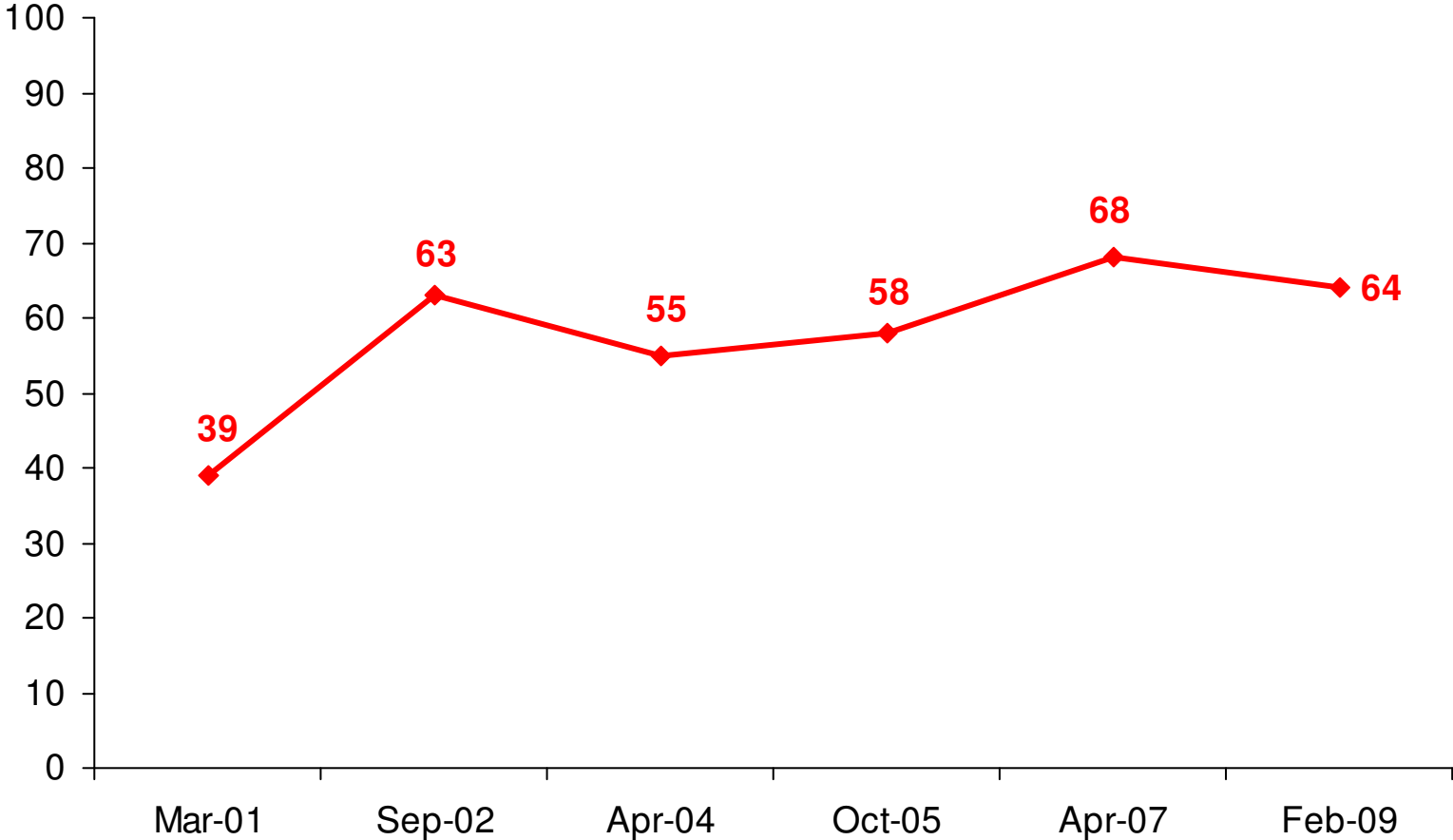
Q5: How much do you agree or disagree with the following statements about doing your job?



Around two-thirds of staff have received a PDR in the last twelve months, which is a decrease of 4%.

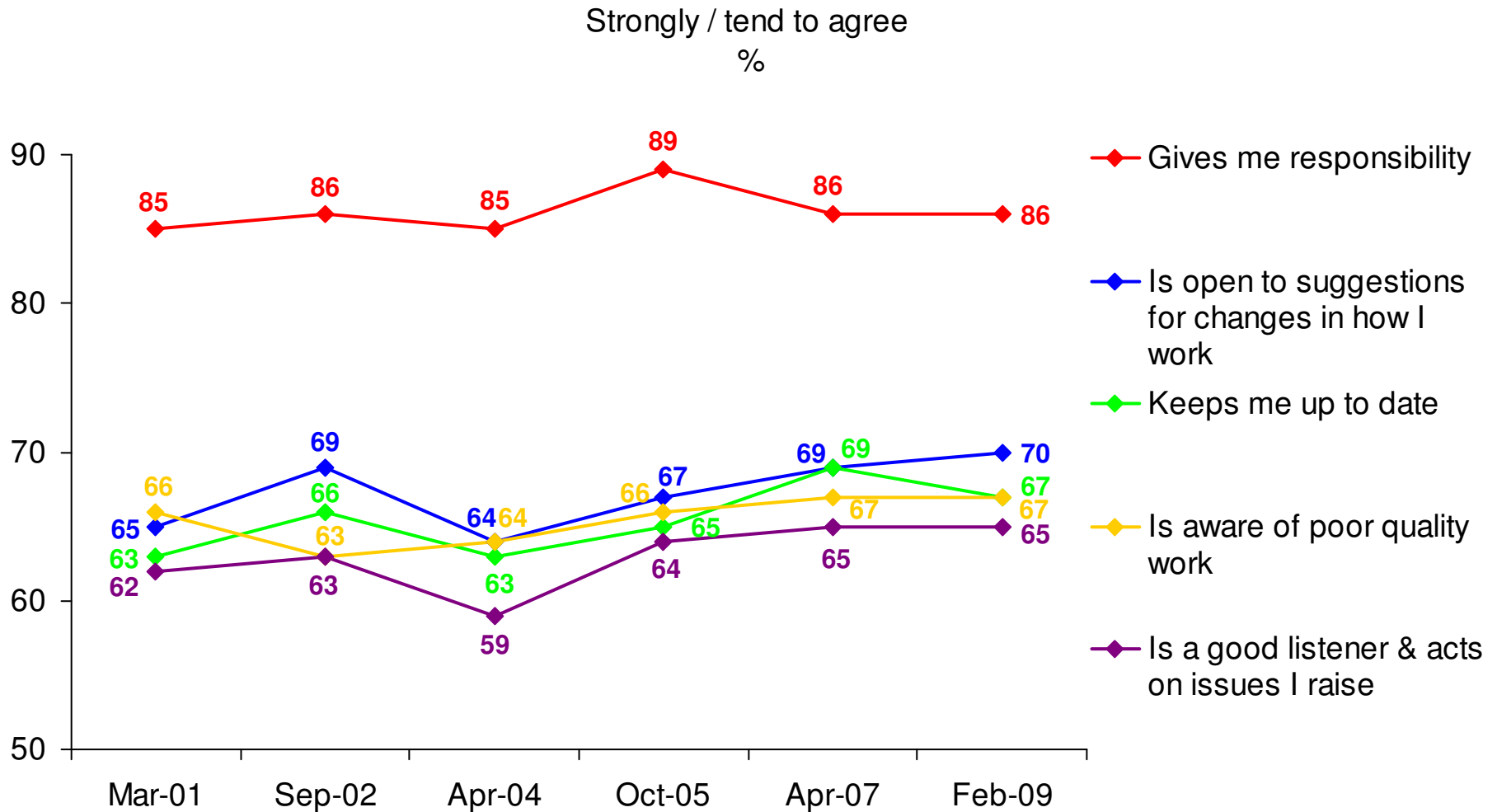
Q11: Have you had a Performance & Development Review (PDR/appraisal) in the last 12 months?

Yes, I have received a performance review in the last 12 months
%



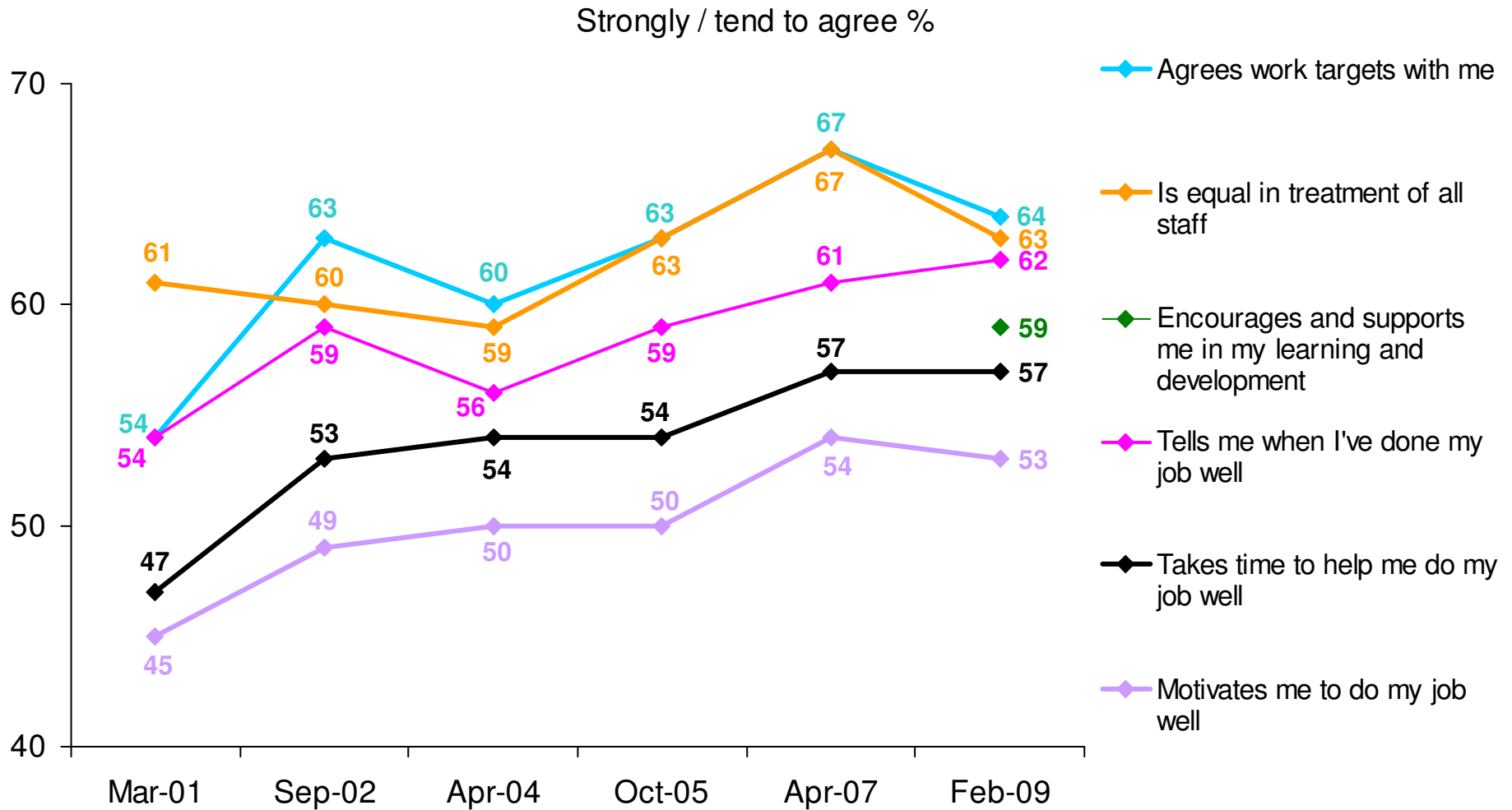
Agreement with statements regarding managers have remained consistent.

Q13: How much do you agree or disagree with the following statements about how you are managed/supervised? My manager/supervisor...



Staff agreement has decreased for managers treating staff equally and agreeing work targets.

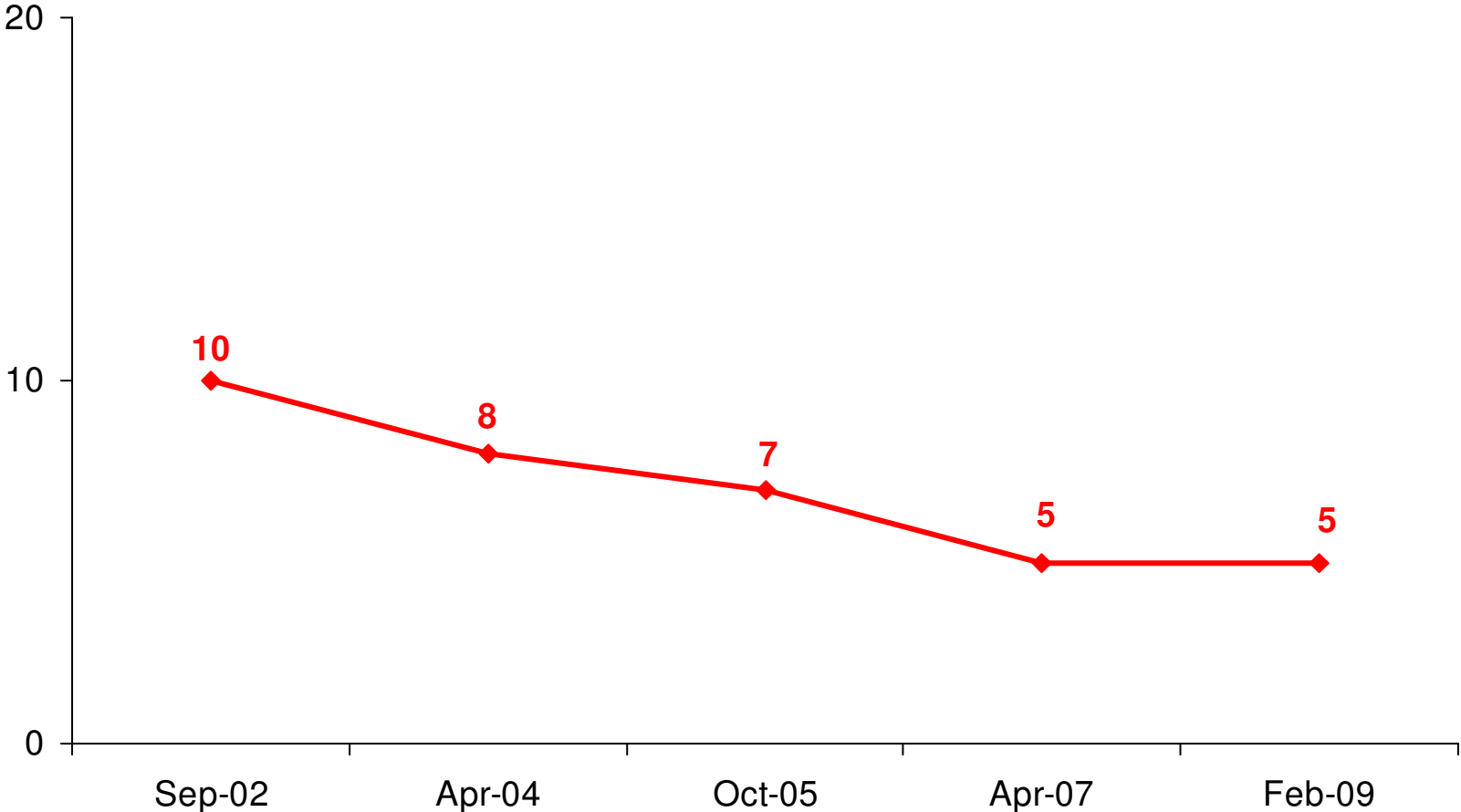
Q13: How much do you agree or disagree with the following statements about how you are managed/supervised? My manager/supervisor...



Levels of bullying have remained consistently low.

Q24: Are you being bullied or harassed in your work at present?

'Yes' answers %



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Executive

26 May 2009

Report of the Assistant Director of Resources (Customer and Governance)

Single Improvement Plan Refresh 2009/10**Summary**

1. This report sets out proposals for the workstreams within the refreshed version of the Single Improvement Plan (SIP) for 2009/10, together with the basis for their inclusion. This report does not include a detailed action plan, as the work will be scoped with timescales and milestones set in consultation with the relevant CMT leads responsible for each workstream.

Background

2. The Single Improvement Plan forms a core element of the Corporate Strategy's eighth theme, that of being an Effective Organisation. It is intended to cover corporate continuous improvement of internal processes and governance frameworks, which in turn support effective service delivery. These processes and governance frameworks are laid down in the council's Code of Corporate Governance and internal Business Model for officers.
3. An improvement programme was originally agreed in June 2008, in response to the Audit Commission's corporate assessment, which was presented to Executive on 30 June 2008 as the SIP. Twelve individual areas for improvement were identified, and progress against milestones monitored. The achievements to year end 2008/09 were reported to Executive as Annex 3 to the Comprehensive Performance Assessment Report on 17 March 2009.
4. The SIP will continue to be led and owned by Corporate Management Team members who will take individual leadership of SIP workstreams.
5. Earlier this year, a review of corporate governance was carried out to compare current practice against CIPFA standards for best practice and a number of potential further areas identified for possible inclusion in a refreshed SIP. The early findings from the review were reported to the Audit and Governance Committee on 31 March 2009. In addition, the staff survey was undertaken between February and early March

2009, and further key findings that were suitable for inclusion in the SIP were identified.

6. CMT received an interim report on 8 April 2009 to inform decisions regarding the 2008/09 SIP workstreams which should continue into the 2009/10 year. This report presents draft proposals for a combination of workstreams carried forward from the previous year, together with new elements introduced as a result of either the review of corporate governance or the staff survey.
7. Scoping work is currently under way to determine the key milestones to be achieved, and consultation in the proposed areas will be carried out to ensure that stakeholders have input into the improvement process.

Consultation

8. Individual officers responsible for each workstream have been consulted on their respective areas of work, and CMT as a group have been consulted on the elements to be carried over from the previous year. The Marketing and Communications team have been consulted on the findings from the staff survey. The Audit & Governance Committee have received and noted the early outcomes of the Governance Review.
9. Once key milestones have been developed, consultation in the proposed areas will be carried out to ensure that stakeholders have input into the improvement process.

Options

10. Nine areas for suggested inclusion in the SIP have been identified, either through the governance review, the staff survey, or from previous audit or inspection reports and the previous year's SIP. In addition risk management was specifically requested for inclusion by Executive on 31 October 2008.

11. The originating sources of proposed workstreams are shown in the table below:

Source			
SIP Workstream	Governance Review	Staff Survey	Other audit/inspection reports
HR	✓	✓	✓
Equalities			✓
Health & Safety		✓	✓
Member Training	✓		✓
Project Management	✓		✓
Code of Conduct awareness	✓	✓	✓
Partnership governance	✓		✓
Internal Communications	✓	✓	
Risk Management	Executive		

The results of the staff survey are being reported separately to Executive, and further detail will be available in that report which support some of the suggested workstreams (26 May 2009).

12. The suggested workstreams and proposed coverage are set out below:

(i) Human Resources

This was originally identified in the Corporate Assessment of 2008 as an area for further improvement, and the original work identified in the 2008/09 SIP covered a multi-year programme. The elements to be worked on this year were agreed last year as part of the overall programme, building on the previous completed actions.

Issues around outstanding pay and grading appeals were raised in the staff survey (under the “Any other comments” section).

Among the areas for improvement are the completion rates of Personal Development Reviews (PDRs) to assist with workforce development planning, the continued implementation of Pay & Grading including the outstanding appeals to be heard, and the continuing work of the HR Transformation Programme.

Lead Officers: Ian Floyd/ Angela Wilkinson

(ii) Equalities

This has been identified in a number of reports, including the Corporate Assessment of 2008, as an area requiring additional

work to meet the council's statutory duties, and work is continuing from the previous year's SIP. The new Equality Framework for Local Government, which took statutory effect from 1 April 2009, places on local councils a duty to reduce social inequality, and therefore an ongoing programme of equalities work is required.

This programme is to include working towards meeting all the requirements of the "Developing" level of the new Equality Framework, working on a joint approach with LSP partners for access to services, and delivering training on equalities and human rights.

Lead Officers: Bill Hodson / Evie Chandler

(iii) Health & Safety (H&S)

This was identified in reports from the Health & Safety Executive, and work now needs to build on the milestones achieved in the previous year's SIP.

A report was presented to CMT on 11 February 2009 outlining the main issues facing the Health & Safety team, making extensive recommendations for further action to improve the Health and Safety culture within the council. In addition, the staff survey showed that only half (50.9%) of staff believed that H&S recommendations were followed up on and only 20.9% of staff were aware of the council's new Safety Management system.

Some of the main areas for work include carrying out a H&S training needs analysis, delivering training, assessing levels of legal compliance and reviewing new risks entered onto the corporate risk register.

Lead Officers: Director of Neighbourhood Services / Angela Wilkinson/Jon Grainger

(iv) Member Training

Identified in the 2008/09 SIP, work is continuing on the foundations laid last year. Members have agreed to sign up to the IDeA Charter for member development, and a working group is to decide the components of next year's training courses for members.

Key areas for action include developing a Member Development Policy, agreeing the annual training programme and agreeing the implementation plan for achieving charter status.

Lead Officers: Chief Executive / Quentin Baker

(v) Project Management

This follows on from a part of the Capital Programme workstream from last year's SIP to achieve consistency in project management across the council.

Amongst the actions planned are the corporate adoption of common principles of project and programme management, developing an agreed gateway process for project review and delivering a training programme for project management.

Lead Officers: Bill Woolley /Tracey Carter

(vi) Code of Conduct awareness

This workstream in part covers concerns raised in the staff survey about whistle-blowing procedures. Half of all staff were not aware that the whistleblowing procedures existed, and of the staff who were aware, a sizeable percentage (20%) had little confidence in them.

The review of corporate governance also identified the need for all staff to be aware of current conduct standards and procedures. While many people received information on joining the council, procedures are updated on a regular basis, and there is a need to ensure consistency of practice across the council.

For this year, work is to include a revision of current procedures, and the delivery of a training programme on the officer Code of Conduct to increase awareness.

Lead Officers: Ian Floyd / Officer Governance Group

(vii) Partnership governance

The review of corporate governance highlighted areas for improvement in the area of assurance around partnership governance, and this is reflected in a comment made in the previous year's Corporate Assessment.

Work will include a review of current partnership governance arrangements, and the delivery of training on good partnership governance.

Lead Officers: Bill Woolley /Officer Governance Group.

(viii) Internal Communications

This workstream was identified in the staff survey as being an area for further work, but underpins many of the issues identified in the review of corporate governance. In addition, only 39% of staff believe action will be taken on problems identified through the staff survey, so there will be further communication work required to explain what action has resulted from the staff survey, both corporately and through individual directorate management teams.

Areas to be covered will include a fundamental review of the council's internal communication arrangements. Primary focus will be on face to face channels of communication, e.g. systematic team

briefings, as well as a review of electronic and paper communications including the implementation of the new intranet (COLIN).

Lead Officers: Pete Dwyer / Matt Beer/ Angela Wilkinson

(ix) Risk Management

This workstream was requested for inclusion by Executive at their meeting on 21st October 2008 after considering the Corporate Risk Management Report 2008/09. The minute states 'That the Director of Resources be requested to ensure that the work of the Risk Management system is worked into the Single Improvement Programme as a prioritisation of officer resources'.

Areas for further work include a fundamental review of the strategic risk register in line with the new corporate strategy, and the integration of risk reporting into the new performance management framework.

Lead Officers: Ian Floyd / Pauline Stuchfield

Next steps

13. CMT leads will scope individual workstreams including deliverables and milestones/timescales by June 2009. The detailed plan will be reported to a future Executive meeting.

Analysis

14. Performance reporting will be made to CMT and Executive on a quarterly basis, although summary information giving progress against the annual target of 80% of milestones achieved, will be included as part of internal reporting on the Corporate Strategy on a monthly basis
15. As each SIP improvement area reaches completion and to ensure continuity, effective implementation and compliance, appropriate amendments will be made to the council's Business Model for officers.

Corporate Priorities

16. The SIP forms one of the council's key objectives under the theme of "Effective Organisation", and achieving the milestones of the SIP as a whole forms one of the theme actions for the 2009/10 year.

Implications

17.
 - (a) **Financial** None identified at present. All work will be managed within existing service budgets.
 - (b) **Human Resources (HR)** HR implications for the HR workstream.

- (c) **Equalities** Equalities implications for the equalities workstream
- (d) **Legal** The SIP should assist the authority in fulfilling some of its statutory duties, particularly in regards to health and safety, and equalities legislation.
- (e) **Crime and Disorder** None
- (f) **Information Technology (IT)** None additional to those already identified, e.g. development of the intranet.
- (g) **Property** None
- (h) **Other** None known.

Risk Management

18. If new SIP areas are not agreed then this could affect the Council's direction of improvement, the quality of the Business Model and the outcome of the Use of Resources Assessment within the Comprehensive Area Assessment process.

Recommendations

19. Executive is asked to:
- (a) Comment on the draft SIP 2009/10; and
 - (b) Agree the areas for inclusion.

Reason

To ensure the effective management and of key actions to be taken to support on-going development and improvement work at the council critical to the achievement of the Effective Organisation corporate priority.

Contact Details

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	Report Approved	√	Date	7th May 2009
	Ian Floyd Director of Resources			
	Report Approved	√	Date	7th May 2009
Specialist Implications Officer(s) N/A				
Wards Affected: <i>List wards or tick box to indicate all</i>				All √
For further information please contact the author of the report				

Background Papers:

Annex 3 to the CPA report presented to Executive on 17 March 2009, reporting the outcome of the 2008-09 SIP.

Annexes: None



Executive

26 May 2009

Report of the Assistant Director of Resources (Customer and Governance)

Data Quality Policy**Summary**

1. The report presents a draft corporate Data Quality Policy for Executive Member consideration and approval.

Background

2. In recent years there has been an increasing requirement for councils to have robust, clear and effective data quality policies in place to ensure data quality is considered every time key decisions are made and to drive performance improvement.
3. Currently the council's overall management arrangements for ensuring data quality are assessed by the Audit Commission at Level 2 (adequate) and an action plan was developed last year to improve this position by addressing the Audit Commission's recommendations. Key areas were identified for improvement in terms of organisational ownership and accountability for data quality and the need to strengthen the Council's senior level commitment to the importance of data quality. This was embedded in the Single Improvement Plan for 2008/09 and the related milestones substantially completed resulting in the production of the draft Policy attached at Annex A to this report. Outcomes and actions arising from annual Data Quality external audits are monitored by the Audit & Governance Committee.
4. The Audit Commission have made it clear that they view data quality as important given that much of what the council decides to improve, and how well it says it is performing, is dependent on the foundations of accurate data and information. This affects all aspects of performance management including the CPA/CAA assessments, achieving the corporate priorities and the Local Area Agreement.

Key Audit Commission Recommendations

- 5 Below are the key recommendations provided by the Audit Commission in 2007/08 to improve the quality of data across the council which are specifically addressed by the draft Data Quality Policy:

R1	Raise the profile of data quality and develop a high level commitment to improving data quality.
R2	Integrate data quality guidance and procedures within the performance management framework.
R3a	Develop corporate arrangements for assuring the quality of data for in-year reporting.
R3b	Implement arrangements for assuring the quality of data for in-year data.
R4	Review and specify lead officer roles and responsibilities for corporate and directorate performance collection and reporting.
R5a	Establish a system to monitor the consistency of application of existing data quality procedures.
R5b	Implement a system to monitor the consistency of application of existing data quality procedures.
R6	Strengthen data quality review and reporting arrangements and in particular reporting of outcomes to senior officers.
R7	Identify third party information sources and formalise arrangements for specifying, collecting and validating data from external third party sources.

Development of the Policy

- 6 Key to the council's response was the development of the draft corporate Data Quality Policy to embed existing good data quality arrangements and to emphasise the importance of ownership of data quality at all levels across the organisation in particular at a senior level.
- 7 The draft Policy aims to address all of the recommendations set out above and provides a framework within which officers can work. The council needs to have the right data, at the right time, at the right cost. It has many good working practices in place but to get a consistent approach across directorates, the Policy aims to:
- a) outline a corporate vision including governance and leadership;
 - b) embed the fundamental principles of data quality across the organisation;
 - c) embed a three stage data quality process including roles and responsibilities;
 - d) identify current knowledge and training needs;
 - e) set out the council's data quality standards;
 - f) develop a systems integrity framework.

Progress made to date

- 8 The draft Policy was taken to Directorate Management Teams (DMTs) between September and October 2008 to introduce the key elements and to agree a way forward for each directorate in terms of:
 - a) who would take the lead;
 - b) which indicators they considered necessary to assess;
 - c) which information systems that hold data relating to key indicators need to be reviewed; and
 - d) how the policy will be reported back.
- 9 DMTs generally agreed with the key principles of the Policy but more work is needed to answer some of those questions above. All DMTs agreed to self assess their Local Area Agreement (LAA) indicators first, then look at the National Performance Indicators (NPIs) and other key internal indicators.
- 10 A programme of regular progress reports will be discussed at either DMT or a designated forum in the directorates to continuously improve their approach to data quality.
- 11 Group discussion with the Performance Officer Group and Internal Audit between October and November 2008 led to the creation of an 'information systems integrity check framework' which is now available for directorates to work with. The aim is to ensure that all relevant information systems are reviewed on a regular basis to ensure collection and recording of data within such systems is of appropriate quality.
12. Other planned improvements include:
 - a) assessment of other indicators including NPIs and key information;
 - b) roles and responsibilities review of officers who deal with performance data to develop greater understanding of how performance data produced across the different directorates;
 - c) review of additional recommendations recently received by the Audit Commission for 2008/09 which include:
 - i. incorporating data quality into appraisals and job descriptions;
 - ii. design and deliver training to performance officers;
 - iii. strengthen partner arrangements;
 - iv. incorporate risk in collection arrangements.

Consultation

- 13 The draft Data Quality Policy has been written in consultation with:
 - a) the Performance Officer Group,
 - b) the Internal Audit team,
 - c) the Data Quality Champion (Director of Neighbourhood Services),
 - d) the Corporate Management Team,
 - e) the Audit Commission,
 - f) the Executive member for Corporate Services, and

- g) the Audit & Governance Committee (endorsed the draft Policy at its meeting on 13 January 2009).

Options

- 14 Members can choose to:
- a) accept the draft Data Quality Policy as presented;
 - b) suggest amendments to the draft Policy.

Corporate Priorities

- 15 Since the achievement of all corporate priorities are assessed through key performance indicators then it is vital that the Data Quality Policy is followed to produce reliable, accurate, timely and accessible data.

Implications

- 16 (a) Financial – there may be some financial implications due to actions required to solve data quality problems identified through use of data quality toolkits.
- (b) Human Resources (HR) – there are no HR implications.
- (c) Equalities – there are no equalities implications.
- (d) Legal – there are no legal implications.
- (e) Crime and Disorder – there are no crime and disorder implications.
- (f) Information Technology (IT) – there maybe some IT implications depending on the results of systems integrity checks.
- (g) Property – there are no property implications.
- (h) Other – the implications of not addressing data quality issues are widespread and could lead to a poor Corporate Assessment in CAA and unreliable data which crucial decisions are based.

Risk Management

- 17 The Audit Commission has identified the following risks of not addressing weaknesses in data quality:
- information could be misleading;
 - decisions may be flawed;
 - resources may be wasted;
 - poor services may not be improved; and
 - policy may be ill-founded.

The corporate implications for City of York Council is that these could result in incorrect decisions being made which could impact adversely on service provision to the community.

Recommendations

18 Members are asked to agree the following:

(a) approve the draft Data Quality Policy.

Reason: To raise the profile of data quality, develop a high level commitment to improving data quality and ensure a consistent approach.

(b) to agree that progress in achieving the requirements of the Policy is reported annually to Audit & Governance Committee and Executive.

Reason: To strengthen data quality review and reporting arrangements and in particular reporting of outcomes to senior officers and members.

Contact Details

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	Report Approved	<input checked="" type="checkbox"/>	Date 11 th May 2009
	Chief Officer's name: Ian Floyd Title: Director of Resources		
	Report Approved	<input checked="" type="checkbox"/>	Date 12 May 2009
Specialist Implications Officer(s) <i>Not applicable</i>			
Wards Affected:			All <input checked="" type="checkbox"/>
For further information please contact the author of the report			

Annexes

Annex A: Draft Data Quality Policy

Background Information

Review of Data Quality Arrangements 2007/08 and 2008/09 – Audit
Commission

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City of York Council

Draft Data Quality Policy

Version: Final Copy
Version Date: 11 May 2009
Authors: Peter Lowe & Nigel Batey (Policy, Improvements & Equalities Team)

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1 Introduction

Purpose

- 1.1 This Data Quality Policy is intended to help the City of York Council and its staff to improve the quality of the information used to plan and monitor service delivery and improvement. The main purpose is to:
- clarify what data quality is and why it's important.
 - set out the 4 standards of good data quality to ensure they influence the Corporate Business Model.
 - ensure these standards are delivered in the context of a 3 stage data quality process.
 - clarify roles and responsibilities for data quality throughout the organisation
 - provide a framework to assess, review and improve the quality of performance indicators and decision-making across the council.
- 1.2 The primarily focus is on the data underpinning performance indicators. However, the principles can also be applied to 'management information' used more widely, both at service and corporate levels of the organisation.

What is data quality & why is it important?

- 1.3 Data quality relates to the accuracy of data used to judge performance or inform business decisions. This can include information collected from processes or systems, performance indicator results, information about key actions and projects, or high level collective results about an organisation (e.g. the council's CPA/CAA scores).
- 1.4 Producing information that is fit for purpose should not be an end in itself, but an integral part of an organisation's operational, performance management, and governance arrangements. Producing reliable data is at the heart of the council's performance management arrangements by actively managing data quality in all aspects of day-to-day business, in a way that is proportionate to the cost of collection, and turning the data into reliable information for decision making.
- 1.5 The council is committed to excellent data quality in all of the information used to assess performance. This is particularly important because:
- it supports continuous improvement and more effective use of resources.
 - good data quality is crucial to support effective decision-making – not just in terms of performance management, but also business and strategic planning.
 - it contributes to the provision of high quality information to the public, government departments, auditors, and partners.
 - it allows councillors, partners and service users to make objective judgements about the quality of the services the council delivers and can aid effective benchmarking.

Who needs to read this policy?

- 1.6 This document is aimed principally at those officers who collect, analyse and report performance data (e.g. service managers, directorate performance officers, etc). However, this policy is also useful for those at the very front and end of the reporting process, namely:
- the staff who complete forms or enter data into business systems.
 - those who receive the data via management information (e.g. CMT, Executive members, assistant directors and service managers).
- 1.7 This document should also guide the council's LSP partners who regularly submit and receive performance data to the council that supports joint service delivery, the Sustainable Community Strategy and the Local Area Agreement.

2 Data Quality – national and local context

- 2.1 The council needs to be accountable for the public money spent and the information produced about performance and improvement must therefore be accurate, reliable and timely. As a result, data quality arrangements are audited annually to check:
- performance results are calculated accurately, given that the council's performance is compared to other unitary authorities (e.g. quartiles) and large amounts of government funding is now linked to performance;
 - adequate arrangements are in place to manage the council effectively and to make key decisions.
- 2.2 To help do this effectively, the Audit Commission has developed a framework to help improve data quality in local government. This framework provides the basis of the Key Lines of Enquiry (KLOEs) that are used by external auditors to assess the effectiveness the council's data quality arrangements. The overall corporate scores that the council receives for data quality feed into the government's Comprehensive Area Assessment (CAA) process - previously CPA.
- 2.3 Data quality forms an integral part of the council's broader corporate performance management framework. In the past, the quality of performance information was seen as a compliance event, once a year, when the year-end outturns get produced. This policy builds on current arrangements to make data quality an integral part of the way data is used throughout the year (e.g. for monthly and quarterly reporting and other reports to CMT, Executive, the LSP (WoW) Executive Delivery Board, etc).

3 The City of York Council's commitment to data quality

- 3.1 To make data quality sustainable and consistent throughout the council, it must become an integral part of the business culture. The council has established a clear vision of what this will mean in practice:
- there is a strong demand for high quality performance and management information from officers and members to inform and improve decision-making. Data quality will not be seen solely as a compliance issue.

- robust and timely evidence is available to demonstrate the accuracy of the data produced. This is mainly produced for the council's own business purposes, but can also be used by auditors as a by-product.
- efficient processes and procedures are in place to produce performance information – which happens naturally, rather than in addition to normal working practise. The council continually seeks to improve these processes whilst ensuring that efforts to improve data quality are proportionate to the benefits.

3.2 The council is committed to becoming an organisation that puts data quality at the heart of performance management to help actively managing data in all aspects of day-to-day business.

4 The 4 standards of data quality

4.1 There is no designated process or standard procedure that can easily be applied across the council to ensure consistency of data quality. Every directorate, service area or corporate forum has different information requirements to one degree or another.

4.2 However, although the information requirements may vary, the need to receive good quality data remains. It is therefore important to consider 4 key standards (or characteristics) of good data quality.

The 4 standards of good data quality	
1. Accuracy	Data should be sufficiently accurate for its intended purposes and presented clearly in the appropriate level of detail. Ideally, data should only be captured once, although it may have multiple uses (COUNT – Collect Once Use Numerous Times). Accuracy is most likely to be achieved if data is captured as close to the point of service delivery as possible. Information that is based on accurate data provides a fair picture of performance and should enable more effective decision-making and resource allocation at all levels of CYC. The need for accuracy however, must be balanced with the importance of the uses for the data, and the costs and effort of collection. For example, it may be appropriate to accept some degree of inaccuracy where timeliness is important. Where compromises have to be made on accuracy, this should be made clear to those who receive or use it.
2. Validity	Certain data may need to be recorded and reported using a set of compliance requirements (e.g. to specific calculation rules or definitions). This will ensure consistency between the period covered and when performance is compared with similar councils (e.g. Unitary quartiles). It's also important to source data/information where possible, to show that it has come from a formal document, report, website or system.
3. Timeliness	Data should be captured as quickly as possible to ensure it is available for review within a reasonable time period. Data must be available quickly and frequently enough to support effective performance management and to allow corrective action to be taken before a financial period ends.
4. Accessibility	All relevant data and information should be accessible to users via on-line information systems – and as soon as it becomes available. It should be presented under simple definitions that are proven to be understandable to the layperson. Data/info that shows poor performance should not be hidden or be inaccessible, whilst the issue is reviewed.

- 4.3 In practice, these standards need to be applied as consistently as possible depending on the importance and intended use of the data being provided.
- 4.4 A self-assessment matrix is available to help officers review current data quality arrangements (see section 10 of this policy – ‘tools & templates’). Depending on the result, actions to improve one or more of the 4 areas may need to be delivered. All directorates should continue to make improvements until they are scoring 4 or 5 across the matrix.

5 The 3 stages of data quality improvement

- 5.1 To help understand how to practically apply data quality standards within performance reporting procedures, a 3-stage checking process has been developed (see table below). This starts with initial data collection and ends with analysis and reporting.
- 5.2 This 3-stage process has successfully been used to improve data quality for the collection of year-end performance outturns. However, it can be applied to any performance indicators or key actions/projects.

Stage 1: data collection and input

This stage covers:

- initial data generation (i.e. physical recording of info/data), often done by front line services through filling forms or simply recording results.
- inputting data into a document, spreadsheet or system.
- a survey or review of a particular issue or area.
- gathering feedback from someone or a group, on progress of a particular project or action.

Please note that in terms of key systems, this stage just covers raw data, not the calculation formula for an indicator (accepting that some systems do simple automatic calculations to work out duration times).

Key areas of quality assurance checks are:

- ✓ Collection and recording procedures (including forms or templates).
- ✓ Regular integrity checks on key systems (i.e. do the print outs/reports tally back to what really happened? Are procedures in place to check post collection/input changes? (see section 6 of this policy for more details).
- ✓ Checking that project or action plans have been developed to support delivery. These could include original milestones or deadlines that are important for reporting progress.

Note: To help with this process toolkits and templates have been developed further, see section 10

Stage 2: calculation & evidence gathering

This stage involves gathering information to help calculate a performance result or set a target. It's probably easier thinking about this in terms of filling in year end proforma statutory indicators (e.g. NPIs). However, directorates should also introduce more simplistic checking procedures to check that data is being calculated correctly and consistently throughout the year. In many cases, this may only need to be a series of sample checks throughout the year.

The first step is to gather information from a series of documents, a system or spreadsheet and use this to help calculate an answer. Of course the information used also plays a vital role as working papers or audit trail evidence.

Key areas of quality assurance checks are:

- ✓ Making sure staff involved in data calculation and evidence gathering have access to the most up-to-date guidance and regulations? Click here for current government guidance - [National Guidance](#)
- ✓ The completion of the year-end data quality and target setting proforma.
- ✓ The collection and storage of data quality evidence (e.g. source information, working papers, reports printed from systems). Making sure officers regularly source and gather evidence for the data and information produced will improve the ‘accuracy’ and ‘validity’ of data (see section 7 of this policy).

Stage 3: analysis & reporting

Once the data has been collected and performance has been calculated, it will be necessary to review and analyse the results prior to reporting. This is actually the most difficult part of the 3 stage process to check as it relies on the interpretation of the people doing the reporting.

It is commonplace for the same piece of data to be reported completely differently, depending on the way you look at the available data. The audience, or the sensitivity of the issue being reported, can often influence this. **However, the most accurate and realistic position on an area of performance and service delivery must always be reported.**

Effective performance management is reliant on this. Its main purpose is to identify areas that need to be addressed to ensure the improvement promised in strategies and plans is delivered. Hiding or putting a positive slant on questionable performance improvement will eventually be uncovered at the end of the year - when it's too late to take corrective action or gather corporate support.

Key areas of quality assurance checks are:

- ✓ Continuing to make improvements to score a 4 or 5 under the 'accuracy' and 'validity' standards. If achieved, this will improve the quality and consistency of analysis for reporting.
- ✓ Year-end templates and proformas (which require 'significant variance' and 'continuous improvement' analysis).
- ✓ Regularly sourcing data and information within reports.

- 5.3 The 3-stage process highlights the importance of considering data quality early on. If there are problems at the collection and input point, any further use of the data will be compromised (this is supported by the GIGO principle - garbage in, garbage out).

Evidence and records

- 5.4 Clear and concise evidence to demonstrate that data assurance procedures are in place for all 3 stages is required. These will also be useful in terms of demonstrating improvement for the standard's self-assessment matrix. They will also be crucial for the annual data quality inspection process, carried out by the Audit Commission (see section 9 of this policy).
- 5.5 A shared area has been set up on the council's V:drive to act as a central reference point for data quality proformas, templates, evidence and records. For further information on how to use the matrix, or any part of this policy then please contact the relevant directorate performance officer.

Applying risk to data quality

- 5.6 Risks should be identified when looking at data quality. It is important to know what the potential problems might be with data collection and what can be put in place to reduce these risks. Some examples include:
- small cohorts, which are not statistically viable enough to represent a larger population or can cause significant variances that don't represent real improvement or decline in performance.
 - technically complex PI definition/guidance.
 - statutory indicators that have been qualified or regularly recalculated in previous data quality audits.
 - inexperienced staff involved in data processing/PI production.
 - establishing a measurement process or system for a new indicator.
 - projects or actions that have no deadlines or milestones.

6 Checking system integrity

- 6.1 The vast majority of the data the council uses comes from a number of key systems across the organisation (e.g. Dephi, EXOR, SERVITOR, FMS, SX3, RAISE, etc). An effective way of improving data quality at stages 1 and 2 of the process is to carry out 'systems integrity checks' on these systems at specific intervals throughout the year.
- 6.2 This involves carrying out 2 to 3 in-year sample audits (see section 10 for the systems integrity toolkit) of key data system, by conducting a thorough examination of a system output, such as a report. For example, quality checks can be carried out by tracking records or data from a report back to the source documents, originally inputted into the system. Any errors can be rectified and audit trails kept for reference. These files can then be presented to auditors if particular indicators that use the system are inspected. This type of procedure can yield significant data quality rewards for a modest effort.
- 6.3 Regular systems integrity checks are also crucial where information is produced to support high-risk data, such as adult/children social services and benefit payments.

7 Sharing and sourcing data

Sharing data with and obtaining data from partners

- 7.1 Under the government's new framework of National Performance Indicators (NPIs), local authorities are required to collect, analyse and report performance in partnership. The council may also need to report progress on joint projects or actions as the Local Strategic Partnership becomes more established.
- 7.2 This will require data to be shared with key partners and other contractors. The Executive Delivery Board could apply these standards to the data produced providing a more consistent approach to data quality.

Sourcing data

- 7.3 A significant amount of data used for calculating and reporting performance and/or to support key business decisions in other reports, comes from other sources. These could include:

- data from official government websites (e.g. NOMIS, IMD, CIPFA, DEFRA, ONS, etc).
- regional statistics documentation (e.g. Yorkshire Futures).
- surveys or research (e.g. MORI statistics, The Resident's Opinion Survey, Talkabout).

A full list of popular data/information source references are shown in Annex 2 of this policy.

- 7.4 When reporting this type of data or when completing data quality templates and proformas, the data source should be referenced. This not only places the data into context, it also shows that it has come from a reputable or reliable source.

Data security

- 7.5 Security is a key consideration for certain types of data when it is inputted, reported and shared. The Data Protection Act and other key government legislation (e.g. Freedom of Information Act, Children's Act 2004) should be referred to and complied with at all times. Where data is confidential, but is still required by users, this should be made clear in the report and as a caveat for sharing the report with other stakeholders.
- 7.6 There is also a council policy on record management, which will also influence the reporting and sharing of data, and this can be viewed by clicking the following link. [<record management policy>](#)

8 Roles & responsibilities

- 8.1 It is important that all stakeholders have clearly assigned and understood roles and responsibilities for data quality within the council if this policy is to have an impact.
- 8.2 The table below provides headline information about these roles and responsibilities. However, these will need to be disseminated and delivered by directorates using an approach that suits the way the service operates.

Stakeholder	Roles and Responsibilities
Executive and CMT data quality champions	<ul style="list-style-type: none"> Developing and driving forward the data quality improvement action plan. Promoting the importance of data quality in performance management and decision-making when opportunities arise. Provide a clear understanding of the data quality issues facing the council and regularly review progress.
Staff & service managers	<ul style="list-style-type: none"> Application of data quality standards to performance indicators and projects/actions. Regular review of performance guidance and other government department information. Check accuracy of service level information and ensure compliance with internal / external definitions (e.g. National Indicator Set definitions) Carrying out system integrity checks. Take steps to minimise stage 1 errors (collection and input). Report inconsistencies and problems to Managers or directorate performance officers
Directorate Performance officers / teams	<ul style="list-style-type: none"> Act as Data Quality champions within directorates – providing guidance and support to services. Identify performance data and actions, which are deemed to be strategically important – so the data quality standards can be applied more rigorously. Ensure systems integrity checks are regularly carried out within directorates. Promote the use of the data quality self-assessment matrix at service level. Maintain and review data quality evidence, templates and proformas across directorates and within the council's shared v:drive.
Directors and Assistant Directors	<ul style="list-style-type: none"> Ensure that performance indicators used to assess performance are of sufficient quality. Many of the problems experienced with data quality often start with poorly defined performance indicators and/or projects/actions. Ensure key management information systems are reviewed regularly through systems integrity checking. Provide visible leadership within a directorate on the need to continually improve data quality - driving forward improvement strategies on data quality and providing additional resource support where required.

Performance and Business Assurance Team	<ul style="list-style-type: none"> • Manage the council relationship with external audit and work with internal audit to review progress on this data quality policy. • Produce and co-ordinate corporate proformas and templates, which support data quality. • Work closely with the council's data quality champion to improve and maintain the corporate framework for data quality.
Internal Audit	<ul style="list-style-type: none"> • Carry out regular audits of data quality across the council – working with the Performance and Business Assurance Team to review the quality of data produced on high-risk performance indicators and actions. • Liaise with the Audit Commission to support the annual data quality audit process (pre – year end performance publication).
Councillors	<ul style="list-style-type: none"> • Portfolio holders need to reassure themselves that services have sufficiently robust systems in place to ensure good data quality for key management information.
Partners	<ul style="list-style-type: none"> • Consider the data quality standards within the Council, and provide support to improve these standards (as set out in Section 7). • Develop data sharing protocols as appropriate to ensure the timeliness and accessibility of data. • Improve the data quality of information used for reporting to the WoW Executive Delivery Board.

9 Data quality audits

- 9.1 Although the standards set out in this policy are needed to improve the way the council manages performance and makes key decisions, these standards also need to be delivered to help us demonstrate to external auditors that the council has robust and effective data quality procedures in place.
- 9.2 Every year, between June and August, the Audit Commission carries out a formal audit of these arrangements. The standards, proformas, templates and supporting evidence mentioned in this policy will be used by the auditors to assess how good the data quality arrangements are and what improvements have made since the last visit. The results of this audit influence the Comprehensive Area Assessment (through the Use of Resources Assessment) and the council's Annual Audit Letter.
- 9.3 Only statutory and local indicators reported throughout the year (e.g. National Performance Indicators) will require year-end data quality and target proforma to be completed. Audit trail evidence to support calculations and any significant variances in performance between previous years will also need to be produced. For more information about this audit, contact the relevant directorate performance officer.

10 Tools and templates for data quality

- 10.1 To help support this data quality policy, a number of tools and templates are available to help deliver improvements or support compliance arrangements. These are all available online in the 'performance management and guidance' section of the council's intranet. Clickable references are set out below for those who are reading this policy in electronic format.

Proformas and templates

- 10.2 The self assessment matrix is set out in Annex 1 of this policy. Alternatively, you can click the following link to use the matrix online through completion of an indicator self assessment form. [<Data quality standards self-assessment matrix>](#)

10.3 Year-end data quality and target setting proformas, together with completed examples can be accessed by clicking here. [<year end data quality and target setting proforma >](#)

10.4 Systems Integrity toolkit guides officers and managers through a series of questions to help assess the quality of data held within data systems across the council. [<systems integrity toolkit>](#)

10.5 These may be reviewed by Internal Audit and the Audit Commission as part of the annual data quality audit process. Further templates may be added to this area as the improvements on corporate standards are made.

Statutory guidance

10.6 Government bodies such as the Audit Commission, DEFRA, DfEE and CSCI regularly produce guidance for statutory performance indicators. This can include:

- performance definitions and reporting parameters.
- methodologies for measuring and calculating performance.
- timescales for when measurement or surveys need to take place.
- references to other supporting guidance.

10.7 Contact the relevant directorate performance officer for a list of all the suitable guidance available for each directorate. All statutory guidance is available online by clicking the following link:

<http://www.communities.gov.uk/publications/localgovernment/updatednidefinitions>

Key information about York and CYC

10.8 A significant amount of information used in performance management and other reports uses key local data. This includes:

- | | |
|---|---|
| • The population of York | • The number of disabled people who live in York |
| • The BME population of York | • The number of households in York |
| • York's population by age group | • York's geographic area in KM2 |
| • The number of children in York's schools | • Staff numbers in directorates (FTE & headcount) |
| • The number of council house tenants in York | • The number of staff employed by the council (FTE & headcount) |

10.9 This can change from year to year and it's therefore important that the same figures are used to calculate and report performance, or used as contextual data for other reports. To make this easier this data will be available on the council's intranet.

Further information & support

10.10 If you have any queries relating to this policy or other areas of data quality, please contact one of the following officers from the Performance and Business Assurance Team:

Peter Lowe, Tel: 552033, e-mail peter.lowe@york.gov.uk.

Nigel Batey, Tel: 552047, e-mail nigel.batey@york.gov.uk.

Self-assessment Matrix

Annex 1

Score	Accuracy	Validity	Timeliness	Accessibility
4 - 5	<p>Data is of sufficient accuracy to meet the needs of all users. Any reported changes over a period of time are within statistical confidence intervals for the data set being reported.</p> <p>If a change in performance is due to special circumstances, this is clearly stated when the data or information is reported</p>	<p>Data is recorded and reported consistently under specific calculation rules or definitions. Comparative information is also shown, where available and results are compared with similar councils or organisations, where possible.</p> <p>The source of data and information is referred to where available. The data/information is recognised by users as a <i>strong</i> measure of success for the area being reported.</p>	<p>The data and information is available quickly and frequently enough to allow rapid intervention or corrective action to take place by key staff and management.</p> <p>The data and information also refers to a period of time close to the date it is reported (e.g. performance for April to September is reported in early October).</p>	<p>The data and information is accessible to users via on-line information systems quickly and simultaneously.</p> <p>It is presented under simple definitions or descriptions that are proven to be understandable to the layperson.</p> <p>More data and information is available and accessible if stakeholders want to get behind the performance headlines.</p>
2 - 3	<p>The accuracy of the data is sufficient to provide an 'indicative view' of whether performance is improving, but there are still data gaps or statistical viability areas that need to be addressed.</p>	<p>Data is reported under a specific theme, but there is no formal guidance on definition or calculation. Comparative performance is only provided where the government provide it (e.g. quartiles) and data sources are inconsistently applied.</p> <p>The data is recognised by some stakeholders as a <i>useful</i> indication of improvement.</p>	<p>The data is produced in enough time to allow management to respond to problems, but delays to releases sometimes reduce the usefulness of the data or information.</p> <p>The data and information refers to data that is more than one month old (e.g. performance for April to September is reported in November or later).</p>	<p>The data is accessible to some stakeholders straight away, but there are delays before others can access it around the organisation.</p> <p>It's often presented in a format that requires further analysis to understand improvement in more depth and this is only available by request. The indicator definition is understandable to most lay persons with support</p>
1	<p>The data is mainly considered inaccurate and is not trusted by the Council or its partners.</p>	<p>There is no formal guidance on definition or calculation for this data and comparative information is not used and sources are rarely referenced.</p> <p>The data is not really valued by most stakeholders as an indication of improvement.</p>	<p>The data is released so late after the period it represents that it is useless for anything other than looking back at what actually happened.</p>	<p>The data is difficult to get hold of outside formal reporting periods and suffers from a complex definitions or the inability of stakeholders to relate it to areas of improvement or delivery.</p>

NOTE: Assessments should be aimed at themed areas of improvement (e.g. Educational attainment, Street cleanliness, Housing repairs and maintenance, etc). These should be assessed in the context of how data or management information is used to assess progress or improvement. For example, assessing GCSE results would be done in the context of improving the attainment level of children at 16 years old.

Useful data sources**Annex 2**

<u>Office for National Statistics (ONS)</u>	<u>Yorkshire Futures</u>
<u>CIPFA IPF</u>	<u>Yorkshire Forward</u>
<u>Index of Deprivation (IMD)</u>	<u>Yorkshire Tourist Board</u>
<u>NOMIS</u>	<u>Yorkshire & Humber Assembly</u>
<u>Ordnance Survey</u>	<u>Regional Climate Change Action Plan</u>
<u>Sport England</u>	<u>Joseph Rowntree Foundation</u>
<u>Audit Commission</u>	<u>Learning Skills Council</u>
<u>Land Registry</u>	<u>Higher Education Statistics Agency</u>
<u>Highways Agency</u>	<u>Health Development Agency</u>

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